

# NORTHMINSTER COOPERATIVE PRE-SCHOOL



330-929-9300

104 West Portage Trail  
Cuyahoga Falls 44223

Teresa Lance, Director

Federal Tax ID #34-1838926

**Dates:** September 3, 2024 through May 22, 2025 Tuesdays, Wednesdays, Thursdays

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

**Registration Fee:** \$50.00 due at time of registration. This fee is used to guarantee your child enrollment and form processing expenses. The fee is non-refundable.

**Tuition:** Tuition is divided into 9 equal payments of \$\_\_\_\_\_ per month or one payment of \$\_\_\_\_\_.  
If you choose to pay monthly, payments are due on the first school day of each month. A 10% discount will be given to families having two or more children attending pre-school during any school year.

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

**Ratios:** State mandated ratios are met or exceeded.

Three-year-olds:	State Ratio	1 adult to 12 children
Four-year-olds:	State Ratio	1 adult to 14 children
Five-year-olds:	State Ratio	1 adult to 14 children

**Toilet Training-** all children attending must be toilet trained. Pull-Ups are allowed, but parents will be called if the child needs changed. Parents will be called to come and change the child or take them home if the child has an accident. Minor bathroom accidents may be handled by office staff with parent's permission.

**Transportation:** Transportation to and from the pre-school is provided by parents. Emergency Transportation forms must be on file prior to attendance. Parents refusing consent for emergency transport of their child may be denied enrollment.

**Arrival:** Parents may walk their children in to their classroom the first month of school or use Drop Off. Starting in October all families should use Drop Off. To take part in Drop Off, cars will parade around the parking lot to the overhang door. Office staff will assist your child in getting out of the car and into the building to their teacher. Staff is not allowed to buckle or unbuckle child car seats.

**Dismissal:** Parents will parade around the parking lot to the overhang door. Please show your child's yellow name card to office staff and will bring your child to the car. If you do not have a yellow name card, you will have to show your photo I.D. and match a name on the Departure List. Name cards will be given to you at the beginning of the school year. Additional name cards will be available upon request.

**School Delays or Cancellations:** If Cuyahoga Falls Schools are closed due to poor weather we will also be closed. If Cuyahoga Falls Schools are delayed, we will open at the usual times. If an emergency situation should ever occur, delays or cancellations will be posted on News Channel 5 and on our Facebook page.

**Snacks:** children will have a snack daily. We encourage simple, healthy snacks being mindful of choking hazards. Allergy and other medical issues are accommodated by the involved child's parents and do not normally need to be a consideration of other pre-school families.

**Absences:** a call to the preschool office to report your child's absence is appreciated. Refunds of tuition cannot be made for absences.

**Custody:** All legally binding custody agreements will be honored. Tuition is the responsibility of the parent or guardian signing the registration form. Children will be discharged to parent according to custody agreement discussed prior to the start of school. Any changes must be made prior to dismissal of child.

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

**Lunch Bunch:** If you choose to extend your child's day by one hour (11:30-12:30), for \$5.00 per day, you may pack your child's lunch and they will have a supervised lunch and play time in our muscle room. Please call or stop by the pre-school office to make reservations. Payment must be made in advance. No refrigeration or microwaves are available.

**Early Drop Off:** You may drop your morning child off as early as 8:00 AM, for an additional \$4.00 per day. Prior notice must be given to the office staff.

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

All children will be supervised by a staff member at all times.

All students must have a completed Enrollment and Health form on file prior to the date of admission. Any family denying the pre-school consent for transportation in need of emergency treatment must discuss refusal with the director prior to the start of school.

All children must have a current medical statement on file. Every student must have had a physical exam within the last 12 months and every 13 months thereafter. The medical statement must be on file within 30 days of a student's date of admission. Any child wishing to enroll without immunizations will need prior permission from the director.

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

The staff lunchroom or church library areas are available for parents who are nursing.

**Form Requirements (available on our website):**

Child's Medical Statement  
Parent Permission Form

Registration Form  
Enrollment and Health Form

Departure List

The director may be contacted in person, by email, or by phone, if there are any concerns about policy, procedures, employees or parents. (teresaslance@aol.com)

Class lists will be given to each family containing only those student names, parent names and phone numbers permitted by parents. Parent participation days will be listed on reverse side.

## NORTHMINSTER COOPERATIVE PRE-SCHOOL POLICIES and PROCEDURES

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

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

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

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

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

## LICENSING INFORMATION

5101:2-12-30

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

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

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

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

## Caring for Ill Children

A child is considered to be sick when demonstrating any of the following symptoms:

- Temperature of at least one hundred and one degrees Fahrenheit (one hundred degrees Fahrenheit if taken axillary) when in combination with any other sign or symptom of illness.
- Diarrhea (three or more abnormally, unexpectedly or unexplained 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 or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes.
- Unusually dark urine and /or gray or white stool.
- Stiff neck with elevated temperature.
- Evidence of untreated lice, scabies, or other parasitic infestations.
- Sore throat or difficulty in swallowing.
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.

When caring for sick children, the center shall:

- Isolate the sick child away from other children, but within sight or hearing at all times.
- Provide the sick child with a cot or mat or the sick infant with a crib, and make comfortable.
- Notify the child's parent(s) immediately if the child's condition worsens.
- Launder bedding and wash toys used by the sick child before use by another child pursuant to rule 5101:2-12-13 of the Administrative Code.
- Sanitize the thermometer after each use.

## Child Guidance and Management

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

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

If a child demonstrates behavior that requires frequent "extra attention" from a staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101.2-12-22 OAC.

The following techniques or practices may be used by all child care staff members and employees of a licensed child care center as a means to guide or discipline children. Any technique or practice used shall be developmentally appropriate, consistent and shall occur at the time of the incident.

### Allowable Discipline Techniques

1. Setting clear limits.
2. Redirecting to an appropriate activity.
3. Showing positive alternatives.
4. Modeling the desired behavior.
5. Reinforcing appropriate behavior.
6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

### Prohibited Discipline Techniques

The following techniques or practices shall not be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
  - o Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
  - o Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.
11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

### **Center Parent Information**

The center is licensed to operate legally by the Ohio Department of Job and Family Services. 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 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 Ohio department of job and family services.

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

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>



