



PARENTS' HANDBOOK 2023-2024

Our Mission: To provide preschoolers a safe and caring atmosphere where they can interact with other preschoolers and learn with the guidance of their teachers and parents. To provide parents the opportunity to be an integral part of their child's early learning experiences. To provide the community with a preschool committed to helping children develop their social, emotional, physical, and intellectual potential.



Greenhills Cooperative Preschool

Enhancing education through parental cooperation

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WHAT IS A CO-OPERATIVE SCHOOL?

A co-operative preschool is a nonprofit organization owned, maintained, and administered by the parents of the young children who attend the school. All members are co-owners and should take an owner's interest in their school. Parents volunteer to participate in the classroom on a regular basis and are encouraged to share their interest and talents. A schedule of your child's special participation days is arranged at the beginning of the year and throughout on an advanced monthly basis. An elected Board and paid Administrator, Treasurer and Registration Chair manage the co-op. Teachers are employed to plan and guide the parent-assisted program.

Parental commitment to the cooperative school will evolve from three levels:

1. The fundamental level through your active concern as a parent . . . concern for your child's adjustment to the school, their relationship with peers, their responses to curriculum, etc.;
2. The second level being your responsibility of volunteering on your child's Special Helper days. . . ensuring that a parent is on the premises at all times when class is in session;
3. The third level being your involvement as an administrator . . . your specific assignment on the Board or a committee, your voice in the decision making for the school and your input on issues that may have effects on other children in your community.

The reason that a co-op offers so much to parents on each of these levels is that you as a parent are your child's first and primary teacher. Your active involvement in the school is part of a learning experience which reinforces you in your role as the primary teacher of your child. The co-op also offers social support . . . the chance to meet and work with other families in the community and to grow in understanding of how groups function toward common goals.

Role of the Board:

The Board, in conjunction with the school Administrator, is responsible for the day-to-day operation of the school. This responsibility is delegated to it by the membership through the By-laws. The Board implements policies set by the membership and recommends new policies where appropriate. Any decision on educational philosophy, membership requirements, tuition fees and budget are made by the board. Usually, most of what is covered in the By-laws is policy. The Board can and should recommend changes in policy based on its ongoing experience with the school but the membership must vote on any By-law changes proposed. It is the Board's responsibility to hire the teachers and to evaluate them, but the Board does so within the framework of the philosophy of the school.

Role of the Parent:

As an individual, each parent's role is to be present on their child's Special Helper days. A dimension of the parent's role is as an active observer. Parents are encouraged to observe the children and to ask questions about child development and early childhood education. Parents must respect confidences. As a learner/observer/teacher, parents should also try to keep themselves informed about what is happening in the field of early childhood education. Parents are also "spokesmen" for their school in the community. In the words of past members, the best public relations people are those who are involved. Each parent has the right to openly discuss and question any matter pertaining to the running of the school. Parents may bring grievances to the general membership, to the Board at a closed meeting, or to the Chairperson or Administrator personally. Never hesitate with a question no matter how great or small the problem may seem to you.

It is also necessary that parents be informed of all they need to know. Information begins with the mandatory Parents Meeting prior to the first day of school, and will continue through orientation when parents are informed of what they need to know to be able to participate in the classroom effectively. It then goes

through the year . . . not via the grapevine (which can be destructive in itself) . . . but through meetings, newsletters, and notices posted in the hallway and on the bulletin board. Parents should participate, read notices, review the newsletters, and SPEAK UP. If you as a parent disagree with a policy or procedure, bring it to the attention of the Board, Chairperson, or Administrator.

Role of the Teacher:

The role of the teacher is very complex because in order for the program to be effective, she has to supervise her own employers when they assist her in the classroom. She must be able to explain the theory and practices of her program and share her knowledge of children with the parents. She is responsible for the educational program of the school. She does not make decision on policy but may advise the Board and membership with suggestions on decisions that require her expertise. She makes decisions on educational policy in keeping with the developmentally appropriate practice in early childhood programs. The membership defers to her professional knowledge about the children. She should be asked to present recommendation or to share her opinion on what occurs in the classroom and whatever administrative details relate to her. The teacher will be evaluated annually by the Board.

II. HISTORY OF GREENHILLS CO-OP PRESCHOOL

Our preschool traces its roots to 1955 and two mothers with preschoolers. They wanted their children to have the opportunity to play with other small children and learn the skills of group play. The group soon expanded to 18 mothers who rotated holding the classes in their homes.

In 1966, the school became licensed by the state and rented space at the Greenhills Community Church, Presbyterian. Since then the school has become incorporated. The preschool continues to grow and prosper with the help and cooperation of the school families. In 1985, an additional classroom and two new classes were added to meet the growing needs of the community. In 1988, a transitional class was created to meet the needs of the children whose birthdays center around the September 30 deadline. This class was replaced by offering a Pre- Kindergarten in 1994. In the summer of 2012 the Preschool chose to participate in a voluntary rating system, *Step Up To Quality*. We were awarded our first star in February 2013. The second star was received in 2015. In the spring of 2018 the board voted to change our location and we moved to The Messiah Lutheran Church during that summer.

III. WHY A CO-OP?

Philosophy of the Greenhills Co-op Preschool

Preschool is the beginning of a new relationship between parent and child. This is often the child's first separation from his or her parents. Parent and child learn to enjoy each other in a new setting, exploring new materials and activities together. It is important for each child to be accepted as he or she is recognizing that each child has his own rate of physical, emotional, intellectual, and social development.

Our curriculum provides a stimulating environment that allows and encourages children to respond with and develop their skills. Choice time is for the child to select what he wants to do and to become absorbed in that activity. Choice time is also a learning time -- a time for solving problems, for thinking, exploring thoughts, using social skills, and language skills. Children are exposed to a variety of materials such as puzzles, blocks, and manipulative toys.

Our structured program includes learning experiences using materials such as paint, clay, water, sand, scissors, wood, and paper. Group time in this structured part of the session provides opportunities to enjoy story time, music, cooking, snacks, and outdoor play. Exposure to cultural arts includes trips to the Library, theme field trips, and guest speakers.

The child's inquiring mind and active body will be nourished by learning experiences, expressive materials and a wider variety of play equipment not available at home. A child will become more aware of his/her world by experimenting freely with art, music, science, books, and dramatic play. Equipment is carefully chosen to develop both large and small muscle coordination. In an atmosphere of acceptance and affection, your child will grow toward social and emotional maturity and independence.

Advantages for the Parent:

Moms, dads, and grandparents can share the unique opportunity of participation as a volunteer in the classroom and enjoy a special relationship with their child's teacher.

The parents' participation increases their understanding of young children.

The parents gain insight observing their child's relationship within a group of children the same age.

Advantages for the Children:

The child learns to feel secure with adults other than his parents.

The child learns how to approach other children his or her age - learning how to solve problems and to accept limits; learning how to share, to take turns, and to be considerate of others.

The child explores creative materials. The child begins to develop the ability to be responsible and independent.

IV. CONTRACTUAL OBLIGATIONS OF A CO-OP PARENT

A. Contract Contents

We recognize this enrollment is a family commitment. As "Co-op parents" we agree to:

1. Enroll and pay tuition using the *Smart Tuition* collection services. Pay tuition by the first day of every month. The Preschool will assess a \$10 late fee, in addition to the late fee assessed by *Smart Tuition*, if tuition is not paid on time. A fee of \$25 will be applied to your account for any failed payment processed via auto debit, phone, web, and for failed check payments. Your bank may impose additional fees.

Three/fours: \$1,395 per year. **\$155 is due on the first day of each month from September through May.**

Four/fives: \$1,935 per year **\$215 is due on the first day of each month from September through May.**

Enrichment Class: \$2,340 per year. **\$260 is due the first day of each month from September through May.**

If tuition is not received by the date due, the Executive Board reserves the right to suspend your child (children) from attending classes until your tuition obligation is met.

2. Attend Parents' Night, Orientation, parents' meetings as needed, school conferences, and participate in field trips for each enrolled child.
3. **Fundraising:** One of these options must be chosen and adhered to as part of the Fundraising Contract, which is completed and signed as part of your child's enrollment paperwork:
Participate in any one or multiple fundraisers to earn at least \$135 school profit for one enrolled child and \$75 school profit for each additional enrolled child before the end of the school year.
You can pay a beginning of the year buyout of \$135 for one enrolled child and \$75 for each additional enrolled child, with your September tuition.
You may choose to do the monthly buyout: add an extra \$15 each month (\$8.34 for additional child) with your tuition to meet the \$135 goal (\$75 for additional child).

If you withdraw your child prior to the end of the school year, your fundraising obligation will be prorated at the rate of \$15 for one child, \$8.34 for each additional child per month or partial month of attendance. All fundraising obligations will be due in full by April 1. If payment is not received the Executive Board reserves the right to suspend your child (children) from attending classes until the fundraising obligation has been met. The same policy applies for enrollment after the school year has started.

4. **Committees:** Participate on at least one committee. These include fundraising, laundry, orientation (returning parents only), outdoor maintenance, repairs and special events. This obligation is waived for board members and class secretaries. Families with more than one child in the school will participate on one committee for each enrolled child. If a family does not fulfill their committee assignment, a \$50 fine will be imposed. Late registrants shall be placed in any open committee position(s) where necessary, by the Chairperson or Registration Chairperson.
5. **Housekeeping:** Work with a committee at least one Friday or Saturday during the school year to clean the classrooms and muscle room. If you fail to participate in a scheduled housecleaning, you will be fined \$75 per enrolled child for each missed scheduled housekeeping day, and be rescheduled for the next housekeeping day. Families with more than one child in the school will be scheduled one cleaning day for each enrolled child.
6. **Special Helper Days:** Volunteer to attend with your child on their Special Helper days. Parents should understand that no other children are permitted to accompany the parent during the class sessions either on the school premises or on field trips unless expressly permitted by the Administrator and Teacher. If a parent is physically unable to volunteer, they will designate another adult to fulfill their responsibilities.

B. Special Helper Days

Teacher or Teacher's Aide must be in the classroom before you may leave any child.

Your class secretary will organize a Sign-Up Genius for your child's class where you will be asked to choose your child's Special Helper days by volunteering to attend. Mark your child's Special Helper days on your calendar immediately. This is your child's special day. If you are unable to fulfill this commitment, refer to the section entitled: Missing your child's Special Helper Days (section C, page 6).

Dress to be involved with the children both indoors and outdoors. Classes go outdoors in almost all weather. Both you and your children should dress in washable, casual clothes suitable for the day.

Bring a nutritious snack (and beverage on field trips) for the children, teacher, teacher's aide and yourself.

Suggestions are:

Nutritious Snacks

Cheese and crackers
Cheese and fruit kabob
Fruit: fresh or dried
Granola bars
Muffins
Vegetable sticks
Popcorn

Foods to Avoid

Candy
Cakes and cookies (ok for parties/birthdays)
Peanuts
Potato Chips
Salty snacks
Carbonated beverages (pop)
Chocolate as main ingredient

Arrive 15 minutes before class and plan to stay 15 minutes after class.

Only school staff members (teachers, aides, school administrator) will discipline the children.

Avoid talking about any child in his or her presence. Speak softly, slowly and simply with a child.

Don't be surprised if your child resists sharing you with others. Recognize his or her feelings but extend yourself to the entire class.

Parent volunteer and helping child must wash their hands prior to handling any food.

(Reminder: please do NOT plan to discuss your child with the teacher during class time. Make plans to meet outside of class.)

C. Missing your Child's Special Helper Days

Special Helper Day is a privilege that you, your spouse, and your child's grandparents can enjoy as a member of the Co-op. (Consider health-related restrictions such as a heart conditions or advanced pregnancy if a non-routine day is planned such as a field trip.)

If illness or emergency forces you to miss your child's Special Helper day, it is your responsibility to exchange days with another parent on the roster and to notify the class secretary of the change. Both you and the class secretary should notify the teacher of the change. If possible, send a spouse or a grandparent to be the adult volunteer. Do not ask the class secretary to find a replacement for you. Only parents, custodians, guardians and grandparents of enrolled children may assist unless an exception has been approved in advance by the teacher, chairperson and/or administrator.

Parents/Guardians are responsible for all children in their care until a parent volunteer arrives. If no parent volunteer is present by 9 a.m., another parent may volunteer for the session. If no one volunteers, the teacher will dismiss the class because a parent must be on the premises at all times class is in session.

V. POLICIES AND PROCEDURES

A. Operating Policies

The Ohio Department of Job and Family Services issues the school a license that is posted on the wall as you enter the Co-op hallway, for your review. The rules and regulations governing Child Day Care Centers are posted in the hallway and are always available upon request to the Administrator or Licensing Chairperson.

The school's licensing record, including, but not limited to, compliance report forms from the ODJFS, complaint investigation reports, and copies of inspections from the building and fire departments, are available upon request, and are posted in the school office for review.

As a parent, custodial parent, or guardian of a child enrolled in the school, you are permitted unlimited access to the school during its hours of operation in order to contact your child, evaluate the care provided by the school or evaluate the premises. Upon entering the school, notify the Administrator or your child's teacher of your presence and purpose for the visit.

The school is open from 9 a.m. to 11:30 a.m. Monday through Friday.

The ages and number of children the school is authorized to serve are based on the licensing capacity of 28 preschool age children on a part-time basis. A minimum of 4 child care staff members are needed to care for these children.

Teacher/child ratio and maximum group size for Threes is 1 teacher per 12 preschool children and up to 14 with an Aide; for Fours, 1 teacher per 14 preschool children; and for Fours/Fives, 1 teacher per 14 children. The group size maximum for 2 adults is 28 three year old children, and 28 four and five year old children. An Aide is always available for each class.

We are not licensed to change diapers or pull-ups, therefore a child must be toilet trained and be three years

old by September 30th of the current school year to be enrolled in the Threes. A child must be four years old by September 30th of the current school year to be enrolled in the Fours. A child must be 5 by December 31st of the current school year to be enrolled in the Pre-k class.

A roster of the children attending the school along with the names and telephone numbers of their parents, custodians, or guardians will be distributed. The roster shall not include the telephone number of any parent, custodian or guardian who requests to the Chairperson not to include this information.

If you need help with problems or complaints related to the school's program, call the Administrator. Teachers may be contacted by telephone, email, or written request for a suitable conference time. Problems or complaints should not be discussed during the time prior to or during a class session. A problem will be addressed by the Administrator, the teacher(s), and, if necessary, by the Board members depending upon the severity of the problem or complaint.

The Ohio Department of Jobs and Family Services toll free number is 1-866-635-3748. Any person may use this number to report a suspected violation by the school. Staff members are to meet all state required standards and trainings for Child Abuse/Neglect Recognition and Prevention, First Aid/CPR, Communicable Disease Recognition and Prevention and have fingerprint background checks done every 3/4 years via F.B.I and B.C.I.

All of the staff are mandated to reporter any suspected child abuse or neglect.

The school does not discriminate in the enrollment of children upon the basis of race, color, religion, gender, national origin, or disability in violation of ADA act of 1990, 104 Stat. 32, 42 U.S.C.

If your child's teacher is going to be absent for the class session, she will report her absence to the Administrator or Chairperson with the name of the person who has agreed to be a substitute teacher for the sessions, and she must explain the reason for her absence. Substitute teachers are selected from the approved list of adults given to the teachers by the Executive Board. The Administrator or Chairperson may cancel the session if no responsible adult is available to teach the class. If the Administrator or Chairperson is unavailable, the Registration Chairperson assumes temporary responsibility for locating a substitute teacher or canceling class.

If the teacher becomes ill at school before or during your child's session, an unassigned teacher will assume temporary responsibility if she is on school grounds. She may complete the class session or request that the Teacher's Aide contact the Administrator or Chairperson for a substitute teacher. If the assigned teacher or a qualified substitute teacher is not available, the Administrator or Chairperson may cancel the session. With the help of the Class Secretary, the Administrator or Chairperson must contact a parent or guardian for each child in the class regarding the early dismissal. If the Administrator or Chairperson is unavailable to facilitate the ill teacher's removal from class responsibilities, the Registration Chairperson should be contacted to assist the Chairperson in her absence.

The Administrator, teachers, substitute teachers, and parent volunteers shall be mentally and physically able to carry out their duties. The school shall not employ a staff member whose physical or mental disability would prevent this person from recognizing and acting against any hazards to a child's safety and well-being at the school or which would prevent this person from the substantial discharge of all other responsibilities of the position.

All parents must fulfill their obligations as stated in the Parent's contract.

All outstanding fees/fines must be paid in full by your child's first class day of the month of April.

B. Custody Agreements

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

C. Arrival & Departure

Please be prompt for both arrival and departure. All children and the parent volunteer must wash their hands upon arrival into the classroom in the morning. The child helper and their parent may arrive at 8:45. Classroom doors do not open until 9:00 A.M. Class ends at 11:30A.M. The teacher will greet each child at the door at the start of each session. Children who arrive prior to 9:00A.M. should wait in the hallway by their classroom until the teacher opens the door. Children should be escorted to the door of their classroom by an adult. Do not leave any children in your vehicle or in the parking lot unattended. This includes sleeping infants. If you require assistance escorting your enrolled child into the school, please let a teacher or teacher's aide know. Also, please note that Regulations require that only children enrolled in the school can use the muscle room and the children can only use the muscle room during school hours.

You or someone responsible for your child must be in the hallway within five minutes of the designated dismissal time. Failure to comply may result in a late fee of \$1 per minute late. This policy will be enforced at the discretion of the teacher according to the frequency of late arrival. The teacher will confirm the exact time you or the person responsible for your child arrived. The teacher will inform the Treasurer, who will bill you, and the money will be given to the teacher. The money will not become the property of the school. You will be given 30 days to pay the fine, then a 30-day grace period. If the fine remains unpaid, you will be asked to withdraw your child.

For the safety of your child, notify the teacher in writing if someone else will be picking up your child. If the teacher decides that the person picking up the child is not physically or mentally capable of driving safely, the procedure is:

The teacher will ask this person to wait until all other children in the class are dismissed. The teacher dismisses other children while the Teacher's Aide contacts the child's parent or a person listed on the child's Emergency Transportation Medical Authorization form. The suspected reasons for dismissal refusal are discussed. The contacted person confirms the dismissal decision. If the person appears intoxicated or under the influence, the police department will be contacted.

For the safety of your child, please hold your child's hand from the time they leave the classroom until you get in your car or leave the parking lot area.

D. Daily Schedule

All Children and Parent Volunteers **must** wash their hands upon arrival at the school. This is a typical schedule for our 3 year old classes:

Choice Time (Artwork, Cooking, Theme Play) – 9:00-10:00

Clean Up – 10:00-10:10

Circle Time (Music, Show & Tell, etc.) – 10:10-10:30

Restroom, Snack – 10:30-11:00

Story Time, Special Helper's Show and Tell, Music – 11:00-11:15

Muscle Room/Playground – 11:15-11:25

Dismissal (Coats, School Bags) – 11:30

A typical daily schedule for the 4's and Pre-k class would include:

Circle Time (Arrival, Journal, Reading, Instruction) – 9:00-9:40

Projects/Activity Time – 9:40-10:05

Choice Time/Free Play – 10:05-10:30

Clean Up – 10:30-10:40

Story Time – 10:40-10:50

Snack Time/Restroom – 10:50-11:05

Outside Play/Muscle Room – 11:05-11:25

Dismissal – 11:30/3:00

Time allotted for these activities will change during the course of the year as your child matures.

Outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. If the situation requires it we will also adjust outdoor time due to rain, threatening weather, etc. On days that outdoor play is not provided due to these conditions, we will allow time in the large muscle room. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens and boots in the winter time.

E. Registration Policy & Procedure

Registration shall be limited to the number of children that will be well provided for in each class situation in terms of age, adult personnel, space, facilities, equipment, and shall be consistent with the standards of the Ohio Department of Job and Family Services.

All applications are to be hand delivered or mailed to the Registration Chairperson.

All applications will be ranked in the order in which they are received. A registration fee must accompany the registration form in order to reserve a roster position. This fee will be specified on the form and is non-refundable.

All returning families must be current in tuition and have no outstanding balances owed to the Co-op.

Registration is a three-week process.

- Week 1 begins with the currently enrolled families who are returning. Roster positions are guaranteed when registration fee is paid.
- Week 2 registration is for previously enrolled families and church members. Roster positions are guaranteed when registration fee is paid.
- Week 3 begins with an Open House for public registration. All registration forms shall indicate a deadline as to how long the guaranteed position is being held for the applicant.

Parents may indicate a preference as to who their child's teacher will be. Assignments are made by the Registration Chairperson. Unresolved dissatisfaction with the teacher-child assignments may be appealed to the Executive Board elected by the parents within the Co-op.

We reserve the right to cancel any class that does not obtain the minimum enrollment.

F. Tuition Policy

The tuition shall be a minimum fee consistent with good management, the amount to be determined by the Executive Board. Yearly tuition covers salaries, rent, insurance, and consumable and durable supplies.

Families with two children enrolled during the current school year will receive a 5% tuition discount on the youngest child's tuition.

Tuition shall be defined as an annual fee for the current school year. It shall be divided into nine equal installments to be paid on a monthly basis for the financial convenience of the enrolled families.

Tuition will be paid on a monthly basis, September through May, and shall be paid using the *Smart Tuition* collection services. Tuition is not charged by the number of weeks for attendance each month. If payment is not received by September 1st, the school reserves the right to fill your child's position from our waiting list.

In order to operate and keep costs as low as possible, there will be no refund of tuition for illness, vacations, or other reasons for extended absence. All debts accrued during previous enrollment must be paid in full prior to registering for the current school year. Failure to pay overdue tuition, tuition late fees, incomplete fundraising payments, or other outstanding debts removes your child from the class roster.

If you are unable to pay tuition on the first day of each month, the Treasurer may assign an alternate day. If no explanation has been given to the Treasurer as to why tuition has not been paid by the first day of each month, a \$10 late fee will be assessed, in addition to the late fee assessed by *Smart Tuition*. Any account which is overdue may result in suspension and/or expulsion of the enrolled child/children until full payment has been received.

The Executive Board will make the decision whether to suspend/expel your child(ren) from classes and activities. The Executive Board reserves the right to turn any and all uncollected debts to a collection agency to secure payment.

G. Fundraising Policy

Tuition alone does not cover our annual budget. Fundraising keeps tuition costs lower, while helping to cover administrative expenses, maintenance/replacement of equipment, benefits, and unplanned expenses.

Each family is required/encouraged to participate in any one or multiple fundraisers to earn at least \$135 school profit (Item selling price less our cost = school profit). Families with more than one enrolled child must earn \$75 per additional child. There are three options for meeting your fundraising obligation as outlined in the Fundraising Contract (which is completed as part of your enrollment packet). Please note that once you elect one of the three options on the Fundraising Contract, you may not choose to move to a different option. You may elect to pay \$135 per child (\$75 per each additional child) during the first month of attendance to fulfill your fundraising obligation. If you choose to buyout after April 1st and if you have not participated in any fundraisers, at this point you will owe \$140 (\$85 for any additional children) and the amount will need to be paid in full within one week of the first of April or your child will not be able to attend class until your commitment is fulfilled.

Participation in the Kroger Community Rewards and Amazon Smiles programs is very much appreciated. Unfortunately, we are unable to count funds generated through those programs toward family fundraising requirements because we have no way to keep track of who participates and how much money they raise.

If you have not met your fundraising requirements by April 1, you will be required to pay the difference to meet the \$135 school profit for the first enrolled child and \$75 for each additional child. Fundraising shortfalls will be added to the May *Smart Tuition* payment. If the financial obligation is not met, your child will not be able to attend classes until the amount is paid.

If you withdraw your child prior to the end of the school year, your fundraising obligation will be prorated at the rate of \$14.50 (for one child, \$8.34 for each additional child) per month or partial month of attendance. The same policy applies for enrollment after the school year has started.

H. Housekeeping

Each family is required to spend one Friday evening or Saturday morning per enrolled child per school year cleaning the classrooms.

If you are unable to clean on your scheduled day, you are responsible for finding your replacement. If you trade days, you must call the Housekeeping Chairperson. Failure to fulfill your cleaning requirement will result in a \$75 penalty fee to be assessed for each missed scheduled cleaning requirement, payable with the next month's tuition and you will be rescheduled for the next housekeeping day. If you are fined and re-scheduled to clean and do not participate, your child will be excluded from class until the fine is paid. All outstanding housekeeping fines must be paid by the first Friday following the scheduled cleaning day or your child will not be permitted to attend class until payment is received.

I. Health Forms

All health forms, (medical statement) must be dated within 30 days of the start of school with information that is less than one year old. Your child will be excluded from school if your child's enrollment and health information forms are incomplete, outdated, or unavailable within 30 days of enrollment. This requirement is enforced by the Ohio Department of Job and Family Services and its licensing specialist may inspect the files twice each school year.

The Co-op must have on file a completed Child Enrollment and Health Information form (jfs 01234) prior to the first day of school. If the form is not present the child will not be admitted to begin school. This is state law.

J. Immunizations Policy

Every student needs to provide an immunization record completed by a physician. Sections 3313.67, 3313.37 of the Ohio Revised Code set forth mandated immunizations required for preschool through grade twelve.

Parents who do not wish to immunize their child for philosophical, religious or medical reasons must submit a letter indicating which immunizations they are waiving. Please note, in the event of an outbreak of communicable diseases, any student who has refused that vaccine will be excluded from school until the threat from the communicable disease has passed.

K. Illness & Communicable Diseases

A staff member trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he or she enters a group. The training necessary for this judgment includes completion of a course in first aid and in prevention, recognition and management of communicable diseases which is approved by the State Department of Health. The approved courses are: "American Red Cross Multimedia Pediatric First Aid & CPR & American Red Cross Common Childhood Illnesses." Specific details of course content are on file in the school office.

The following precautions shall be taken for children suspected of having a communicable disease. The school will immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. Decisions regarding whether the child should be discharged immediately or at some other time of the day shall be determined by the teacher and parent or a guardian. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to a parent or guardian:

- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.

- Diarrhea: More than one abnormally loose stool within 24 hours.
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- 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 infestation.
- Vomiting more than once or when accompanied by any other signs of illness.
- Sore throat or difficulty swallowing.

At the beginning of the school year or shortly thereafter, a notice describing the symptoms and therapy for lice will be posted in the hallway outside the classroom, and published in the school newsletter. If a case of lice is found, all parents will be notified, and the classrooms and equipment will be sanitized. The school may conduct random lice checks throughout the school year.

The school shall follow the Ohio Department of Job and Family Services “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses. This chart is posted in the hallway across from the office door. A child isolated due to suspected communicable diseases shall be:

- Cared for in a room or portion of a room not being used for other types of child care. Cots are available in the school office.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. The teacher’s aide will remain with the child until a parent or guardian arrives.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before use by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening condition.
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

If you know your child has been exposed to a communicable disease, contact your child’s teacher or the Administrator, who will then notify the class about the name of the illness, the date the child began experiencing symptoms, specific symptoms for which to watch, and the incubation period for the illness if it can be determined. If a child has a chronic illness which increases the seriousness of the suspected communicable disease, a parent or guardian should indicate on the medical forms that immediate notification is necessary. The child’s teacher will then contact you as soon as possible.

Re-admittance is to be in accordance with the doctor’s orders. The Co-op may ask for a note from your child’s doctor stating your child is free of communicable disease.

Mildly ill children are discouraged from attending school as their weakened resistance to illness presents the possibility of a worsening condition for them and exposes healthy children to the symptoms of the mildly ill child.

We cannot give medication without an authorization form signed by a parent or guardian. Administration of all medicine will require a doctor’s signature.

L. Safety

If any parent or any person that would come into contact with the Co-op, or any children enrolled, has been convicted of any crime against a child the Executive Board reserves the right to contact the parents of currently enrolled children to inform them.

Siblings of enrolled children are not permitted in the classrooms or muscle room to play at any time due to Ohio State Law.

Use of aerosol sprays is prohibited when children are in attendance at the pre-school. All children will be supervised at all times.

Children are to be escorted into the building and into the classroom upon arrival at school; children are not to be left unattended in vehicles or in the parking lot at any time. Doors will be locked at 9:15am. If you are late or need to pick up your child early, please call the school and someone will assist you.

Children will be dismissed from their classroom to parents or other designated persons who must meet their children inside the building, in the hallway, outside the classroom.

No parking in the fire lane or handicapped designated spaces unless authorized.

The use of tobacco and alcohol is prohibited at all school functions.

M. Emergency

Emergency phone numbers are posted by the telephone. Phones are available in the school office, both classrooms, and the church office.

Fire and tornado procedures and drills are explained and reinforced monthly from September through May. School safety/lockdown drills are explained and will be done quarterly.

A fire emergency and weather alert plan is posted in each classroom which explains the action to be taken and staff responsibilities. Both written instructions and a diagram showing evacuation route are posted. The medical and dental plans to be used in an emergency also are located in this area. Both staff and parent volunteers should periodically review this information to be aware of what procedures to follow, should the need occur.

In case of fire, we shall exit through the doors in the classrooms going down the hallway and out the nearest marked exit. The following procedures shall be used:

Instruct children to line up behind the Parent Volunteer or Teacher's Aide. The teacher is last to leave the room, taking with her the portable file of medical records and phone numbers. Parent Volunteer or Teacher's Aide leads the children out of the classroom through the closest exit doors to the grassy area away from the building and out of danger.

If the closest exit is blocked by the source of the emergency, use the stairway door exit. Children will be instructed to line up behind the Parent Volunteer or Teacher's Aide. The teacher is last to leave the room. Parent Volunteer or Teacher's Aide leads the children out of the classroom through the hallway entrance, up the stairs, and out into the parking area away from the building and out of danger.

If there is a tornado warning, the teacher will keep the children in the hallway or the windowless classroom until the warning is lifted by the police or until a parent comes to take their child (not a car pool).

The center has devised several procedures to follow in the event that an emergency would occur while a child is in the center's care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated area. The center has a written Disaster Plan that describes all of our safety procedures for many different events as prescribed by Ohio Department of Job and Family Services. It is available for anyone to review.

A first aid box is available in each room for minor injuries. In the event of serious illness or injury, the teacher will assume the management of the sick or injured child. All staff is trained in first aid and communicable diseases and CPR. The Teacher's Aide will supervise the other children unless instructed otherwise by the teacher. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

If a child requires emergency transportation, the general procedure to be followed is:

- Keep the child as calm and comfortable as possible. Apply first aid if needed.
- Call both the rescue squad and the child's parent.
- The rescue squad will evaluate the extent of the injury or illness and call the child's doctor.
- The rescue squad would transport the child to the hospital, and the teacher would accompany the child if the parent had not arrived by the time of the departure. The child's records will accompany the child. (These records are kept in a marked file box located in the classroom near the outside exits.)
- An incident/injury report shall be available within twenty-four hours after the incident occurs.

When an accident or injury occurs or when any other incident that requires emergency transportation of a child, the Administrator and teacher responsible for the child will complete a report in accordance with the administrative code established by the Department Job and Family Services.

N. Guidance and Management Policy

Our discipline approach is one which respects, nurtures and protects the child. Our expectations concerning the children's behavior are based on our respect for the children and their respect for one another. A positive and supportive approach to children reaps positive, thoughtful behavior from children. Corporal punishment is not used.

The children are informed of basic safety rules for the classroom and playground. Limitations are set. Rules of friendship (being kind, sharing, taking turns, etc.) are discussed. The Teacher and/or Teacher's Aide consistently expects these rules to be followed. All discipline shall be done by a Teacher, Teacher's Aide or Administrator. If the Parent Volunteer questions the staff member's correction of a child or group of children, the Parent Volunteer should discuss the issue at an appropriate time and place. If the Parent Volunteer is dissatisfied with the results of the discussion, the Parent Volunteer should consult with the Administrator, Chairperson, or any member of the Executive Board.

Our approach allows and encourages the children to think about their actions; offers alternatives to unacceptable behavior; and stimulates the children to work through their problems. If however, a child is acting in ways harmful to others and/or himself, the child will be removed from the situation for a part of, or the remainder of, the session for the day. If this unacceptable behavior continues, the parent may be asked to withdraw the child from school. The school will follow the Behavior Management guidelines outlined in section VI of this handbook.

All staff have signed and agreed to follow rule number 5101:2-12-22 Child Guidance Rule and Management as stated in the Ohio Job and Family Services rules and regulations.

O. Snow Days & Emergency Cancellations

The school administrator will decide if the Co-op needs to be closed due to snow or any other emergency conditions. For snow, we will generally follow the lead of Winton Woods City School District. If they close, have a morning delay, or at-home learning due to winter weather road conditions, the Co-op will be closed. However, if Winton Woods closes due to hot/cold temperatures or any other reason, the Co-op will likely remain open. When the Co-op does close, the administrator will notify the teachers and class secretaries, and the class secretaries will notify their classes via email or text.

P. Field Trips

Emergency drills and special events on the church grounds have been approved by a permission slip that you have signed in the registration packet. Either walking or driving field trips require special permission slips for both the children and the drivers.

If a Parent/Guardian is unavailable attend a field trip, they are to assign another Parent/Guardian to be their child's chaperone. If you agree to drive additional students (other than your own child) on a field trip, your car must be in good repair and be insured (a completed proof of insurance form must be on record at the school). Each student must have a federally approved car seat for each child who is less than 4 years of age and/or weighs less than 40 pounds. Children who are at least 4 years old, weigh at least 40 lbs., and who are less than 4 ft. 9 in., must be in a federally approved booster seat that works with a seat belt. No child will be allowed to ride in the front seat. Parents may not smoke in cars transporting the children, and may not smoke during the field trip. We ask that drivers refrain from using their cell phones while driving. In an emergency, please pull over in a safe place before making a call.

While on the field trip, each child will have identification attached to his or her clothing containing the center's name, address and telephone number. The first aid box, the emergency file, and a person trained in first aid will be available on field trips.

There are certain field trips that the ratio will be one adult chaperone per child attending the field trip. You will receive notification when this ratio is required. Please refer to the Field Trip Release Form for more information. Siblings may not attend a field trip without express permission from the teacher/Administrator in advance.

Q. Conferences

Children enrolled in all programs will have their first conference in autumn to discuss your child's adjustment to the pre-school program and the school routine. A second conference in early Spring is to discuss your child's maturation during the school year. Parents have the right to request a conference with the teachers any time regarding problems arising in the classroom.

During all conferences, you need to make child-care arrangements for your child(ren). It is not possible for the teacher to speak freely with children in the room. If you need to reschedule your conference, consult your child's teacher for a mutually convenient time.

Please be on time for your conference. To discuss a concern about your child, ask your child's teacher to call you when you are bringing or picking up your child or send a note to the teacher with your request, and she will contact you. Do not ask your child's teacher to discuss concerns prior to, during, or immediately after class as long as other children are present.

If you are sending information with your child to school, please pin a note to the outside of your child's school bag. This applies to all communication such as required state forms, requests for a conference, field trip permission slips, fundraising paperwork, etc.

R. Birthdays

The Co-op does not plan birthday parties. If you would like to celebrate your child's birthday and you did not volunteer for that day previously you may try to switch with a different parent volunteer.

S. Qualification of Members

A child shall be permitted to begin the school year only after all completed forms and paid fees have been returned to the Registrar.

The child shall be accepted on a trial basis for a nine-week period. If at the end of this time there is reason for withdrawal, it shall follow conferences with the parents, Teacher, and Administrator. In cases of severe disruptive behavior, see Behavior Management Policy.

Parents will participate as a parent-volunteer according to the schedule prepared and maintained by the Class Secretaries.

At least one parent of an enrolled child must be on the premises in a supervisory capacity at all times that the school is in session.

At least one parent of each enrolled child must attend special meetings as required by the teacher/school. If a family member is unable to attend said meeting or send a family representative to take their place, the parent must notify the school. (A family representative that is a non-member is not entitled to vote on any school issue. Voting rights are reserved for members only.)

Parents assume all responsibility for transportation of the children to and from school. Children shall be escorted into the building and released to the care of the adults in charge.

An enrolled child must be toilet trained and be able to use the restroom independently. The child must also be able to express his/her need to use the bathroom facilities.

Members must participate on their assigned committees. All fees and tuition monies must be paid when due. Parents must fulfill their fundraising requirement as outlined in this handbook. Parents must notify the school of any communicable disease contracted by your child.

T. Suspension and Expulsion of Members

Any member may be suspended or expelled by the Board for the following reasons:

- Failure to pay the full or any part of the tuition fees as outlined in the tuition policy. Failure of the parent to attend any required meeting unless excused.
- Failure to submit completed Health Forms.
- Failure of a parent or guardian to volunteer on their child's Special Helper days.
- Failure to participate in fundraising and failure to meet the specific fundraising requirement (as outlined in the fundraising policy).

- Conduct on the part of the parent or the child which may be deemed by the members of the Board or membership to be detrimental to the health or welfare of the children and/or the school. In cases of severe disruptive behavior, see Behavior Management Policy.

Prior to the suspension or expulsion of any member, said member shall be notified in writing of the reason(s) for suspension or expulsion and the date that the action taken is effective. The suspended/expelled member will be informed of the time and place of the next Board meeting, or of a special meeting called for that purpose, where the action taken may be discussed with said parent(s).

U. Withdrawal of Members

Members shall be allowed to withdraw prior to the end of the school year for the following reasons: Serious and/or prolonged illness of the child.

Permanent removal of the family from the area, giving at least 30 days written notice to the Chairperson and Administrator.

By mutual agreement of the member and the Board, upon recommendation of the teachers, where there is unsatisfactory adjustment of the child to the school.

In such cases, withdrawal shall be effective upon notice to the Board as long as no outstanding fees are due at that time. Should the child be withdrawn in the middle of the month, the tuition paid and remaining balance of that month will not be refunded or prorated. Any other reason for withdrawal shall be referred to the Board for consideration of refunding of tuition.

VI. BEHAVIOR MANAGEMENT POLICY

A. Separation

Some children experience difficulties when first separating from a parent/home environment to a teacher/classroom setting. It is our policy to work out difficulties, case by case, using a variety of methods to assist the child in achieving a successful separation. Some of the methods used to help children adjust to the school include:

Recommending “play-dates” with classmates to establish friendships;

Asking a parent to remain with the child in the classroom, for a specified period of time;

Asking the parent to remain on the premises for a specific amount of time;

Reducing the amount of time that the child spends in the classroom by having the parent pick the child up at an earlier time;

In the event these methods fail, and the teacher feels it is in the child’s best interest and/or in the best interest of the class for the child to be removed from the classroom, the school may dismiss the child from the program in accordance with the Suspension and Expulsions procedures.

B. Recurring Toilet Accidents

Our admission policy requires that a child be potty trained by the time they enter our school. Because our teacher/child ratio is mandated by the Ohio Department of Human Services and for the safety of all the children, both of our teachers must be present in the classroom when a full class is in session. If a child is having ongoing accidents requiring the teacher to be out of the classroom for an extended period of time, then the teacher/child ratio is altered. If toilet accidents are occurring too frequently, the school may dismiss the child from the program.

C. Severe or Ongoing Disruptive Behavior

It is possible that the school may not be able to give some children the attention they require. The school, therefore, reserves the right to attempt to improve a certain situation by using the following procedures:

The teacher will observe and report severe and/or ongoing disruptive behavior to the Administrator. The teacher will inform the parents on the days the negative behavior occurs and determine initially:

- If the parents are aware of the situation, and if the child experiencing the same difficulties elsewhere (i.e. home, playgroup, etc).
- If the parents are working on the difficulties with professional guidance If the parents are willing to accept a referral to help the child.

When a child does not respond to redirected behavior and/or time out to modify severe ongoing disruptions, the Administrator will be asked to observe the behavior. The Chairperson may additionally be asked to observe the behavior as well. The observation(s) will assess the following:

- Is the school setting right for this particular child? Is the child benefiting from this school?
- Are the curriculum, routine and social group best suited for his/her needs? Are other children distracted or disturbed by the behavior?
- Do other children have difficulty functioning at the school as a result of his/her behavior? Does the behavior keep the school program from being carried out?
- Is the child verbally offensive to his/her teacher, parent-helper or other children? Is the child physically hurting other children or adults?

The administrator and teacher will schedule a meeting with the parents to review the conclusions based on the observation and discuss methods for managing the situation. The board Chairperson may also be asked to attend this meeting. Methods used to manage the behavior include, but shall not be limited to the following:

- The child will be placed on a two (2) week probation period.
- Parents will be informed in writing of the probationary period and the specific reasons for which the child is being placed on probation. At the end of this two week period, the administrator and teacher will review the behavior. The school may seek professional help in managing the child.
- The parents will be contacted to discuss the outcome of the probation period and a recommendation will be given to the parents. If the recommendation includes dismissal of the child, the recommendation will be made as per the school's Suspension and Expulsion Policy. Tuition reimbursements will be made in compliance with the guidelines in the parents' handbook.

If a child's behavior is deemed to be dangerous, inappropriate, and/or extremely disruptive based on the teacher's and Administrator's observations, a 2/3rds vote by the board will result in immediate expulsion of the child.

VII. PROGRAM AND IMPLEMENTATION

ARTICLES OF INCORPORATION GREENHILLS COOPERATIVE PRESCHOOL, INC.

First: The name of the said corporation shall be Greenhills Cooperative Preschool, Inc. (not-for-profit)

Second: The place in this state where the principal office of the corporation is to be located is Greenhills, Hamilton County.

Third: The purposes for which said corporation is formed are: to provide means and facilities for the preschool training and education of children and to do any and all things necessary and incident thereof.

Fourth: The school admits the students of any race to all the rights, privileges, programs and activities generally accorded or made available to students at the school and that the school does not discriminate on the basis of race in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Fifth: Upon dissolution of the corporation, the Executive Board shall, after making provision for the payment of all liabilities of the corporation in such a manner or to such organizations as at the time qualify as an exempt organization under section 501(C)(3) of the Internal Revenue Code of 1954 as the Executive Board shall determine.

BY-LAWS

Article 1: ELIGIBILITY

Section 1. A participating child shall be a toilet-trained child who is at least three years of age as of September 30, and not yet eligible for first grade.

Section 2. Only mothers/fathers or guardians who can participate as co-operative parents, as stated in the parent contract, shall be allowed to register their children.

Section 3. All parents must fulfill their obligations as stated in the Parent's Contract and in the Handbook.

Article 2: ATTENDANCE

Section 1. Morning and afternoon sessions shall be held with assignments determined by the Executive Board according to age and number of children registered.

Section 2. The length of the school year shall be 36 weeks, which will be designated by the Executive Board.

Section 3. Generally, vacations shall be the same as those of the Winton Woods City School District.

Article 3: REGISTRATION

Registration shall be limited to the number of children that will be well provided for in each class situation in terms of space, facilities, equipment, age, adult personnel, and in consistency with high nursery school standards. The Executive Board, with the advice of the Ohio Department of Job and Family Services, shall determine the number of children per class per year.

Article 4: LOCATION

The location shall be a suitable large, clean, safe, fireproof area to be determined by the Executive Board.

Article 5: TUITION

Section 1. The tuition shall be a minimum fee consistent with good management, the amount to be determined by the Executive Board.

Section 2. No refunds on tuition shall be made after the first class of each month unless the teacher requests the withdrawal of the child. In case of transfer of the family from the area, refund will be prorated based on the time of departure.

Section 3: The yearly tuition will be divided into nine equal installments.

Article 6: PARENTS' MEETINGS

At least one meeting shall be held each year. Other meetings may be called at the discretion of the Executive Board.

Article 7: OFFICERS AND TRUSTEES

Section 1. The Executive Board of the organization shall consist of five elected and three appointed officers. The Chairperson, Co-Chairperson/Advertising & Publicity, Recording Secretary, Special Events Chairperson and Housekeeping Chairperson are elected and must be filled by the parent or guardian of a currently enrolled or registered child. The Treasurer, Fundraising Chairperson, and Registration Chairperson are appointed by the board and approved by a general ballot. The Treasurer, Fundraising Chairperson, and Registration positions may be filled by an alumnus of the Co-op. If a board position cannot be filled by a parent of a currently enrolled student, it can be filled by a previous Executive Board member, even if they do not have a child currently enrolled. Amended December 2006.

The Executive Board shall hire a Co-op parent, alumni or staff member, who meets the rules and regulations of the Ohio Department of Job and Family Services as Administrator to provide continuity for the Pre-School. The Administrator shall be a voting member of the Executive Board.

Section 2. The term of each of the eight offices shall be one year.

Section 3. The Board shall meet monthly during the school year. Meetings during the summer will be held as deemed necessary by the Board. All board meetings will be open to all parents.

Section 4. A Nominating Committee comprised of class secretaries, plus one delegate representing the Executive Board, shall meet in the spring. This committee shall review inquiry sheets previously submitted by membership and arrive at a proposed slate of nominees (no more than three per position). Each parent having a child in the school during the preceding term is eligible to vote with one vote per child currently enrolled. Vote shall be by secret ballot when appropriate. A vote by the parent members is only necessary when two or more individuals are running for a single board position. If only one individual is running for a position, a majority vote of the Board will approve a nominee. In the event that a secret ballot election be initiated for a board position, a majority vote by the parent members (over one half) shall elect the Board position being voted upon.

Section 5. The Executive Board will each year interview candidates for the Board positions of Treasurer, Fundraising Chairperson, and Registration for the following year. After selecting suitable candidates, the Board's appointments will be added to the ballot of the other Executive Board nominees for approval by the Co-op parents.

Section 6. In the event the Chairperson is unable to complete his or her term of office, the Co-Chairperson/Advertising & Publicity shall become Chairperson. Any other vacancy shall be filled by appointment of the Executive Board.

Section 7. The retiring Executive Board shall serve for one month after the election to assist the newly elected Board in hiring teachers, and choosing a suitable location, if necessary, and to achieve the proper transition of duties.

Section 8. The appointed positions of Treasurer, Fundraising Chairperson, and Registration Chair, will receive a monthly stipend.

Article 8: TEACHERS

The Executive Board shall hire teachers on an annual basis. The current staff shall be offered contracts at the May Board meeting for the following school year.

Teachers may vote at Executive Board and Parent Meetings on all issues except those relating to their salaries, contracts and benefits.

Teaching position vacancies shall be filled by interviewing candidates whose academic preparation is in Early Childhood Education. This may be an Associate's, Bachelor's or a Master's degree from an accredited college or university.

If no qualified candidates are chosen from these interviews, the Executive Board may select a candidate whose academic background is in Kindergarten through Elementary Education or an equivalent educational experience.

Article 9: DISSOLUTION OF MONIES

This Corporation reserves the right to dissolve at any time, if deemed necessary, upon the vote of the current Executive Board. Upon dissolution, any remaining assets, after payment of expenses and refunds to present members of the unused portion of tuition paid in advance, are not to be divided among the members. Such assets are to be transferred to an exempt organization/s which qualify under Section 501 (c) (3) of the Internal Revenue Code, as decided by the Board.

Article 10: AMENDMENTS

These By-Laws may be changed at any Parents' Meeting by a two-thirds vote.

Handbook Revised 7/23

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

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 facility'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 facility upon request.

The administrator and each employee of the facility 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, custodian, or guardian of a child enrolled in the facility 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.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

The administrator's hours of availability and child/staff ratios are posted in a noticed 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 facility 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>

JFS 01237 (Rev. 12/16)