

# GREAT OAKS CAREER CAMPUSES

## PRESCHOOL HANDBOOK



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## **GREAT OAKS CAREER CENTERS**

### **PRESCHOOL CENTERS**

#### **LOCATIONS**

Laurel Oaks Career Campus  
300 Oak Drive  
Wilmington, Ohio 45177  
Instructor: Mary Ann Horne  
[hornem@greatoaks.com](mailto:hornem@greatoaks.com)  
(937)655-5412

Live Oaks Career Center  
5956 Buckwheat Road  
Milford, Ohio 45150  
Instructor: Linda Danford  
[danfordl@greatoaks.com](mailto:danfordl@greatoaks.com)  
(513)612-4965

Scarlet Oaks Career Campus  
300 Scarlet Oaks Drive  
Cincinnati, Ohio 45241  
Instructor: Sadie Bonifas  
[bonifass@greatoaks.com](mailto:bonifass@greatoaks.com)  
(513)612-5871

#### **CERTIFICATION OF PRESCHOOL**

The Great Oaks Preschools are licensed by the Ohio Department of Education. The most recent written compliance reports are posted in a conspicuous place near the posted program license until the next compliance report is received from the Department.

All complaints and reports concerning the operation of programs should be reported to the Department Ombudsman or the Office of Early Childhood Education. The names and telephone numbers of both parties are posted in a conspicuous place near the program license.

The building and facilities meet high standards of fire, health and building codes and continue to be inspected annually.

## **PHILOSOPHY AND PURPOSE**

### Great Oaks Vision Statement

To be the leader in career and technical education, we will ensure the career and academic success of all learners and be recognized as vital to the educational and economic growth of our communities.

### Great Oaks Mission Statement

We will provide quality workforce development programs and services to meet the needs of our customers.

### Great Oaks Preschools Mission Statement

We provide a supportive environment and experiences that enable preschool children to develop to their fullest potential—physically, emotionally, socially and cognitively while preparing high school student to be successful teachers.

## **PRESCHOOL GOALS**

- Provide a safe and healthy environment.
- Foster positive emotional and social development
- Ensure a sound developmental learning environment
- Maintain positive and productive relationships with families
- Maintain cooperative relationships with other professionals and community resources.

## **GOALS FOR CHILDREN**

- Help them develop a good self-image
- Help children develop a desire to learn
- Encourage independence
- Encourage them to develop a positive attitude toward school and learning
- Encourage sensorimotor development of the child through appropriate small muscle and large muscle activities
- Develop self-discipline and self-regulation
- Stimulate all areas of development (social, emotional, cognitive, language, and physical) through age-appropriate activities
- Incorporate *Ohio's Early Learning and Development Standards* in all activities

## **INSTRUCTORS AND STUDENT AIDES**

The preschool directors are certified teachers who are college graduates with training and experience in the field of child development and early childhood education.

The students in the Early Childhood Education Program assist in the preschool as part of their educational experience. The Great Oaks instructional staff provides supervision of the high school students.

## **OPPORTUNITIES FOR THE CHILDREN**

### **SOCIALIZATION**

Socialization is of primary importance among the opportunities afforded the child at preschool. Large and small group activities are provided as well as individual work.

### **PRE-ACADEMIC**

*Ohio's Early Learning and Development Standards* are followed in planning developmentally appropriate language, science, social studies, math and physical activities. Due to the limited amount of time each child has in our preschool (three days a week for seven months) parents may need to supplement their child's preparation for Kindergarten.

### **MUSIC**

Music activities include CDs, cassettes, rhythm instruments, singing and dramatization of rhymes and songs.

### **CREATIVE ARTS**

The preschool provides materials so that children may express themselves creatively by working with a variety of artistic materials.

### **OTHER ACTIVITIES**

Other activities include listening to stories, playing simple games, finger plays, puppet shows, manipulative materials, cooking activities, computer experiences, and outside play.

## **PHYSICAL EXAMINATION AND HEALTH RECORDS**

Each child must have a "Child Medical Statement" form completed by his or her doctor that verifies a date of exam within the past twelve months and be on file in the preschool within thirty days of his or her admission and annually thereafter. This should include a copy of the child's immunization records.

Each child must also have a "Child Enrollment Information" form (2 pages) completed and on file in the preschool on the first day of his or her enrollment. This form contains information on allergies, medication, food supplements, and any physical problems or history of diseases the child has had.

When administering a medication, food supplement, modified diet or fluoride supplement, the program shall (prior to administration) secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet or fluoride supplement. Each time medication is administered, a written record or log including dosage, date and time shall be entered. The record or log will be on file for one year.

## **DISCRIMINATION POLICY**

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, 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.

Great Oaks Career Campuses do not discriminate enrollment of children upon the basis of race, color, sex or national origin or disability.

## **EMERGENCIES**

### **SERIOUS INJURY OR ILLNESS:**

In the event of a serious accident, injury or illness, the Great Oaks Preschool staff will follow these procedures:

- The parent or guardian will be called immediately.
- If the accident, injury or illness is very serious, 911 will be called.
- If the parent or guardian is unavailable, the emergency contact listed on the Emergency Medical Authorization form will be called.

- The child and the child's health record will be taken by ambulance to the physician's or dentist's office, clinic or hospital chosen by the child's parent or guardian.
- If the parent or guardian is not able to reach the Great Oaks Preschool Program before the emergency vehicle leaves the campus, a staff member will accompany the child and remain with him or her until the parent, guardian or emergency contact arrives at the medical facility.
- The Great Oaks Preschool staff will complete an Incident report. The original report is kept on file at the Center, and a copy is provided to the parent or guardian and the District Health and Safety Coordinator.

#### REPORTING INCIDENTS OF INJURIES, ACCIDENTS, AND ADMINISTRATION OF FIRST AID:

- In the event of an accident, injury to a child in the Great Oaks Preschool and/or administration of first aid, the staff member in charge will complete an Incident Report that explains the nature of the accident, injury and/or first aid administered. The form will be completed as soon as possible after the incident, and it MUST be completed on the same day as the incident.
- The Incident Report is placed on file in the Great Oaks Preschool Program office.
- The Incident Report copy is given to the child's parent or guardian.
- If first aid is administered, the Great Oaks Preschool Director must sign the Incident Report.

#### NATURAL EMERGENCY PLAN:

- An Emergency Instruction Card for each child that includes telephone numbers and other instructions for contacting parents must be on file in the Great Oaks Preschool Program office. Alternate emergency phone numbers and instructions in case the parent cannot be contacted should also be on file. Names, addresses and phone numbers of doctors and dentists must be provided.
- Parents/Guardians will be notified in the event of an emergency.
- The Great Oaks Preschool Program has two fire drills during the first month of school and one fire drill each month for the remainder of the school year.
- In the event of an actual fire, children will be evacuated from the preschool to another site on campus.
- The preschool will have one tornado drill during the first month of school and one per month in April and May.
- Great Oaks has a Crisis Prevention and Management Plan and has implemented measures to ensure the safety and security of all students, customers, associates and visitors.

- In the event of an emergency that requires rapid dismissal, children will be evacuated to a safe shelter off campus. The parents/guardians and the emergency contact person will be contacted.
- Plans for emergency procedures in case of weather alert or fire are posted in the preschool.
- Great Oaks Preschool staff is trained in CPR, First Aid and recognition of communicable childhood diseases.
- The Great Oaks Preschool Director is required to report suspicions of child abuse or neglect to the appropriate Public Children's Services Agency.

## **BEHAVIOR MANAGEMENT/DISCIPLINE**

It is our philosophy that many behavior problems may be avoided by adequate understanding of behavioral and developmental characteristics of the various age groups. We are firm but gentle in our dealings with children.

Our first step to discipline is to attempt to avoid problems by being sure that the design of the classroom environment is appropriate to meet the needs of the children. We provide successful experiences and activities for the children in order to avoid the frustrations that cause behavioral problems. We emphasize and encourage positive and appropriate behavior. Children are continually observed and supervised and encouraged to problem solve and develop their independence.

Modeling appropriate behavior is an important part of behavior management. What we *do* is even more important than what we *say*, so we speak softly and treat children with respect. Children need limits that are clear, reasonable, consistent and stated in a positive manner. Limits or rules are established to protect the children's safety and to protect the rights and property of others.

The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may gain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.



- Techniques of discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

#### INTERVENTION STRATEGIES FOR HANDLING BEHAVIORAL CHALLENGES:

While every effort is made to promote appropriate behavior at all times, challenges do occur from time to time. When this happens, the preschool director will use a system of progressive limit setting and psychosocial interventions to help children regain control of their behavior. The strategies used are well recognized for their effectiveness and are positive and non-punitive.

- **Rewarding Positive Behavior**—Staff members will attempt to stop negative behavior by rewarding positive behavior through verbal praise, positive attention, etc. (Food will not be used to reward positive behavior.)
- **Problem Solving**—When children have difficulty interacting, staff members will help facilitate problem solving.
- **Modeling**—Staff members will model appropriate behavior at all times and will reinforce children who choose appropriate behavior.
- **Natural and Logical Consequences**—Natural and logical consequences provide children with the opportunity to learn about making wise choices and taking responsibility for their own behavior. Natural consequences are those that permit children to learn from the natural order of the physical world—for example, one is likely to feel cold when one decides to go outside with a jacket. Logical consequences permit children to learn from the reality of the social order—for example, when a child pushes to the front of the line; the teacher makes the child go to the end of the line.
- **Therapeutic Ignoring**—As long as the situation does not pose potential hazards for the child whose behavior is inappropriate or for others, staff members may ignore the child for a little while or until the behavior improves. Use of this strategy ensures that the inappropriate behavior is not rewarded by giving the child undue attention.
- **Separation from the Group**—A child who is very angry or frustrated may disrupt the group and/or reach the point where he or she is out of control. In such instance, separating the child from the rest of the group may be necessary in order for the child to calm down and regain control. Separation occurs in the room and is supervised by the teacher. Separation lasts no longer than 3 to 5 minutes. During separation, the teacher(s) draw the attention of the other children away from the child who is acting out. When the separation period is over, the child will rejoin the group and the teacher will review with the child the reason for the separation and the positive behavior that he or she is working on.

## CRISIS INTERVENTION:

A child, who is out of control and in danger of harming him/herself or another person, may need to be therapeutically held or removed from the room in order to regain control. Therapeutic holds are part of non-violent crisis intervention and are used only with children who are in danger of harming themselves or someone else. When using a therapeutic hold to help a child calm down and regain control, the adult gently wraps his or her arms around the child and holds the child close.

### Therapeutic Holding:

A staff member may use a therapeutic hold under these circumstances:

- When a child is out of control and in danger of harming himself or herself or another person.
- When all other methods of control have been attempted without successfully calming the child.
- The teacher using the therapeutic hold has received training and demonstrated competencies in crisis intervention prior to using the technique.

All instances of using therapeutic holds are to be documented and the documentation must include the following:

- A written description of the situation and the behavior that led up to the decision to use physical intervention.
- A listing of the interventions or techniques that were attempted before deciding to use the therapeutic intervention.
- The outcome of the intervention.
- Preventive measures that may be used in the future to avoid such an intervention.
- Parent/guardian contact.

## DOCUMENTATION AND PARENT/GUARDIAN INVOLVEMENT:

All incidents involving Separation from the Group or Physical Intervention will be documented on the Critical Behavior Incident Report form. This form may also be used to document other situations that the preschool director believes are serious enough to warrant documentation and informing the parent/guardian.

### **The following information will be included in the Critical Behavior Incident Report:**

- The child's name
- Date and time of the separation

- Director/teacher present
- A description of the behavior
- What preceded the incident
- Steps that were taken to prevent the need for separation
- The outcome of the separation
- The behavior that followed the separation

Parents will be notified of the intervention as soon as possible. A copy of the Critical Behavior Incident Report will be given to the parent/guardian. The Critical Behavior Incident Report will be reviewed by the preschool director and kept on file in the preschool office. The parents of other children involved in the incident, but not in the intervention, will be notified.

## **CLOTHING**

Clothing worn to preschool should be:

1. Comfortable for playing
2. Easy to put on and take off
3. Every day clothes as opposed to good clothes
4. Washable

Each child needs one complete change of clothes to be left in the preschool. The clothing should be marked with the child's name and placed in a plastic bag.

Children play outside almost every day, even when it is cold. Your child will require warmer clothing when playing outside than he or she will need for the trip to and from school in the car. Be sure to provide adequate layers.

## **CHECK-IN AND CHECK-OUT PROCEDURES**

Parents/guardians are to bring their children into the preschool for check-in. Upon entering the preschool, the parent/guardian and child should proceed to the receptionist area and sign in each day.

Parents/guardians should also come into the preschool to pick up and sign out their children. Parents/guardians must complete the "Pick-Up Authorization" form for their child and have it on file in the preschool on the first day of their child's enrollment.

## **ABSENCE PROCEDURES**

The parent/guardian should notify the preschool office if a child is to be absent for any reason.

Regular attendance usually results in better adjustment for the children and helps the students who are observing and working with the children.

Any illness should be reported immediately to the preschool office. This is necessary for the protection of the other children as well as your child.

## **HOLIDAY AND SCHOOL CLOSINGS**

The preschool is in session only on days that the career campus is open. The preschool is closed on all days that the campus is closed for school holidays, school vacations, and on calamity days.

## **PRESCHOOL FEES**

The fee for each child attending the Preschool is \$40.00 per month. This amount is payable the first week of the month.

Payments should be made for one full month rather than partial payments. Credit is not extended and only a check or money order will be accepted (NO CASH PAYMENTS).

No child will be enrolled for the month unless the monthly fee is paid.

## **LIABILITY**

Great Oaks Career Campuses cannot be held liable for any accident or injury sustained while a child is being cared for in the Great Oaks Preschool.

## **PARENT/GUARDIAN VISITATION AND PARTICIPATION**

Parents/guardians have unlimited access to the program and are welcome to visit and participate in the preschool activities. Parents who are interested in preparing activities for the children should check with the program teacher to arrange a time and topic to arrange a time and topic for their activity.

Some children need to have their parent/guardian stay in the preschool on the first day of school. This should be taken into consideration when planning the first week of school.

## CONFERENCES

Two parent conferences will be held each year. The first conference will be held with parents at the beginning of the preschool. The program teacher will be glad to talk with any parent/guardian about their child's progress at school and a conference may be scheduled if needed.

Phone calls or personal interviews are welcome whenever the parent/guardian has questions, anxieties or suggestions. It is the sincere desire of the preschool staff that participation in preschool be a happy, successful learning experience for the children and their parents/guardians.

Assessments of each child's progress will be completed periodically and made available to parents. Any unusual behavior or concerns will be discussed with the parent/guardian immediately.

## SNACKS

A light nutritious snack will be served each day. If parents are asked to supply a shared snack for the children, they shall provide a choice from two of the groups listed below:

1. Meat/meat-equivalent group
2. Bread/bread-alternatives group
3. Milk group
4. Fruit/vegetable group

Some examples of nutritious snacks are:

- Cheese and crackers
- Cookies and milk
- Fruit and graham crackers
- Carrot sticks and dip

**All snacks should be brought unopened in the original package.**

## ENROLLMENT, ADMISSION AND WITHDRAWAL

Children who are preschool age and have not reached their sixth birthday are eligible to enroll.

Children should be toilet trained and able to express themselves well enough to make their basic need and desires known before being enrolled.

A child is completely enrolled and admitted when:

- The parent has completed and turned in an application for preschool
- The parent has been notified by the program teacher that his or her child is accepted
- The parent has attended the “Parent Information Meeting” and has received the information about the preschool
- All required forms and information have been submitted to the preschool.

WITHDRAWAL:

If a child cannot adjust to the Great Oaks Preschool within a reasonable time period, the program instructor will meet with the parent or guardian to discuss the situation and provide notice of the date of withdrawal.

### **COMMUNICABLE DISEASES POLICY**

All staff will be trained to recognize the common signs of communicable diseases or other illness, which means they will be trained in the prevention, recognition and management of communicable diseases. The staff will be trained in hand washing and disinfecting procedures.

Each day as children arrive, they will be observed by a staff member to detect any signs of communicable disease or illness. The preschool will immediately notify the parents or guardian of the child’s condition when a child has been observed to have signs or symptoms of illness. If the parent/guardian cannot be reached, the preschool will contact the emergency contact person listed in the child’s file. Parents/guardians will also be notified if their child has been exposed to a communicable disease in the preschool and will be directed to the “Communicable Diseases Chart,” mounted on the wall for further information about the disease.

A child with any of the following signs or symptoms of illness shall be immediately isolated and be provided a cot for use while waiting for discharge to his/her parent/guardian.

- Diarrhea (more than on abnormally loose stool 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.
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es)

- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infestation
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting

#### NOTIFICATION OF CONTRACTION OF A COMMUNICABLE DISEASE AND EXPOSURE TO A COMMUNICABLE DISEASE

- A Communicable Disease Chart is posted in the Great Oaks Preschool center. Staff members will use the information on the Communicable Disease Chart as a guide for appropriate management of suspected illness.
- If a child is diagnosed as having a communicable disease, the parent or guardian shall notify the Great Oaks Preschool immediately.
- The parents or guardians of all Great Oaks Preschool children who may have been exposed to a communicable disease will be notified. Information will be posted in the Great Oaks Preschool and a Health Alert will be placed in the parent mailboxes.

#### PROCEDURES FOR ISOLATING A MILDLY ILL CHILD

A child who is mildly ill shall be immediately isolated from other children. The parent or guardian will be contacted immediately. The child, while isolated at the Great Oaks Preschool, shall be given a cot for resting and shall be carefully watched for symptoms of communicable diseases.