

# Manchester Pre-School Family Handbook

**2014-2015**



MANCHESTER PRE-SCHOOL  
130 Wayne Frye Dr.  
MANCHESTER, OHIO 45144  
(937) 549-4777

A division of ABCEOI.

## **MANCHESTER PRE-SCHOOL MISSION STATEMENT**

Manchester Preschool's Mission is:

- To support, nurture and encourage staff and families with respect and understanding toward self-sufficiency.
- We will form a partnership with families to build self-esteem in parents and children by providing a safe environment, resources and good nutrition.
- We will empower parents to enhance the overall development of their child and to be advocates for their child's education.



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Dear Parent/Guardian,

HI! WELCOME TO PRESCHOOL a new experience for most of you, but we can assure you that you have made a wise decision and that this will be a rewarding experience for you and your child. The preschool years are a special time in the life of a child and his/her family and we're glad we have the privilege to work with you during these important years. We are a comprehensive program which provides services that promote the physical, emotional, intellectual, and social development of the young child and at the same time we give you, the parent/guardian, the support you need to make these years as good as they should be.

You know your child better than anyone else, making you experts in the field of child development, and we need your cooperation and involvement in order to give your child the best possible learning environment. Please help us to make this our best year ever by giving your time and taking advantage of all we have to offer.

This handbook has the basic information you'll need to participate in our program. If you have any questions, please call Betty or Lori at **937-549-4777**. We're looking forward to a great year!

Sincerely,  
THE MANCHESTER PRE-  
SCHOOL STAFF



## CENTER PROGRAM INFORMATION

Your child will attend the center below:

MANCHESTER PRESCHOOL 130 WAYNE FRYE DR. MANCHESTER, OH 45144
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**Phone:** (937) 549-4777  
**E-Mail:** [betty.cole@mlsd.us](mailto:betty.cole@mlsd.us)

**Staff:**

Betty Cole \* Administrator  
Lori McCartney  
Tiffani Shelton

The Manchester Preschool center is licensed to operate legally: 32 children ages 3-5 years each day and 8 school age children.

Center hours: 7:45 – 3:00 Tuesday – Friday  
The Administrators are available Monday 10:00-12:00 and 2:00-3:00.  
**Tuesday – Friday by appointment.**

The maximum allowable adult :child ratio for the group is 1:14.  
The maximum group size is 20 children.

Part Day Schedule :

MORNING		AFTERNOON
7:45-8:10	ARRIVAL/WELCOME GROUP	11:45-12:00
8:10-9:30	FREE CHOICE/ SMALL GROUP	12:00-1:15
9:30-9:45	STORYTIME	1:15-1:30
9:45-10:00	SNACK	1:30-1:45
10:00-10:30	LARGE MUSCLE PLAY	1:45-2:15
10:30-11:00	GROUP: FAREWELL/DISMISSAL	2:15-3:00

- Subject to change upon the needs of the children.

## **CENTER PHILOSOPHY**

The Manchester Preschool Program believes in providing an environment that will help children develop socially, intellectually, physically, and emotionally. We recognize that preschool education can have a positive effect on a child's performance at home and in school. Our program also recognizes that children develop at a rate that is appropriate to their age and level of development.

We feel that the learning environment should be arranged so that children may have opportunities to explore, experiment, and participate in activities on their own. This type of atmosphere encourages children to think for themselves and solve their own problems. Adults, who understand how children develop on an individual basis, are then able to guide the children to group or individualized activities that will enhance their skills and promote a good self-concept.

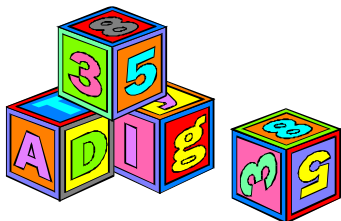
We also believe strongly in the theory that it is the process children go through in an activity that is more important than the finished product. Hands on activities help children develop skills and gain new concepts that will be the foundation for their future learning. We believe that children can and do learn through play. In play, children are still using their senses to communicate, explore, think and solve situations.

Our preschool program also operates on the premises of using other alternatives besides physical punishment for discipline. We recognize that the way a child feels about him/herself is usually demonstrated in the way he/she behaves. It is important for staff and parents/guardians to promote a good self-concept by talking to children respectfully, being sensitive to their feeling, and validating their accomplishments and progress.

We recognize that parents/guardians are the child's primary and foremost teacher because they are their most powerful influence on their child's life. We feel that children benefit from comprehensive and well-organized experiences offered to them outside and inside their home.

Part of this philosophy is built on the premises that a dynamic process occurs when parents/guardians and teachers enter into a relationship which is mutually positive and beneficial to the children. Such a process implies cooperation and common ideals to achieve program goals.

In a sense that all participants are learners-parents/guardians, staff, children, and administrators shall enter into roles with each other where, depending upon the occasion, each listens, shares, teaches, and learns. In this mutually dynamic model, all participants draw from each other for needed support and guidance.



**CENTER PARENT INFORMATION REQUIRED BY OHIO  
ADMINISTRATION CODE 5101:2-12-30**

This facility is licensed to operate legally by the Ohio Department Of Education. The license is clearly posted for review.

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

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

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify and identify themselves as such to the Administrator.

Rosters of the names and telephone numbers of the parents/guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent/guardian who requests that his/her name or telephone number not be included.

The licensing inspection reports and any complaint investigation reports, for the current licensing period, are posted with the license in a conspicuous place in the facility for review.

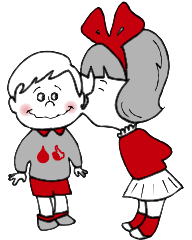
The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, disability in

violation of the Americans with Disabilities Act 1990, 104 Stat, 32, 42 U.S.C. 1201et seq.

## **GUIDANCE AND BEHAVIOR MANAGEMENT POLICY**

Manchester Pre-school STAFF and VOLUNTEERS who work with preschool children will use positive reinforcement when helping children develop acceptable behavior. PHYSICAL PUNISHMENT WILL NOT BE TOLERATED.



- A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- The center has a written discipline policy describing the center's philosophy of discipline and the specific methods used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child or failure to eat, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.



- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe and well-ventilated space.
- The center staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- The parent of a child enrolled in a center shall receive the center's written discipline policy.
- All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### **SUPERVISION OF CHILDREN POLICY** **(ARRIVAL & DEPARTURE)**

#### SUPERVISION OF CHILDREN:

- Parents/Guardians dropping their child off at the center must notify the teacher or teaching staff of their arrival. (Report to teacher or aide)
- Children will be guided to and from buses by a staff member.
- Children are not released from the center to any adult other than the parent or custodial guardian unless the parent or guardian has personally instructed the childcare staff to do so. This is for the protection of the children. Identification will be required.
- All children are supervised at all times. No child is ever left alone.

### **CUSTODY POLICY**

When a Manchester Pre-school child is involved in any custody dispute, Court/Custody documents must be on file for that child. This is necessary due to the legal issues and the day-to-day routines of that child, i.e., drop-off or pick-up by someone other than the parent/guardian.

Manchester Pre-school staff will not release under any circumstance, any child to anyone other than the legal parent/guardian without written permission from the parent/guardian and asking the person to prove their identity to assure that the child is only released to approved persons. Bus drivers are provided with custody papers.

Parents must provide a written list of anyone to whom their child may be released. This list will be followed until revoked in writing by the parent/guardian.



## **DELAYS AND CANCELLATIONS PROCEDURES**

### WEATHER:

1. Your child's bus may be running behind schedule if the weather is bad.
2. Please listen to C103 FM (Adams Co.). Also, you may listen to the following radio station: 700 WLW AM, 550 WKRC AM, WEBN 102.7 FM, MIX 94.1 FM, KISS 107.1 FM or FOX 92.5 FM. You may also watch 12 News Weather Authority School or Watch, Channel 5, 9 and 19 EVERY DAY to hear if school is in session. ANYTIME school is cancelled for ANY REASON, it will be announced on these stations or you will be otherwise notified. **If Manchester Local Schools are on a 90 minute delay, there will be no morning pre-school class. If school will be dismissed early, there will be no afternoon preschool.** (This is due to bussing issues.)
3. Please make sure your contact phone number is updated for the central calling system to reach you for delays and closings.
4. If the a.m. class is cancelled, the p.m. classes or full day classes may still be in session. Listen or watch for information. (See page 2 for information whether your child is in a full day, morning, or afternoon session.)
5. When a child is to arrive from another program or when the child is absent, employees will notify programs involved so that the whereabouts of the child is known at all times.

## **NUTRITION POLICY**

- 1) Any child requiring variation from daily menus, due to a special dietary need, religious or cultural preference or parent concern, receive nutritional services to assist in meeting their need.

After communication with the child's primary care physician and/or the parent/guardian, a plan of action is established. Nutrition Staff take all precautions to ensure measures are taken to meet each child's needs and follow daily procedures as so directed.

- 2) Before snack, all children, classroom staff and volunteers wash hands thoroughly following the procedures of the program's Hand-washing Policy.
- 3) Snack will be provided by Manchester in the classroom.
- 4) Children are encouraged, but never forced to eat or taste their food. Staff or volunteers seated with the children will encourage the child to eat, but will not force them to taste those which they may dislike.
- 5) During independent snack-time, children are allowed as much time as needed to complete their meal. Should other children finish and only one child is left at the table, a staff member or volunteer will remain in the area until the child has completed their snack.
- 6) Food is never used as a punishment or reward.
- 7) No changes are made to the day's menus due to the likes/dislikes of any staff member or volunteer.
- 8) The Dramatic Play area in the classroom(s) will, at times, be used to introduce the children to nutritional experiences; (i.e.: grocery stores, restaurants, farms, etc.).
- 9) Laws established by the Ohio Department of Health are followed daily during the receiving, storage, preparation and serving of all foods.



**SERIOUS INJURY/INCIDENT/ILLNESS**  
**[SAFETY /INCIDENTS/ EMERGENCY PREPAREDNESS POLICY]**

There is a written plan for all emergencies posted in each classroom. Parents/guardians should review this when they volunteer. The plan ensures that your child will receive the best care possible in an emergency. In case of an emergency this procedure will be followed:

1. Staff will immediately contact the parent/guardian by phone or emergency contact number.
2. The parent/guardian will transport the child to a medical facility. If the parent/guardian is unable to be contacted, the Emergency Medical Services (EMS) will be called and will transport if needed. A staff person will accompany the child if transported by EMS. Circumstance could deem that a child will be transported by bus to the local ER. Safety restraints are available on all buses.
3. Each parent/guardian completes an Emergency Transportation Authorization Form, which the center will use if a parent/guardian cannot be located. A staff person will stay with the child until a parent/guardian arrives.
4. The child's health record will accompany the child to the medical facility.
5. The teacher will complete an "Incident/Injury" form and send a copy home to the parent/guardian.
6. Staff is trained in First Aid; there is a First Aid Kit in each center. Emergency phone numbers are posted in each room as well.
7. No child shall ever be left alone and unsupervised.
8. Children on the bus are escorted from the bus to the room upon arrival, and from the room to the bus upon departure.
9. At least one person trained in First Aid, Common Childhood Illness and Child Abuse shall be with the children in the center and while on field trips and outings. A well supplied First Aid Kit is readily available in the center and on the bus and monitored on a monthly basis.
10. Classroom and playground check is completed daily by classroom staff.
11. Each child-care staff member and parent/guardian are given a copy of the Safety and Emergency Preparedness policy.



12. In the event of an incident/injury, staff will complete an incident report. Parents receive a copy of this report and copies are maintained in the child's center file and in the administrative office file.

REGARDING EVACUATIONS:

- a. The Lead Teacher follows the "Yearly Planner for Emergency Evacuations" and the "Procedure for Maintaining Emergency Preparedness".
- b. Fire drills are conducted at various times every month, documented on the "Emergency Evacuation Drill Report", and posted in the classroom.
- c. Severe weather drills will be conducted four times a year as indicated by the "Yearly Planner for Emergency Evacuations". Severe weather drills are documented on the "Emergency Evacuation Drill Report".
- d. Each center will have its own posted emergency evacuation procedure which includes:
  - i. Harmful Intruder/Acts of Terrorism
  - ii. Shelter in Place
  - iii. Loss of Utilities
  - iv. Natural Disasters – i.e. Fire, severe weather etc.
  - v. Pandemic Flu Epidemic

**MANAGEMENT OF ILLNESS POLICY**

1. Child care staff is trained to recognize the common signs of communicable disease or other illness. Staff members observe each child daily upon arrival at the center. However, staff do not diagnose illnesses, but will refer to the child's physician for diagnosis. These staff members' training includes prevention, recognition, and management of communicable disease and blood borne pathogens.
2. The staff notifies the parents and guardians of the child's condition when a child has been observed with signs or symptoms of illness.
3. The staff shall take the following precautions for children suspected of having a communicable disease. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to their parent/guardian.
  - Diarrhea (three or more abnormally loose stool within a twenty – four hour period).
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

- Difficult or rapid breathing.
- Yellowish skin or eyes.
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching.
- Temperature of 100 degrees taken by the Auxiliary method when in combination with any other sign or illness.
- Untreated infected skin patches, unusual spots or rashes.
- Untreated dark urine and/or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestation.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- Green discharge from nose.



**\*An exclusion notice will be sent home with a child if a communicable disease is suspected. A readmission statement must be signed by the attending physician for readmission to the center – except for those children diagnosed with head lice or chicken pox. (See paragraphs 4&5 regarding policy on readmission for children with head lice or chicken pox.)** Center staff shall follow the Ohio Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected communicable illnesses.

**\*An exclusion for a temporary injury, surgery, or serious illness must be completed when indicated by a physician.**

4. Isolation precautions: A child isolated due to suspected communicable disease shall be:
  - Cared for in a room or portion of a room not being used for other children.
  - Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
  - Provided with a cot and made comfortable. After use, the cot and all linens/blankets used by the ill child shall be disinfected with a germicidal agent, or if soiled with blood, feces vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

5. Preventative practices for the management of communicable diseases on a daily basis as follows:

- All center staff shall be trained in hand-washing and disinfection procedures prior to working with children.
- The center staff will be released if they are suspected as having a communicable disease or if they are unable to perform their duties due to illness.
- The parents shall be notified in writing within the next day of operation, when their child has been exposed to a communicable disease. Parents of a mildly ill child will be notified that it is the policy of the center to care for mildly ill children unless symptoms from paragraph 3 (from prior page) are present. The child shall be observed carefully for signs and symptoms of worsening conditions. If an excluded child is waiting for a ride home, he/she will be isolated from the other children in the center to protect all other children. (An adult will be with them.) Each child that has been excluded from pre-school by a staff person will receive an exclusion notice. The exclusion must be signed by the physician or nurse practitioner with the date the child may return to pre-school activities. (Except for children excluded for head lice or chicken pox – see paragraph 6 & 7). If a parent excluded the child from pre-school, no exclusion notice will be sent home.



6. Due to the increase in head lice cases, our staff will do daily head checks on the children. If a child has been determined to have head lice, Head Lice Exclusion will be sent home. The Lice exclusion must be signed by a trained staff person before the child may return to pre-school. Even if a physician or nurse has signed the exclusion, a staff person will recheck the child upon entry into the center and will sign and date the exclusion notice. Parent/guardian may bring the child to the center to be checked by staff, or staff can check the child at the pick up site before the child will be admitted on the bus.
7. If a child is diagnosed with chicken pox, he/she may return to the pre-school activities when all of the sores are scabbed over. A staff person that has been trained to recognize communicable diseases may sign the readmission statement for a child excluded for chicken pox.
8. The child day care center posts a copy of the current version of the JFS 08077 "Ohio Department of Health Communicable Disease Chart" in order to appropriately manage suspected illnesses. The CDC is posted in a location readily available to staff and parents.



## **ADMINISTRATION OF MEDICATION/ INHALER POLICY**

No medications will be administered unless a “Request for the Administration of Medication/Inhaler” form has been filled out. It must be signed by the parent. It shall include instructions about administering the medication/inhaler. Medications will not be administered unless in the original prescription container with instructions/date/physician’s name. When non-prescription medication is prescribed, the prescribing physician must complete and sign the physician section indicated on the form.

All procedures for administration of medication outlined in OAC 5101:2-12-31 will be followed.

## **OUTDOOR PLAY POLICY**

Physical exercise and fresh air are important for your child’s health and well being. We take children outdoors every day, so they can run, jump, swing, climb, and use all the large muscles in their bodies.



**You should dress your children appropriately for the weather conditions.**

While children should be outside every possible day, they will never be exposed to danger. Dangerous conditions include lightening storms, weather-watch situations, intense heat or cold and air-quality alerts.

The teacher will decide if the weather is unsuitable to play outside. If inclement weather keeps them inside, they will offer large muscle activities indoors.

## **PARENT/GUARDIAN PARTICIPATION POLICY**

- A. Parents/Guardians/Children will be introduced to all staff before the first day of classes. The employees will meet with each family as part of the enrollment process.
- B. Parents/guardians are welcome to call and visit the center at any time to discuss their child’s pre-school experience.
- C. Parents/guardians will be encouraged to participate in Parent-Teacher Conferences to discuss their child’s development and any other needs or interests.
- D. Parents/Guardians sign and date a statement verifying their review and receipt of the written policies and procedures.



## **EMPLOYEE PARTICIPATION POLICY**



- A. If an employee needs assistance with a problem, they should follow the chain of command. If they are not satisfied with the outcome, they should go to the next supervisor in line.
- B. Employees annually sign and date a statement verifying that they read the Ohio Administrative Code, Parent/Staff Policies & Procedures and the Center Emergency and Dental Plan.

## **REGISTRATION AND PERMANENT DISENROLLMENT POLICY**

The program does require parents/guardians to complete a recruitment form to provide information necessary for entrance into the program. There are neither rebates nor overtime charges. No evening or overnight care is provided. If a parent/guardian decides to withdraw a child from the program, they must complete a withdrawal form and present it to the teacher.

Manchester Pre-school reserves the right to temporarily or permanently disenroll a child when their behavior causes harm to themselves, other children or employees.

## **PRESCHOOL FEES**

Manchester Preschool has adopted a sliding fee pay schedule per the State Department of Education's guidelines. Families who meet the Poverty Guidelines up to 200% will be eligible for free preschool education. Families above the 200% will be placed on a sliding fee and be charged accordingly. Preschool fees are payable to the elementary school secretary. Any changes the state makes to this program will be passed along to families in a timely manner.

## **CHILDREN'S ENROLLMENT & HEALTH ADMISSION POLICY**

The following information is a list of the requirements for admission to the MANCHESTER PRE-SCHOOL PROGRAM:

- Proof of income
- Birth certificate/ verification
- Shot record



- Custody documents, if applicable
- Copy of front & back of medical card/insurance card

Prior to a child attending, an employee makes an orientation home visit or center visit with each parent.

ONCE ACCEPTED:

- Must have a completed physical and dental. (**Incl. Lead/Iron Scr.**)
- Each parent/guardian/employee will sign and date a statement verifying review and receipt of written policies and procedures. This document will be kept on file at the center.

A copy of the center's written information, policies and procedures will be available on site for review.

**CHILD ABUSE AND NEGLECT POLICY**

The staff of the Manchester Pre-school Program MUST report suspected abuse and neglect to the proper agency. When a staff member makes a report, the Social Services Manager and Manchester School Principal MUST also be contacted. A report may be made by telephone, in writing, or in person to the local Children Services or local law enforcement agencies.

**All reports made will be followed up by a written report on a child abuse and neglect reporting form as required by 2151.421 Ohio Administrative Code.**

Information given with report:

- The name and address of the person suspected of being abused or neglected.
- The age of the person and the nature and extent of the person's injuries, abuse, or neglect; including any evidence of previous abuse or neglect if known.
- The name of the person you suspect of the abuse or neglect, if known.
- Reasons for suspecting abuse.



## **EDUCATION POLICY**

### Developmental Screenings

Developmental Screenings are completed on each child using the Early Screening Inventory (ESI) within 45 days of enrollment. If indicated, a child will be re-screened in 30 days after initial screening.

The ESI was designed to aid in detecting potential learning problems. It is NOT an IQ test. The child is asked to perform various tasks appropriate for his/her age. If the child is unable to perform selected tasks, the teacher should notify the Inclusion Manager.

The Ages and Stages Questionnaire (ASQ) will be completed by each family. This questionnaire allows us to have a look at what your child is like at home and any concerns that you may have about your child's development.

### Assessment and Curriculum

The Creative Curriculum Checklist (CCC) has been selected as our curriculum and assessment tool. The CCC is initially administered to all children within 60 days of enrollment and is on-going. The CCC data is attained from observation of the child which begins on the first day of school and continues with the child's activity while at the center. The CCC addresses four developmental areas: Social/Emotional, Physical, Cognitive, and Language skills. Observation data is entered into the on-line assessment and reports are finalized as near as possible to Nov. 30, Feb. 28, and May 15. These reports are turned in to the Education Team.

Child progress and planning reports are shared with parents on home visits and at parent/teacher conferences 3 times per year.

Parents help plan learning experiences by observing their children and sharing this information with teachers. With written parental permission, the CCC's are released to their child's school.



## HEALTH POLICY



### REGARDING PHYSICALS AND DENTALS:

It is the policy of Manchester Pre-school that all center children will be given **30 days from their date of entry** into our program to get their completed physical exams. We strongly encourage families to get the physical as soon as possible after date of entry. Parents are encouraged to accompany their child to the physician. When children do not receive their physical within the allotted time, they will be placed back on the waitlist. Once requirements are met, they may re-enter the program if an opening exists. All repeat children will require an updated physical annually from the date of initial exam. **Lead screenings and Hematocrit levels are to be documented in the children's files within 60 days of entrance. All children are required to have a current dental exam documented and on file within 60 days of entrance to program.**

### PHYSICAL SCREENINGS AND FOLLOW UP POLICIES

Your child will receive a vision and hearing screening from the school nurse if the physician does not do these at the time of the initial exam. Any time a parent has questions regarding screenings; they should call the school and speak with staff. When screenings indicate follow up should be done, parents are informed of the needed follow up. Follow up is strongly encouraged. Speech screenings will be conducted within 60 days of program entrance.

### CONFIDENTIALITY AND HIPAA POLICY

All children's health records are kept locked in the Teacher's office (see the Record Keeping and Confidentiality Policy for Families/Children). Staff will follow the Agency HIPAA Compliance Manual. When faxing medical information, staff will use a cover sheet with the "Fax/Email Disclaimer" found in the agency HIPAA Manual.

### HEALTH TRAINING FOR STAFF

All staff working directly with children will receive First Aid/CPR training. This training is required every three (3) years – with a First Aid review completed with the Health Manager and Transportation Manager annually. CCI (Communicable Illness) training is required every three (3) years for staff working directly with children. Blood Borne Pathogens



(Universal Precautions) training/review is required annually. Other Health and Mental Health (Behavior Management) trainings are offered to staff as needed. These trainings are offered at no cost to the staff.



## **AIDS POLICY**

### **Information from the Surgeon General of the U.S. Public Health Services concerning "AIDS" (Acquired Immune Deficiency Syndrome) in the schools.**

None of the identified cases of AIDS in the United States are known or are suspected to have been transmitted from one child to another in school, day care, or foster care settings. Transmission would necessitate exposure of open cuts to the blood or other body fluids of the infected child, a highly unlikely occurrence. Even then routine safety procedures for handling blood or other body fluids (which should be standard for all children in the school or day care setting) would be effective in preventing transmission from children with AIDS to other children in school.

Children with AIDS are highly susceptible to infections, such as chickenpox, from other children. Each child with AIDS should be examined by a doctor before attending school or before returning to school, day care or foster care settings after an illness. No blanket rules can be made for all school boards to cover all possible cases of children and the setting, as would be done with any child with a special problem, such as cerebral palsy or asthma. A good team to make such a decision with the school board would be the child's parent, physician, and a public health official.

Casual social contact between children and persons infected with the AIDS virus IS NOT dangerous.

\*\*\*\*\*

Manchester Pre-school reserves the right to determine the best possible placement for a HIV positive child. No child will be discriminated against because he/she is diagnosed as HIV positive.

Manchester Pre-school operates under a Blood borne Pathogens Exposure Control Plan. This plan will ensure that every possible precaution will be taken to prevent exposure to staff and children.

## HOLIDAYS

Classes will be cancelled on the following dates due to the observance of Holidays:

**Labor Day: September 1<sup>st</sup> (no school)**  
**October 13<sup>th</sup>-Columbus Day (No school)**  
**VETERAN'S DAY November 11<sup>th</sup> (No School)**  
**THANKSGIVING – November 26<sup>th</sup>, 27<sup>th</sup>, 28<sup>th</sup> , Dec. 1st (No School)**  
**CHRISTMAS BREAK –**



**December 22<sup>nd</sup>-Jan. 2nd, Preschool resumes Jan. 6th**  
**MARTIN LUTHER KING DAY JANUARY 19<sup>th</sup> (No school)**  
**PRESIDENT'S DAY FEB. 16<sup>th</sup> (No School)**  
**SPRING BREAK – March 30<sup>th</sup>-April 3<sup>rd</sup> (No School)**  
**Last Day of Preschool : May 22, 2014**



## **MANCHESTER PRE-SCHOOL ETHICS POLICY**

As an ABCEOI employee, I adopt the following principles as my personal code of ethics.

I will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation.

I pledge to care for every child entrusted to me with love, understanding, and respect.

I will not practice methods of discipline that involves isolation, the use of food for punishment or reward, or the denial of basic needs.

I am committed to providing high quality child-care in accordance with proven pre-school philosophy, goals, and objectives.

I will protect and promote each child's physical and emotional well being, mental capability, and social competency.

I agree to reach out to each child and family, attempting to enhance their quality of life by recognizing their unique needs.

I respect parents as the prime educators of their children and will endeavor to strengthen the bond among all family members.

I promise to conserve and protect the property and resources of pre-school entrusted to my care.

I am continually aware of and take pride in my role within the community as an important influence on the lives of young children.

I accept the responsibility of involving the community in all aspects of nurturing its future leaders.

I will continue to improve my personal growth and skills as a child-care professional through relevant training.

I dedicate myself to maintaining high professional standards, safeguarding confidentiality, and performing with intelligence, commitment, and enthusiasm.

I will refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.

I will never leave a child alone or unsupervised.

If I see inappropriate behaviors or mistreatment of children by any Manchester Pre-school staff member, I will report it to the program Director and to Children's Protective Services.

## **MANCHESTER PRE-SCHOOL VOLUNTEER CODE OF ETHICS**



Volunteers are welcome. When volunteering in the classroom:

- I will respect each child and family's gender, race, ethnic background, culture, religion or disability understanding that these things make each child special.
- I will follow the program's confidentiality policies and will not discuss things I learn at school about children, staff or families.
- I will never leave a child alone or unsupervised.
- I will use the discipline techniques modeled by staff and I will not abuse, physically punish, or humiliate children.
- I will not isolate children, use food as a reward or punishment, or deny any child's basic needs.

- I will be open to learn new ways to guide children in the classroom by watching staff member's role model the pre-school philosophy about how children learn, communicate, and are disciplined while at pre-school.
- I will openly communicate with staff members while at the center and when I am not sure of what to do, I will ask.

While volunteering in the classroom, I will respect that the teacher is the authority. If a parent asks questions about their child's progress and behavior, I will refer them to the teacher.

### **T.B. SCREENINGS FOR VOLUNTEERS**

Any volunteer that volunteers at least four days a month, must receive a T.B. Mantoux test. This can be obtained at the local health department or from the volunteers' primary care physician. If the volunteer chooses to go to their primary care physician, they will be responsible for the expense of the T.B. test. If the volunteer chooses to go to the local health department, Head Start will be responsible for the expense of the T.B. test.



**\*\*\*\*\*RECEIPT OF POLICIES AND PROCEDURES**  
**FAMILIES**

By signing below, I state that I have received a copy of the Policies and Procedures by which the Manchester Pre-school operates.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**STAFF ONLY**

**STAFF INSERVICE OF GUIDANCE AND BEHAVIOR**  
**MANAGEMENT AND REVIEW OF POLICIES AND**  
**PROCEDURES.**

By signing below, I state that I have received Inservice instruction regarding the center's Guidance and Behavior Management Policy as well as the ODE Rules for Behavior Management/ Discipline. I have also read and understand the policies and procedures for operating the center.

\_\_\_\_\_ ( Signature)

\_\_\_\_\_ (Date)

After signed by parent/guardian/employee, this should be filed in the child's/employee's center file.

