

greenoakpreschool.com

# Welcome

**GREEN-OAK PRESCHOOL**

937-252-7840

45420

Kettering, Ohio

1921 Woodman Dr.

Dear Parents or Guardians,

As you enroll your child in preschool we congratulate you in taking this important step for your child's development. At preschool a child can learn to become independent and responsible.

The Green-Oak Preschool is a child's world, full of child's size equipment, carried on at a child's pace.

We realize that for some children this is their first experience in a school situation. We, the staff, are continually striving to make it a very good and positive experience for each child.

We strive to make learning fun and exciting, while the children learn the basic skills that they need in order to be successful in school.

The Green-Oak Preschool has provided a Christian atmosphere for over 60 years, and we continue to offer a loving atmosphere where each child may learn that he/she is important.

We continue to work to meet the purposes and goals of the Green-Oak Preschool.

As qualified and experienced staff we want you and your child to know that love, support, comfort and encouragement are ever present.

Sincerely,

Green-Oak Staff

ACTION: Final  
Appendix C to Rule 5101:2-12-07

ENACTED  
Appendix  
5101:2-12-07

DATE: 10/13/2021 9:54 AM

### Center Parent Information

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., 37<sup>th</sup> 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>.

# GREEN-OAK PRESCHOOL INFORMATION

## LICENSING

1. It is unlawful for the Preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the American with Disabilities Act, which includes administering medication and care procedures.
2. All children must have a child medical statement on file within the first 30 days of school beginning. We would like the medical statements by the first day of school, if possible. Child's immunization records, if applicable, must be attached to medical statement. If your child is not immunized, please make sure to sign the section C on the medical statement. We do accept children that are not immunized.



## GOALS AND PHILOSOPHIES

1. To provide an environment conducive to the development of the whole child
2. To help the child build a healthy self-concept
3. To expose the child to intellectual and academic experiences
4. To help the child develop large and small-motor coordination
5. To encourage the child to respect the feelings and rights of other children
6. To help the child develop her creativity
7. To encourage the child to be active, curious and confident with the world around her



## MUSIC CLASS

Once A Week With A Qualified Music Teacher

1. Provides enjoyment
2. Helps children acquire good listening skills
3. Helps improve enunciation of words
4. Helps children be more comfortable with others

Movement in Music

1. Helps children learn to control their bodies
2. Helps children become aware of what their bodies can do
3. Gives children many chances to "pretend"



# GREEN-OAK PRESCHOOL INFORMATION

## PROGRAM

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1. Green-Oak Preschool is open Monday through Friday 9:00 - 11:30 AM. On Monday, Wednesday and Friday we may have afternoon classes from 12- 2:30 PM. All children must be fully potty trained. No pull-ups!
  2. The staff/child ratio and maximum group size for the 5 year olds and 4-5 year olds is 1/14; the 3-4 year olds, 1/12. we try to keep our classes smaller than the maximum.
  3. A sample of the daily program is as follows:
 

9:00 - 9:20	Learning Activities
9:20 - 9:45	Play Room with Activity Centers
9:45 - 10:00	Restroom, Wash hands, Snack
10:00 - 10:30	Music or Learning Activities
10:30 - 10:55	Muscle Building Room or Outdoor Play Area
10:55 - 11:25	Art, Story
11:25 - 11:30	Prepare for Home

## SCHOOL CALENDAR

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1. School begins in September on the Tuesday and Wednesday after Labor Day.
  2. Picnics and last days of school will be the week before Memorial Day.
  3. We follow the Kettering City School Schedule for holidays and Christmas and Spring Vacations.

## GUIDANCE AND MANAGEMENT POLICY

Teachers assigned to supervise a child or group of children shall be responsible for their guidance and management. Specifications of rule 5101:2-12-19 of the Administrative Code apply to all employees of the

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1. Setting clear limits.
  2. Redirecting to an appropriate activity.
  3. Showing positive alternatives.
  4. Modeling the desired behavior.
  5. Reinforcing appropriate behavior.
  6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
  7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age . Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
  8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.
  9. A child may be disenrolled from our program if there are severe behavioral issues that are beyond our control and all efforts have been made to correct the situation.
- \*Please see our expulsion policy.

# GREEN-OAK PRESCHOOL INFORMATION

## SUPERVISION OF CHILDREN

1. Child Drop-off and Pick-up
  - a. Morning classes start at 9:00 AM. Doors will open at 8:55 AM. Bring the child to his classroom door. Pick-up time is 11:30 AM. Parents wait in the hall until the teacher dismisses the children one at a time. If we have Afternoon , the start at 12:00 PM. You can drop the child off after 11:55 AM. Pick-up is promptly at 2:30 PM.
  - b. If someone other than the custodial parent or guardian will be picking-up your child, please have them listed on the "Pick-Up Permission Form" in the registration packet. If you are having someone pick-up your child and they are not listed on this form, please send a note to the teacher or call the school to let us know the name of the person picking-up your child. Remember we have your child's safety in mind.
  - c. If one of the child's parents is not a custodial parent, we ask the custodial parent to inform us on the "Pick-up Permission Form" whether this non-custodial parent has permission to pick-up the child.
    - \* We must have court custody paperwork onsite for any and all custody Issues! No exceptions!
2. All children will be supervised at all times that they are at the Preschool. Children shall be within sight and hearing of child care staff at all times.
3. A child can be moved into the next age group during the school year at the request of the parent or guardian or preschool staff. The parent or guardian and Preschool director shall sign a transitional agreement as required in rule 5101:2-12-18 of the Administrative Code.
4. We will play outside, weather permitting. The temperature must be above 45 degrees and all children must have coats, hats that they wore to school.

## SNACKS

The child is to bring a packed snack from home each day. We prefer that the snack have some nutritional value and discourage the packing of "sweets". We request that the snack not need refrigeration. ALL SNACKS MUST BE NUT FREE! Please send a WATER bottle to school with your child. All water bottles must be labeled with your child's name. Please do not send anything but WATER!

## PARTIES

1. We celebrate five holidays: Halloween, Thanksgiving, Christmas, Valentine's Day and Easter. The Homeroom Parents and the Preschool Director plan these parties. The Parents provide the refreshments for these parties.
2. Birthdays are very special to your child and can be celebrated during snack time. If you wish to send a special treat, please notify the teacher several days before the birthday.

## SNOW DAY POLICY

1. If Kettering Schools are a on delay or canceled we are canceled also. Please listen to your radio, WHIO AM or TV, Channel 7. If for some reason it is necessary for us to cancel school when Kettering is having school, the information will be announced on WHIO AM and Channel 7. Snow days are difficult to call no matter when they occur. The safety of you and your children are our top priority. Remember you have the final decision even when we are open, as to how safe it is for you. Status of closing will be on our Facebook page as well as our phone message
2. Tuition is not rebated for snow days. There are no delays or make up days.



## MANAGEMENT OF ILLNESS

1. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.
  - a. Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.
  - b. Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
  - c. Severe coughing, causing the child to become red or blue in the face or make a whooping sound.
  - d. Difficult or rapid breathing
  - e. Yellowish skin or eyes
  - f. Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
  - g. Untreated infected skin patches, unusual spots or rashes
  - h. Unusually dark urine and/or gray or white stool
  - I. Stiff neck with an elevated temperature
  - j. Evidence of untreated lice, scabies or other parasitic infestations
  - k. Sore throat or difficulty in swallowing
  - l. Vomiting more than one time or when accompanied by any other sign or symptom of illness.
  
2. Isolation precautions: a child isolated due to suspected communicable disease shall be:
  - a. Within sight and hearing of an adult at all times
  - b. Cared for in another room or portion of a room away from other children
  - c. Provided with a cot and made comfortable. After use, the cot shall be sanitized with an appropriate germicide, or if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and sanitized with an appropriate germicide.
  
3. If the child does have a communicable disease and has exposed other children in the Preschool to the disease, then the Preschool will inform the other parents or guardian verbally, within the next day of Preschool of the symptoms to watch for and the incubation period. If parents or guardians do not come on site, we will attempt to reach them by telephone with this information.
  
4. "No medication, vitamins or special diets are administered unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for a specific child." - State Law. The parent or guardian and administrator must follow Rule 5101:2-12-25 of the Administrative Code in order to have the child receive the prescribed medicine, vitamin or special diet.
  
5. Children must be symptom free for 48 hours without fever reducing Medications or other medications.
  
6. We do not have a nurse on staff. Our staff is trained in first aid, cpr and communicable diseases. Staffed will be trained for basic medication Administration on an individual basis.



# PARENT PARTICIPATION POLICY

## PARENT VISITATION



1. The parents or guardians are permitted to see all parts of the Preschool at the time they register.
2. Any parent, custodian, or guardian of a child enrolled in the Preschool shall be permitted unlimited access to the Preschool during all hours of operation for the purpose of contacting their children, evaluating the care provided by the Preschool or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

## ASSISTANCE



Parents or guardians and employees who need assistance with problems at the Preschool should contact the Preschool Administrator. If further assistance is needed, they can contact the Chairperson of the Green-Oak Preschool Board, who is the Pastor of Greenmont-Oak Park Community Church.

## NEWSLETTERS

The Preschool will publish monthly newsletters to keep parents informed about our program.

## PARTICIPATION ACTIVITIES



1. Parents may volunteer to help their child's class on field trip days, party days, painting days and with the computer.
2. The Preschool will schedule events that enable the child's family to also become involved in the Preschool program. These include: Orientation Day, Open Houses, Breakfast/Lunch with Santa, end of year Picnics and Spring Programs.

## PARENT-TEACHER CONFERENCES



1. We hold parent-teacher conferences for the parents of all children enrolled in the Preschool in order that the parent or guardian and teacher may discuss the child's behavior, progress, social and physical development or any pertinent information. 5-6 year old and 4-5 year old classes will schedule conferences with parents twice a year (Nov. and Apr.). 3-4 year old classes will schedule parent-teacher conferences once a year (Feb.).
2. Whenever there is a concern a conference can be scheduled by either the parent or guardian or by the teacher.
3. We do not report our assessments to ODJFS as we do not participate in the Step-Up to Quality program as we do not qualify as a part-time program

## CONTACT INFORMATION



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

# EMERGENCY PROCEDURES

## WEATHER ALERT PLAN



1. Administrator will ring large bell throughout the Preschool.
2. Teachers and children evacuate to basement hallway and teachers verify that all children are there.
3. Children shall face the walls and get down as low as possible.

## FIRE EMERGENCY PLAN.



1. Anyone who sees a fire in the building, activates fire alarm and has someone call 9-1-1.
2. Teachers and children exit according to the fire evacuation plan posted in the room they are in. Teachers line up children outside and verify that each child is there.
3. Teachers listen for next step either to return to the building, go to area of playground mulch or go to Ascension School's gym.

## LOCKDOWN EMERGENCY PLAN



1. If there is a serious threat of violence, administrator will lock outside doors or designate someone else to do so and will call 9-1-1.
2. Teachers and children will evacuate to rooms in the building that can be locked: Preschool office, church and pastor's office or downstairs class rooms. Door windows shall be covered.
3. Administrator will give instructions through walkie-talkie radios

## SERIOUS INCIDENT, INJURY OR ILLNESS PLAN



1. A trained person administers first aid.
2. Another teacher or adult supervises the class.
3. Administrator calls parents and if necessary calls 9-1-1.
4. If child is taken to the hospital it will be by an ambulance from the Kettering Fire Department . Administrator or teacher stays with the child until parent or guardian arrives at the hospital.
5. We will allow childcare services to children who's parents refuse to grant consent for transportation to the source of emergency treatment. We will, however, call emergency services to be on scene until parents arrive.

## INCIDENT/INJURY REPORT



1. An incident/injury report shall be completed by the teacher in charge of the child when the following occur: an illness, accident or injury which requires first aid; a bump or blow to the head; emergency transportation; or an unusual or unexpected event which jeopardizes the safety of children or staff.
2. The Preschool shall document the incident/injury on the JFS 01299 "Incident/Injury Report". The completed report shall be given on the day of the incident/injury to the parent, guardian or person picking up the child from Preschool. In situations requiring emergency transportation, the incident/injury report shall be available at the Preschool for the parent or guardian within twenty-four hours following the incident/injury.

# GREEN-OAK PRESCHOOL INFORMATION

## TRANSPORTATION OF CHILDREN

1. Means of Transporting Children
  - a. For emergency transportation to a hospital, Green-Oak Preschool would call the Kettering Fire Department for an ambulance.
  - b. For field trips we will use the following means of transportation:
    - \*Walking to the destination
    - \*Riding a chartered bus to the destination
    - \*Have a parent-appointed responsible person provide transportation to And from field trip site.
2. Children shall be assigned to specific teachers for each field trips. The teachers shall account for children while in route and at the destination of the field trip.
3. The Preschool shall have written permission from the parent or guardian before transporting or walking children off the Preschool premises.



## PARKING

1. For the purposes of ensuring safety and facilitating the flow of traffic, we have a marked entrance and a marked exit. Always ENTER by way of the south driveway near Ascension School, marked ENTER ONLY. Always EXIT by way of the north driveway near Patterson Road, marked EXIT ONLY.
2. You may park in the parking lot that is north of the building or in parking spots by the railroad tracks. Please do not park along the west side of the building or by the playground. This is a fire lane. Thank you for your cooperation.



# REGISTRATION, TUITION AND FEES



1. To enroll your child in Green-Oak Preschool, you must pay a \$50 registration fee for one child, \$90 for two children or \$120 for three children. Also you must complete a registration form that contains enrollment and health information that is required by rule 5101: 2-12-15 of the Administrative Code. Please make your check payable to Green-Oak Preschool.



2. Tuition fees are payable each month during the year. Tuition is prorated for the number of days we are in school. **ALL TUITION IS DUE BY THE FIRST FRIDAY OF EVERY MONTH.** The tuition charges are as follows:

<u>Number of Children</u>	<u>Number of Days of Class</u>	<u>Charges</u>
1 child	2 days a week (TTh-am)	\$120 a month
1 child	3 days a week (MWF- am)	\$155 a month
2 children in same family	2 days a week (Tth-am)	\$225 a month
2 children in same family	1child 2 days a week& 1 child 3 days week	\$265 a month
2 children in same family	both 3 days a week	\$300 a month
1 child	5 days	\$265 a month



3. Special payment arrangements can be made with the Preschool Director. However, if your tuition is not in on the due date, and you have not informed the Director as to why the tuition has not been paid, a \$10 Late fee will be added to your monthly charge. If one month's tuition is not paid by the time the next month's tuition fee is due (again recognizing That The Director has not been informed) you will be asked to remove your child from the class until fees are paid.



4. We do not give refunds for absences, except for the days your child is hospitalized.

**5. If parents are 15 minutes late picking-up a child, there will be a \$5 late fee that is to be paid that day to the teacher for her inconvenience. If you let us know in advance that there will be a problem picking-up your child ,we can make special arrangements and a late fee will not be charged provided it does not happen frequently.**



6. A written notice must be given two weeks in advance if your child is going to withdraw from the school. If notice is not given, you will be charged for the extra two weeks.

7. All children must be completely potty trained. We allow no pull –ups or diapers. We do not have space or staff for a diapering area. No exceptions.

## EXPULSION POLICY

**NAME OF CENTER:** Green Oak- Preschool

Unfortunately, there are sometimes reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

The following are reasons we may have to expel or suspend a child from this center:

**IMMEDIATE CAUSES FOR EXPULSION:**

- The child is at risk of causing serious injury to other children or himself/herself.
- Parent threatens physical or intimidating actions toward staff members.
- Parent exhibits verbal abuse to staff in front of enrolled children

**PARENTAL ACTIONS FOR CHILD'S EXPULSION:**

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

**CHILD'S ACTIONS FOR EXPULSION:**

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/ angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

**SCHEDULE OF EXPULSION:**

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/ guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

**A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:**

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

**PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Try to redirect child from negative behavior.</li> <li>• Reassess classroom environment, appropriateness of activities, supervision.</li> <li>• Always use positive methods and language while disciplining children.</li> <li>• Praise appropriate behaviors.</li> <li>• Consistently apply consequences for rules.</li> <li>• Give the child verbal warnings.</li> <li>• Give the child time to regain control.</li> </ul> | <ul style="list-style-type: none"> <li>• Document the child's disruptive behavior and maintain confidentiality.</li> <li>• Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.</li> <li>• Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.</li> <li>• Give the parent literature of other resources regarding methods of improving behavior.</li> <li>• Recommend an evaluation by professional consultation on premises.</li> <li>• Recommend an evaluation by local school district study team.</li> </ul> |
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