



Creative programs for your child and you

Handbook and Policies revised September 2022

55 West Lincoln Avenue
Delaware, Ohio 43015
740-369-7808

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GENERAL INFORMATION

1. Delaware Cooperative Preschool

55 West Lincoln Avenue, Delaware, Ohio 43015
740-369-7808

Staff

Jen Rahde, Administrator - communications@dcpkids.com
Sarah Cooper, Preschool Teacher - preschool@dcpkids.com
Mindy Bodenhorn, Preschool Teacher - preschool@dcpkids.com
Mary Szymkowiak, Toddler Time Teacher - toddlerstime@dcpkids.com

Board of Directors

Maura Atwater - president@dcpkids.com
Kelsey Allen - vicepresident@dcpkids.com
Cindy Shondell - treasurer@dcpkids.com
Emily Mrowzinski - secretary@dcpkids.com
Courtney Shine - volunteercoordinator@dcpkids.com

2. Program philosophy

Delaware Cooperative Preschool is a parent cooperative, community based, non-denominational child care center. A “parent cooperative child care center,” as defined by the Ohio Department of Jobs and Family Services (ODJFS), means a corporation or association organized for providing educational services only for children of its members without gain to the corporation. Ownership and control of the corporation or association rests solely with its members.

DCP was formed as Delaware Cooperative Parenting in 1984 by parents who wanted greater involvement with the early education and development of their children. Today, it remains the goal of DCP to actively involve parents in its organization and operation while also providing parent education opportunities and including parents in the learning process wherever possible.

DCP teachers are qualified and caring, and are often Active or Lifetime members themselves.

The preschool’s curriculum is unique in Delaware and offers a stimulating and nurturing experience in Delaware’s only Montessori-influenced mixed-age (children age 3-preK) preschool classroom.

Toddler Time is for 2 and 3 year olds who are ready to learn and play together with their peers, guided by a teacher. The primary focus is upon the development of social, gross and fine motor, language, and self-help skills.

3. Days and hours of operation, scheduled closings and basic daily schedule

Delaware Cooperative Preschool will be in operation as follows:

Toddler Time (2 to 3 years)

Tuesday through Thursday

9:30am – 11:30am

Preschool Morning (3 years to pre-K)

Monday through Friday

9:15am – 11:45am

Preschool Afternoon (3 years to pre-K)

Tuesday and Thursday

11:45am - 2:15pm

DCP's classes begin the second Monday of September and end at the conclusion of 36 weeks, typically the third Friday in May. DCP will be closed the week of Thanksgiving, two weeks in December, the day of Martin Luther King Jr. Day, and one week in spring. DCP classes **will** be in session on Little Brown Jug Day, President's Day, and teacher in-service days for Delaware City Schools. Refer to the [DCP academic calendar](#) for more detail.

DCP does not provide any evening or overnight care.

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. Students view their school as a safe and comforting place, where they know what to expect and when to expect it. Due to the time constraints of a part-day program, children do not nap at DCP. Quiet areas are available for children who need to be in a quiet space.

Preschool Morning Schedule

| | |
|-------------|--|
| 9:00-9:15 | Preschool drop-off |
| 9:15 | Class begins |
| 9:30-10:00 | Free Choice |
| 10:00-10:20 | Circle |
| 10:20-11:00 | Snack and outside time (see Outdoor Play) |
| 11:00-11:30 | Free Choice |
| 11:30-11:45 | Closing Circle/end of day |
| 11:45 | Pick-up at classroom entrance |

Preschool Afternoon Schedule

| | |
|-------------|---|
| 11:45-12:00 | Preschool drop-off |
| 12:00-12:30 | Lunch and free work period |
| 12:30-2:00 | Free work period and outside time (see Outdoor Play) |
| 2:00-2:15 | Closing circle time |
| 2:15 | Pick-up at classroom entrance |

Toddler Time Schedule

| | |
|-------------|------------------------------|
| 9:20-9:30 | Toddler Time drop-off |
| 9:30 | Class begins |
| 9:30-9:45 | Arrival and opening activity |
| 9:45-10:00 | Circle time |
| 10:00-10:30 | Active group play |

| | |
|-------------|--|
| 10:30-11:00 | Free play/outdoor play |
| 11:00-11:30 | Snack/group activity/closing circle time |
| 11:30 | Pick-up at classroom entrance |

Diapered children will be checked at arrival and as needed thereafter.

4. Staff/child ratios and group size

DCP will not exceed the following state required ratios:

| | |
|------|---|
| 1:7 | Toddlers (18 months - 30 months) |
| 1:8 | Toddlers (30 months - 36 months) |
| 1:12 | Preschoolers (3 years- 4 years)* |
| 1:14 | Preschoolers (4 years until eligible for Kindergarten)* |
| 1:18 | School-Age (Kindergarten-eligible to age 11)* |

The maximum class size is as follows at DCP:

| | |
|-----------------|--|
| Toddler Time | 7 children |
| Preschool Class | 21 children ages 3 to age eligible for Kindergarten |
| School-Age | 2 children age eligible for Kindergarten to 11 years |

As licensed, DCP's Total Capacity is 30 students within ratio.

Maximum class size is defined by the number of children in one group that may be cared for at any time.

*Our multi-age programs follow the ratio for the youngest age of any child enrolled in the classroom.

At the end of the handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information. All licensing information is posted on the bulletin board in the entryway hallway.

5. Member family involvement and responsibilities

DCP is a cooperative preschool, founded by parents who sought more involvement in their children's early, foundational education than traditional preschool or child care settings could provide. DCP still adheres to this philosophy. As a co-op, its members truly are the owners and help to sustain DCP as a unique preschool experience in Delaware County.

Upon enrolling your children in DCP, you are asked to acknowledge and accept your responsibilities as a co-op member. One of the most important of these responsibilities is parent participation and volunteerism in the operation of DCP. Members are expected to

- help at the school as a volunteer per state requirements,
- join and participate in a committee,
- provide snacks and supplies,
- fundraise,
- advertise in the community, and

- support staff and Board in their efforts.

Finally, although DCP's Administrator and the Board of Directors manage the day-to-day affairs of the co-op, at least one member of each family is expected to attend each of the General Membership Meetings (GMM) scheduled throughout the school year. Scheduled GMMs include but are not limited to:

September - Budget review

January - Tuition and fee evaluation for the upcoming school year

April - Establishing the new Board of Directors.

Cooperative members are always welcome to attend Board of Directors meetings, held in person and online the first Thursday of each month.

Families are expected to review and become familiar with this Handbook. A complete set of DCP's by-laws is available to any member upon request and is available online at <https://www.dcpkids.com/handbook>.

Volunteering in the classroom at DCP

DCP is a cooperative preschool and relies on its families to support student learning and maintain the day-to-day business operations. When school is in session, a member will be present during each class to assist the teacher(s). **Depending on student headcount, each family will typically volunteer 2-3 times/year for each Preschool session and 4-5 times/year for each Toddler Time session a child is enrolled.**

Volunteer requirements:

1. Every DCP member is considered a cooperative owner by ODJFS. As a DCP owner, ODJFS asks all members who are on the premises to meet licensing requirements, including a "Medical Statement for Childcare" (found on *Registration and Forms* section of www.dcpkids.com), to ensure all owners/members are medically fit to interact with children. You will need to contact a physician to complete an exam and this form.
2. Per Ohio Revised Code **5104.013**, anyone who would like to be a Volunteer is required to acquire an FBI/BCI background check. Details can be found on the school website: www.dcpkids.com. This check must be completed prior to volunteering in the classroom.

On your day to volunteer in the classroom:

- Please bring a healthy snack (see [snack guidelines](#)).
- Arrive 15 minutes prior to the class beginning to assist with morning preparations.
- Complete cleaning duties outlined on the daily cleaning checklist.
- Complete any additional tasks requested by staff.
- Enjoy time with your child(ren) and their classmates.
- Complete closing cleaning duties outlined on the daily cleaning checklist.

DCP will prepare and communicate a self-service volunteer schedule prior to the September GMM. If you are unable to volunteer on your scheduled day(s), it is your responsibility to contact another family in the class (see member directory) and make arrangements to swap volunteer days. It is your responsibility to note any changes to your scheduled dates online via the Sign Up form and the hard copy posted onsite at the school.

DCP members are also responsible for:

Fundraising - DCP enhances the classroom and member experience through various fundraising endeavors. These fundraisers generate the income that fuels our family picnics, classroom materials, and committee and scholarship programs. All members are expected to participate in fundraising activities. DCP offers a variety of both traditional fundraising events and passive income streams like Kroger Rewards & AmazonSmile.

Participating in a committee

- Fundraising/finance Committee: Supports Treasurer in overseeing DCP's fiscal health by vetting vendor pricing, preparing future budgets, and raising funds to support DCP's classroom, committee and scholarship programs
- Social Committee: Facilitates relationship building between families and staff
- Advertising Committee: Advertises DCP to the community; monitors annual enrollment
- Educational Programming Committee: Furthers DCP's mission of providing quality educational opportunities for young children and their families
- Cleaning Committee: Manages a cleaning program for the preschool; members eligible for \$30 tuition discount
- Maintenance Committee: Addresses needed maintenance to school equipment and spaces
- Technology Advisor/Social Media Coordinator: Assists with adopting technology that will benefit the school and develops content to engage followers and promote DCP online.

Additional opportunities of limited scope are open every year to help the staff, Board, and committees. If you are not certain where your time and talents would best serve the co-op, DCP's Volunteer Coordinator will aid families in finding areas where they can contribute most effectively.

Member communication

Part of your commitment to DCP is knowing where to find information. DCP's staff and Board work hard to maintain open lines of communication with its members. To that end, a monthly newsletter, e-mail, public and private Facebook pages, and our website (www.dcpkids.com) convey important information throughout the school year. School licensing information and upcoming events are also posted on bulletin boards in our foyer. Please make it part of your daily routine to check these sources of information, and read in full all communication you receive from DCP.

If you have any questions, please email the board president (president@dcpkids.com) or administrator (communications@dcpkids.com). We do our best to respond within 24-48 hours.

Members agree to attend General Membership Meetings in order to conduct the business of DCP and to plan—and share information about—annual programming.

Cleaning

DCP maintains a clean environment for learning. DCP's students and staff depend on members to take care of the custodial needs of the school. On your assigned volunteer days, you are responsible for completing the daily cleaning tasks.

The classrooms and hallway space require a more thorough cleaning once each week. DCP has volunteer agreements with two or more member families to provide this cleaning while providing them with tuition reimbursements. In addition to daily cleaning, deep cleaning will take place every Friday that school is in session. If you have specific questions about the cleaning practices in place, please contact a board member.

Supplies, purchases and reimbursements

Families may be requested to provide beginning-of-the-year supplies for classroom use. A current list of requested supplies is available on the Information Center section of the school website: www.dcpkids.com.

Committees are provided a budget for each year, but pre-approval of purchases is still necessary. Hard copies of purchase order requests are available in the office and in the committee chair binders. Digital PO requests are also shared with committee chairs. To ensure efficient use of funds, all purchases for DCP must be pre-approved by the Board of Directors. If a member makes a pre-approved purchase, the original receipt is required for reimbursement.

Member directory

A list of parent names and phone numbers is available upon request per State licensing. Class rosters are accessible within the [Jovial Family Portal](#).

6. Opportunities for families to meet with teachers & staff

Staff is generally available to speak briefly with parents in person before or after class. Teachers may be reached at either preschool@dcpkids.com or toddertime@dcpkids.com; our Administrator is available at communications@dcpkids.com.

7. Payment schedule, charges, and fees

DCP's membership fee is \$60.00 per family. This annual fee is non-refundable and must be paid upon registration. The fee covers every child in the member family regardless of the number of children or classes enrolled. In the event classes are full and no children are enrolled, the fee will be refunded if the children are not on the waitlist.

DCP's annual cleaning fee is \$30 per child. This fee is non-refundable and must be paid with your first tuition payment by August 1st. This fee covers cleaning supplies and provides a weekly \$30 tuition reimbursement to a member of the DCP cleaning committee.

Upon payment of your registration fee, your child will be placed on our class roster for the upcoming school year. We do this in good faith. Our nonprofit business counts on your child's enrollment for the school year and on your timely and complete tuition payments. If your plans change with regard to your child's attendance at Delaware Cooperative Preschool, please let us know as soon as possible.

Tuition for each class is set forth in the following schedule. Tuition is listed for each session as members may enroll for any number or combination of classes offered.

Toddler Time - \$576/daily session

Preschool - \$648/daily session

NB: Board member duties are fulfilled on a volunteer basis; tuition credit is also budgeted annually (historically, 3 sessions for Presidency and 1/2 session for all other roles).

Tuition is paid on a standard 3-payment plan. Payments are required by August 1, November 1 and February 1. The amount invoiced is expected to be paid in full on or before the final due date listed. No student will be allowed to begin class at DCP without receipt of the first payment in full. If there is an outstanding student account balance more than 30 days after the November 1 or February 1 due date, a payment plan must be established between the member and DCP Treasurer. Failure to adhere to the agreed upon payment plan may result in a child's removal from the program.

If a member departs DCP with an outstanding student account balance, they will be removed from DCP's lifetime member list. In order to reinstate the student/member or to register another child within the household, the outstanding balance must be paid in full. Once payment is received in full, an application and \$60 registration fee will be accepted and the child can be enrolled for the upcoming school year, space permitting.

In the event of a closure due to pandemic or other unforeseen circumstance, the DCP Board of Directors will evaluate the state of the Cooperative and present appropriate options to the membership as quickly as possible.

Scholarship Program

DCP will offer a scholarship to families when scholarship funds are available. Any family enrolling for at least one session is eligible to apply for a scholarship. Scholarships are awarded on the basis of financial need and fit with the DCP cooperative spirit.

In the case of unexpected financial hardships during the school year, existing DCP families can apply for scholarship funds on an as-needed, case-by-case basis. Scholarship funds not awarded for the school year will be available for this type of assistance.

Applicants will submit a letter of intent to the Volunteer Coordinator describing their need for a scholarship, why they are interested in attending DCP, and how they will contribute to the DCP community. Applicants may be asked to meet with the committee to discuss extenuating circumstances. All information concerning applications will be kept confidential.

The Scholarship Committee, a group of three current DCP members (Treasurer, Volunteer Coordinator, and a general member) will review applications and present their selection to the Board. Scholarship funds will be awarded prior to the start of the school year.

Scholarship awards do not include fees. Registration and cleaning fees will still apply.

8. Breastfeeding

DCP supports the rights of families to feed their children as they see fit. Per Ohio law, parents are welcome to breastfeed anywhere on premises. Should you desire privacy to breastfeed or pump, the Cooperative's office space is available to you.

CENTER POLICIES AND PROCEDURES

1. Enrollment

Admissions

Children must be 2 years old by August 1 of that school year to enroll in Toddler Time.
Children must be 3 years old by August 1 of that school year to enroll in Preschool classes.

Returning members are given first priority for enrolling in classes. A child is considered to be enrolled in Delaware Cooperative Preschool only after the registration fee has been received and the Administrator confirms the availability of space. New registrants (space permitting) will be accepted for the current school year for 30 days after the first day of school. After the 30 day window applicants will be subject to a full review of the classroom (Preschool or Toddler Time) teacher and Administrator to determine if a child meets all of the necessary requirements for acceptance.

All required paperwork must be received to be enrolled. This includes basic enrollment and health information. Any change to this information must be communicated to the office immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required to be submitted within 30 days of admission. This medical form must be updated every 13 months.

Per Ohio Revised Code **5104.013**, any family member who would like to be a Classroom Volunteer is required to acquire an FBI/BCI background check. Details regarding these checks can be found in the Information Center section of the school website (www.dcpkids.com). This check must be completed prior to volunteering in the classroom. In addition, every Volunteer will be required to submit the ODJFS Employee Medical Statement for Childcare 01296 (also found at www.dcpkids.com).

DCP is committed to providing students and families with equal opportunity to education without discrimination based on race, color, veteran status, religion, national origin, political affiliation, sex, sexual orientation, or age.

2. Immunizations

Children are not required to be current on immunizations in order to attend DCP.

All children attending DCP must have a completed Child Enrollment and Health Information for Child Care form no later than the first day of attendance. Children's records are confidential but will be available to the ODJFS. Each form must be updated annually.

All children attending DCP must have an ODJFS Child Medical Statement for Child Care form that verifies the date of a medical examination within the past 12 months. This statement must be on file at DCP within 30 days of the child's date of admission and every 13 months thereafter.

3. Attendance

Arrival/Departure

Families are required to bring their children to the classroom and to sign in. Any special messages, medications, special pickup notes, etc. are to be given to the classroom teacher. Preschool arrival is 9:00-9:15 a.m. Toddler Time arrival is 9:20-9:30 a.m.

Families are responsible for the supervision of their children before sign-in and after sign-out. Children may not be dropped off at the entrance of the building or be sent inside or outside alone. Staff must be made aware of each child's presence before their caregiver departs.

Pick-up will occur at the classroom door; children will be dismissed by a teacher to their families, and caregivers must sign their child(ren) out via Jovial. Families are responsible for any siblings accompanying them on school grounds. Please do not allow siblings to play in the preschool room, as many of our toys and supplies are choking hazards.

Departure time for morning Preschool classes begins at 11:45 a.m. Departure time for afternoon Preschool classes begins at 2:15 p.m. Departure time for Toddler Time classes begins at 11:30 a.m.

Absences and follow-up

Please call the school at (740) 369-7808 to notify the staff if your child will be absent. If your child has missed a day of school without notice, or if your child was scheduled to arrive from another program or activity and does not, DCP staff will contact you to inquire about the circumstances.

Release of a child to a non-parent

Staff will release children only to persons on the release form provided by each family. If an emergency arises, families must provide a written, signed note giving the person in question permission to pick up their child. Staff will check IDs of anyone they do not recognize; please inform concerned parties to avoid confusion or offense. Children's safety is our priority. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

Custody agreements

If there are custody agreements involving your child(ren), you must provide staff with court papers indicating who has permission to pick up. The center may not deny a parent access to their child without proper documentation.

4. Supervision

A major responsibility of DCP staff is to ensure the health and safety of each child entrusted in our care. Staff are alert to the safety needs of all children, anticipate possible hazards, and take

appropriate precautionary and preventive measures. At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

5. Child guidance

Delaware Cooperative Preschool staff believe 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. If children are treated with respect, they in turn learn to respect the teachers and their friends. 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. Staff will not impose punishments for failure to eat or sleep, or toileting accidents.

DCP Staff members will be responsible for children's guidance and management. Measures must be developmentally appropriate, consistent, and explained clearly to children at the time of the incident. This discipline policy applies to all staff and families while they are at the center.

If a child demonstrates behavior that requires frequent "extra attention" from staff members, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the family and be consistent with the requirements of ODJFS rules.

Child abuse reporting

All staff members are mandated reporters of child abuse. If staff suspects that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

6. Suspension and expulsion

For questions regarding voluntary withdrawal, see [section 19](#). If a situation arises where a child is consistently endangering him/herself, peers, or staff, it may become necessary to reassess or revoke the enrollment of that child. Every attempt will be made to work together with the family and the child to correct ongoing issues prior to taking any definitive action. However, ensuring all children's safety is always our primary concern.

7. Compliance with Americans with Disabilities Act (ADA)

All DCP staff are prepared to administer necessary medication and care to children with disabilities, in compliance with the Americans with Disabilities Act. Please contact our Administrator at communications@dcpkids.com with any questions or concerns.

8. Outdoor play

DCP offers a simultaneous 2-hour morning Toddler Time program and a 2½-hour morning preschool program. Our afternoon preschool also operates for 2 ½ hours. We strive to engage in daily outdoor play, but due to time constraints, this is not always possible. Large muscle activities are provided on

a daily basis during our two circle times.

We will limit the amount of time outside when temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drops below 25 degrees or rises above 90 degrees. Considerations and adjustments to outside time may include (but are not limited to) temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice. **Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.** This includes pre-applied sunscreen on sunny days, boots and hooded rain jackets for wet weather, and snow pants, hats, mittens, and boots in the winter.

9. Food and dietary policy

DCP does not provide any snacks or meals to students. Snacks and meals are provided by member families.

Snack for Toddler Time and morning Preschool classes

On your assigned volunteer days, you will provide a nutritious snack for your child(ren)'s class. If you are unable to provide a snack on your assigned day, it is your responsibility to make arrangements with another family in the class to do so OR notify the teachers so it can be arranged to use a previously donated snack.

DCP does keep extra snack items on hand. In the event that you forget to bring a snack on your assigned day, please provide a non-perishable replacement snack to replenish our supply as soon as possible.

Toddlers will drink water from cups at snack time; preschoolers will use their own water bottles.

Because some children may have life-threatening reactions to certain food items, **please do not provide any snack items with blueberries, nuts, or peanuts.** Please see the choking hazard appendix at the end of this handbook for additional guidance. No food preparation may occur onsite. Please be sure to bring cutlery if your snack requires it.

Healthy suggestions:

- Fresh fruit or vegetables - bananas, apples, clementines, carrot sticks, etc.
- Muffins/bread (nut free)
- Animal crackers
- Pretzels or crackers
- Cereal/Chex mix (nut free)
- Applesauce pouches
- Veggie Straws

Written requests from families for special diets due to cultural, religious, or health reasons should be brought to the attention of the teacher(s).

Lunch for afternoon Preschool session

Children should bring a nutritious lunch to eat on Tuesday and Thursday afternoons. Suggested

lunches should contain a drink of milk or 100% juice, fruits/vegetables, protein, and a carbohydrate. We ask that families please limit sugary snacks. DCP is unable to warm up or refrigerate lunches. DCP will provide napkins.

Birthdays

Birthdays are important milestones to be celebrated in our classrooms. DCP is honored to commemorate your child(ren)'s birthday during regular snack time. Any snack that aligns with our suggestions (above) and birthday napkins, plates or party hats are appropriate for this special occasion. Please do not send cupcakes, ice cream, candy or other sugary treats.

10. Management of illness

Delaware Cooperative Preschool provides children with a clean and healthy environment. However, we realize that all children become ill from time to time. **If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active.** We observe all children as they enter the program to quickly assess their general health, and all families, staff, and volunteers are required to confirm they are symptom-free at check-in. We ask that you not bring a sick child to the center; they will be sent home. Please also plan ahead to have a back up care plan in place if you are not able to take time off from work/school.

Symptoms for discharge due to illness

- Temperature of 100 degrees F - in combination with any other signs of illness
- Diarrhea (more than three abnormally loose stool within a 24 hour period)
- Severe coughing (causing the child to become red in the face or to make a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or gray or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing

Isolation of sick children at school

Any child demonstrating signs of illness not listed above will be isolated away from the other children and carefully observed for symptoms. The family will be notified. If a child does not feel well enough to participate in center activities, their family will be called to pick up the child. Any time a child is isolated, they will be kept within sight and hearing of a staff member. The cot and any linen used will be washed and disinfected before being used again.

Notification of illness

Please call the school at (740) 369-7808 to notify the staff that your child will be absent. If your child has missed a day of school without notice, DCP staff will contact you to inquire about the circumstances.

Families will be notified by a sign on the bulletin board if children have been exposed to a communicable illness. Children will be readmitted to the center after at least 24 hours of being free of fever (without the use of fever-reducing medication) and other symptoms. If they are not symptom-free, a doctor's note will be required stating that the child is not contagious. A list of illnesses seen at DCP resulting in an absence will be posted on the licensing bulletin board and reported monthly to the Delaware Public Health District.

11. Emergency, serious illness, or injury

Procedures for Emergencies & Accidents

Delaware Cooperative Preschool has devised several procedures to follow in the event that an emergency should occur while children are in our care. These emergency routes and procedures are posted in each classroom by the telephones and exits. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly weather drills, safety drills and fire drills. Disaster plan drills are completed quarterly. Dental First Aid Charts are posted in each classroom.

Emergency Notifications

DCP takes the safety of our students and staff very seriously. Staff will monitor potential disaster situations in several ways: local weather monitoring, Delaware City Schools notifications, and by phone from the emergency management personnel if there is a concern for general community safety. In any situation, our staff will follow recommendations and directives from first responders and/or disaster management personnel.

Emergency procedure documentation will be kept in each classroom, in order to be easily accessible in case of an emergency. In the event of an evacuation, these plans as well as the day's sign-in information will always be taken to the shelter-in-place location in the building or the evacuation point. The daily roster will be used to account for each child present at school that day as well as providing emergency contact information for caregivers.

In the event of an emergency, families will be notified of the nature of the emergency as well as evacuation/reunification plans, or any other necessary details via email, the DCP Facebook page, and signs posted on the outer door of the education wing as appropriate. Should there be a utility outage at the school, the Board President is responsible for sending a notification email to families.

DCP has snack supplies and water located inside the classrooms in the event that children and staff must shelter in place for an extended amount of time.

DCP Staff and any members onsite will assist all children in evacuations or movements within the building. Children with specific needs will be assisted as written in the special considerations form filled out by their families at the beginning of the school year.

This plan will be reviewed annually and updates will be made as appropriate. The plan and any updates will be reviewed with the teachers before the start of the school year, and training in specific procedures as well as discussion of reassignment of duties during emergencies will occur then.

All staff at DCP have received training in First Aid/Communicable Diseases and CPR. In the case of a

minor accident/injury, staff will administer basic first aid and TLC.

In the case of more serious injury/illness, first aid would be administered and the family would be contacted immediately to assist in deciding an appropriate course of action. If a family does not want EMS notified and does not want ambulance transport for their child(ren), they need to notify DCP staff upon enrollment. In such cases, the child(ren) would be enrolled in classes, and staff would only notify the family should an injury occur. The incident will be submitted to OCLQS, per rule 5101:2-12-16.

If any injury/illness is life threatening, the EMS would be contacted, the family would be notified, and a staff member would accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only families or EMS may transport ill children.

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child.

12. Administration of medication and topical products

All families must complete a ODJFS Child Medical/Physical Care Plan for Child Care and a ODJFS Request For Administration of Medication for Child Care (found at www.dcpkids.com). Families must provide instruction on how to administer any required medicine to all DCP teacher(s) and DCP Administrator. Medicine that stays at the school during school hours must be accompanied by original packaging with dosage requirements and will be kept in the classroom cupboard, out of reach of children. Medicine administered will be documented on the appropriate state form. Completed forms will be kept on record for at least one year.

Medical foods and modified diets

If your child requires a food supplement or a modified diet, you must secure written information from your physician to that effect. Please speak with the Administrator for more details. You will need to complete an ODJFS Child Medical/Physical Care Plan for Child Care (at www.dcpkids.com). This form must be signed by the Administrator. A notice posting the general restriction such as “No Peanuts, Tree Nuts, or Dairy” shall be posted in a conspicuous place to make all DCP cooperative members aware of the restriction in question. Completed forms will be kept on record for at least one year.

Medication for school age children

Children are allowed to have and use inhalers at DCP. All staff must be aware of students who have immediate access to personal inhalers, and medicine must be kept out of reach of other children in the classroom cupboard. An ODJFS Request for Administration of Medication for Child Care (at www.dcpkids.com) must be completed. All staff will be aware of this possession and trained to administer in the event their help is needed.

13. Transportation

DCP does not take driving field trips. We do not have preschool transportation for pick-up, drop-off, or for field trips.

Family Outings

At DCP, member committees will occasionally schedule a family outing/off site field trip. These are not mandatory events and are generally held outside of school hours. **DCP does not provide transportation for these outings.** Families (including any authorized adult over 18 years of age) will accompany and transport their children. Each child's family will be solely responsible for chaperoning and supervising their own children during the outing.

Routine walking trips

DCP classes will occasionally take walking trips around the school building. Families **must** complete the ODJFS Routine Trip Permission Form (available at www.dcpkids.com).

Emergencies

Delaware Cooperative Preschool will not transport children in emergency situations. If a child requires transportation, their family and/or EMS will be contacted.

If a family does not want EMS notified and does not want ambulance transport for their child(ren), they must notify DCP staff upon enrollment. In such cases, the child(ren) would be enrolled in classes, and staff would notify only the family should an injury occur. The incident will be submitted to OCLQS, per rule 5101:2-12-16.

14. Water activities/swimming

DCP students do not engage in water activities or swimming while in the care of DCP staff.

15. Infant care, diapers and toilet use

DCP does not provide infant care. Diapered children will be checked at arrival and as needed. Children will also be invited to use the bathroom at arrival and as needed throughout the day.

16. Sleeping, napping, and resting

Due to the time constraints of our half-day programs, children do not nap at DCP. Quiet areas are available for children who need to be in a quiet space.

17. Evening and overnight care

DCP does not provide evening or overnight care.

18. Closings and delays due to inclement weather

In the event that Delaware City Schools implements a 2-hour delay, Delaware Cooperative Preschool will also run on a delayed schedule. All morning classes will run from 10:45am until 12:30 pm; afternoon classes will be 12:30 until 2:15 pm. Snow days and other weather-related cancellations

will be determined by Delaware City Schools. If classes at Delaware City Schools are canceled for inclement weather, classes at DCP will also be canceled, and all families will be notified. Please check the Delaware City Schools website for school cancellation announcements.

19. Withdrawal/disenrollment

Families occasionally alter their plans for enrollment after the school year is underway. Any member who wishes to withdraw must inform the Board in writing. In no event will registration or other fees be refunded, and no tuition reimbursements will be made after March 1st.

Members may withdraw prior to the end of the session without forfeiture of tuition for the following reasons:

- Serious and/or prolonged illness of the child or another immediate family member.
- Permanent removal of the family from the area with at least fifteen days written notice to the Board President.
- Upon recommendation of the teacher(s) with agreement of the member and consideration of the Board, where there is unsatisfactory adjustment of the child in the classroom.

In such cases, withdrawal will be effective upon written notice to the Board or on the last day of attendance, whichever is later, and the prorated portion of unused tuition (based on the school's operating calendar, not simply class attendance weeks) will be refunded.

20. Resolution of grievances

In the event that any Cooperative member wishes to make a complaint or grievance regarding the actions of DCP in general, the Board, another member, a staff member, or the curriculum, they are encouraged to submit their complaint or grievance in writing to the Board President (president@dcpkids.com), or to the Administrator (communications@dcpkids.com) and Vice President (vicepresident@dcpkids.com) as appropriate. In the event that complaints and grievances are not resolved to the satisfaction of the member, the Board will place the issue on the agenda for the next scheduled General Membership Meeting for resolution by the membership at large.

21. Assessments

DCP does not conduct any formal assessments on our students. DCP does not report any child level data to ODJFS.

ADDENDUM

Confidentiality

DCP keeps all information regarding its members and children confidential and will not sell or release its member roster, member information (such as addresses, email addresses, and phone numbers), or other personal information to any third parties other than as required by the rules and laws of the State of Ohio.

The records of all children maintained by the Administrator and the Board will be kept confidential, in our locked program office. Employment records will be kept for a period of 3 years or as required by the laws and rules of the State of Ohio, whichever is longer. Upon disposal, all records will be

destroyed.

Movement from Toddler to Preschool program

DCP follows the Delaware City Schools cut-off date for child enrollment of August 1, and thus children enrolled at DCP typically do not transition out of the Toddler Time program into Preschool mid-year. In the rare instance a family feels that their child would benefit from this change, staff would develop a transition plan. This plan would include the beginning and end dates of the transition period and a proposed schedule. The plan would then be signed by the caregiver(s) in question. These requests can only be accommodated if it is in the best interest of the child and space is available in the next classroom.

Additional Licensing Information

DCP is licensed to operate legally by the ODJFS.

All licensing information is posted on the licensing bulletin board.

ODJFS toll-free number is available and may be used to report suspected violations of child care rules.

All licensing rules are available in the entryway hallway and in the DCP office and online.

The Administrator and each employee of the facility are required 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 access to the facility after completing necessary Policies and Procedures 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.

Licensing record of DCP is available for review at <http://jfs.ohio.gov/cdc/childcare.stm>.

DCP is committed to providing students and families with equal opportunity to education without discrimination based on race, color, veteran status, religion, national origin, political affiliation, sex, sexual orientation, disability, or age.

The **Center Parent Information Required by Ohio Administrative Code Handout is located at the end of the handbook.** It is also posted in the hallway.

This written information is provided to all parents, guardians and employees as required by Appendix B to Rule 5101:2-12-07.

2022-23 Policies and Procedures

- Mask requirements are subject to revision by notice from the Board of Directors, based on Asbury's COVID-19 Policy. Asbury will follow the [CDC Community Guidelines](#) for wearing masks. When levels in Delaware County are low or medium, masks may be worn at each family's discretion. When levels in Delaware County are high, Asbury UMC - and DCP, as its tenant - will require masks. Additionally, anyone having recently been exposed to COVID-19 must wear a mask; more guidance here:
<https://www.delawarehealth.org/wp-content/uploads/2022/08/DPHD-General-Public-Guidance-For-Close-Contacts.pdf>.
- All families, staff, and volunteers are required to confirm they are symptom-free at check-in.
- Classroom volunteers must arrive by 9:00 AM for Preschool and by 9:15 AM for Toddler Time.
- DCP doors will be locked once all students are inside, promptly at 9:30 AM. If you arrive after the doors are locked, you can call the DCP office, and a staff member will meet you.
- Windows will be opened and air purifiers running to help ventilate the classrooms.
- Handwashing and/or hand sanitizing will be required upon entrance into the classroom, before and after snack/lunch, and periodically throughout the class period.
- Students wearing masks will be supported by staff and volunteers, and breaks will be provided upon request.
- Classroom volunteers are responsible for completing a daily cleaning checklist.
- Each Friday is a deep cleaning day, undertaken by the DCP cleaning committee.
- Any cases of communicable illness within the DCP community will be immediately communicated to both our members and the Delaware County Health Department. All Health Department protocols and directions will be strictly followed. Any student showing symptoms while at DCP will be isolated, and a caregiver will be contacted for pick up.

Communicable illness symptom checklist

You will be asked to sign off on the following checklist at drop-off each morning. Please do not bring your child to school if they exhibit any of the following symptoms. Please stay home and contact your healthcare provider.

- Temperature of 100.4 Degrees Fahrenheit or higher
- Chills
- New uncontrolled cough
(for children with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New onset severe headache
- New loss of taste or smell
- Nausea or vomiting
- Diarrhea
- Persistent pain or pressure in the chest

- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Have you or your child been in close contact with anyone diagnosed with COVID-19?

If your child exhibits a few mild symptoms (congestion, sore throat, mild headache, etc.) but no others, please assess for overall health and consider a rapid test and/or mask before coming to school.

Isolation and Return to School Policies and Procedure

Please refer to CDC guidance for isolation and exposure information:

<https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-childcare-guidance.html>

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.



**Choking Hazards
January 2018**

SUMMARY

Children of all ages can easily choke, especially those younger than age 5 because they have fewer and smaller teeth, weaker chewing ability and narrower airways than older children and adults. Most dangerous of all, they often put things in their mouths, unlike older children. Young children should always be supervised while eating and playing. Some potential choking hazards include: magnets, latex balloons, coins, marbles, toys with small parts, small balls, pen or marker caps, button type batteries, medicine syringes, screws, stuffing from a bean bag chair, rings, earrings, crayons, erasers, staples, safety pins, small stones, tiny figures, and holiday decorations including tinsel, or ornaments and lights.

TIPS FOR MAINTAINING COMPLIANCE

General

- Avoid allowing children to play with small objects unsupervised
- Cut food into small pieces
- Do not allow children to eat hard candy
- Children should not eat when walking, riding in a car or playing

Older infants and toddlers

- Cut food into ¼ inch cubes (about the size of a pea)
 - Examples of food that need this preparation: hot dogs/sausage, apples/pears, celery, beans, cherry/grape tomatoes, grapes, cherries, strawberries and meat/chicken.
- Spread peanut butter thinly
- Avoid small, sticky or hard foods
 - Example include: skittles/M&Ms, nuts, popcorn, seeds, dried fruit, gum/gum drops, gummy candy or chips
- Do not allow children to eat marshmallows
- Bagels or crusty bread should be avoided as it can become gummy when chewed

Preschoolers

- Cut food into ½ inch pieces
- Cheese should be thinly sliced or ½ inch pieces
- Round foods should be cut in half lengthwise, i.e. hot dogs, grapes, tomatoes, strawberries
- Spread peanut butter thinly
- Hard candy over ½" in diameter and gum should not be provided

FREQUENTLY ASKED QUESTIONS

- Q.** Is there a way to easily identify items that may be a choking hazard?
- A.** Providers and parents can use a choke tube guide to judge whether an item is a choking hazard. It is a plastic device available in most baby stores or juvenile products stores. You simply insert a toy or a piece of food into the tube and if it fits in the tube, it poses a risk.
- Q.** What should I do for someone choking?
- A.** Parents and caregivers should learn first aid for choking and cardiopulmonary resuscitation (CPR) in the event a choking episode occurs.