



Colonial  
SCHOOLS

**2017-2018**  
**Parent Handbook**

Colonial Schools  
855 Stahlheber Road  
Hamilton, Ohio 45013  
Phone 513 867-4006

[www.colonialschools.org](http://www.colonialschools.org)

This Handbook belongs to the

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## 2017 - 2018 COLONIAL SCHOOLS STAFF

Please feel free to contact our staff with questions or concerns.

### Lead Teachers

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### Teachers

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### Office

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## **The Colonial Schools Philosophy**

Early Childhood should be a time of fun, warmth, security, exploration and discovery. Young children are creative and receptive; our staff strives to nurture and encourage these qualities in our students.

We are also dedicated to instilling Character Education while incorporating virtues such as responsibility, citizenship, fairness, honesty, respect and trustworthiness for the purpose of the development of the whole child.

## **The Colonial Schools Goals**

Our goals for students enrolled in our Intergenerational Program are to develop self-confidence, independence, self-discipline and an understanding and compassion in helping others.

We strive to enrich the lives of all generations through the sharing of ideas, stories, music and the discovery of the similarities and joys of both worlds.

It is also our goal to provide students an atmosphere that encourages social, emotional, physical and intellectual growth.

## **Intergenerational Program**

Throughout the year, students will enjoy many opportunities to interact with residents of Westover. Intergenerational programming is the cornerstone of the Colonial Schools program. We believe that when given the opportunity, students and older adults can teach and learn from each other in a way that is mutually beneficial. Examples of intergenerational programming include art, cooking, exercise, special programs, reading, pen pal program and luncheons.

## **Days and Hours of Operation**

Colonial Schools is open Monday through Friday from 7:30 AM to 6:00 PM.

Parents shall have unlimited access to our program during hours of operation for the purpose of contacting their child or to evaluate the school's program.

Upon entering the premises, all visitors shall notify the Director or the Administrative Assistant,

Children are admitted to Colonial Schools regardless of race, color, creed, sex, national origin, religion, or disability in accordance of ADA act of 1990.

## Days and Hours of Operation (continued)

Colonial Schools will be closed on the following days:

Thanksgiving: November 22—24, 2017

Christmas Break: December 22, 2017—January 2, 2018

Martin Luther King Day: January 15, 2018

Conferences: February 7—8, 2018

President's Day: February 19, 2018

Spring Break: March 30—April 6, 2018

Memorial Day week: May 28—June 1, 2018

End of Summer break: August 27—31, 2018

### Classroom Ratios

It is the philosophy of Colonial Schools that lower student to teacher ratios allow for more individualized attention and an improved learning environment.

Pre-K classes-ages 4-6 year olds

Colonial Schools ratio: 1 adult to 12 children (State ratio: 1 adult to 14 children)

Preschool classes-ages 3-4 year olds

Colonial Schools ratio: 1 adult to 10 children (State ratio: 1 adult to 12 children)

Enrichment classes-ages 3-6 year olds

### Drop off and pick up schedules

#### Morning Classes

Class	Drop off	Class Time	Pick up
5 day PK	8:30-8:40	8:40-11:40	11:40-11:50
3 day PS	8:45-8:55	8:55-11:55	11:55-12:05
2 day PS	8:45-8:55	8:55-11:55	11:55-12:05

#### Afternoon Classes

Class	Drop off	Class Time	Pick up
5 day PK	12:50-1:00	1:00-4:00	4:00-4:10
3 day PK	12:50-1:00	1:00-4:00	4:00-4:10
3 day PS	12:50-1:00	1:00-4:00	4:00-4:10

## Loading and unloading procedure

Please enter the lot from Stahlheber Road and go around to the back of the school. Please make note of the ENTER and EXIT signs so traffic maintains a safe flow. (Stay close to the building on the right because cars will be exiting on the left.) Please pull up as far as possible to avoid cars having to wait on Stahlheber Road. After your child is loaded/unloaded, exit the circle onto Stahlheber Road.

Class pick up times are listed on page 6 of the Parent Handbook. In order to expedite the loading process, you will be given a color coded sign with your child's name on it. When picking up, hold up your sign and the teachers will call your child from inside the building and have them ready to load. Please make sure grandparents, babysitters or anyone else who may pick up your child has a sign. When dropping off, teachers will take your child from your vehicle and escort them into the building. Please note that we will only load/unload from the back seat and curb side of the street.

If a child is not both 4 years old and 40 pounds, they are required to ride in an approved car seat for their age and weight. Children under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9 or taller. Parents are strongly encouraged to become familiar with these standards. Additional information can be found at the Ohio Department of Health website.

We ask that you please practice buckling the car seat with your child. If your car seat is particularly difficult to reach or you have multiple children to load, we may ask you to pull forward to buckle your child in so that the line continues to progress. If the car in front of you has not been loaded, please be patient. Going around the car in front of you could lead to an accident. Our goal is to keep our children and staff safe!

Children will not be loaded or unloaded during an electrical storm. If there is lightning and/or thunder in the immediate area, you will need to park your vehicle to pick up or drop off your child. **Always make sure a teacher is present before leaving your child.**

The release of a child from the school to any person other than the parent will not be permitted without written approval. Anyone picking up a child must be 18 years or older. Legal documentation must be included in a child's file in order for us to refuse to release a child to their parent.

Your promptness will be appreciated when picking up or dropping off your child.

Please do not use drop off or pick up times to conference with your child's teacher. This causes the line to back up in our parking lot as well as onto Stahlheber Road. Please be courteous to others in line by remaining in your vehicle. If you would like to buckle your child in yourself, please park and walk into the building.

Please be mindful of the speed limit.

## Classroom Schedules

### Pre-K Classroom Schedules AM (flexible)

8:30-8:40	Drop off
8:40-9:00	Wash hands, collect folders, meet and greet each other
9:00-9:20	Circle Time
9:20-10:00	Free play in centers/lesson activity
10:00-10:30	Special/Large Motor
10:30-10:50	Snack and clean up
10:50-11:25	Free play in centers/lesson activity
11:25-11:40	Clean up/Goodbye
11:40-11:50	Dismissal/Pick up

### Preschool Classroom Schedules AM (flexible)

8:45-8:55	Drop off
8:55-9:15	Wash hands, collect folders, meet and greet each other
9:15-9:35	Circle Time
9:35-10:15	Free play in centers/lesson activity
10:15-10:45	Special/Large Motor
10:45-11:05	Snack and clean up
11:05-11:40	Free play in centers/lesson activity
11:40-11:55	Clean up/Goodbye
11:55-12:05	Dismissal/Pick up

### Pre-School /Pre-K Classroom Schedules PM (flexible)

12:50-1:00	Drop off
1:00-1:20	Wash hands, collect folders, meet and greet each other
1:20-1:40	Circle Time
1:40-2:20	Free play in centers/lesson activity
2:20-2:50	Special/Large Motor
2:50-3:10	Snack and clean up
3:10-3:45	Free play in centers/lesson activity
3:45-4:00	Clean up/Goodbye
4:00-4:10	Dismissal/Pick up



### Monthly Tuition Prices 2017-2018

2 Day Preschool (Th, F)	\$175.00
3 Day Preschool (M-W)	\$202.00
5 Day Preschool (M-F)	\$330.00
3 Day Pre-Kindergarten (M-W)	\$225.00
5 Day Pre-Kindergarten (M-F)	\$250.00

### Payment Policy

Monthly payments are due to the Colonial Accounting Department by the fifteenth day of each month. If payment is not received by the fifteenth day of the month, your account will be assessed a \$25 late fee. If payments for tuition/enrichment fees are in arrears for 15 days, a payment plan must be arranged. Failure to resolve unpaid balances within 30 days will result in dismissal from the program and your account being turned over to a collection agency.

You will be billed for monthly tuition and prepaid Enrichment Program fees. If you use the Enrichment Program on a drop in basis, charges for the hours used will be reflected on your next month's bill. We accept ACH (automatic bank withdrawal), checks and cash.

Please make checks payable to:

Colonial Schools  
855 Stahlheber Road  
Hamilton, Ohio 45013

Please include your child's name and the month for which you are paying on your check. A \$25 fee will be charged for any returned checks; future payment by check will not be accepted until account balances are settled.

You will receive a one time activity fee charge of \$50 on your first month's bill. It is due in full with your September payment.

You may withdraw your child from the program at any time; however, we ask for the courtesy of a 2 week notification. Your monthly tuition will be prorated if a 2 week notification is given. There will be no adjustments to tuition without a 2 week notification.

It is the policy of Colonial Schools that no information, including transcripts, will be released for any account with an outstanding balance.

A student will not be permitted to begin attending a new year of classes until all previous family balances have been paid.

A 3% tuition (only) discount will be given for full year payment made before September 15th.

A 10% tuition (only) discount will be given for 2 or more children in the same family enrolled at the same time.

No refunds will be given for illness, vacation, or snow days. Missed days will not be made up.

Colonial School is a non-profit subsidiary of Community First Solutions. We are responsible for operating on a fiscally sound basis and meeting our annual budget. We rely on timely payments in order to fulfill our commitment to all families. Every family must sign a Payment Policy Agreement.

## **Activity Fee**

### **\$50.00 per year will include:**

Your Child's Portfolio	Work portfolio Pictures Progress report/report card Individual reports Communication folder
Personal Development	Music, motor development, technology, art supplies, classroom supplies
Developmental Assessment	Ages & Stages, TS Gold Assessment Portfolio

A one time \$50 activity charge will be added to your September bill. It will be due with your September payment. Any balance of your monthly bill will be carried over to the next month. A \$25 late fee will be assessed each month that your bill is not paid in full.

## **Supply Donations**

We are always happy to receive donations. Items such as markers, crayons, paper, tissues and Clorox wipes are used in large quantities throughout the school year! We often accept other items such as gently used clothing (in case of an accident), books or toys. Your generosity is appreciated.

## Enrichment Program

The Enrichment Program is a busy place with lots of activities for children who are in need of before or after school childcare. The Enrichment Program is designed to be an extension of your child's classroom. Special attention is given to coordinating the unique dynamics of the program. Children benefit from spending time with friends both in and outside of their own classroom as well as different age groups. Because children are being picked up at various times, the program's curriculum is flexible although structured. The daily curriculum includes a lunch time, rest period, free play, outside play (weather permitting), center play, and art projects.

Colonial Schools offers prepaid Enrichment Program options- Unlimited hours AM only or Unlimited hours AM & PM. The program will be open to enrolled families on the days their child attends class. Availability will be limited and spaces will be filled on a first come first served basis. We also offer a prepaid program for afternoon students.

Once you have reserved your space, you will be free to use the Enrichment Program as much as you like during hours of operation. Billing for the Enrichment Program will be reflected on your monthly statement; like tuition, the entire payment will be due on the fifteenth of each month.

We understand that your child's enrichment schedule needs may change, however, we ask for a 2 week notice for any changes. Your monthly rate will be adjusted if a 2 week notification is given.

Parents may use the Enrichment Program on a "drop-in" basis only when space permits. Parents must call the school office to check availability. If you choose to use the Enrichment Program on a drop in basis, you will be charged \$8.25 per hour. The amount due will be shown on your next month's bill.

Parents using AM & PM Enrichment must park their car to drop off or pick up their child. Please make sure a staff member knows your child is present or leaving before exiting the classroom. Children may not enter or exit the building alone.

## Enrichment Schedule

(flexible)

12:00 PM-6:00 PM

12:00-1:00	Lunch
1:00-1:30	Clean up/center play/working on individual goal plans/outdoor play
1:30-2:30	Rest period
2:30-3:00	Clean up/center play/individual planning
3:00-3:30	Snack
3:30-4:30	Daily activity/art/science/cooking/project/individual goal plans/sharing time
4:30-5:30	Large motor/free play
5:30-6:00	Clean up/ story time

## ENRICHMENT PROGRAM

Space is limited and filled on a first come first served basis. Unlimited use options are prepaid monthly.

AM Enrichment includes:

Enrichment from 7:30 AM until morning classes begin

2 Days per week...\$29 per month

3 Days per week...\$43 per month

5 Days per week...\$66 per month

AM & PM Enrichment includes:

Enrichment from 7:30 AM until morning classes begin **AND** after morning class until 6:00PM

2 Days per week...\$154 per month

3 Days per week...\$231 per month

5 Days per week...\$377 per month

For students attending afternoon classes, we offer the following option:

Enrichment following afternoon class until 6:00PM

2 Days per week...\$67 per month

3 Days per week...\$100 per month

5 Days per week...\$163 per month

**An hourly rate of \$8.25 is available when space allows.**

Families choosing the hourly rate will be billed the following month for their use of the program.

## **Guidance and Management Policy**

Rules are a necessary part of our society. We are establishing an important developmental process in children when we set limits at home and at school. Children expect adults to establish these limits. It is essential for children to be aware of what is expected of them. We do not look at discipline as punishment, but as a way of teaching children to feel respect for themselves, others, and the environment in which they live.

Classroom activities are designed to foster appropriate behavior (sharing, waiting a turn) to tell friends what we need, etc. Most importantly, positive feedback is given to children for appropriate behavior. This descriptive appreciation can be through words such as: "The blocks are all put away, the crayons are in their baskets, etc."

Inappropriate behavior that is not harmful to anyone is ignored or the child is quietly redirected to another activity. Harmful behavior is stopped immediately, the danger is then explained. Spending a short period of quiet time with a book or puzzle, and having the teacher nearby will usually alleviate the problem. If repeated disruptive behavior is observed, the matter will be discussed with the parents. It is Colonial Schools policy to look for proper supportive channels and options to help the child, the parents, and the teacher involved.

Our goal is to supply you, as parents, with information, to help you with parenting skills and to enhance your family life together. We will work together as a team with one goal in mind: to help empower your child to make good choices now and in the future. In unusual situations, a child may be dismissed from the program at the Director's discretion.

## **State Laws for Guidance and Management Policy**

Childcare staff members assigned to supervise a child or group of children shall be responsible for their guidance and management.

When children's behavior is unacceptable, the staff member shall:

Use developmentally appropriate techniques suitable to the children's ages and circumstances.

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

Use developmentally appropriate separation from the situation only as necessary.

When children's behavior is unacceptable, the staff member shall not:

Abuse or neglect children, utilize cruel, harsh, unusual, or extreme techniques or any form of corporal punishment or humiliate, threaten or frighten children

Delegate children to manage or discipline other children

Use physical restraints or restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so the child may gain control

Place children in a locked room or confine children in any enclosed area

Confine children to equipment such as highchairs or cribs

Subject children to profane language or verbal abuse

Make derogatory or sarcastic remarks about children or their families

Punish children for failure to eat or sleep or for toileting accidents

Withhold any food, rest, or toilet use (Including snacks and treats)

Punish an entire group of children due to the unacceptable behavior of one or a few

Isolate and restrict children from all activities for an extended period of time

## **Safety Policies (State Laws)**

While your child is in our care, they will be protected from abuse and neglect.

Staff are responsible for the safety of children both indoors and outdoors.

A staff member trained in first aid, CPR, child abuse prevention and communicable disease is available at all times.

A list of safety rules is posted in each classroom.

No child shall be left unsupervised at any time.

A working telephone or intercom system is available in all classrooms and on the playground for staff at all times.

The Emergency Transportation Authorization Forms filled out by parents are on file in the office.

The posted plans for medical, dental, fire, and weather alerts are posted in each classroom.

The safety and well being of your child is our utmost concern.

Fire Drills are held monthly. Tornado Drills are held monthly from March through September. Emergency/Safety drills are held quarterly. All staff are familiar with all fire exits and storm drill information.

Spray aerosols, including sunscreen, will not be used when children are in attendance.

There will be at least 2 staff members in the building at all times while children are in attendance.

Each child will be unloaded/loaded by staff members when using car line.

We must be provided legal documentation if a child is not permitted by law to be visited by a parent or guardian.

Upon entering the premises, all visitors shall notify the Administrator or the Administrative Assistant.

We will not load or unload your child during an electrical storm.

Children must have a written note from their parents if they are leaving school with a friend or relative other than the designated parent or carpool person. In an extreme emergency, a person known to the Director or Administrative Assistant, (i.e. the parent) may phone permission for release to a specific person. Please contact the school office if your child is going to be absent for any reason.

## **Incident/Accident Reports**

Parents will be notified if their child is injured at school. An incident report form will be completed by the supervising staff member if:

A child has an injury that requires first aid

A child has an illness

A child is bumped resulting in a bruise

A child requires emergency transportation

A child suffers a blow to the head

A child is involved in an unusual or unexpected event that jeopardizes the safety of the children or staff.

Parents should sign the incident report, keeping one copy for themselves and returning a copy for the child's file. The Administrator will be informed of any incident/accident as soon as possible.

Incident reports will include the following information:

The name and address of the school

The name and birth date of the child

The date and time the incident occurred

The names of the staff members responsible for the child at the time of the incident

The actions taken by the school

The signature of the person who completed the form

### **In case of SERIOUS Accident or Illness:**

In case of an extreme emergency/accident, an ambulance will be called and the injured child will be transported to the designated medical center requested by the parent. If time is of the essence, the child will be transported to the nearest hospital. Parents will be contacted immediately and staff will:

Administer first aid

Supervise other children away from the injured child

Never leave a sick or injured child alone

Make a cot available

Call parents/guardians first. If no response, people designated on the emergency information sheet will be contacted.



## **Outdoor rules**

Children will have daily outdoor time for large motor activities (weather permitting). For children attending 4 hours or more, it is a state law to have outdoor activities everyday (weather permitting). The director will use discretion when deciding if weather is appropriate for outdoor play. The Music and Arts Room will be used in case of inclement weather.

Children must sit directly on the slides and swings.

Children must come down slides feet first.

No equipment is permitted on the climbers.

When a group of children are outdoors, the staff member will be able to summon another adult without leaving the group alone or unsupervised.

## **Field Trips**

Walking Field trips may be planned for summer camps and summer enrichment classes. Every child must have a permission slip signed by a parent before participating in a field trip.

### **State Rules for Field Trips**

A Staff member accompanying children on walking field trips will have first aid and CPR training.

A first aid kit will be taken on all field trips.

Each child will have identification attached to himself/herself, including name of school, address and telephone number.

An emergency transportation authorization form shall be available on field trips for each child on the trip.

Health records for children (who have allergies or health conditions, such that special procedures or precautions may be required during the course of the field trip or special outing) shall be available on the field trip or special outing.

A signed permission slip from the parent or guardian must be obtained before trips.

There will always be the correct child/adult ratio on field trips.

There will always be the correct child/lifeguard/adult ratio while swimming at a pool. Two staff members will always be present in the pool area and a trained Safety Instructor/Lifeguard. During a swimming field trip, children will wear an identification band. All swimming field trips will take place at Elements at the Bever located on the grounds of Westover Retirement Community. These field trips will occur during the summer for camp and enrichment children.

A list of all children will be taken on the trip.

All children will be assigned to a specific staff member or parent.

All vehicles will be checked at each destination.

A head count of all children will be taken at all destinations.

### **Breakfast Club**

Breakfast Club is available to children enrolled in AM Enrichment. Children arriving to AM Enrichment between 7:30 AM to 8:00 AM may choose to have a delicious and nutritious breakfast served to them. The cost of each breakfast is \$2.00. Breakfast Club tickets are available for purchase in the school office. Upon request, parents will be provided a menu each month. You are not required to attend Breakfast Club in order to attend AM Enrichment. However, your child will be charged for AM Enrichment when attending Breakfast Club.

### **Lunch Bunch**

Lunch Bunch is available to children enrolled in PM Enrichment. Children attending PM Enrichment either after their morning class or before their afternoon class will have the option to eat a lunch brought from home or to purchase a hot lunch.

### **Hot Lunch**

Hot lunches meet the nutritional requirements of our ODJFS license. The menu is designed by Colonial's culinary chefs with children in mind.

Each month you will receive a hot lunch menu and a lunch ticket envelope. If you would like to purchase hot lunch for your child, you will need to return the lunch envelope with payment to the school office by the due date.

To place your order you will need to write your child's name on the envelope and the dates for which you would like to purchase hot lunch. Please only send the correct dollar amount for the number of lunches you are purchasing for the month. We will accept cash and checks made payable to Colonial Schools. Lunches are priced at \$3.00 each.

If your child is absent on a day that you have paid for a hot lunch, we are happy to prepare it for you to pick up, but a refund will not be offered as the kitchen will have already incurred the expense of the ordered food. Refunds will not be offered for hot lunches purchased on snow days.

## Packed Lunch

In order to remain in compliance with state regulations, we are required to inspect all lunches to ensure that they meet nutritional and safety guidelines. When an item is missing or not prepared safely, Colonial Schools must supplement the child's lunch with the missing item or correct the safety issue. Although we are happy to supplement an item occasionally, we ask that you are responsible in adhering to the guidelines.

Families who are consistently missing items or violating safety guidelines, may be asked to pay a supplement charge to cover the cost.

State guidelines require all lunches to include the following:

1 serving of fluid milk	1 serving of meat/meat alternative
1 serving of bread/grains	2 servings of fruit or vegetables or 1 of each

When packing your child's lunch, please remember to include the following:

Ice pack to keep items fresh	Utensils (spoon, fork etc.)
Napkin	Cup or straw if needed

A few safety guidelines to follow include:

Avoid common foods that can easily choke a child (hot dogs, popcorn, sticky foods, hard candy)

Avoid sharp utensils that can easily injure a child (toothpicks, knives etc.)

Prepare foods in small bites (cut grapes in half, cut raw vegetables)

## Snack Menus/All Classes

A flexible snack menu of foods provided by the school is posted in the main hallway. This four week menu will rotate throughout the school year. There are some days that we will have birthday treats or a special snack to go along with the unit the class is learning.

We ask children to wait for everyone to be seated before eating. We also have a short time of reflection and thankfulness before each meal and snack. Snacks are nutritious and meet state content guidelines.

Below is a sample menu.

Monday	Tuesday	Wednesday	Thursday	Friday
Vegetable with ranch dressing	Cheese and cracker	Graham cracker	Apple slice or fruit cup	Animal Cracker
&	&	&	&	&
Milk	Fruit Juice	Milk	Milk	Fruit Juice

### **Nut Allergies**

Nuts will not be served by school staff. Parents will be notified if their child is in a "nut free class" and ask that they do not provide special treats containing nuts.

The Enrichment Program will provide a "nut free table" during lunchtime for students with identified nut allergies. Other allergies will be addressed on an individual basis. Our goal is to keep every child safe.

**Thank you for helping us reduce the risk of an allergic reaction.**

### **General Emergencies**

Parents will be notified by email, TV, Facebook and the website in the event of environmental hazards, threats of violence, natural disasters, loss of power, heat or water.

The maintenance department will be called for loss of heat or power. If heat or power cannot be restored within an acceptable amount of time, we may evacuate children to Westover, where parents will be contacted.

In case of evacuation at Colonial Schools, a sign will be posted on the front door instructing parents where to pick up their child at Westover.

Bottled water is kept for emergencies as well as extra batteries for radios, flashlights etc.

A copy of Colonial Schools safety plan is available to parents upon request.

## **Closings**

Watch Channels 12, WKRC or 9 WCPO for closing information. We will be listed under "Colonial Schools". There are two options that may be listed:

### **1. Colonial Schools-Closed**

This option means that road conditions are not safe for travel. We use the same criteria that the local school system uses in making this determination.

### **2. Colonial Schools-1 hour delay**

This option means that we have cancelled **AM Enrichment** to give road crews time to clear streets. Only AM Enrichment is cancelled; Classes and PM Enrichment will be held at their normal times.

We will also list updates on our website [www.colonialschools.org](http://www.colonialschools.org) and Facebook.

We understand that snow days can wreck havoc on a parent's schedule, but the safety of your child is of the utmost importance when making these decisions. We will make decisions regarding "make-up days" if/when this becomes necessary. If we experience early closings throughout the day, we will contact you through the school's website, email or by telephone.

## **Fire Drills**

In the event of a fire, we will exit the corridor to the nearest door; or use the patio doors located in rear of the classrooms. To help prepare children for the possibility of an actual fire emergency, we will practice monthly fire drills. Although we explain to the children that there is not a real fire, the drills can still be frightening for a small child. Talking to your child about fire safety at home will add additional support and help to lessen their fears. Building and fire compliance reports may be viewed upon request.

## **Weather Alerts**

If time allows, in case of a tornado warning, we will exit into the corridor and through the nursing wing into a designated area in the basement of Westover. In case of extreme danger, we will go into bathrooms or closets, which are located inside the inner part of the school.

## **Medical**

Each child must have a signed and dated Emergency Transportation Authorization form in their file. This information will allow your child to be transported to a designated hospital and allow treatment deemed necessary by your preferred physician or other licensed physician. This form, as well as a current Medical form, signed and dated by the child's licensed physician, must be submitted by the first day of school. If a child has a medical condition that may require attention by staff, a Medical Care Plan may be required.

### **Administration of Medication**

If a child needs medication, we will require a 'Request for Administration of Medication for Child Care' form be completed by the parent or guardian and physician.

Parents are asked to present, in writing, a list of all diet restrictions. Lists will be posted in appropriate classrooms and all staff working with diet restricted children are informed of their special needs.

If a child has a communicable disease, they may not return to school until permission is given by their physician.

A child who does not feel well enough to participate in school activities shall be considered "mildly ill". The parents will be contacted.

Notification will be sent home if there is an outbreak of a communicable disease.

No child will be permitted to carry their own medicine; only trained staff will administer medications.

Children are not permitted to carry toxic or harmful chemicals or items in their backpacks (including but not limited to; lotions, hand sanitizers, make-up, glue, toxic markers, and medications).

### **Isolation of sick child due to suspected communicable disease**

Sick children will be provided with a cot and made comfortable. After use, the cot will be disinfected with an appropriate germicide, or if soiled with blood, vomit or other body fluids, the cot will be cleaned with soap and water and then disinfected with an appropriate germicide. The child will be cared for in another room or portion of a room away from the other children; within sight and hearing of an adult at all times.

The child's parents or guardian or other persons designated on the emergency medical form will be contacted.

A communicable disease chart is displayed in the copier room for your convenience and review.

## Health Policies

Staff members and children must wash their hands upon entering the premises. Training will be provided for all staff in hand washing and disinfection procedures prior to working with children.

It is the school's policy to have children and adults always wash their hands upon entering the building, before eating and after using the bathroom.

Staff members are trained in the recognition of Communicable Diseases or other illnesses, First Aid and CPR as required by the Department of Job and Family Services. Classes are taught by approved trainers.

Parents shall be notified within the next day of operation, when their child has been exposed to any communicable disease.

Bathrooms and sinks are disinfected daily. Tables and chairs are disinfected after each class.

The following is a list of symptoms for which a child or staff will be discharged from school:

Diarrhea, 3 or more abnormally loose stools (within a twenty-four hour period)

Severe coughing causing the child to become red or blue faced or makes a whooping sound

Difficult or rapid breathing

Yellowish skin or eyes

Redness of eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning itching or eye pain.

Temperature of 100 degrees Fahrenheit when in combination of any other sign or symptom of illness

Any untreated infected skin patches unusual spots or rashes

Unusually dark urine and/or gray or white stool

Stiff neck with elevated temperature

Unusual spot or rashes of undetermined origin

Sore throat or difficulty in swallowing

Vomiting more than one time or when accompanied by any other sign or symptom of disease

Evidence of lice, scabies or other parasitic infestation

At the discretion of the administrator if a child is too ill to participate in activities

## Community Resource Information

The following are examples of ways Colonial Schools provides community resources to families.

Fitton Center Open House, art fair

Community First Pharmacy

St. Joseph School Open House/Registration

St. Peter in Chains Open House/Registration

SAY Soccer Registration

Core development classes (tae kwon do, swimming, soccer, tumbling)

Monthly distribution of Cincinnati Parent & Cincinnati Family magazine

Keeping your child happy and healthy is important to us. That is why we are providing you with information of the importance of comprehensive health screenings for your child.

A well-child visit is when you take your child to the doctor for a full checkup to make sure he/she is healthy and developing normally. This is different from other visits for sickness or injury. At a well-child visit, the doctor or nurse can help catch any problems early, when they may be easier to treat. You will also have a chance to ask any questions you may have about your child's behavior or development.

**All school age children must have a comprehensive health screening. This screening will include: Vision, dental health, height, weight, hearing, blood lead and hemoglobin levels**

Below is a list of other resources that may assist you in ensuring your child receive the recommended screenings.

### Resources for Health Screenings

1. Hamilton Health Department  
345 High Street  
Hamilton, Ohio 45011  
513 785-7080

2. Children's Hospital  
7777 Yankee Road  
Liberty Township, Ohio 45044  
513 803-9600

3. Pediatrics of Hamilton/Fairfield  
188 North Brookwood Avenue  
Hamilton, Ohio 45013  
513 874-9460

4. Dr. Christopher Co  
511 Nilles Road  
Fairfield, Ohio 4514  
513 829-5306

5. ABC Pediatric Therapy  
7591 Tylers Place Blvd.  
West Chester, Ohio 45069  
513 755-6600

6. Hamilton City Schools  
533 Dayton Street  
Hamilton, Ohio 45011  
513 887-5000

7. Community First Pharmacy  
210 South Second Street  
Hamilton, Ohio 45011  
513 645-5447

8. Primary Health Solutions  
210 South Second Street  
Hamilton, Ohio 45011  
513 454-1484

9. Miami University Speech & Hearing Clinic  
Bachelor Hall Room2  
Oxford, Ohio 45056  
513 529-2500



### **Confidentiality of Records**

Children's records may only be accessed by the child's teacher, the Administrator or Administrative Assistant, an authorized employee of the licensing agency, or the child's parent or legal guardian. Children's records are filed in the Administrative Assistant's office.

### **Records Transfer Policy**

Colonial Schools will transfer a child's records with a signed request from a custodial parent. Request forms can be obtained from the school office. Family balances must be paid before Colonial Schools will transfer records.

### **Security Code**

The security code for Colonial Schools is BEST\* (2378\*). Please share this code only with the individuals who will be responsible for picking up your child. We want to keep our building secure for the safety of our children.

### **Giving Wall**

The Giving Wall displayed in the main hallway is a unique way to celebrate a child while teaching the importance of philanthropy. For just \$5, friends and family can purchase a tile in honor of a child's birthday, a favorite holiday, a home run, learning their ABCs, or any other special accomplishment.

The entire \$5 contribution is donated to the Michael J. Pollicita Scholarship Fund which was established to help families in need of assistance during a financial emergency continue their education at Colonial Schools.

### **Conferences**

Teachers will conference with Preschool and Pre-K families in November and February. Conferences will be by phone, email or in person as parent schedules allow. There will be a modified/no class schedule during February conferences in order to accommodate all families. Other conferences will be scheduled on an 'as needed' individual basis.

It is our hope that teachers and parents will work together to set realistic goals for their children. Teachers will use developmental screening results, classroom observation, classroom work, and parental feedback when determining areas in need of improvement as well as areas of advancement.

## **Registration**

Registration for the following school year will be held in January. It is Colonial Schools policy to first admit in-school children and their siblings, before accepting outside registrations. Class sizes are limited and filled on a first come first served basis. A \$70.00 nonrefundable registration fee must accompany all applications in order to be considered.

## **Parent Grandparent Involvement Program**

Parent Grandparent Involvement Program (PGIP) is our version of PTO. We offer many opportunities for parents (and grandparents) to become involved in their child's educational experience. Throughout the school year parents help to organize events, serve on committees, and volunteer for classroom activities. A few examples of volunteer opportunities include:

Room Parent	Planning Book Fair & Open House
SCRIP Coordinator	Assisting in the Computer Center
Decorating the School for Holidays	Hospitality Committee
Colonial Carnival Chair Person	Fundraisers

If you are interested in helping in the classroom, there are a few state requirements that must be met. Please call the office 513-867-4006 for more information regarding our volunteer options

## **Dress Code**

Children are encouraged to wear play clothes, which are really their "work" clothes and their comfortable "work" shoes. Safe shoes are very important for outdoor play. Daily activities include active and messy play. Children should feel comfortable enough to enjoy themselves without worrying about their clothes or falling down due to inappropriate shoes. Please keep a ziplock bag with a complete change of clothes (shirt, pants, underwear, socks, etc.) in their backpack.

Outdoor clothing (jackets, hats, gloves, mittens, etc.) and other belongings (toys, books, etc.) should be labeled with your child's name.

## **Screening/Assessment**

We want to provide your child with the best start in education. Therefore, as part of our services we offer parents the opportunity to participate in the Ages & Stages Questionnaire (ASQ-3). Ages & Stages is a screening tool that provides insight into your child's development. The information supplied by you will reveal your child's strengths, uncover any areas of concern, and determine if sharing the results with your child's pediatrician or intervention activities may be useful if concerns are indicated. The questionnaire includes questions about your child's communication, gross motor, fine motor, problem solving and personal-social skills. The screening is voluntary and confidential.

Assessment is an ongoing process at Colonial Schools. Teachers assess all children using formal (TS Gold) and informal methods, on an ongoing basis to inform instruction. Results will be shared with families through conferences, informal meetings, notes and work samples.

## **Step Up to Quality**

Step Up to Quality is a voluntary, five star quality rating system. It supports programs in achieving higher levels of quality programming by focusing on lower teacher/ child ratios and group sizes, administrators and teachers with higher levels of education, and a stronger educational experience for children. Colonial Schools has participated in the Step Up to Quality program since 2009.

Currently Colonial Schools is rated a Star 4.

## **Curriculum**

Colonial Schools follows the Creative Curriculum, which is a researched based child driven curriculum. Classrooms are designed specifically to meet the standards of the curriculum and the needs of each individual child. Teacher lesson planning is aligned with the State of Ohio Early Learning and Development Standards.

Much time and money is spent buying educational materials that are age-appropriate for the classroom. We understand that children want to share toys from home with the class, however, we ask that parents only send items from home when teachers ask for them, (teddy bear picnic, color bag, mystery bag etc.). This practice avoids misunderstandings and toys getting broken or lost.

## **Personal Development**

### **Music**

Music is considered an important part of all programming at Colonial Schools. For some children, the opportunity to express themselves through music allows for an entirely different method of learning. Children will learn to recognize and play musical instruments, sing and develop an understanding and appreciation of music history. Students will entertain families and friends with a Christmas play/musical in December.

### **Technology**

It is our hope to expose children to the ever progressing world of technology at a young age. This basic introduction to computers and their function in the world around us will establish a degree of confidence in each child as they progress in their education. Each classroom is equipped with a computer and multiple iPads for student use. Students may also visit the computer center located in the Music & Arts Room and become familiar with TapIt, a mobile learning device designed with preschoolers in mind as well as Smartboard technology.

### **Motor Development**

Planning will include Motor Development throughout the school year. During this time, children will learn balance, dance movements, stretching techniques and the importance of a healthy well balanced body and mind.

### **Art**

Art education is a continuous journey for students at Colonial Schools. Children have many opportunities throughout each day to express themselves through art. Teachers encourage students to use a variety of familiar materials such as paper, crayons and paint but also challenge children to develop their own creativity by supplying unusual objects as the motivation in some of their classroom creations. The goal for every student is to create a piece that brings self satisfaction.

In April, families will have the opportunity to attend the Spring Art Fair. Every child will have an individual piece featured as well as teacher and student inspired classroom projects.

## **License**

Colonial Schools is licensed through The Ohio Department of Job and Family Services. The license is posted in the hallway. In addition, license reports are posted for your review. Licensing records may be requested from the Ohio Department of Job and Family Services. The State Laws are available for review, upon request. The Ohio Department of Job and Family Services conducts an annual review of the Colonial Schools operations for compliance with state regulations. The Department of Job and Family Services toll-free number is printed on the license, which is located in the hall, available for parents or employees to report a suspected violation by the center.

Children's Protective Services local telephone number is 868-0888.

All staff are considered mandated reporters and by law are required under section 2151-421 of the revised code, to report their suspicions of child abuse or child neglect.

## **Communication**

A school roster which includes parent names, telephone numbers and email addresses is available upon request. If you wish to have your name or phone number omitted, please contact the school office.

Information will be delivered to parents through newsletters, handouts, conferences, parent meetings, communication folders, social media and e-mails.

Please keep your child's communication folder in your child's backpack. Teachers will use this folder to send home important information. Likewise, parents should use the folder to send information to teachers. Folders should be checked daily for correspondence. Children are instructed to keep their artwork and other belongings inside their backpacks while the folders are for adults use only.

School bags are needed for each child to help him/her care for his/her belongings. Please write your child's name on the outside of the bag. Labeling all belongings with your child's name will help to avoid missing items. Many children have identical backpacks, clothing, coats etc.

Parents are encouraged to contact their child's teacher either through e-mail or by telephone, if their child is having problems at home or school. Parents will be provided these addresses and numbers during the parent orientation. Concerns regarding staff should be taken to the Administrator of Colonial Schools.

School pictures will be taken in the fall.

Birthdays are a very special part of school. Parents will usually send cookies and sometimes a birthday treat for the class to take home. If your child has a summer birthday you might want to consider celebrating an "unbirthday" sometime throughout the school year. This way all children can celebrate their own special day. Please communicate with your child's teacher if you would like to plan a Birthday celebration for your child.

Parents are always welcome. Viewing windows are located outside of each classroom for your convenience.

## Transition

It is the practice of Colonial Schools to plan for transitions in, out and within the program. Families are introduced to our program through several methods, including tours of the school, teacher meetings, parent orientations, and information packets. Transitions are planned and implemented with children in mind.

## Summer Programming

### Summer Camps

Colonial Schools offers a 12 week themed summer camp series. All camps are appropriate for boys and girls ages 3-7. Parents will receive a camp schedule in March with the camp themes and pricing. Camp registrations are taken on a first come first served basis and space is limited. Camps are open to Colonial Schools students as well as children from within the community including siblings and friends.

### Summer Enrichment

Summer session including summer camps and summer enrichment will begin on Monday, June 4, 2018. Summer enrichment options include an hourly rate as well as a prepaid monthly rate. Registration forms will be sent home in March. Summer enrichment is available to Colonial Schools students as well as children from within the community including siblings and friends. **The summer enrichment program will be closed May 28—June 1, 2018, July 4, 2018 and August 27—31, 2018.**

### Summer Enrichment Program Schedule

(flexible)

7:30	Class begins
7:30-9:30	Free Play in centers/large motor/outdoor play
9:30-10:30	Snack and clean up
10:30-11:30	Morning lesson/activity
11:30-1:00	Lunch/free play in centers
1:00-3:00	Clean up/nap
3:00-4:00	Afternoon lesson/activity
4:00-6:00	Free play/outdoor play

## Notes