

# Solon Cooperative Preschool, Inc.



"A place where children and parents grow together"

## Policy Guidelines

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## *Policy Guidelines*

### **BOARD MEETINGS**

Board meetings shall be held as deemed necessary by the President or when requested by three (3) Board members. Board meetings shall be attended by all Board members, the Director, teachers and any other interested members.

### **DISTRIBUTION OF PETITIONS, FLIERS, NOTICES, ETC.**

Any petition, flyer, notice, etc. to be distributed via the members' mailboxes which does not pertain to the Preschool shall first be approved by either the Director or President.

### **DISCIPLINARY POLICY**

Only the teachers and/or Director shall administer discipline.

Behavior requiring disciplinary actions shall include, but not be limited to:

- Pushing, shoving, hitting, biting, fighting, or other physical confrontation
- Inappropriate language (swearing, name calling, etc.)
- Disrespect toward staff, students, or classroom volunteers
- Destruction of school or personal property
- Leaving the classroom

Disciplinary action(s) shall be brief and age appropriate and may include measures such as a warning, time-out, removal from the classroom and discussion of proper behavior. A staff member shall remain with the child during any disciplinary action. The Director or a teacher shall notify a child's parent(s) if disciplinary action is taken to correct behavior that occurs more than once in a school day. The child's parent(s) shall be informed of the behavior requiring disciplinary action, the disciplinary action(s) taken, and shall be provided with suggestions on how to assist the child in improving his or her behavior, if appropriate. Parents are expected to work with the teachers to assist in increasing desirable behaviors.

The teachers and/or Director shall document ongoing or repeated disciplinary problems. In the event the teacher(s) have documented three (3) disciplinary actions regarding one child, a conference shall be held with the child's parents to discuss the behavior requiring discipline. The goal of this conference will be to determine an appropriate course of action involving modifications and support, which is to be worked on at school and at home, and to determine

measurable goals to be achieved. In the event that these goals are not met, or if the family is not able or willing to work with the school to help their child, the teachers and Director may discuss the situation with the President to determine whether permanent removal of the child from the class is appropriate in accordance with Article IX, Section 11 of the By-Laws. If it is determined that the child is not able to be successful in the classroom or the school is unable to meet the needs of the child, the family will be asked to withdraw from the school and will be given assistance in transitioning out of the school.

## **EVALUATION OF STAFF AND PROGRAM**

The Board, the membership, and the Director will formally evaluate the staff and program at least once during the school year and at the end of the school year.

## **FIELD TRIP POLICY**

A parent or guardian is required to accompany each student on field trips off school premises. Siblings shall not be able to attend field trips.

## **LICENSING**

The SCP is licensed to operate legally by the Ohio Department of Job and Family Services (“ODJFS”). SCP is licensed to serve a maximum of twenty-four (24) preschool children on the premises at any time. The license from the ODJFS shall be posted in an area accessible to all members.

Parents may contact the ODJFS at any time in order to report any suspected violation of the licensing regulations, to view the Preschool's licensing record, and learn more about the laws and rules governing child daycare. The ODJFS may be reached by calling their toll free number: 877-852-0010, contacting the Cleveland District office: (216) 787-3499, or visiting their website: <http://jfs.ohio.gov/>.

## **MEMBERSHIP POLICY**

1. Those desiring membership in the Preschool must submit a completed registration packet along with the specified non-refundable registration fee to the Registrar. The registration fee will hold a space in class for each student who applies and is accepted. Registration for the upcoming school year shall be made available on a priority basis first to current members, then to alumni members and finally to the general public in accordance with Article II, Section 5 of the Bylaws. Registration shall continue on a first come, first served basis until all spaces are filled.
2. In the event all spaces in a class have been filled, the Registrar shall establish and maintain a waiting list for that class. Should a space become available in that class, the

Registrar shall promptly notify the first family on the waiting list of the opening. That family shall have five (5) business days to return a completed registration packet and the registration fee to the Registrar to secure their child's place in the class. If that family fails to return the registration packet and registration fee within that time period, the Registrar shall contact the next family on the waiting list, following the same procedure. The Registrar shall continue in this manner until either the space has been filled or the waiting list has been exhausted.

### Requirements for Membership

Each prospective member shall complete and submit the following documents for *each* child being registered at SCP (the "registration packet"):

1. Registration form;
2. ODJFS Statement of Nonconviction for Child Care Centers and Type A Homes;
3. Membership Contract;
4. Member Committee and Position Designation Form; and
5. Tuition Contract

Prior to each child's attendance at SCP, the following forms must also be completed:

1. ODJFS Child Medical Statement (not required for children registered in the 2s class);
2. ODJFS Child's Enrollment and Health Information for Child Care Centers and Type A Homes;
3. Adult Authorization for Emergency Medical Aid;
4. Photography Release; and
5. Bylaws and Policy Guidelines Confirmation Forms.

All forms and information contained therein shall be placed in the child's permanent file and shall be kept confidential.

### **PARENT PARTICIPATION**

The 2's class is a parent/caregiver and child class. A parent or caregiver, must attend class with each student during each class period. The 2s class chairperson shall assign each member family enrolled in the class to serve as parent helper on a rotating basis for each day the class is in session. The parent helper for the 2s class shall provide a healthy, nutritious, age-appropriate snack and drink for each student in the class and shall be responsible for helping the teacher clean the classroom at the end of the class period. Guidelines will be provided as to acceptable snacks and drinks with additional information in the event that a child in class has a food allergy.

The 3s and 4s class chairpersons shall assign each member family enrolled in the respective class to serve as parent helper on a rotating basis for each day the class is in session. On the day that the member family is serving as parent helper, the student shall act as the special helper in class

for the day. Parent helpers should arrive at school no less than fifteen (15) minutes prior to the scheduled class starting time on their assigned day. Parents who are not able to work on a scheduled parent helper day are required to find their own substitute and advise the teachers of the change as soon as arrangements have been made. Siblings are not permitted to attend class on parent helper days.

The parent helper for the 3s class shall provide a healthy, nutritious, age-appropriate snack and drink for each child in the class. Guidelines will be provided as to acceptable snacks and drinks, and additional information will be provided in the event that a child in class has a food allergy.

Parent helpers must be able to effectively communicate with both adults and children in the classroom in order to assist the teacher(s) and be responsible for the safety of the students.

Additional duties for the parent helpers shall be distributed and discussed on Curriculum Night.

## **CONFERENCES**

Parents shall participate in a conference with the teachers regarding their child's progress. There will be one (1) conference per year for the 3s class and two (2) conferences per year for the 4s class. Parents may contact the teachers, Director and/or President to schedule a conference at any time if there are concerns regarding their child's progress.

## **SAFETY AND EMERGENCY TRANSPORTATION POLICY**

No child shall ever be left alone or unsupervised. A staff member, the parent helper or the child's own parent shall be aware of each child's presence at the Preschool.

Arrival procedure: Parent or car pool parent shall accompany children to the classrooms until optional drop-off begins. During optional drop-off, the parent helper shall assist children from their car to the building. The staff will then supervise the children upon their arrival in the school building.

Dismissal procedure: Parent or car pool parent will accompany children as they leave the school building. Children will not be released from the Preschool to any person other than the custodial parent or other person specifically authorized in writing by the custodial parent.

In the case of a legal separation or divorce, a copy of the custody agreement, whether temporary or final, shall be placed in the child's record. The child shall only be released to the parent stated in the custody agreement unless the custodial parent indicates otherwise in writing. If a restraining order exists, a copy of the restraining order shall be placed in the child's file. In the case of a separation without legal status, i.e. parents living apart, SCP is legally required to release the child upon the request of either parent.

The Preschool shall have immediate access at all times to a working telephone.

The Preschool holds a monthly fire drill at random dates and times. A record of fire drills is available in the office.

SCP has a fire, emergency, and weather alert plan posted in each classroom explaining the actions to be taken and staff responsibility in case of fire, emergency or weather alerts. Diagrams accompany these plans showing evacuation routes. In the event that evacuation of the building is required, the staff and parent helper shall evacuate the children to the grassy area beyond the parking lot, or any other location deemed safe in the situation.

There will be a staff member who has completed a state approved course in first aid on site at all times during regular school hours.

When a child has an accident or gets injured, the teacher shall complete an incident report, give the parent a copy of it on the day of the injury, and place a copy in the child's personal file at SCP.

A staff member shall immediately notify the Ohio Department of Job and Family Services if she/he suspects that a child has been abused or neglected. The number for ODJFS is 877-852-0010, the website is [www.jfs.ohio.gov/cdc](http://www.jfs.ohio.gov/cdc).

In the event that a child needs emergency transportation, the Solon Rescue Squad shall be contacted via a 9-1-1 telephone call. The child's emergency records on file at SCP shall be transported with the child. The child's parent(s)/guardian(s) and/or emergency contact will be notified as soon as possible of the emergency, accident, or illness.

## **SCHOOL CALENDAR**

The Preschool will generally follow the calendar of the Solon City Schools. If there is inclement weather and the Solon City Schools are closed or have a 2-hour delay, SCP will also be closed. Independent of the closing and delayed start of the Solon City Schools, the President and Director reserve the right to cancel classes at SCP at any time due to weather, illness or any other reason deemed warranted.

In the case of a general emergency, such as a power failure, no water or no heat, the children will remain within the building as long as it remains safe. Each child's parent(s)/guardian(s) and/or emergency contact will be notified as soon as possible of the situation.

## **SCHOOL ROSTER**

A roster will be distributed to the members of SCP including the names of member parents and children, their address(es), telephone number(s) and email address(es). The roster shall not include the name, address, telephone number or email address of any member who requests that it not be included. This roster is intended for use exclusively by the members of SCP and may not be released to non-members or used for any purpose not directly relating to SCP.

## **TOILET TRAINING**

All children are required to be capable of using the toilet independently prior to admittance to the 3s and 4s classes in accordance with state guidelines. In the event a child is not toilet trained by the beginning of the school year, the member family may choose to withdraw the child from SCP (thereby forfeiting the registration fee) or may pay tuition as it becomes due to reserve the child's place in the class until such time as the child is potty trained. If the member family chooses to withdraw the child, a new registration packet must be completed and a new registration fee must be paid to re-enroll the child.

## **COMMUNICABLE DISEASES AND INFECTIOUS ILLNESSES**

### Illness Policy

SCP has developed the following illness policy in accordance with the ODJFS regulations regarding the identification and control of communicable diseases. A Communicable Disease Chart is posted in an area accessible to all members. Each member is responsible knowing and complying with SCP's policy in accordance with ODJFS regulations. A staff member trained to recognize signs of communicable diseases shall observe the children in the classroom and the school reserves sole discretion as to whether a child needs to leave the school temporarily.

No child shall be admitted to school with the following conditions or symptoms of illness:

- Impetigo
- Pink Eye/Conjunctivitis
- Chicken pox
- Streptococcal (Strep Throat)
- Head lice, scabies or other parasitic infestations
- Diarrhea
- Severe coughing and/or sneezing
- Difficult or rapid breathing
- Yellow skin or eyes
- Temperature of 100 degrees Fahrenheit taken by the oral method
- Untreated infected skin patch
- Unusually dark urine and/or gray or white stool
- Unusual spots or rashes.
- Stiff neck
- Sore throat or difficulty swallowing
- Vomiting

SCP reserves the right to deny admittance of a child who has been observed by a trained staff member to have any of the above symptoms or conditions. Please be courteous of your child's classmates and teachers and err on the side of caution when evaluating your child's health prior to coming to school each day.

According to ODJFS's "Child Day Care Communicable Disease Chart," the following precautions shall be taken at SCP for children suspected of having a communicable disease:

- SCP shall immediately notify the parent, guardian, and/or emergency contact of the 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 of illness shall be immediately isolated prior to being discharged to his/her parent, guardian and/or emergency contact:
  - Diarrhea
  - Severe coughing which causes 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 eye, conjunctivitis eyelid, obvious discharge, matted eyelashes, burning, itching, thick, and purulent pus and/or eye pain.
  - Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness
  - Untreated infected skin patch, unusual spots or rashes.
  - Unusually dark urine and/or gray or white stool
  - Stiff neck
  - Sore throat or difficulty in swallowing
  - Vomiting
  - Evidence of lice, scabies, or other parasitic infestation
- A child isolated due to a suspected communicable disease shall be:
  - Cared for in a room or portion of a room not being used for other types of childcare.
  - Within sight and hearing of a staff member at all times. No child shall ever be left alone or unsupervised.
  - Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomitus, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
  - Observed carefully for worsening condition.
  - Discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.
- Written notification will be given to all parents of the children within the class in which a child has developed any of the above symptoms.

- Parents shall notify a staff member of any contagious disease their child has contracted so that written notification can be sent to other parents regarding the exposure to a communicable disease.
- Parents shall contact SCP prior to class if a child will be absent from school due to an illness or otherwise.

### Re-admittance to School

The Director reserves the right to request a physician's note in order for a child to return to SCP following an illness. The Preschool may ask that a parent give written consent that the following guidelines have been met per each condition prior to being readmitted to school:

Impetigo	Physician's treatment is required. Child may return to school once treated with medication for at least 24 hours.  There must be an absence of discharge from the site of infection.
Conjunctivitis	Physician's treatment is required. Child may return to school after infection has been treated for at least 24 hours. There must be an absence of discharge from the eyes.
Head Lice	Physician's treatment is required. Child may return to school after he/she has been treated for at least 24 hours AND his/her head is free of all nits.
Strep Throat	Physician's treatment is required. If you suspect that your child has strep throat, keep your child home until you have had the child tested by a physician and you have received a negative result.
Chicken pox	Physician's treatment is not required. All blisters must be crusted over and dry prior to returning to school.
Diarrhea	Check with your physician as to whether the diarrhea is due to a viral or bacterial infection. Child may return to school as follows:  Viral: When the stool can be contained and there are no other symptoms.  Bacterial: 48 hours after antibiotic treatment begins and when no diarrhea symptoms remain.

Fever	Physician's treatment is not required. Child must be fever free for at least 24 hours without the use of medication.
Common Cold	Physician's treatment is not required. Please keep child home if he/she has a cold with symptoms of a continually runny nose and eyes, as well as when he/she continually sneezes and coughs.
Influenza A	Physician's treatment is not required. Child may return to school when flu symptoms have been absent for at least 24 hours and the child is well enough to participate in class.
Vomiting	Physician's treatment is not required. Child may return to school once he/she has had an absence of vomiting for at least 24 hours and no other symptoms exist.

### Medication at school

It is the policy of SCP that all non-prescription medications shall be administered in the home; therefore, the staff at SCP will not administer non-prescription medication to students.

In the event that a child has a medical condition or severe allergic reaction (for example: bee stings or a diabetic reaction) requiring medication during school hours, a staff member who is trained by the parent to administer the medication will be responsible for the administration of the medication. Medication is defined as any substance or preparation containing active chemical ingredients for the purpose of prevention or treatment of a wound, injury, infection, infirmity, or disease.

### Prescription Medication Procedure

1. Written permission from the parent/guardian of the child requesting that SCP comply with a physician's order must accompany any prescription medication during school hours.
2. A statement signed by the physician that prescribed the medication for the child must accompany the medication. The statement must include the name and address of the child, the name of the drug, dosage, times or intervals it is to be administered, date administration of the drug is to begin and cease, special instructions for administration and storage of the drug, and any severe adverse reactions that should be reported to the physician. Parents must provide the physician's telephone number to SCP in case of an emergency.
3. An Ohio Department Medical form must be completed by the parent and shall be kept on file at the Preschool.

4. Medication must be received in the original prescription container in which it was dispensed.

***If these procedures are not followed, SCP will not administer the medication.***

Communicable Disease Policy Pertaining to Staff

1. The Director will review with all staff members the signs and symptoms of illness and proper hand washing and disinfecting procedures. The review shall be given to each new employee and discussed periodically at staff meetings.
2. The staff will remain current with their certification regarding the prevention, recognition, and management of communicable disease as required by the ODJFS.
3. No staff member shall attend SCP if they exhibit signs of communicable disease. The Director reserves the right to request a physician's note in order for a staff member to return to work after having been absent due to illness.

## POLICY GUIDELINES CONFIRMATION FORM

\_\_\_\_\_  
Print Student Name

We have received and read the Solon Cooperative Preschool Policy Guidelines.

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Class

\_\_\_\_\_  
Date

Please sign and return this signature page to your Group Chairperson at the start of school.  
Thank you.