

# COLONIAL SCHOOL



## COMMUNITY FIRST SOLUTIONS

**2022-2023**

**Parent Handbook**

**August 15, 2022**

**Version 2022.1**

Colonial School

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Hamilton, Ohio 45013

Phone 513-867-4006

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[www.colonialschools.org](http://www.colonialschools.org)

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This Handbook belongs to the

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## 2022-2023 COLONIAL SCHOOL STAFF

Please feel free to contact our staff with questions or concerns.

School main number: 513-867-4006

Administrator number: 513-867-4005/513-378-6051 (cell)

Fax Number: 513-867-4058

### Lead Teachers

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### Office

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Karen Makela, Administrator	<a href="mailto:kmakela@community-first.org">kmakela@community-first.org</a>

### **Colonial School Philosophy**

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.

### **Colonial School Goals**

Our goals for students enrolled in our Program are to develop self-confidence, independence, self-discipline and an understanding and compassion in helping others.

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

### **Intergenerational Program**

Throughout the year, students will enjoy many opportunities to interact with residents of Westover. Intergenerational programming is the cornerstone of the Colonial School program. We believe that when given the opportunity, students and older adults can teach and learn from each other in a way that is mutually beneficial. Examples of intergenerational programming include art, cooking, exercise, special programs, reading, and luncheons.

### **Days and Hours of Operation**

Colonial School is open Monday through Friday from 6:30 AM to 5:30 PM.

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 office.

### **Americans with Disability Act (ADA)**

Children are admitted to Colonial School regardless of race, color, creed, sex, national origin, religion, or disability in accordance of ADA act of 1990. We are committed to providing equal educational opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate for an otherwise qualified individual to participate in their early education. Children with disabilities will be assessed on an individual basis to determine if the program is right for their needs. If the child is enrolled, the program will ensure compliance with administering medication and administering care procedures in accordance with the American Disabilities Act (ADA).

## Days and Hours of Operation (continued)

Colonial School will be closed on the following days:

Inservice Day: October 21, 2022

Thanksgiving: November 21—25, 2022

Christmas Break: December 22, 2022—January 2, 2023

Martin Luther King Day: January 16, 2023

Conferences: February 1-2, 2023

President's Day: February 20, 2023

Spring Break: April 3—April 11, 2023

Memorial Day week: May 29—June 2, 2023

End of Summer break: August 28—September 1, 2023

### Classroom Ratios

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

#### Pre-K classes-ages 4-6 year olds

1 adult to 12 children/2 adults to 24 maximum group size (State ratio: 1 adult to 14 children)

#### Preschool classes-ages 3-4 year olds

1 adult to 10 children/2 adults to 20 maximum group size (State ratio: 1 adult to 12 children)

#### Extended Day classes-ages 3-6 year olds

Colonial School ratio: 1 adult to 12 children/2 adults to 24 maximum group size

### Drop off and pick up schedules

#### Morning Classes

Class	Drop off	Class Time	Pick up
3 day PK	8:30-8:40	8:40-11:40	11:40-11:50
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
3 day PK	12:50-1:00	1:00-4:00	4:00-4:10
3 day PS	12:50-1:00	1:00-4:00	4:00-4:10

## **Loading and unloading procedure**

Please enter the lot from the Stahlheber Road entrance (near Kelly's Bakery) and go around to the back of the school. (Stay close to the building on the right because cars may 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, exit right out of the circle toward Brookwood Avenue.

Class pick up times are listed on the previous page of the Parent Handbook. In order to expedite the loading process, you will be given a color coded sign with your child's name on it. When picking up, hold up your sign and the teachers will call your child from inside the building and have them ready to load. Please make sure grandparents, babysitters or anyone else who may pick up your child has a sign. When dropping off, teachers will take your child from your vehicle and escort them into the building. Please note that we will only load/unload from the back seat and curb side of the street.

If a child is not both 4 years old and 40 pounds, they are required to ride in an approved car seat for their age and weight. Children under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9 or taller. Parents are strongly encouraged to become familiar with these standards. Additional information can be found at the Ohio Department of Health website.

We ask that you please practice buckling the car seat with your child. If your car seat is particularly difficult to reach or you have multiple children to load, we may ask you to pull forward to buckle your child in so that the line continues to progress. If the car in front of you has not been loaded, please be patient. Going around the car in front of you could lead to an accident. Our goal is to keep our children and staff safe!

Please be mindful of the speed limit and refrain from using your cellphone during drop off and pick up process.

Children will not be loaded or unloaded during an electrical storm. If there is lightning and/or thunder in the immediate area, you will need to park your vehicle to pick up or drop off your child. Please call the school office, if your child is going to be absent. Always make sure a teacher is aware that your child has arrived, or is leaving, so teachers may mark the daily attendance form accurately.

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. If a child has not arrived as scheduled from another program (ie via school bus), we will immediately call the parent and/or transportation company.

Your promptness will be appreciated when picking up or dropping off your child.

## Classroom Schedules

### Pre-K Classroom Schedules AM (flexible)

8:30-8:40	Drop off
8:40-9:00	Wash hands, collect folders, meet and greet each other
9:00-9:20	Circle Time
9:20-10:00	Free play in centers/lesson activity
10:00-10:30	Special/Large Motor
10:30-10:50	Snack and clean up
10:50-11:25	Free play in centers/lesson activity
11:25-11:40	Clean up/Goodbye
11:40-11:50	Dismissal/Pick up

### Preschool Classroom Schedules AM (flexible)

8:45-8:55	Drop off
8:55-9:15	Wash hands, collect folders, meet and greet each other
9:15-9:35	Circle Time
9:35-10:15	Free play in centers/lesson activity
10:15-10:45	Special/Large Motor
10:45-11:05	Snack and clean up
11:05-11:40	Free play in centers/lesson activity
11:40-11:55	Clean up/Goodbye
11:55-12:05	Dismissal/Pick up

### Pre-School /Pre-K Classroom Schedules PM (flexible)

12:50-1:00	Drop off
1:00-1:20	Wash hands, collect folders, meet and greet each other
1:20-1:40	Circle Time
1:40-2:20	Free play in centers/lesson activity
2:20-2:50	Special/Large Motor
2:50-3:10	Snack and clean up
3:10-3:45	Free play in centers/lesson activity
3:45-4:00	Clean up/Goodbye
4:00-4:10	Dismissal/Pick up



### Monthly Tuition Prices 2022-2023

2 Day Preschool	\$202.00
3 Day Preschool	\$234.00
5 Day Preschool	\$355.00
3 Day Pre-Kindergarten	\$254.00
5 Day Pre-Kindergarten	\$281.00

### Payment Policy

Monthly payments are due to Colonial School by the fifteenth day of each month. If payment is not received by the fifteenth day of the month, your account will be assessed a \$25 late fee. If payments for tuition/extended day fees are in arrears for 15 days, a payment plan must be arranged. Failure to resolve unpaid balances within 30 days will result in dismissal from the program and your account being turned over to a collection agency.

You will be billed for monthly tuition and prepaid Extended Day fees. If you use the Extended Day program on a drop in basis, charges for the hours used will be reflected on your next month's bill. We accept ACH (automatic bank withdrawal), checks and cash.

Please make checks payable to:

Colonial School  
855 Stahlheber Road  
Hamilton, Ohio 45013

Please include your child's name and the month for which you are paying on your check. A \$25 fee will be charged for any returned checks; future payment by check will not be accepted until account balances are settled.

You will receive a one time supply fee charge of \$150 on your first month's bill. It is due in full with your September payment.

You may withdraw your child from the program at any time; however, we ask for the courtesy of a 2 week notification.

A student will not be permitted to begin attending a new year of classes until all previous family balances have been paid.

A 3% tuition (only) discount will be given for a full year payment made by September 15th.

A 10% tuition (only) discount will be given for 2 or more children in the same family enrolled at the same time.

Community First benefit eligible employees are eligible for discounted tuition and Extended Day rates.

Community First employee rates may not be combined with a multiple child discount.

No refunds will be given for illness, vacation, or snow days. Missed days will not be made up.

Colonial School is a not for profit subsidiary of Community First Solutions. We are responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments in order to fulfill our commitment to all families. Every family must sign a Payment Policy Agreement.

## Supply Fee

### **\$150.00 per year will include:**

Your Child's Portfolio	Work portfolio Pictures Progress report/report card Individual reports Communication folder
Personal Development	Music, technology, art supplies, classroom supplies
Developmental Assessment	Ages & Stages, TS Gold Assessment Portfolio

A one time \$150 supply fee will be added to your September bill. It will be due with your September payment. Any balance of your monthly bill will be carried over to the next month. A \$25 late fee will be assessed each month that your bill is not paid in full.

## Supply Donations

We are always happy to receive donations. Items such as markers, crayons, paper, tissues and Clorox wipes are used in large quantities throughout the school year! We often accept other items such as gently used clothing (in case of an accident), books or toys. Your generosity is appreciated.

## Extended Day Program

The Extended Day Program is a busy place with lots of activities for children who are in need of before or after school childcare. The Extended Day Program is designed to be an extension of your child's classroom. Special attention is given to coordinating the unique dynamics of the program. Because children are being picked up at various times, the program's curriculum is flexible although structured. The daily curriculum includes a lunch time, free play, outside play (weather permitting), center play, and art projects. There is a short rest time when children will have the opportunity to nap or participate in quiet activities on a cot.

Colonial School offers prepaid Extended Day options- Unlimited hours AM only or Unlimited hours AM & PM. 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 Extended Day Program as much as you like during hours of operation. Billing will be reflected on your monthly statement; like tuition, the entire payment will be due on the fifteenth of each month.

We understand that your child's Extended Day schedule needs may change, however, we ask for a 2 week notice for any changes. Your monthly rate will be adjusted if a 2 week notification is given.

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

## Extended Day Schedule

(flexible)

12:00 PM-5:30 PM

12:00-1:00	Lunch
1:00-1:30	Clean up/center play/working on individual goal plans/outdoor play
1:30-2:30	Rest period
2:30-3:00	Clean up/center play/individual planning
3:00-3:30	Snack
3:30-4:30	Daily activity/art/science/cooking/project/individual goal plans/sharing time
4:30-5:30	Large motor/free play

## EXTENDED DAY PROGRAM

Space is limited and filled on a first come first served basis. Unlimited use options are prepaid monthly.

AM Extended Day includes:

Extended Day from 6:30 AM until morning classes begin

2 Days per week...\$58 per month

3 Days per week...\$75 per month

5 Days per week...\$115 per month

AM & PM Extended Day includes:

Enrichment from 6:30 AM until morning classes begin **AND** after morning class until 5:30PM

2 Days per week...\$189 per month

3 Days per week...\$265 per month

5 Days per week...\$424 per month

For students attending afternoon classes, we offer the following option:

Extended Day beginning at 12:00 and then following the afternoon class until 6:00PM

2 Days per week...\$83 per month

3 Days per week...\$122 per month

5 Days per week...\$188 per month

**An hourly rate of \$8.25 is available when space allows.**

Families choosing the hourly rate will be billed the following month for their use of the program.

## **Guidance and Management Policy**

Rules are a necessary part of our world. 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."

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 redirect the behavior. If repeated disruptive behavior is observed, the matter will be discussed with the parents. It is Colonial School policy to look for proper supportive channels and options to help the child, the parents, and the teacher involved. We will work with partner resources such as Catholic Charities or Foundations Counseling for additional support for the child and family.

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. Please note that in rare cases, children's misbehavior or developmental needs are an immediate threat to the staff or other children in the center. Should the risk to other children, or the child with needs, be determined to be too great, immediate dismissal may be necessary or under some circumstances, a short suspension from the program may be warranted.

In these situations, parents will be notified by phone or email to come to the center and meet with an administrator. Parents will be provided with a written report and options regarding care and referrals will be discussed. All suspension and expulsion decisions are made by the Director.

## **Guidance and Management Policy**

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:

Set clear limits.

Redirect to an appropriate activity.

Show positive alternatives.

Use developmentally appropriate techniques suitable to the children's ages and circumstances. Encourage children to control their own behavior, cooperate with others and solve problems by talking.

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; however, separation shall last no more than one minute per each year of the child's age. Upon the child's return to the activity, the staff member shall review the reason for the separation and discuss the expected behavior with the child.

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

Abuse, endanger 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 including but not limited to cultures, nationalities, race, religion, or beliefs

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

## **Safety Policies**

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

Staff 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.

No child shall be left unsupervised at any time. Children shall be within sight and hearing of staff members at all times. Within sight and hearing is without the use of mechanical devices such as monitors, video cameras, walkie talkies or mirrors.

A working telephone or intercom system is available in all classrooms and on the playground for staff at all times.

The Child Enrollment and Health Information form (JFS 1234) filled out by parents are on file in the office and classroom.

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.

Fire Drills are held monthly. Tornado Drills are held monthly from March through September. Emergency/Safety drills are held quarterly. All staff are familiar with all fire exits and storm drill information.

Spray aerosols, including sunscreen, will not be used when children are in attendance.

Staff members will not be under the influence of any substance that impairs the child care staff member's ability to supervise children and/or perform duties.

Each child will be unloaded/loaded by staff members when using car line.

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

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

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 pick up persons. In an extreme emergency, a person known to the Director or staff member (i.e. the parent) may phone permission for release to a specific person. Please contact the school office if your child is going to be absent for any reason.

## Incident/Accident Reports

Parents will be notified if their child is injured at school. An incident report form will be completed by the supervising staff member if:

A child has an injury that requires first aid

A child has an illness

A child is bumped resulting in a bruise

A child requires emergency transportation

A child suffers a blow to the head

A child 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 incident

The actions taken by the school

The signature of the person who completed the form

### **In case of SERIOUS Accident or Illness:**

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. Colonial School does not offer emergency transportation. If time is of the essence, the child will be transported to the nearest hospital. If a Parent did not grant consent for transportation on the Emergency Transportation form, we will request at a minimum 5 phone numbers of individuals that will be available for transportation in case of an emergency.

Parents will be contacted immediately and staff will:

Administer first aid

Supervise other children away from the injured child

Never leave a sick or injured child alone

Make a cot available

Call parents/guardians first. If no response, people designated on the Child Enrollment and Health Information Form (JFS 1234 form) will be contacted.



### **Outdoor rules**

Children will have daily outdoor time for large motor activities (weather permitting). Outdoor play will not be permitted when the temperature is below 32 degrees or above 90 degrees. Wading pools of less than 18 inches in height may be used during summer camp or other special events.

Children must sit directly on the slides.

Children must come down slides feet first.

No equipment is permitted on the climbers.

Classrooms will have staggered play times outdoors to maintain social distancing.

When a group of children are outdoors, the staff member will be able to summon another adult via intercom or cell phones without leaving the group alone or unsupervised.

### **Routine Walking Trips**

Colonial School Teachers may take the students on walks through and around the property of Westover Retirement Community.

### **Field Trips**

Walking field trips may be planned during the school year, as well as for summer camps and summer extended day classes. Every child must have a permission slip signed by a parent before participating in a field trip. At this time, Colonial School does not take field trips that require the use of a vehicle.

### **State Rules for Field Trips**

A Staff member accompanying children on walking 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, address and telephone number.

An Child Enrollment and Health Information form (JFS 1234 form) shall be available on all walking field trips for each child on the trip.

A Child Medical/Physical Care plan (JFS 1236 form) and Request for Administration of Medication form (JFS 1217 form) shall be available on the field trip or special outing for children who have allergies, health conditions and/or medications.

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

There will always be a minimum of 1 adult per 7 children for each walking field trips.

### Lunch Bunch

Lunch Bunch is available to children enrolled in the designated PM Extended Day classrooms. Children attending PM Extended Day must bring in their own lunch including an ice pack. Colonial School will supply skim or 1% milk for lunches.

### Packed Lunch

In order to remain in compliance with state regulations, we are required to inspect all lunches to ensure that they meet nutritional and safety guidelines. When an item is missing or not prepared safely, Colonial School must supplement the child's lunch with the missing item or correct the safety issue. Although we are happy to supplement an item occasionally, we ask that you are responsible in adhering to the guidelines.

Families who are consistently missing items or violating safety guidelines, may be asked to pay a supplement charge to cover the cost.

State guidelines require all lunches to provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA and include the following:

- 1 serving of fluid milk
  - 1 serving of bread/grains
  - 1 serving of meat/meat alternative
  - 1 serving each of a fruit and vegetables or 2 vegetables
- Physician's written instructions will be required in the case of a modified diet, where one or more food groups are eliminated.

When packing your child's lunch, please remember to include the following:

- Ice pack to keep items fresh
- Napkin
- Utensils (spoon, fork etc.)
- Cup or straw if needed

A few safety guidelines to follow include:

Avoid common foods that can easily choke a child (hot dogs, popcorn, sticky foods, hard candy)

### Snack Menus/Extended Day Classes

A flexible snack menu of foods provided by the school is posted in the PreK hallway. 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. We will offer a morning snack during class time and an afternoon snack in our extended day classrooms each day.

We ask children to wait for everyone to be seated before eating. We also have a short time of reflection and thankfulness before each meal and snack. Each snack includes one serving each from 2 of the 4 basic food groups.

Monday	Tuesday	Wednesday	Thursday	Friday
Goldfish Crackers	Cheese and cracker	Graham cracker	Apple slice or fruit cup	Animal Cracker
&	&	&	&	&
Milk	Fruit Juice	Milk	Milk	Fruit Juice

### **Nut Allergies**

Nuts will not be served by school staff. All school purchased snack items are peanut free as well as being produced in a peanut-free facility. Parents will be notified if their child is in a "nut free class" and ask that they do not provide special treats containing nuts.

The Extended Day Program will provide a "nut free table" during lunchtime for students with identified nut allergies. Other allergies will be addressed on an individual basis. Our goal is to keep every child safe.

**Thank you for helping us reduce the risk of an allergic reaction.**

### **General Emergencies**

Parents will be notified by email, TV, Facebook, Class Dojo and the website 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. If heat or power cannot be restored within an acceptable amount of time, we may need to evacuate children to the Westover Activity Center or Jamestowne Rehabilitation Center where parents will be contacted.

In case of evacuation at Colonial School, a sign will be posted on the front door instructing parents where to pick up their child.

Bottled water is kept for emergencies as well as extra batteries for radios, flashlights etc.

A copy of Colonial School safety plan is available to parents upon request.

## **Closings**

Watch Channels 12, WKRC or 9 WCPO for closing information. We will be listed under "Colonial School". There are two options that may be listed:

### **1. Colonial School-Closed**

This option means that road conditions are not safe for travel. We use the same criteria that the local school system uses in making this determination.

### **2. Colonial School-2 hour delay**

This option means that we have cancelled AM Extended Day to give road crews time to clear streets. Only AM Extended Day is cancelled; Classes and PM Extended Day will be held at their normal times.

We will also list updates on our website [www.colonialschools.org](http://www.colonialschools.org), Facebook and Class Dojo..

We understand that snow days can wreck havoc on a parent's schedule, but 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 school's website, email or by telephone.

## **Fire Drills**

In the event of a fire, we will exit the corridor to the nearest door; or use the patio doors located in rear of the classrooms. To help prepare children for the possibility of an actual fire emergency, we will practice monthly fire drills. Although we explain to the children that there is not a real fire, the drills can still be frightening for a small child. Talking to your child about fire safety at home will add additional support and help to lessen their fears. Building and fire compliance reports may be viewed upon request.

## **Weather Alerts**

If time allows, in case of a tornado warning, we will exit into the corridor and through the nursing wing into a designated area in the basement of Westover. In case of extreme immediate danger, we will go into bathrooms or closets, which are located inside the inner part of the school.

### **Required Enrollment information**

Each child is required to have a signed and dated Child Enrollment and Health Information form (JFS 1234 form) in their file. This information will allow your child to be transported by ambulance to a designated hospital and allow treatment deemed necessary by your preferred physician or other licensed physician. Colonial School does not offer emergency transportation.

### **Immunization Requirements**

In accordance with State licensing requirements, the center requires that each parent or guardian submit a Child Medical Statement and immunization records upon enrollment. We strongly encourage children be current on immunizations, but it is not required to attend Colonial School. We understand immunizing your child is a personal decision for each family. If you choose against having your child immunized, the medical statement must be signed by the child's physician showing that the child was examined and the doctor/parent must sign that they have declined to have the child immunized.

Both forms must be submitted by the first day of school. The Child Medical Statement must be completed every 13 months. If a child has a medical condition that may require attention by staff, a Child Medical / Physical Care Plan (JFS 1236 form) may be required.

### **Administration of Medication**

If a child needs medication, medical foods (ie skittles for low blood sugar), or topical lotions we will require a 'Request for Administration of Medication for Child Care' form (JFS 1217 form) be completed by the parent or guardian and physician.

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. The child must also be symptom free, without use of medication, for 24 hours before returning to school.

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 a communicable disease. Colonial School will coordinate with the local health department regarding any COVID-19 positive cases.

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

## HEALTH POLICIES

### 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 and hearing of an adult at all times.

The child's parents or guardian or other persons designated on the Child Enrollment and Health form will be contacted for pick up within one hour of contact.

### Health Policies

Staff members and children 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 required to have children and adults wash/sanitize their hands upon entering the building, before eating, after outside play, after water play, after using the bathroom.] and prior to leaving for the day.

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 any communicable disease.

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

The following is a list of symptoms for which a child or staff 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 eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning itching or eye pain.

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

At the discretion of the administrator if a child is too ill to participate in activities

## Community Resource Information

The following are examples of ways Colonial School provides community resources to families.

Community First Pharmacy  
St. Joseph School Open House/Registration  
St. Peter in Chains Open House/Registration  
SAY Soccer Registration

Keeping your child happy and healthy is important to us. That is why we are providing you with information of the importance of comprehensive health screenings for your child.

A well-child visit is when you take your child to the doctor for a full checkup to make sure he/she is healthy and developing normally. This is different from other visits for sickness or injury. At a well-child visit, the doctor or nurse can help catch any problems early, when they may be easier to treat. You will also have a chance to ask any questions you may have about your child's behavior or development.

All school age children must have a comprehensive health screening. This screening will include: Vision, dental health, height, weight, hearing, blood lead and hemoglobin levels

Below is a list of other resources that may assist you in ensuring your child receive the recommended screenings.

### Resources for Health Screenings

1. Hamilton Health Department  
345 High Street  
Hamilton, Ohio 45011  
513 785-7080

2. Children's Hospital  
7777 Yankee Road  
Liberty Township, Ohio 45044  
513 803-9600

3. Pediatrics of Hamilton/Fairfield  
188 North Brookwood Avenue  
Hamilton, Ohio 45013  
513 874-9460

4. Dr. Christopher Co  
511 Nilles Road  
Fairfield, Ohio 4514  
513 829-5306

5. ABC Pediatric Therapy  
7591 Tylers Place Blvd.  
West Chester, Ohio 45069  
513 755-6600

6. Hamilton City Schools  
533 Dayton Street  
Hamilton, Ohio 45011  
513 887-5000

7. Community First Pharmacy  
210 South Second Street  
Hamilton, Ohio 45011  
513 645-5447

8. Primary Health Solutions  
210 South Second Street  
Hamilton, Ohio 45011  
513 454-1484

9. Miami University Speech & Hearing Clinic  
Bachelor Hall Room2  
Oxford, Ohio 45056  
513 529-2500

### **Confidentiality of Records**

Children's records may only be accessed by the child's teacher, Administrator, or an authorized employee of the licensing agency, or the child's parent or legal guardian. Children's records are filed in the Administration office.

### **Records Transfer Policy**

Colonial School will transfer a child's records with a signed request from a custodial parent. These records will include copies of the most recent Child Enrollment and Health Information form, Child Medical Statements and Parent-Teacher conference forms. Request forms can be obtained from the school office.

### **Security Code**

The security code for Colonial School is XXXXX. This code will change annually. Please share this code only with the individuals who will be responsible for picking up your child. We want to keep our building secure for the safety of our children.

### **Giving Wall**

The Giving Wall displayed in the main hallway is a unique way to celebrate a child while teaching the importance of philanthropy. For just \$5, friends and family can purchase a tile in honor of a child's birthday, a favorite holiday, a home run, learning their ABCs, or any other special accomplishment.

The entire \$5 contribution is donated to the Michael J. Pollicita Scholarship Fund which was established to help families in need of assistance during a financial emergency continue their education at Colonial School.

### **Conferences**

Teachers will formally conference with Preschool and Pre-K families in November and February. Conferences will be by phone, zoom, email or in person as parent schedules allow. There will be a modified/no class schedule during February conferences in order to accommodate all families. Other conferences will be scheduled on an 'as needed' individual basis.

It is our hope that teachers and parents will work together to set realistic goals for their children. Teachers will use developmental screening results, classroom observation, classroom work, and parental feedback when determining areas in need of improvement as well as areas of advancement.



## **Registration**

Registration for the following school year will be held in January. It is Colonial School 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 served basis. A \$70.00 nonrefundable registration fee must accompany all applications in order to be considered.

## **Parent Grandparent Involvement Program**

Teachers are always grateful for any help in the classroom. Ways to help this school year:

Holiday Party Helper

Making Playdough

Helping with art projects, cutting, etc.

Mystery Reader

Community Helper Speaker

Scholastic Book Fair volunteer

## **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. If your child wears a skirt or dress, please have them wear leggings or shorts underneath. Please keep a ziplock bag with a complete change of clothes (shirt, pants, underwear, socks, etc.) in their backpack.

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

## **Developmental Screening/Assessment**

We want to provide your child with the best start in education. Therefore, as part of our services we offer parents the opportunity to participate in the Ages & Stages Questionnaire (ASQ-3). Ages & Stages is a screening tool that provides insight into your child's development. The information supplied by you will reveal your child's strengths, uncover any areas of concern, and determine if sharing the results with your child's pediatrician or intervention activities may be useful if concerns are indicated. The questionnaire includes questions about your child's communication, gross motor, fine motor, problem solving and personal-social skills. The screening is voluntary and confidential.

Assessment is an ongoing process at Colonial School. Teachers assess all children using formal (TS Gold) and informal methods, on an ongoing basis to inform instruction. Results will be shared with families through conferences, informal meetings, notes and work samples. Colonial School may share the formal assessments/child level data to ODJFS pursuant to 5101:2-17-02 of the Administrative Code.

## **Step Up to Quality**

Step Up to Quality is a voluntary, five star quality rating system. It supports programs in achieving higher levels of quality programming by focusing on lower teacher/ child ratios and group sizes, administrators and teachers with higher levels of education, and a stronger educational experience for children. Colonial School has participated in the Step Up to Quality program since 2009.

Currently Colonial School is rated a Star 4.

## **Curriculum**

Colonial School follows the Creative Curriculum, which is a research based child driven curriculum. Classrooms are designed specifically to meet the standards of the curriculum and the needs of each individual child. Teacher lesson planning is aligned with the State of Ohio Early Learning and Development Standards.

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 ensure that children keep all personal toys at home.

## **Personal Development**

### **Music**

Music is considered an important part of our programming at Colonial School. We are hopeful Mrs. Jackman will be able to join us for Music class this school year.

### **Motor Development**

Planning will include Motor Development 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.

### **Art**

Art education is a continuous journey for students at Colonial School. Children have many opportunities throughout each day to express themselves through art. Teachers encourage students to use a variety of familiar materials such as paper, crayons and paint but also challenge children to develop their own creativity by supplying unusual objects as the motivation in some of their classroom creations. The goal for every student is to create a piece that brings self satisfaction.

## **Licensing/Center Parent Information**

The center is licensed to operate legally by The Ohio Department of Job and Family Services. This license is posted in the PreK hallway.

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

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

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

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

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio department of Job and Family Services. Colonial School information can be found under license number 201656/Westover Preparatory School.

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

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

Colonial School does not offer Infant/Toddler Care or evening/overnight care.

## Communication

A school roster which includes parent names, telephone numbers and email addresses is available upon request. If you wish to have your name or phone number omitted, please mark your child's Enrollment and Health Information form accordingly.

Information will be delivered to parents through newsletters, handouts, conferences, class dojo, communication folders, social media and e-mails.

Please keep your child's communication folder 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 daily for correspondence. Children are instructed to keep their artwork and other belongings inside their backpacks while the folders are for adults use only.

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. Labeling all belongings with your child's name will help to avoid missing items. Many children have identical backpacks, clothing, coats, etc.

Parents are encouraged to contact their child's teacher either through e-mail, class dojo or by telephone. Email addresses and phone numbers are available on page 4 of this handbook. Concerns can also be taken to Karen Makela, Administrator of Colonial School or Amy Wylie, Vice President of Community Based Services at [awylie@community-first.org](mailto:awylie@community-first.org). Colonial School staff that have concerns regarding the school, may contact Karen Makela, Amy Wylie or Stacey Andrews, Community First Director of Human Resources at [sandrews@community-first.org](mailto:sandrews@community-first.org).

Birthdays are a very special part of school. Parents may send in cookies or treats for class celebrations. 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. Please communicate with your child's teacher if you would like to plan a birthday celebration for your child. Please do not send birthday party invitations to school unless they are for the entire class.

## Transition

It is the practice of Colonial School to plan for transitions in, out and within the program. Families are introduced to our program through several methods, including tours of the school, teacher meetings, parent orientations, information packets, and meet the teacher virtual events. At the end of each school year, a family park day is held to help children and families transition to the summer. During the summer months, we offer weekly summer camps that allow children to be introduced to our school. Transitions are planned and implemented with children in mind.

## **Summer Programming**

### **Summer Camps**

Colonial School offers a 12 or 13 week themed summer camp series. All camps are appropriate for boys and girls ages 3-7. Parents will receive a camp schedule in March with the camp themes and pricing. Camp registrations are taken on a first come first served basis and space is limited. Camps are open to Colonial School students as well as children from within the community including siblings and friends.

### **Summer Extended Day**

Summer session including summer camps and summer extended day will begin on Monday, June 5, 2023. Summer extended day options include an hourly rate as well as a prepaid monthly rate. Registration forms will be sent home in March. Summer extended day is available to Colonial School students as well as children from within the community including siblings and friends. The summer extended day program will be closed May 29 —June 2, 2023, July 4, 2023 and August 28—September 1, 2023.

### **Summer Extended Day Schedule**

(flexible)

6:30	Class begins
6:30-9:00	Free Play in centers/large motor/outdoor play
9:00—12:00	Summer camp
12:00	Lunch/free play in centers
1:00-3:00	Clean up/nap
3:00-4:00	Afternoon lesson/activity
4:00-5:30	Free play/outdoor play

## Notes