

Parent's Handbook

Location: Harmony Preschool Ltd.
1600 Pearl Road
Brunswick, Ohio 44212

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Director: Catherine Kahn

Welcome to Harmony Preschool. This Parent Handbook contains critical information regarding our program. It is very important that you read this information and understand it clearly to ensure the success of your child in our program. It is divided into two sections: General Information and our Center's policies and procedures.

General Information about Harmony Preschool

Harmony Preschool Philosophy and Goals:

Harmony Preschool was founded to provide the community with a quality preschool program and curriculum that would ensure the creative and intellectual growth of children. Our curriculum provides the children with needed activities to enhance all areas of childhood development. The health and safety of your child is our number one priority! We offer small class sizes that allow us to evaluate and respond to each child to meet their individual needs. We use best practices to meet the Ohio Early Learning Standards. Our goal is to prepare preschool children for future educational experiences by bringing together a blending of friendship, creativity, discipline, development and community.

We believe in providing the child with individual learning objectives, direct teaching and styles of learning, environmental structure and reinforcement through the use of learning materials and meaningful curriculum based off of the Early Learning Standards for the State of Ohio. Harmony Preschool works closely with the Brunswick and area school systems, along with their teachers to prepare our children with the foundation for lifelong learning. We believe in providing the child with individual learning objectives, direct teaching and styles of learning, environmental structure and reinforcement through the use of learning materials and meaningful curriculum. We use the guidelines set by the National Association for the Education of Young Children. We are staffed with fully qualified and degreed teachers who have been screened and meet the high-quality standards of our programs. We are members of the NAEYC and its local affiliate. We continually update skill levels of staff and participate in ODJFS approved trainings. All of our teachers are also certified in First Aid, Communicable Disease, CPR, and the Recognition and Prevention of Child Abuse. All staff are required to report their suspicions of child abuse or neglect to the local public children's services agency.

License:

Harmony Preschool adheres to all rules and regulations according to Chapter 5101:2-12 of the Ohio Revised Code for licensure. Harmony Preschool has been issued a license from the Ohio Department of Jobs and Family Services, which is posted in the main office for review, enabling us to legally operate with preschool and school age children. A toll-free number is listed on the facility's license and may be used to report a suspected violation. Licensing inspection reports, complaint investigation reports for the current licensing period are displayed in a conspicuous location and evaluation forms from the building and fire departments are available from the Ohio Department of Job and Family Services.

Days and Hours of Operation and Scheduled closings:

Harmony Preschool is in operation September to May from 9:00 AM to 3:00 PM Monday through Friday. Morning students attend from 9:00-11:30 AM and afternoon students attend from 12:30-3:00 PM. Harmony Preschool follows the Brunswick City School System’s yearly calendar for vacations and days off. These include: In-Service days, Election Days, Thanksgiving Break, Christmas Break, MLK Day, President’s Day, Spring Break. Harmony will also be closed on our scheduled Conference Days in March. **We will be closed for snow when Brunswick City Schools are closed.** New Parent Orientations will be available for all new parents to attend. Parent/Child Meet and Greets will be held at the end of August. In the case of a pandemic we will follow our Pandemic Policies and Procedures and remain open unless forced to close by the State of Ohio.

Sample Daily Schedule:

- Arrival/Attendance/Hand Washing
- Circle Time/Lesson of The Day
- Creative Learning Centers/ One on One Instruction/ Art
- Socialization, Speech and Language Development, Role Playing
- Cleanup/ Bathroom Break/ Hand Washing
- Large muscle Activities/ Body Movement/ Music session
- Story Time/ Show and Tell/ Drama
- Handwashing
- Dismissal

We will cover cognitive thinking skills, gross and fine motor skills, social interaction self-control, self-concept, arts-crafts, movement education, drama, classification, language development, alphabet, numbers, colors shapes, math concepts, science, music and literature. We will use our S.M.I.L.E. (sensory motor integrated learning environment) program within the structure of our current curriculum. Our staff has been professionally trained to ensure opportunities for the development of Ohio’s Early Learning Content Standards and S.T.E.A.M (Science, Technology, Engineering, Art and Math).

Class Days and Staff /Child Ratios:

Group sizes are limited to maximum class size. Class sizes will not exceed class ratios.

Five Year Old	Monday-Friday	AM or PM	Class ratio 12:1
Four Year Old	Monday-Wednesday-Friday	AM or PM	Class ratio 12:1
	Tuesday-Thursday-Friday	AM or PM	Class ratio 12:1
	Monday-Wednesday	AM or PM	Class ratio 12:1
	Tuesday-Thursday	AM or PM	Class ratio 12:1
Three Year Old	Monday-Tues.-Wed.-Thurs.	AM or PM	Class ratio 12:1
	Monday-Wednesday-Friday	AM or PM	Class ratio 8:1
	Tuesday-Thursday-Friday	AM or PM	Class ratio 8:1
	Monday-Wednesday	AM or PM	Class ratio 8:1
	Tuesday-Thursday	AM or PM	Class ratio 8:1

Parent Participation, Involvement and Opportunities for Parents to Meet with Teachers:

The culture at Harmony reflects inclusion and we are culturally sensitive and respectful to all families in our community. We have an open-door policy. For the safety of your child, parents will only be allowed to enter the building during dismissal and by appointment. Any custodial parent/guardian and/or someone designated by the custodial parent is welcome and permitted to attend all school functions such as parties, programs and special requests by their teacher. Doors will remain locked during operating hours. If you need assistance with problems, please contact the administrator or your child’s teacher. The staff is willing to assist all parents with problems and complaints. They are also willing to discuss your child or the program with you at any time. Conferences specific to progress will be available in March. We will offer parent info nights as warranted during the year.

Payment Schedule, Overtime Charge and Registration Fees:

Tuition is charged per diem and based on a ten (10) month payment plan. Tuition must be paid by the 10th of every month. We limit the number of children we accept and depend upon full payment each month of children enrolled. We cannot refund for absences unless your child is out for illness longer than two weeks consecutively or makes arrangements well in advance with the director. Discounts are given when two or more children in the family attend at the same time. Five calamity days have been incorporated into the fee. There will be a late fee after the 20th day of every month unless arrangements have been made with the office. NSF checks will be charged a service fee. **Accounts past due two months will be cause for immediate withdrawal.** Habitual late pick up of students will also be assessed additional fee of \$25. **A two-week written notice of withdrawal is required before actual withdrawal otherwise you will be charged for the entire month.** There is an \$90 registration fee for each student enrolled each year. **Tuition fees are on a ten-month basis (Aug. - May)** and are as follows: \$245 per month for the 5-day program, \$205.00 per month for the 4-day program; \$170.00 per month for the 3-day program and \$145.00 per month for the 2-day program. Harmony asks for August payment so that supplies and other responsibilities for the new school year may be met. **We take the actual number of school days attended multiply by the daily rate and divide tuition into ten equal monthly payments.** You are only being charged for days attended. If you would prefer payments on a nine-month basis, monthly rates can be recalculated for you at a higher monthly rate. If the school is closed by the State of Ohio you will only be responsible for month of the closure only.

Beast Feeding Mothers:

Harmony will provide a calm and private environment for breast feeding mothers to nurse siblings in the church nursery.

Center Policies and Procedures

Enrollment:

A child is considered to be enrolled in Harmony Preschool only after the nonrefundable \$80 registration fee has been received, the administrator confirms the availability of space and the required paperwork is received. Teachers and times may be requested but are subject to availability. We cannot guarantee your first choice of teacher or session days/times. Required paperwork includes a basic registration form, the three ODJFS forms required by the State of Ohio which are forms 01234; a medical form 01305 signed by a doctor and shot record. These forms must be on file by the first day the child attends. 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 nurse practitioner is required to be kept up to date at all times. Signature required for receipt of handbook by parents.

Immunization Policy:

Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are attending at their own risk. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

Attendance Policy/Absent Day Policy

Teachers are required to mark on their attendance sheet the time in and out of every student. Please call the office if your child is sick or absent. We cannot refund for absences unless your child is out for illness longer than two weeks consecutively or makes arrangements well in advance with the director. In the event there is a pandemic we will follow the Pandemic Policies and Procedures for arrival and dismissal.

Arrival

We will be using a drop-off system for arrival of students. Doors will open at 9:00 am for the morning session and 12:30 pm for the afternoon session. Cars will form a line at arrival time and a teacher will escort the child from the car to the building. Drop off shall use passenger side doors only. Before school our teachers are assigned specific duties, which must be completed therefore, we do not allow early drop-off. If there is an emergency that warrants a child to be brought to school early, please contact the teacher ahead of time so that she may plan accordingly.

Dismissal

The health and safety of each child is our priority during dismissal. Each family will be given 2 transportation cards that are unique to their student. For dismissal, please walk in with your transportation card to pick up your child. Only a custodial parent, guardian, or designated person authorized by you on file with the office may pick up your child and must present a transportation card at all times. The teacher may request to see a photo ID at any time for any reason. Written permission MUST be given to the teacher and/or office if someone new is picking up the child. If they will not have a transportation card a photo ID is required. These rules are strictly enforced. A late fee may be charged for habitual late pick up. Only a person over 16 years of age may pick up a child, this is in accordance with the Ohio Revised Code. Copies of Harmony's Dismissal Policy are given to each family at the beginning of the school year and may be obtained in the office. **Parents must have control of all their children including holding their preschool children's hands until they have secured them into the restraint seats in their vehicles.** Harmony does not receive transportation from any other facilities or programs.

Custody

If you have court documents for the custody of your child or a restraining order copies must be kept on file at the school.

Supervision:

The number one priority of the Harmony Preschool Staff is to insure the health and safety of every student. No student shall ever be left alone and unsupervised. Each staff member has immediate access to class rosters, emergency contacts and a working phone. Teachers keep emergency contacts for each student with them at all times.

Child Guidance:

The goal of Harmony's discipline policy is to encourage your child to use self-control and develop a sense of responsibility for their own behavior. We also strive to teach your child to respect other people and maintain a positive self-image. Harmony Preschool follows the Guidance and Management Policy as described in rule 5101:2-12-19 of the Administrative Code. Appendix A shall be provided to all parents and followed accordingly. All of our expectations will be kept within developmentally appropriate guidelines. In order to avoid guidance and management issues our staff establishes predictable routines, sets clear simple rules, models kindness and respect, helps children make good choices and help children build their own self-control. We use positive reinforcement and redirection to promote social, emotional and cognitive development, communicate clear learning expectations and encourage healthy learning choices. We provide a positive environment in every classroom and work to make sure all children feel important and respected. If redirection and verbal reminders are not solving a behavior issue or compromising the classroom environment our staff will work to determine the root of the problem. A child may be asked to make a CHILD CHOICE where if they choose to continue the inappropriate behavior the teacher will make the choice to give the child a chance to regain control if they are having a difficult time. If your child is hurting another child or damaging property the teacher will document the behavior and a conference will be necessary. If your child is too disruptive, it may be necessary to remove him/her from the class. Our teachers will inform the administrator if your child had frequent problems. A behavior management plan may need to be developed and implemented. Staff will not abuse or neglect children, use no cruel, harsh or extreme techniques, use no form of corporal punishment, nor restrict children from activities for an extended period of time. If parents have any questions, comments or concerns, please do not hesitate to talk to us about them. If you have a concern regarding your child, please speak with your child's teacher. Contact the administrator with any further concerns.

Suspension and Expulsion:

A child may be considered for suspension or expulsion when a child endangers themselves, other classmates or a staff member of Harmony Preschool.

Americans with Disabilities Act

In accordance with the ADA, Harmony Preschool does not discriminate against students with disabilities. Harmony will always accommodate students to the best of our abilities. If a child's health and safety needs cannot be met, we may refer families to other facilities that are trained in their specific needs. Harmony only administers medication in an emergency situation and any student requiring an EpiPen or inhaler must have the ODJFS form 1236 on file.

Outdoor Play:

Daily outdoor play is not required because of our hours of operation as a part-time preschool. We do however use our outdoor space when applicable to curriculum or special events.

Food and Dietary Policies

Harmony Preschool does not serve food or snacks to our students on a daily basis. Snacks may be sent in by parents for special occasions like birthday's and holidays and must get teacher approval to do so. ***We are a peanut free school.***

Management of Illness:

Harmony Preschool will provide a clean and healthy environment for your child. However, we realize that children become ill. We ask that you not bring a sick child to school. Staff members will observe the general health of the children as they enter the room. Harmony will notify the parent of a child's condition when a child has been observed with the signs and symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated with supervision and discharged to the parent or guardian. Students must be free of any of the following symptom for 24 hours before returning to class.

Temperature of at least one hundred degrees Fahrenheit when in combination with any other sign or symptom of illness.

Diarrhea (three or more abnormally loose stools within a twenty-four-hour period).

Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.

Difficult or rapid breathing.

Yellowish skin or eyes.

Redness of the eye, obvious discharge, matted eyelashes, burning or itching.

Untreated infected patches, unusual spots or rashes.

Unusually dark urine or gray or white stool.

Stiff neck with an elevated temperature.

Evidence of untreated lice, scabies or other parasitic infections.

Sore throat or difficulty in swallowing.

Vomiting more than one time or when accompanied by more than one sign of illness.

A child who has been suspected of a communicable disease shall be provided with a cot and blanket and be isolated. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised. The child's parent or guardian shall be contacted immediately; the child will be readmitted to school after illness, when fully recovered and with no symptoms present for 24 hours or after medicine and a physician's note. Parents of other children in the school will be notified of exposure by written note or verbal communication. The communicable disease chart is posted in the school office and the staff receives up-to-date training in the recognition and management of communicable diseases. The administrator will review with all staff the signs and symptoms of illness, proper hand washing and disinfecting procedures periodically during staff meetings. No staff member shall attend Harmony if she exhibits the signs of a communicable disease.

Accidents/Emergencies/Injuries:

In the case of an emergency and/or accidental injury, the staff of Harmony is to assess the situation, administer first aid and contact the parents or guardian. Plans have been communicated to staff to be implemented in case of any general emergency. If need be 911 will be contacted. The Emergency Transportation Authorization forms are required to be on file by the first day of class. Harmony Preschool must be given permission to transport. An incident report will be completed by the staff to inform you of the circumstances of the injury. The teacher will review it with you and ask for your signature. Our staff is kept current in CPR and first aid. They have immediate access to the telephone. In the case of injury or accident Harmony Preschool will provide parents with ODJFS Form 01299. Severe accidents will be reported on the OCQLS website.

Emergency Evacuation Policy:

Harmony has a Disaster/Emergency plan in accordance with rule 5101:2-13-16 and each staff member is trained yearly of procedures and provided a copy for their classroom. Our school has monthly drills at varying times. A record of fire drills is available at school. We also have a fire emergency and weather alert plan posted in each classroom which explains action to be taken, staff responsibilities and displays diagrams showing evacuation routes. In the unlikely event that we experience a homeland security crisis, Harmony Preschool will “lock down” and follow procedures to ensure the safety of children and communication with parents. In the event of loss of power, heat or electricity parents will be called. The dentist across the street and Carlson Funeral Home are designated evacuation sites.

Administration of Medication

Harmony Preschool does not administer medications. Special health conditions will be reviewed by the administration for approval. Children with health conditions requiring an emergency inhaler or EpiPen prescribed by a doctor are required to fill out a Care Plan JFS form 01236. All staff shall be made aware of all children having emergency medications. Emergency medications will be kept in their child’s classroom.

Transportation:

Harmony preschool does not provide transportation of any kind for students. Harmony Preschool may take field trips. Each parent is individually responsible for their child’s transportation and supervision to, from and during the event. Because students are under the care of their own parents at these events Harmony Preschool cannot be held responsible for their actions. Harmony Preschool educates each family on the importance of granting consent for transportation in an emergency situation to our school. Families are required to grant consent to Harmony on form 0123 page 3.

Swimming Policy: We will provide no swimming activities.

Diaper Change Schedule: All students attending Harmony Preschool must be potty trained. We DO NOT change diapers. If your child has an accident and has a bowel movement at school the parents will be notified and be required to come change their child.

Napping and Resting: Because we are a part-time preschool, we do not require napping or resting. We do provide a quiet area in each classroom for reading and looking at books.

Evening and Overnight Care: Harmony does not provide evening or overnight care.

Policy on Operation and School Closings due to weather or other factors:

We follow the Brunswick City School academic calendar. We will be closed for weather any time the Brunswick City Schools are closed. Other occasions that warrant Harmony Preschool being closed or delayed will be immediately communicated to parents via Face Book, email phone and ClassTag.

Disenrollment

Although very rare, a child may be asked to leave Harmony after the teacher, administrator and parents have met, implemented an action plan and followed the discipline action plan with no progress. If a child seriously harms or threatens another child or teacher, this may be grounds for immediate dismissal. If a child is asked to leave our program it is our responsibility to document this in the OCQLS system.

Resolution of Issues related to Harmony Preschool and its Staff:

If parents have concerns about the teacher’s performance, they should go to the teacher first. If their concerns have not been fully addressed then the parent shall talk to the director. A meeting with the director, teacher and parent will be scheduled. An action plan will be put in place to resolve the problem. If the problem is still not resolved the director will do a full investigation with classroom monitoring and documentation.

Policy on formal assessments and reporting data to ODJFS pursuant to 5101:2-17-02

Harmony Preschool shall provide only the necessary information required by law to ODJFS. Other information and assessments shall stay confidential to the school and its staff.

Child Abuse Reporting: All staff members have received Child Abuse training. All staff members are mandated reporters of child abuse. If staff has suspicions 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.

Newsletters and Calendars:

Every month you will receive a calendar for the purpose of communicating specific information and a general idea of activities to be covered during the month.

Dress Code:

Please allow children to wear clothing that neither they, nor you will worry about getting dirty. Please make sure that children are able to remove their clothing when visiting the rest room. When weather warrants more clothing, please label and mark with child’s name. A change of clothes especially for our three year old is recommended to be kept in their school bags.

NOTES

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>

In the event of a pandemic all families will be provided with copies of the Harmony Preschool Policies and Procedures.