

# 2023-2024

## SPRINGBORO PRESCHOOL DISCOVERY

### Parent Handbook

**Mailing Address:**

P.O. Box 588  
Springboro, OH 45066

**Preschool Address:**

1150 S. Main St.  
Springboro, OH 45066

**Phone Number:**

Office: (937) 689-2576

**Web Address:**

<http://www.springboropreschooldiscovery.com>

Dear Families,

Welcome to Springboro Preschool Discovery! We are so glad that you have chosen our program for your child. It is our honor and privilege to provide your child with the very best preschool education and experience.

As an educator and mother myself, I am well aware how important it is to choose the right preschool program for not only your child, but your family. Please rest assured that by choosing Springboro Preschool Discovery, you have chosen a program that puts your children first; a program that is fun, hands-on, educational, and nurturing; a program where every teacher utilizes her skills, talents, and educational background as they create classroom environments full of opportunities and discoveries; a program where every state licensing rule, regulation and guideline is closely followed.

At Springboro Preschool Discovery we enjoy opportunities to get to know not only our students, but developing relationships with our families. We love talking with parents and grandparents about our program and welcome your questions and comments. It is truly our pleasure to partner with you as your child begins his or her educational journey.

Looking forward to a great school year!

Sincerely,

Jaime Bell  
Owner, Springboro Preschool Discovery

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## 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 (ODJFS). This license is posted in a noticeable place for review.

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

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

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

The administrator's hours of availability to meet with parents 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:  
HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave, Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

Write or Call:  
ODJFS  
Bureau of Civil Rights  
30 E. Broad St., 37th Floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or (614) 995-9961

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>.

## **Our Program**

Springboro Preschool Discovery is an early learning school for children from 2 1/2 years of age through Kindergarten.

## **Our Philosophy**

We believe that the preschool years are a time of discovery.

We believe that preschoolers have optimal learning opportunities through hands-on, interactive experiences.

We believe children thrive in a nurturing and stimulating environment.

We believe that the preschool years have the power to shape and mold the educational journey of all children.

## **Our Purpose/Goals**

Springboro Preschool Discovery is dedicated to providing an environment that will help children develop intellectual, social, emotional, fine motor, and gross motor skills.

The purpose of our program is:

- To help each child develop a positive self-concept
- To stimulate intellectual growth
- To develop interpersonal social skills

We believe that a strong early childhood background in these key areas will give children a solid educational foundation on which to build.

## **Our Curriculum**

Springboro Preschool Discovery uses *The Creative Curriculum For Preschools* published by Teaching Strategies.

## **Inclusion Statement**

Springboro Preschool Discovery will enroll children of any race, color, religion, sex, national origin, or disability in adherence to the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. All classes are based upon registration and must have 80% enrollment by Aug 30<sup>th</sup> of the school year or the class may be cancelled or combined with another class.

### **Affiliation**

Springboro Preschool Discovery is not affiliated with Newspring Church. Please direct any comments, questions, or requests to the Preschool Administrators.

### **Reporting Agency**

SPD operates under the guidance of the Ohio Department of Job and Family Services (ODJFS). Anyone requiring information or assistance about the operation of this child care center can contact ODJFS at [jfs.ohio.gov](http://jfs.ohio.gov).

### **Office Hours**

Springboro Preschool Discovery's office hours are Monday 8:15am to 3:00pm, Tuesday through Thursday 8:15am to 4:00pm and Friday 8:15am to 1:15pm September – May, on days when school is in session. Our Administrator keeps daily office hours, which are posted just outside our office. They are available to staff, students, and families each day. Holiday and summer office hours are varied, but voice mail is reviewed on a daily basis. The Administrative staff are always available to schedule appointments outside of regular office hours and can be reached via email at the following email address:

[jaime.bell@springboropreschooldiscovery.com](mailto:jaime.bell@springboropreschooldiscovery.com)

### **Admissions**

A child is considered to be enrolled at Springboro Preschool Discovery only after the Program Director(s) confirms the availability of space, the registration fee has been received, and the required paperwork is received. This includes basic enrollment and health information and the completion of the *Child Enrollment and Health Information Form* prescribed by The State of Ohio Department of Job and Family Services (JFS 01234). Any change to this information must be communicated to the office staff immediately so that current information is always on file. This is for the safety of your child. An Ohio Department of Job and Family Services *Medical Statement Form* (JFS 01305) signed by a physician or certified nurse practitioner with up-to-date shot records attached, is to be submitted preferably before your child's first day or within 30 days from the start of the school year. This medical form must be updated every 12 months.

### **Our Policy Regarding the Aforementioned Child Enrollment and Health Form and Medical Form**

The State of Ohio Job and Family Services requires that this form be on file by the **first day** of school. It is to be completed and reviewed annually. Please understand that we cannot allow your child to be in our program without the completed form on file. Should your child have a health condition that involves any special care or treatment, the completion of an additional health form may be required (JFS 01236: *Child Medical/Physical Care Plan*). Please remember that parents must sign the *Permission to*

*Transport* section on the *Child Enrollment and Health Information Form* in order for their child to be admitted to Springboro Preschool Discovery. If a current *Medical Statement Form* (JFS 01305) is not on file within thirty days from the start of our school year, and kept current throughout the school year, please understand that we cannot allow your child to continue in our program. As soon as a current *Medical Statement Form* is received, your child may continue, space permitting. As part of the *Medical Statement Form*, the following is required by the ODJFS:

*A record of the immunizations that the child has had, specifying the month, day and year of each immunization. This record may be an attachment to the medical statement.*

In lieu of this, the following may be submitted:

- 1. A statement from a physician, PA, APRN, or CNP that an immunization against the disease is medically contraindicated for the child.*
- 2. A statement from a physician, PA, APRN, or CNP that an immunization against the disease is not medically appropriate for the child's age.*
- 3. A statement from the child's parent that he or she has declined to have the child immunized against the disease for reasons of conscience, including religious convictions.*

### **First Day of School**

Our school year begins the day after the Labor Day holiday and ends mid-May. The week prior to the first day of school we will schedule, *Meet Your Teacher*, where families may come and visit their classroom and meet their teacher(s).

### **2023-2024 School Calendar**

Our school calendar is maintained online and includes important events and scheduled school closings. [www.springboropreschooldiscovery.com](http://www.springboropreschooldiscovery.com)

We will often send out informational emails and use Facebook posts to highlight upcoming events.

## **Sample Daily Schedule**

### **PRESCHOOL SAMPLE SCHEDULE:**

#### **AM Session**

8:30-8:40 Early Arrival-Drive Thru Line

8:40-9:00 Arrival (your child's class will be assigned an arrival time)

9:00-11:20 Morning Meeting Time, Intentional Teaching Moments, Center Activities – art, sensory, language arts, science, math, social studies, music, large motor

11:10-11:20 Closing activities/Review

11:20-11:40 Dismissal (your child's class will be assigned a dismissal time)

11:40-11:50 Late Departure-Drive Thru Line

#### **PM Session**

12:30-12:40 Early Arrival-Drive Thru Line

12:40-1:00 Arrival (your child's class will be assigned an arrival time)

1:00-3:20 Afternoon Meeting Time, Intentional Teaching Moments, Center Activities – art, sensory, language arts, science, math, social studies, music, large motor

3:10-3:20 Closing activities/Review

3:20-3:30 Dismissal (your child's class will be assigned a dismissal time)

3:30-3:40 Late Departure-Drive Thru Line

### **KINDERGARTEN ENRICHMENT SAMPLE SCHEDULE:**

#### **AM SESSION**

8:30-8:40 Early Arrival-Drive Thru Line

8:40-9:00 Arrival (your child's class will be assigned an arrival time)

9:00-11:20 Morning Meeting Time, Intentional Teaching Moments, healthy snack, Center Activities – language arts, math, science, social studies, art, music, large motor

11:20-11:30 Closing activities/Review

11:30-12:00 Child Directed group and center activities

12:00-1:00 Lunch/Recess

1:00-1:10 Transportation to Clearcreek Elementary

#### **PM SESSION**

12:10 Arrival

12:10-12:50 Lunch/recess

12:50-3:10 Afternoon Meeting Time, Intentional Teaching Moments, Center Activities –language arts, math, science, social studies, art, music, large motor

3:10-3:20 Closing activities/Review

3:20-3:30 Dismissal

3:30-3:40 Late Departure-Drive Thru Line

#### **STEAM and Extended Learning Classes**

11:40-2:30 Lunch/recess, Center and Group activities focusing on Science, Technology, Engineering, Art, Math, Movement and Music



**2023-2024 Staff**

**Owner/Administrator**

Jaime Bell

**Lead Preschool Teachers**

Michelle Bailey  
Kristine Buten  
Andrea McDonough  
Tara Zatarain  
Debbie Trick  
Lyndsey Gabbard  
Julie Hobbs

**Kindergarten Enrichment Teacher**

Beth Clayton

**Young 5's Teacher**

Shelley Dolinar

**Assistant Teachers**

Amy Cordova  
Jenni McNeil  
Krista Morgan

**Transportation Coordinator**

Krista Morgan

**STEAM Coordinator**

Kristine Buten

**STEAM Teachers**

Michelle Bailey  
Andrea McDonough  
Lyndsey Gabbard

**Extended Learning Teacher**

Lyndsey Gabbard

**Staff/Child Ratios and Maximum Group Size**

Springboro Preschool Discovery is licensed to serve a total of 128 children. Children must be 2 ½ years old to enroll in the Toddler program. Children must be 3 years old by August 1st of the current school year to enroll in the 3-4 year old program. Children must be 4 years old by August 1st of the current school year to enroll in the 4-5 year old program and children must be 5 years old by September 30 of the current school year to enroll in the Young 5’s. Children attending our kindergarten enrichment program must be 5 by August 1<sup>st</sup> of the current school year. Springboro Preschool Discovery will not exceed the following state required ratios:

**Ohio Department of Job and Family Services**

**REQUIRED STAFF/CHILD RATIOS FOR CHILD CARE CENTERS**

**The following staff/child ratios must be maintained in order to follow minimum licensing requirements:**

| <b>Staff to Children</b> | <b>Maximum Group Size</b> | <b>Category</b> | <b>Ages of Children</b>                     |
|--------------------------|---------------------------|-----------------|---|
| 1:5 or 2:12              | 12                        | Infants         | 0 – 12 months                               |
| 1:6 or 2:12              | 12                        | Infants         | 12 months – 18 months                       |
| 1:7                      | 14                        | Toddlers        | 18 months – 30 months                       |
| 1:8                      | 16                        | Toddlers        | 30 months – 36 months                       |
| 1:12                     | 24                        | Preschoolers    | 3 years – 4 years                           |
| 1:14                     | 28                        | Preschoolers    | 4 years until age eligible for kindergarten |
| 1:18                     | 36                        | School-agers    | Age eligible for kindergarten to 11 years   |
| 1:20                     | 40                        | School-agers    | 11 years through 14 years                   |

In addition to meeting the ratio requirements, Springboro Preschool Discovery also provides assistant teachers who are available throughout the session to provide educational support as needed.

Springboro Preschool Discovery also has a staff member during all session hours who monitors the main hallway area as children go to and from the restroom and water fountain.

Maximum group sizes following state requirements are:

- 16 for toddlers 30-36 months
- 24 for 3 year olds
- 28 for 4-5 year olds
- 36 for school age children

Maximum group size is defined by the number in one group that may be cared for at any time. Limitations do not include outdoor play or special activities.

Children will remain in the same class during the school year. Should any concerns or questions arise during the school year regarding the class placement of a child it will be discussed with the teacher, parents, and the administrator(s). Children are not transitioned to an older group during the school year.

## **2023 - 2024 Tuition/Fees & Payment Policies For Preschool and Kindergarten Enrichment**

### **Preschool Monthly Tuition Rates:**

|       |          |
|-------|----------|
| 2 Day | \$172.00 |
| 3 Day | \$227.00 |
| 5 Day | \$337.00 |

### **Registration Fees (non-refundable)**

\$85.00 per family

### **Young 5's Monthly Tuition Rates:**

|       |          |
|-------|----------|
| 5 Day | \$363.00 |
|-------|----------|

### **Kindergarten Enrichment Monthly Tuition Rates:**

#### **AM Students:**

|       |       |
|-------|-------|
| 2 Day | \$227 |
| 3 Day | \$288 |
| 4 Day | \$349 |
| 5 Day | \$410 |

#### **PM Students:**

|       |       |  |
|-------|-------|--|
| 2 Day | \$215 | *add STEAM \$88  |
| 3 Day | \$270 |  |
| 4 Day | \$359 | (includes participation in<br>Discovery's STEAM Powered Mondays) |

STEAM Mondays: \$88 per month

Discovery's Tuesday/Thursday Extended Learning Program: \$160 per month.

There is a \$15.00 discount per month for the 2<sup>nd</sup> child in a family.

There is a \$7.00 per month discount for children of Military or Law Enforcement. Please let us know if you qualify for this discount.

A 3% discount will be given off yearly tuition for payments received in full prior to, August 1.

\*\*SPD will honor one discount per child

### **Fee Schedule**

There are 9 tuition payments due for the school year. Tuition is due monthly on the 10<sup>th</sup>. Tuition is paid 1 month in advance, with the first payment due on August 10 and the last payment due on April 10.

An invoice for monthly tuition will be emailed to the primary email address as provided during the student registration process. A \$25.00 late fee must be included for monthly payments received after the 10<sup>th</sup>.

If a child is withdrawn, a thirty-day notice must be given in writing in order for any unapplied tuition payments to be refunded.

If tuition is not paid for 2 consecutive months and attempts are not made to bring the account up to date, the child will no longer be enrolled in the preschool program. Tuition is computed on a yearly basis and divided by nine, so that you pay the same amount each month regardless of the number of days. There are no tuition reductions/refunds for: holidays, illness, weather, mandated classroom closures due to COVID-19 or other communicable diseases or any other absences.

The monthly tuition invoice emailed each month contains a link to pay online via direct withdrawal from a checking or savings account. For payments not made via direct withdrawal, checks are made payable to Springboro Preschool Discovery and may be mailed to the preschool mailing address, or placed in the tuition box located outside the preschool office. **Do not** mail payments to the church address. All payments must be received by the 10<sup>th</sup> of the current month in order to be considered timely. If you make a cash payment, please put payment in an envelope with the child's name on the outside and place it in the preschool tuition box. A receipt for your cash payment will be emailed to your primary email address. Please note, exact cash is required as SPD does not keep cash on hand to make change. Please write child's name on all checks.

A \$35.00 fee will be charged for all returned checks. Returned check fees, late payment fees, and late pick-up fees are added to the current balance.

### **School Supplies:**

Each child will need their own school supplies. These supplies will be stored in their book bag and brought to school each day. **Parents are responsible for making sure their child has appropriate supplies and maintaining them throughout the school year as needed.** During the year, teachers may request specific school supplies as needed.

### [2023-2024 School Supply List](#)

- \*book bag (labeled with child's name)
- \*school box (labeled with child's name)
- \*small pack of crayons
- \*washable markers
- \*4 glue sticks

**In addition, please provide the following supplies for your child's classroom:**

- \*one small unscented hand soap
- \*one box of tissues (no lotion)
- \*one pack of unscented baby wipes
- \*one roll of paper towels

## Attendance

For students who are not transported by SPD, it is helpful, but not required, to report your child's absence to the school office before the beginning of their session.

For students who are transported by SPD to or from Clearcreek Elementary or another designated SPD drop-off or pickup location, please refer to the section titled "Student Transportation Provided by SPD" on Page 22 for more details on absence procedures.

## Inclement Weather Day

If Springboro Schools are closed due to weather or road conditions, we are closed also. If they are on a 2 hour delay, our AM session is delayed 1 hour and pick up time remains the same. If Springboro Schools are on a 1 hour delay, our schedule is not affected. On such days, you will receive an email from your child's teacher and we will post updates on our Facebook page as soon as we are made aware of any delays or closures.

## Unexpected Closures

Should SPD need to close unexpectedly, due to a circumstance beyond our control, you will receive an email from your child's teacher.

## Donations

Please contact the Administrator if you have any items you would like to donate, such as: toys, art supplies, drawing paper, books, puzzles, etc. to see if there is a need for the items. We are so grateful for your desire to donate and always appreciate your generosity, but occasionally we are unable to accept donations due to space limitations or current need.

## Birthdays

We love celebrating our student's birthdays and look forward to making each child feel special! Birthday treats/goodie bags may be brought in for your child's special day. **All edible items must be store bought and individually prepackaged by the manufacture.** Birthday treats/goodie bags will be sent home for children to enjoy. Birthdays are celebrated unless we are informed otherwise. Summer birthdays are scheduled during specific months. We will not distribute party invitations unless the entire group is included.

## Special Events: (Please reference school calendar for specific dates)

Special Programs for students and families are held each year. Your child's teacher will notify you of upcoming events.

Parent-Teacher Conferences are scheduled in late January or early February. The preschool is closed on conference days as teachers meet individually with parents.

Sharing days are scheduled at specific times by individual teachers. **Please do not allow your child to bring toys at any other time.** Toys that promote violence are not permitted at any time.

### **Field Trips/Routine Walking Trips**

SPD does not participate in field trips or routine walking trips. We prefer to bring educational experiences to our center for our students to enjoy. Experiences vary from year to year but may include: visits from Boonshoft Museum of Discovery or of the following occupations: firemen, policemen, musicians, dancers, chefs, farmers, nurses, dentists, veterinarians... etc.

### **Weather/Outdoor Play Policy**

Outdoor play will be planned each day in suitable weather for our AM Kindergarten Enrichment children in attendance or any child who attends more than 4 hours each day. Outdoor play is also often enjoyed by our preschoolers and PM Kindergarten Enrichment children. We will limit the amount of time outdoors when the temperatures are very cold or very warm. Children will not be taken outside when the temperatures (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires we will adjust outdoor time due to temperature, humidity, wind chill, pollen count, rain, lightening, ice, humidity, ozone warnings, etc. On days that outdoor play is not provided, we will include time for indoor gross motor activities in our Music and Movement Room or preschool -wing space. Activities will include such things as hula hoops, singing, exercising and dancing, obstacle courses, parachute, etc.

### **Dress Code Suggestions/Requirements**

Please dress your child in comfortable clothing that is easy for him/her to manage when using the restroom. Shoes must be suitable for climbing, balancing, and other large motor activities. **Flip-flops and heels may not be worn.** Jewelry that may become tangled or is long enough to be a choking hazard may not be worn. Be sure to send jackets, hats, and gloves when needed. All outer garments must be marked with your child's name.

### **Toileting**

SPD does not require that children be potty trained. Children who are still in the process of potty training are encouraged to wear pull-ups. Pull-ups and/or diapers will be checked every 2 hours. **SPD asks that you provide a change of clothing with extra pull-ups/diapers inside your child's bookbag.** SPD keeps pull-ups and diapers on hand should they be needed.

### **Napping**

SPD does not have a scheduled nap or rest time during our classes.

### **Permission to Photograph**

Springboro Preschool Discovery will be asking your permission to photograph your child for the following purposes: use in brochures, newspapers, articles, ads, website, Facebook, hallway displays, neighborhood newsletters, or for any advertising purpose. We also sometimes photograph for a

preschool album, Grandparent's Day, or to use as a parent gift. Parents will complete the *Permission to Photograph* question which gives you the opportunity to grant or deny permission to any or all of the preceding.

### **Parent Participation Policy**

We welcome visits from parents who have a special hobby, talent, or skill that would be of interest to the children. When appropriate, such visits should be arranged in advance by speaking with your child's teacher or Administrator. Upon your arrival/departure, parents/guardians/visitors must sign in and out and comply with SPD's operating procedures.

### **Parent/Employee Communication Policy**

The Program Director, Owner, or office designee is available to take calls and respond to questions or concerns on a daily basis. Teachers are available to return calls or email, if applicable, before or after their scheduled sessions, or will return calls and email from home. Parents are asked not to call teachers at their home. If either a parent or teacher would like to set up a meeting, it can be scheduled directly with the teacher or through the office. The Program Director will be present upon request or if she feels it will be helpful. Open communication is encouraged at all times. If there is a problem, we will attempt to help you and your child in any way that we can. Questions or concerns that a parent may have about the center may be directed to the Program Administrator or Owner.

### **Child Assessment Conferences**

Teachers conduct formal assessments of their students throughout the school year. Parent/Teacher conferences are scheduled in late January or early February to review the assessment information. The assessments are for the benefit of the child's family are not provided to local school districts or the ODJFS.

### **Parent/Child Contact Information**

Rosters with names, telephone numbers, and/or email addresses of the children and parents/guardians attending the facility are available upon request. However, information will not be provided for any parent who has specifically requested on their registration/enrollment form that no information be given. Please contact your child's teacher or Administrator to make your request for contact information.

### **Lunch and Snacks**

**For our AM Kindergarten Enrichment students being transported by SPD to Kindergarten:** SPD will provide a morning snack at 10:15AM. Each of the snacks will contain at least two nutritional foods. These snacks will be pre-packaged, individual serving size. AM Enrichment students will eat lunch at 12:00. Parents are required to provide a well balanced lunch for their child consisting of one-third of the child's recommended daily dietary allowance. This meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 1/2 oz), grain (1/2 slice bread or 1/4 c pasta, etc), and two foods from the fruit/vegetable group (1/2 c.). All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the



classroom. Please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements then the center is mandated to provide the additional food(s). These may be provided at a charge of \$1.00 per item.

**For our PM Kindergarten Enrichment students who are being transported to SPD from Kindergarten:**

PM Enrichment students will eat lunch after arriving from Kindergarten at approximately 12:15. . Parents are required to provide a well balanced lunch for their child consisting of one-third of the child's recommended daily dietary allowance. This meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 1/2 oz), grain (1/2 slice bread or 1/4 c pasta, etc), and two foods from the fruit/vegetable group (1/2 c.). All food items must be stored in a lunch box/bag clearly marked with your child's name. Please be sure to include ice packs in your child's lunch if foods need to be kept cold. If a lunch does not meet the nutritional requirements then the center is mandated to provide the additional food(s). These may be provided at a charge of \$1.00 per item.

Parents should not send in a daily snack. A snack may be part of the session activities and is at the discretion of each lead teacher. Often, students enjoy a snack created through a daily lesson in science or math. When snacks not specifically related to the course of study are given, they are pre-packaged, individual serving-size snacks and provided by previously designated parents.

**For our Preschool and Toddler Age students:** Parents should not send in a daily snack. A snack may be part of the session activities and is at the discretion of each lead teacher. Often, students enjoy a snack created through a daily lesson in science or math. When snacks not specifically related to the course of study are given, they are pre-packaged, individual serving-size and provided by previously designated parents.

**STEAM/Extended Learning Lunch:** Children attending our morning program and enrolled in our STEAM and/or Discovery's Extended Learning Classes will eat lunch at SPD. Parents are required to provide a well balanced lunch for their child consisting of one-third of the child's recommended daily dietary allowance.. This meal must consist of nutritional food from the following food groups: (minimum portion sizes for a 3-6 year old) protein (1 1/2 oz), grain (1/2 slice bread or 1/4 c pasta, etc), and two foods from the fruit/vegetable group (1/2 c.). All food items must be stored in a lunch box/bag clearly marked with your child's name. The lunches will be stored in the classroom. Please be sure to include ice packs in your child's lunch if foods need to be kept cold. Children will eat lunch together and enjoy structured activities as well as free play time.

**Water Bottles:**

Parents should send in a daily water bottle with their child as SPD will not be using the drinking fountain to reduce the chance of spreading germs. **Water bottles must be labeled with child's first and last name** and will be sent home daily. Should your child forget their water bottle we will offer the child a drink of water from a dixie cup as requested.

### **Availability of Onsite Space for Breastfeeding**

The lounge area located within the main ladies' restroom is available for breastfeeding and/or pumping breastmilk, if needed.

### **Water Activities/Swimming**

SPD does not offer participation in water activities or swimming.

### **Management of Illness**

To prevent spread of illness, children will be sent home with any of the symptoms listed below. We ask that you follow up with your child's doctor. Children must be symptom and fever free without the use of fever reducing medications for 24 hours to return to SPD. Please refer to pages 25 & 26 for further information on COVID-19 illness management.

All staff members are trained in hand washing and disinfecting procedures and wash their hands upon arrival at the center each day and use hand sanitizer or wash hands at any other time that germs may be spread. Many staff members have completed courses in the recognition of signs and symptoms of communicable diseases. Teachers observe each child upon arrival. A child who shows any sign of illness will not be admitted. The Ohio Department of Health Communicable Disease Chart is posted outside the office door. If a child has been exposed to a communicable disease, parents are informed through written notification no later than the next class session.

Parents are notified immediately of a child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms is immediately isolated and discharged to the parent, guardian, or person designated by the parent:

- Temperature of at least 100 degrees Fahrenheit
- Diarrhea
- Severe, dry or persistent 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 or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching, or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool

- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting

Isolated children are taken to the office where they are within sight and hearing of an adult at all times. An observation form is kept documenting the symptoms, time of isolation, and the time each attempt is made to notify a parent/guardian. If a parent/guardian cannot be reached within 15 minutes, an emergency contact is notified and asked to pick the child up. The discharge time is documented. Cots used are then disinfected. Linens or blankets used are washed.

Absences due to a communicable disease must be reported to the preschool office. Parents or guardians of those children who may have been exposed will be notified no later than the next class day.

Toys and equipment are washed on a regular rotating basis. Bathrooms, tables, door knobs and light switches are cleaned with a disinfectant each day. Trash liners are replaced each day.

When a staff member has a communicable disease or is unable to perform duties due to illness, a substitute or extra staff takes over their duties.

### **Administration of Medication Policy**

Medications required for chronic, serious illnesses as well as Epi-pens and other medication required for severe allergic reactions and asthma will be the only medications administered. The parent of a child who may need an epi-pen or inhaler will train staff in the use of the epi-pen or inhaler. The child's teacher or the most readily available parent-trained staff member will administer the medication or epi-pen. A *Medical/Physical Care Plan Form* and the prescribed *Administration of Medication Form* must be completed and kept current. Parents must replace any medication on or before the expiration date. Epi-pens are kept in the office in a Ziploc bag labeled with the child's name. A *Medical/Physical Care Plan Form* must be on file for children with a medical diet, special physical or emotional conditions. **Parents are required to contact SPD's office and set up a meeting to review, train and complete necessary paperwork prior to student's first day.**

Children are not permitted to carry their own medication or ointments.

### **Child Guidance and Management**

Springboro Preschool Discovery maintains a positive approach to behavior management. Springboro Preschool Discovery uses the following techniques for child guidance and management:

- Setting clear limits
- Redirecting the child to an appropriate activity

- Showing children positive alternatives
- Modeling the desired behavior
- Reinforcing appropriate behavior
- Encouraging children to control their own behavior, cooperate with others, and solve problems by talking things out

Our staff intervenes as quickly as possible to ensure the safety of all children. If time-outs are used, they are no more than one minute per year of the child’s age. When children are returned to the activity, staff reviews the reason for the separation, and what behavior is now expected. Children are not permitted to fight, use improper language or gestures, endanger others or self, destroy property, or bring toy weapons to school.

Teachers may request a meeting with a parent to discuss the implementation of a specific, appropriate behavior management plan. If a child demonstrates behavior that requires frequent “extra attention” from staff, we may choose to develop and implement a behavioral management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of ODJFS Rule 5101:2-12-19. If a child is consistently endangering self, peers, or staff after every attempt is made to correct the behavior, the child may be suspended or expelled from the program.

If a parent/guardian is acting inappropriately toward staff, children, or other parents, and the situation is not rectified after a meeting with the parent/guardian, Owner, and Program Director, their child/children may be suspended or expelled from the program.

If a child is dismissed from our program due to the actions of a parent/guardian, the child may be allowed re-entry into SPD if another person is granted custody of that child, and appropriate custody agreements are on file.

It is our goal to provide a safe, loving environment for all children.

This stated Child Guidance and Management policy is in adherence with the State of Ohio Department of Job and Family Services Administrative Code rule 5101:2-12-19 and these requirements apply to all employees of the center.

### **Arrival and Departure Procedures**

Children must be accompanied into the building and taken to the door of their classroom. Children are dismissed directly to the parent/guardian or other designated person. An approved designated person is one who has been so named on the *Alternate Transportation Form*, completed by the parent/guardian and kept with the teacher’s attendance book. Copies of documents such as custody agreements must be provided and kept in a child’s file if the child cannot be released to a parent/guardian. Children are not released to anyone under the age of 18, and will not be released to anyone other than a custodial parent or guardian or approved designated person without verifiable written or verifiable verbal permission. (ie a note by parent authorizing additional pick up person, initialing updates on Alternate Transportation Form, or authorizing teacher or staff member to initiate changes through a caller ID

verified phone number.) We reserve the right to check identification. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol.

**Please be cautious when walking to and from your vehicle. Keep children at your side and be cautious of other cars entering and exiting the parking lot. Vehicles must be turned off and children cannot be left unattended in a vehicle.**

Regular dismissal times are from 11:20-11:30 for AM sessions (1:10 pm for AM Kindergarten Enrichment students requiring transportation) and 3:20-3:30 for all PM sessions. Dismissal for STEAM and Extended Learning is 2:30pm. If a child is picked up more than 5 minutes late on more than one occasion, a late fee may be charged at the rate of \$1.00 for every five minutes or portion thereof.

### **Policy on the Release of Children**

Each child may be released only to the child's parent(s), or person(s) authorized by the parent(s) to take the child from the school. In situations where custody agreements exist, all documents must be kept current on file with the school office.

If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child at the time of the SPD's dismissal, SPD will do the following:

- 1). Continue to supervise the child at all times;
- 2). Continue attempt to contact the parent(s) or person(s) authorized by the parent(s)

Should continued attempts to reach parent(s) or authorized person(s) fail for an hour after dismissal, the staff member shall call the Ohio Department of Job & Family Service's 24 hour Child Abuse Hotline (855-642-4453) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

### **Drive Thru Option**

Children may be dropped off up to 10 minutes earlier and dismissed up to 10 minutes later than regularly scheduled times. There is a small yearly charge for this option as it requires extra staffing. You may choose this option at any time during the school year and pay a prorated amount. However, there are no refunds if you choose to drop this option during the school year. Fees are per car, not per child. A signup form with detailed information and fees is sent out prior to the start of the school year. For those parents/guardians choosing to participate in the Drive Thru option, all vehicles in the drive thru lane must be placed in park with the engine turned off, at the time the child is exiting from the vehicle. Parents are responsible for taking children in and out of the vehicle. A teacher or assistant will meet the parent at the car. PLEASE DO NOT release your child until a SPD staff member is at your car.

## **Arrival and Departure Entrances/Exits**

Doors used by the preschool are located on the east side of the building. These doors are kept locked with the exception of arrival and dismissal times. A doorbell is located at the doors for your convenience when doors are locked. When the staff responds, please identify yourself and be prepared to show identification. Anyone entering the building agrees to comply with SPD's current operating procedures.

## **Student Transportation Provided by SPD**

SPD may provide transportation for students going to or from Clearcreek Elementary. This transportation will be done in the multi-function school activity bus owned by the center. An SPD staff member with first aid/communicable disease training, child abuse and CPR training will be the driver of the multi-function school activity bus. The driver will be responsible for the supervision of each child. An additional adult may be present for large groups of students. Before departing, a count will be taken of all the children, and they will be marked on an attendance sheet specifically created for these routine trips. Upon arrival, another count will be taken to assure that all children have safely arrived and unloaded. Before a child is put on the transportation schedule, all required written permission documents will be obtained for these routine trips.

It is very important that parents contact SPD when their child is absent from Clearcreek Elementary and is not going to be attending SPD on a given day. Parents should call the office to report such an absence. If a child is scheduled to arrive and is not there for SPD pick up, we will first confirm with the school or caregiver that the child is in attendance that day. We will then contact the parent to confirm that the child is scheduled to be at SPD that day. We may consult with the parent to determine further action.

## **Supervision and Safety Policy**

Children are never left unsupervised and are within sight and hearing of a staff member at all times. When a child goes into the restroom, he/she will be supervised from outside the restroom.

All of our staff members have completed State of Ohio Department of Job and Family Services approved training courses in First Aid, Child Abuse and CPR procedures. We currently have several staff members with State of Ohio Department of Job and Family Services approved training in Communicable Disease recognition. These trainings offer thorough instruction in specific procedures for all emergencies. In the case of a minor accident/injury, staff will administer basic first aid. If the injury/illness is more serious, first aid will be administered and the parents will be contacted immediately to assist in deciding on an appropriate course of action. If any injury/illness 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 may transport. In order for children to be admitted to Springboro Preschool Discovery, parents must sign permission to transport on the Enrollment and Health form.

### **Incident/Injury Reporting Procedure**

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 that 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 that jeopardizes the safety of the child.* If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also contact licensing personnel from the appropriate ODJFS office within 24 hours when there is a “general emergency” or “serious incident, injury or illness.” The report will be provided to licensing staff within 3 days of the incident.

### **Important Safety Tools/Precautions**

First aid kits are located in the Administrators office, classroom 111, and the SPD multi-function school activity bus.

A telephone is located in the preschool office, and cell phones are available if needed.

Cell phones and walkie talkies are used to communicate with the office staff or hall monitor from the outdoor play areas. Assistance is provided as needed.

Spray aerosols will not be used when children are present.

An annual inspection of the building is made by the local fire department.

### **Safety**

Fire and weather emergency plans, including tornado plans, are posted in each room. These plans include a diagram of the building with exits marked and specific instructions. Monthly fire drills are practiced and documented. Tornado drills are practiced during required months of the school year.

Emergency phone numbers are posted in each room.

Shelter-in-place and evacuation procedures are practiced quarterly. SPD staff also receive ALICE training (Alert, Lockdown, Inform, Counter, Evacuate).

A Dental First Aid Chart and instructions are also posted in each room.

Posted emergency plans contain the following information:

In a general emergency, such as loss of power, heat or water for an extended time or in a situation such as a fire or bomb threat, children will be immediately evacuated from the building. The Administrator/office staff will check all areas before leaving to assure that no one is left behind, and will take the first

aid kits. An attempt will be made to notify all parents by phone. A radio and computer with internet web access is located in the office, as well as cell phone. In the event of severe weather conditions, such as tornado watches, the Administrator or office staff monitors the situation. During conditions such as a tornado warning, teachers will take children to the restrooms in the preschool hallway and the restrooms in the N/E Hallway across from room 111. Administrators/office staff will take the first aid kit and flashlights from the office and classroom 111. The Administrator or office staff will check all areas to assure that no one is left behind, and then proceed to the restroom, taking a radio and the SPD phone.

In the event of a chemical threat where a sealed off area is required; children will be taken to the restrooms in the preschool hallway and across from classroom 111. A kit has been assembled that contains materials to further seal the room. It also contains water, batteries, flashlights, and children's books. Cell phones will be used to contact parents. Staff will have radios.

In the event of a necessary building evacuation, children will relocate to the South parking lot area next to the dumpster. The secondary relocation area is the Springboro Firehouse, located across the street. In the event of a power outage and SPD isn't able to communicate by phone/internet, we will post a sign on the front door of our relocation.

### **COVID-19 POLICIES/PROCEDURES**

SPD's policies and procedures align with the Centers for Disease Control and Prevention (CDC), the Warren County Health District (WCHD), and the Ohio Department of Job and Family Services (ODJFS). **At this time, the policies/procedures listed below are the most accurate and are subject to change at any time throughout the year for the safety of your child and employees. SPD will notify you via email should any of these policies change.**

#### **Masks/Face Coverings:**

Face masks are not required daily, unless you/your child has tested positive for COVID-19. Please refer to the Isolation/Quarantine section (pg. 26) for more information. If you'd like your child to wear a daily face mask, you are required to provide the mask. Children must be able to wear their mask and leave it on for the duration of the session. Masks should not restrict breathing while worn.

#### **Cleaning:**

SPD has added further cleaning to our already rigorous cleaning schedule. Doors knobs, counters, tables, light switches and any surface/object that is touched often, will be cleaned throughout the session. Toys and classrooms will be thoroughly cleaned between sessions. Any toys that are mouthed will be immediately taken away and sanitized. Classrooms will be deep cleaned at the end of the day.

#### **Temperature/Wellness Check:**

To ensure each child is feeling well before arriving at SPD, parents/guardians are responsible in evaluating a Wellness Check each day before school. A complete Wellness Check consists of taking your child's temperature 30 minutes prior to arriving at SPD and looking for any COVID-19 symptoms. Please



DO NOT bring your child to school if they have a fever of 100 degrees or higher or are showing COVID-19 symptoms (see page 25 for COVID-19 symptoms).

### **Arrival/Dismissal:**

Your child's class will be assigned a time to arrive/dismiss. Please be on time as it is our goal to reduce the number of people that are in the building at one time by 50%. Please say your goodbyes at the classroom door. Parents/guardians are not permitted in the classroom as we are reserving the classroom as a safe zone for the children. Upon entering the classroom and leaving for the day, students will be given hand sanitizer.

### **Communication:**

Communication between SPD parents and staff is essential and of most importance. We ask that you continue to keep us updated with any concerns as we will do the same. However, instead of discussing these items at drop off/pick up, this year our teachers will rely heavily on conversations through email. This process will ensure that our drop off/pick up procedures run smoothly. If further communication is needed, SPD will schedule a time for a phone call or meeting. Parents may also request a scheduled phone call or meeting.

### **Management of Illness:**

In alignment with the CDC, WCHD and ODJFS, SPD will immediately isolate a child with any of the symptoms listed below. Isolated children are taken to the office where they are within sight and hearing of an adult at all times. An observation form is kept documenting the symptoms, time of isolation, and the time each attempt is made to notify a parent/guardian. If a parent/guardian cannot be reached within 15 minutes, an emergency contact is notified and asked to pick the child up. The discharge time is documented. Cots used are then disinfected. Linens or blankets used are washed.

We ask that children sent home follow up with their health care provider. Should your child test positive for COVID-19 you are required to notify SPD. Once SPD is aware of a positive case, we will contact the WCHD and state of Ohio to report the case. Parents will be notified within 24 hours if their child was directly exposed (within 6ft for longer than 15 minutes). The health department will prompt a case investigation with SPD's cooperation. Parents must comply with the WCHD and follow quarantine procedures. SPD will advise you when it is safe for your child to return.

**Please DO NOT send your child to school if you or anyone in your family is awaiting a COVID-19 test result.**

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear **2-14 days after exposure to the virus**. People with these symptoms may have COVID-19:

- Fever (100 degrees or higher) or chills
- Cough

- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

### **Isolation/Quarantine:**

SPD will comply with the CDC, WCHD, and ODJFS, following their guidance regarding quarantines and closures. Each positive COVID-19 case will be individualized as symptoms and exposure situations vary. SPD families agree to follow all guidelines for the safety of the children, families and staff. **If your child is ill or has a confirmed case of COVID-19, please call the SPD office to report your child absent and arrange your child's return date.**

**If you or the person authorized to transport your child have tested positive or are showing signs of COVID-19, please make other arrangements to have your child dropped off and picked up to prevent further spread of illness. Please note, all authorized persons must be listed on the Alternate Transportation Form, in order to pick your child up from school.**

### **Isolation**

If your child is showing symptoms of COVID-19 or has tested positive for COVID-19:

**Day 1-5:** Child stays home and isolates away from other people to the extent possible. Please call the SPD office to report your child's absence.

**Day 6:** Has the child been fever-free for 24 hours without the use of fever-reducing medication **AND** Is the child free of symptoms **AND** Is the child able to consistently wear a mask while attending SPD through day 10? (\*A negative test is highly recommended before returning to SPD) If yes, the child may return to SPD on day 6. If no, they are to continue isolation until the end of day 10.

**Day 6-10:** Continue isolation at home. Children may return to SPD on day 11. For children who were severely ill, or whose fever persists past day 10, consult a healthcare professional before returning to SPD.

PLEASE DO NOT send your child to school if they are awaiting results from a COVID-19 test.

### **Quarantine**

If your child has been in close contact (within 6ft for 15 minutes or longer) with someone who has tested COVID-19 positive:

Please monitor your child for any COVID-19 symptoms. Students are allowed to attend SPD as long as they are symptom free and feeling well. Should symptoms develop, the child will be sent home. Families should then follow the isolation procedures listed above.

SPD reserves the right to shorten the school year if necessary.

**Travel:**

At this time there are no travel restrictions. Should you choose to travel, please monitor your family upon return for any signs of illness. Tuition payments will be collected as scheduled.

SPRINGBORO PRESCHOOL  
DISCOVERY

Parent Handbook Acknowledgement

I have received a copy of the 2023-2024 SPD Parent Handbook. I have read the handbook and understand all the rules and expectations. I agree to be responsible for following all of the rules, tuition payments and expectations of the school. I understand that this handbook may be amended during the year without notice. This handbook in the latest version will be available on our website: [www.springboropreschooldiscovery.com](http://www.springboropreschooldiscovery.com) and available to all families. The administration will notify all parents via email, of any changes to the handbook in a timely manner as applicable.

Student's Name: \_\_\_\_\_  
(First, Last)

Parent/Guardian's Name: \_\_\_\_\_  
(First, Last)

Date: \_\_\_/\_\_\_/\_\_\_      Parent/Guardian Signature: \_\_\_\_\_