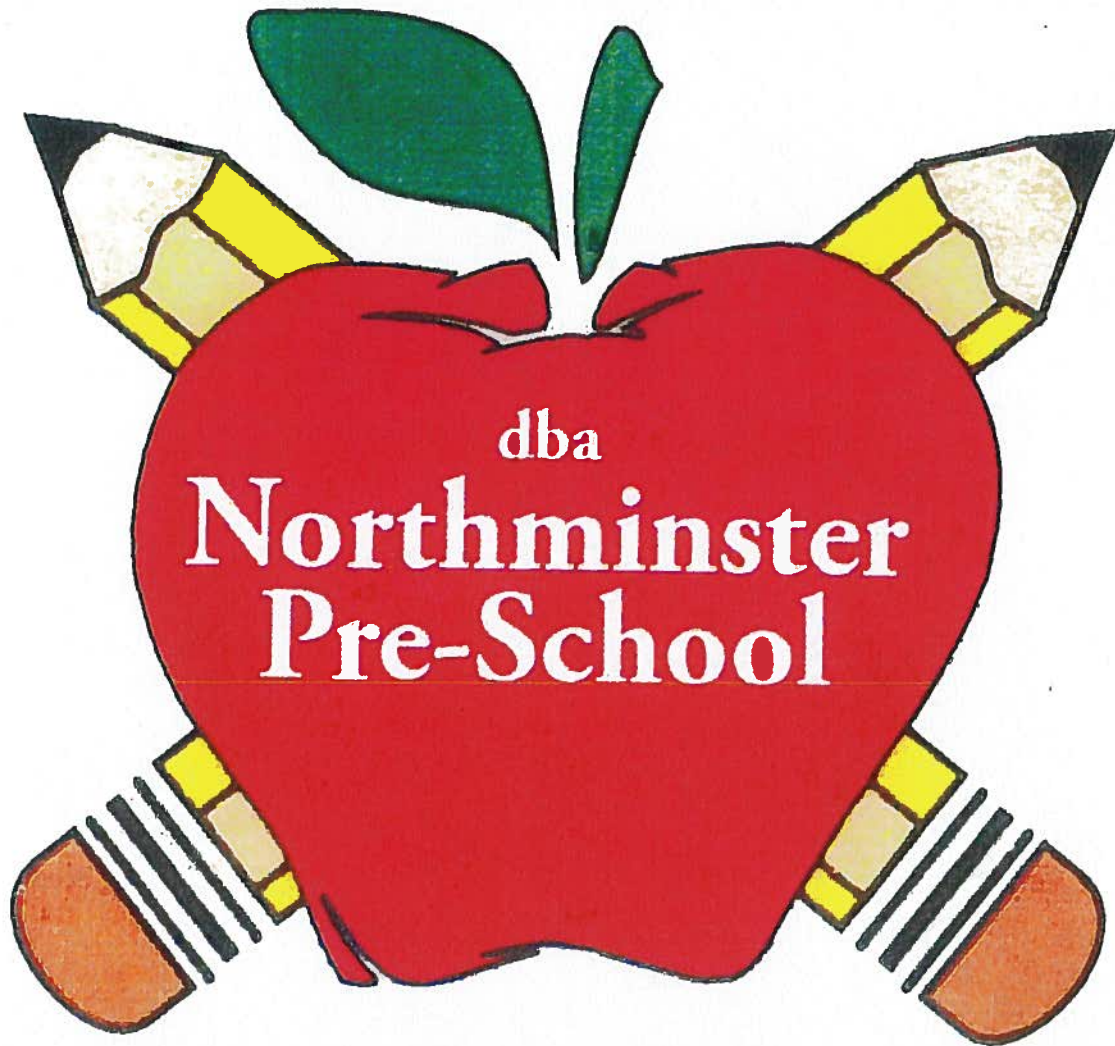


Lance Cooperative

— Pre-School —



Teresa Lance
Director

104 WEST PORTAGE TRAIL EXTENSION
CUYAHOGA FALLS, OHIO 44223
330-929-9300

Federal Tax I.D.# 34-1838926

Dates: September 13, 2016 through May 18, 2017
Tuesdays, Wednesdays, Thursdays

Times: 9:00 A.M. TO 11:30 A.M. or 12:30 P.M. TO 3:00 P.M.

Registration Fee: \$40.00 due at time of registration. This fee is used to guarantee your child enrollment and form processing expenses. The fee is non-refundable.

Tuition: Tuition is divided into 9 equal payments of \$125.00 per month or one payment of \$1125.00. Tuition may be paid in full in September. If you choose to pay monthly, payments are due on the first school day of each month. A \$10.00 a month discount will be given for families having two or more children in the pre-school during any school year.

Enrollment: Pre-School children must be three years of age by August 1st toilet trained. Children entering the four-year-old class should be four years old by August 1st. A five-year-old class is available for children who will be entering kindergarten the following year and will be five-years-old prior to January 15th.

Ratios: State mandated ratios are met or exceeded.

Three-year-olds:	State Ratio	1 adult to 12 children
	Northminster Ratio	2 or 3 adults to 16 children
Four-year-olds:	State Ratio	1 adult to 14 children
	Northminster Ratio	2 or 3 adults to 21 children
Five-year-olds:	State Ratio	1 adult to 14 children
	Northminster Ratio	2 or 3 adults to 21 children

Toilet Training: All children attending must be toilet-trained. Parents will be called to come and change the child or take them home if the child has an accident.

Transportation: Transportation to and from pre-school is provided by parents. Emergency Transportation forms must be on file prior to attendance.

Arrival: Parents need to walk their children into their classrooms at arrival times. Our drop off program will begin the first week of October. If you wish to participate, remain in cars and pull around the outside edge of parking lot to the overhang door. Office personnel will come to your car and help your child out of your car and into the building. Do not drop your child off unless you see office personnel at the door.

Dismissal: Parents must come into the building to pick up their child. Please wait in a line outside your child's classroom door. Children will not be dismissed to anyone who is not on the Departure List unless parent has notified the pre-school office. Photo identification may be required. Office personnel must approve dismissal to anyone not on the Departure List.

School Delays or Cancellations: If Cuyahoga Falls Schools are closed due to poor weather we will also be closed. If an emergency situation should ever occur: delays or cancellations will be posted on News Channel 5.

Custody: All legally binding custody agreements will be honored. Tuition is the responsibility of the parent or guardian signing the registration form.

Parent Participation: As a requirement of Northminster Pre-School, parents have agreed to participate in their child's class 6 days per school year, per child. Maximum number of days required during any one year is 12, regardless of the number of children. Parents may participate as often as they wish.

Conferences: Parent /Teacher conferences are generally scheduled for late February. If at any time during the school year you have any questions or concerns please call the pre-school office.

Snacks: Parent Helpers provide snacks for the class. This should include a small cup of water, juice or milk as well as a healthy snack such as pretzels, crackers, cheese, fun fruits, etc.

Lunch Bunch: If you choose to extend your child's day by one hour (11:30-12:35), for \$4.00 per day, you may pack your child's lunch and they will have a supervised lunch and play time in our muscle room. Prior reservations must be made; there are a limited number of students we can accept daily. Please call or stop by the pre-school office to make reservations. Payment must be made in advance. No refrigeration or microwaves available

Field Trips: Parents will provide or arrange transportation for their child. Child restraint seats or seat belts must be used in accordance with Ohio law. Written permission from parent or guardian is required. Child/staff ratio requirements will be met at the destination. First Aid kit is available on all trips. Children will wear nametags on all field trips with their name, school name and phone number.

All children will be supervised by an adult at all times.

All children must have a current medical statement on file.

We will not routinely administer any medication. Prior arrangements with director must be made for potential emergency situations.

Possible Additional Expenses:

Scholastic News: \$6.50 per year (Four and Five-Year-Olds only)

Lunch Bunch: \$5.00 per day 6 days for \$25.00 (optional class)

Early Drop Off: \$4.00 per day or 6 for \$20.00 (optional class)

Spanish Club: Session I – 10 classes (\$100.00) (optional class)

Session II - 15 classes (\$150.00) (optional class)

Enrichment Mondays: \$40.00 per month (optional class)

Form Requirements:

Child's Medical Statement

Permission to Photograph

Departure List

Receipt of Handbook Verification

Enrollment and Health Form

Registration Form

NORTHMINSTER COOPERATIVE PRE-SCHOOL POLICIES and PROCEDURES

Philosophy and Goals: The philosophy of Northminster Cooperative Pre-School is to present an exposure to a guided group situation, helping prepare the child for living, growing and learning. Our emphasis is on the social development of the child as well as academically preparing them for elementary school. We will accomplish this in the following ways:

- a) Foster the child's imagination and creativity through daily arts and crafts, free play, dramatic play, music and rhythms, storytelling, etc.
- b) Help the child develop self-confidence, independence and decision-making skills through encouragement, understanding and affection of the teacher and by enlarging the child's experiences through exposure to group activities, performing in school programs and at rug time.
- c) Help the parents see their child's behavior, social adjustment, intellectual and emotional maturity, and physical development through cooperation and participation in the classroom and through individual conferences.
- d) Encourage age-appropriate responsibilities in the classroom.
- e) To strengthen and improve fine motor control and encourage creativity. Art and craft materials will be used daily.
- f) The use of large muscle toys and activities will develop coordination and perceptual motor skills.
- g) Introduce pre-reading skills (sight words, phonetic awareness) and writing skills (names, journals, group stories), math concepts (place value, graphing, problem solving and patterning) and language skills (speech, sentence structure, sequencing).
- h) Introduction of basic foreign languages, such as Spanish and French as well as sign language.
- i) Introduce and enhance computer skills through weekly or daily use of classroom computers.

Children graduating from Northminster Pre-School to be well prepared for their elementary school years, both academically and socially. We want them to enjoy their educational experiences and be anxious for their kindergarten year.

Sample Schedule: The following is an example of a typical day at pre-school. It is easily changed and adapted to the children's daily needs.

8:50	12:20	Parent Helper Arrive
9:00-9:30	12:30-1:00	Child Directed Play
9:30-9:45	1:00-1:15	Stories, songs and finger plays
9:45-10:10	1:15-1:40	Arts and Crafts
10:10-10:20	1:40-1:50	Bathroom
10:20-10:35	1:50-2:05	Snack Time
10:35-10:50	2:05-2:20	Music and Rhythms
10:50-11:15	2:20-2:45	Large Muscle Room
11:15- 11:30	2:45- 3:00	Prepare for dismissal

LICENSING INFORMATION

5101:2-12-30

The information contained in paragraph (A)(1) of this rule will be provided to the center by the department for distribution to custodial parents or guardians of children served by the center and to the center's employees.

- a) The center shall post the license issued by the Ohio Department of Job and Family Services in a conspicuous place in the center for review.
- b) A toll free number is listed on the license for reporting suspected violations of Chapter 5104 of the Revised Code of Chapter 5101:2-12 of the Administrative Code. A copy of the law and rules are available at the center for review upon request.
- c) The administrator and each employee of the child care center are required under section 2151.421 of the Revised Code to report their suspicions of child abuse or neglect to the public children services agency.
- d) Any custodial parent or guardian of a child enrolled in a child care center shall be permitted unlimited access to the center during hours of operation for the purposes of contacting their children or evaluating the care or the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Upon entering the center, the parent or guardian shall notify the administrator or designee of their presence.
- e) Rosters that include names and telephone numbers of parents of enrolled children are available upon request. Parents shall be notified that the rosters do not include the names or telephone numbers of those parents who requested not to be included.
- f) Licensing inspection reports and substantiated complaint investigation reports for the current licensing period must be displayed in a conspicuous location readily in view of parents or guardians in the center.
- g) The center's licensing record, including licensing inspection reports and complaint investigations, as well as evaluation forms from the health, building and fire departments that inspect the center, are available upon request from the Ohio Department of Job and Family Services.
- h) It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin or disability in violation of the Americans with Disabilities Act of 1990. 104 Stat. 327.42 U.S.C. 12101 et seq.

Child guidance and management (5101:2-12-22) - a copy of state regulations is included in parent handbook.

Management of Illness (5101:2-12-33) - a copy of state regulations is included in parent handbook.

General Emergency Plan- Fire and Tornado escape routes are posted in every classroom along with recommended procedures for general emergencies posted by the City of Cuyahoga Falls. Procedures are posted in each classroom for medical and dental emergencies. In case of any emergency 911 will be called immediately. Evacuation location would be Ernest Angely Ministries.

Incident /Injury Reports will be sent home for any injury occurring at the pre-school.

5101:2-12-33

Management of illness.

- (A) A child care staff member with currently valid training in the management of communicable diseases according to rule 5101:2-12-27 of the Administrative Code shall observe each child daily upon arrival at the center.
- (B) The center shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- (C) Symptoms observed which require isolation and immediate discharge: a child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian or person designated by the parent or guardian:
- (1) Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness;
 - (2) Diarrhea (three or more abnormally loose stools within a twenty-four hour period);
 - (3) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (4) Difficult or rapid breathing;
 - (5) Yellowish skin or eyes;
 - (6) Redness of the eye, obvious discharge, matted eyelashes, burning, itching;
 - (7) Untreated infected skin patches, unusual spots or rashes;
 - (8) Unusually dark urine and/or gray or white stool;
 - (9) Stiff neck with an elevated temperature;
 - (10) Evidence of untreated lice, scabies, or other parasitic infestations;
 - (11) Sore throat or difficulty in swallowing;
 - (12) Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- (D) Isolation precautions: a child isolated due to suspected communicable disease shall be:
- (1) Within sight and hearing of an adult at all times;
 - (2) Cared for in another room or portion of a room away from other children;

(3) Provided with a cot and made comfortable. After use, the cot shall be disinfected with an appropriate germicide, or if soiled with blood, feces, vomitus or other body fluids, the cot shall be cleaned with soap and water and disinfected with an appropriate germicide.

(E) Preventative practices: the center shall implement the following practices for the management of communicable disease on a daily basis:

(1) The center shall provide training for all staff in handwashing and disinfection procedures prior to working with children;

(2) The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness;

(3) The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease;

(4) Centers shall follow the current version of the JFS 08077 "Ohio department of health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents.

Child guidance and management (5101:2-12-22) - a copy of state regulations is included in this parent handbook. The Northminster staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right thing") and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. After repeated time outs in the classroom, the teacher may bring the child to the office for a time out away from their peers. Staff will not impose punishments for failure to eat, or toilet accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to disenroll the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of the children is always our primary concern. The director would be in communication with the parents prior to this occurring.

If a child demonstrates behavior that requires frequent "extra attention" from a staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101:2-12-22 OAC.

5101:2-12-22

Child guidance and management.

(A) Staff responsibility: child care staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

(B) Managing behavior: when children's behavior is unacceptable, the child care staff member shall:

(1) Use developmentally appropriate techniques suitable to the children's ages and the circumstances;

(2) Use developmentally appropriate separation from the situation only as necessary;

(3) Communicate and consult with parents or guardians in implementing any specific behavior management plan. This plan must be consistent with the requirements of this rule.

(C) When children's behavior is unacceptable, the child care staff member shall not:

(1) Abuse or neglect children;

(2) Utilize cruel, harsh, unusual, or extreme techniques;

(3) Utilize any form of corporal punishment;

(4) Delegate children to manage or discipline other children;

(5) Use physical restraints on a child;

(6) Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control;

(7) Place children in a locked room or confine children in any enclosed area;

(8) Confine children to equipment such as cribs or high chairs;

(9) Humiliate, threaten or frighten children;

(10) Subject children to profane language or verbal abuse;

(11) Make derogatory or sarcastic remarks about children or their families;

(12) Punish children for failure to eat or sleep or for toileting accidents;

(13) Withhold any food (including snacks and treats), rest or toilet use;

(14) Punish an entire group of children due to the unacceptable behavior of one or a few;

(15) Isolate and restrict children from all activities for an extended period of time.

Ohio Department of Job and Family Services
CENTER PARENT INFORMATION
REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or 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 Revised Code, to report their suspicions of child abuse or child 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 the Administrator of his/her presence.

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.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

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

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.