

MADEIRA CITY SCHOOL DISTRICT
POLICY

Adopted

August 20, 2007

Last Revised

December 13, 2010

2280 - PRESCHOOL PROGRAM

The Board of Education recognizes a need to provide a preschool program to eligible children residing in its District and has obtained a license to operate a preschool program.

The preschool program shall be located in a facility that accommodates the enrollment of the program, supports the growth and development of children according to program objectives, and meets the requirements of statute.

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 31st of the year in which s/he applies for entrance and has not yet obtained the age at which s/he will be admitted in kindergarten. Children participating in the preschool program shall have been immunized in accordance with the requirements of the State Board of Education to prevent the spread of communicable disease.

Parents of children enrolled in the program shall be permitted access to the school during its hours of operation, in accordance with District procedures, to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office.

Tuition and Fees

Tuition and fees may be charged to parents of preschool students, according to a schedule adopted by the Board.

Transportation

Transportation shall not be provided for preschool students. Transportation shall be provided to disabled students as required by law.

Preschool program fieldtrips shall be planned in accordance with Policy 2340 and AG 2340A, AG 2340B, AG 2340C, AG 2340D, AG 2340E, and AG 2340F. Overnight trips will not be approved.

The Superintendent shall establish written guidelines for the preschool program addressing the following:

- A. staff (AG 2280)
- B. cumulative records and student information (AG 2280.01)
- C. program and curriculum (AG 2280.02)
- D. health and safety requirements (AG 2280.03)
- E. admission and attendance (AG 2280.04)
- F. behavior management and discipline (AG 2280.05)
- G. management of communicable diseases (AG 2280.03)
- H. facility (AG 2280.06)
- I. food services (AG 2280.07)
- J. equipment and supplies (AG 2280.08)

Legal

R.C. 3313.646, 3301.53

A.C. 3301-37-07

MADEIRA CITY SCHOOL DISTRICT
ADMINISTRATIVE GUIDELINE

Adopted

December 13, 2010

Last Revised

November 20, 2017

2280 - PRESCHOOL STAFF

The preschool program shall be directed and supervised by a director, a head teacher, an elementary principal, or a site administrator (hereafter referred to as "director") who is on site and responsible for supervision of the program. This person shall hold a valid educator license designated as appropriate for teaching or being an administrator in a preschool setting issued pursuant to Ohio law and have completed at least four (4) courses in child development or early childhood education from an accredited college, university, or technical college.

- A. The director and staff shall be recruited, employed, assigned, evaluated, and provided in-service education in accordance with adopted Board policies and without discrimination on the basis of age, color, national origin, race, sex, or disability.
- B. The preschool staff member assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform, and meet the requirements of State law.
- C. Staff members, non-teaching employees, and volunteers shall annually sign a non-guilty/non-conviction statement on a prescribed form.
- D. Each director and preschool staff member shall be examined by a licensed physician, physicians assistant, advanced practice nurse, or certified nurse practitioner within twelve (12) months prior to the first day of employment.
- E. Each preschool staff member shall be at least eighteen (18) years of age and have a high school diploma or a certification of high school equivalency issued by the State Board of Education or a comparable agency. A staff member may be less than eighteen (18) years of age if:
 - 1. the staff member is a graduate of a two (2) year career-technical center child care training program approved by the State Board of Education;
 - 2. the staff member is a student enrolled in the second year of such a program that leads to high school graduation, provided that the student performs duties in the preschool program under the continuous supervision of an experienced preschool staff member and receives periodic supervision from the career-technical center child care training program teacher/coordinator in the student's high school.
- F. The director and staff shall be assigned responsibilities in accordance with written job descriptions commensurate with their certification and/or licensure pursuant to Ohio law, and qualifications, respectively. The director and/or head teacher acting as the director shall be onsite at the preschool program at least half of the program's operating hours.
- G. The director of each preschool program shall be responsible for the following:
 - 1. providing that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not

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limited to, the following:

- a. requiring immunizations and compliance with emergency medical authorization requirements under R.C. 3313.712
 - b. providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with R.C. 3737.73, and keeping records of such drills or dismissals
 - c. posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents
 - d. posting emergency numbers by each telephone
 - e. supervising grounds, play areas, and other facilities when scheduled for use by children, and
 - f. providing first-aid facilities and materials
2. maintaining cumulative records for each child
 3. supervising each child's admission, placement, and withdrawal according to established procedures
 4. preparing a roster of children enrolled annually
 5. providing that clerical and custodial services are assigned for the program
 6. supervising the instructional program and daily operation of the program
 7. supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising nonteaching employees

H. The director of the preschool program shall meet one (1) of the following:

1. A director in a preschool program operated by a public school shall hold either:
 - a. a valid pre-kindergarten teaching certificate, pre-kindergarten endorsement, or pre-kindergarten associate license issued pursuant to O.R.C.
 - b. a valid educator license (teacher, administrator, or pupil services) issued pursuant to O.R.C. and have completed at least four (4) courses in child development or early childhood education from an accredited college, university, or technical college
 - c. a valid principal's license for grades pre-kindergarten through grade six issued pursuant of Ohio law
 - d. an early childhood license pursuant to paragraph (C) of A.C. 3301-24-05
2. The director of a preschool special education program shall hold one of the following:

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- a. a valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped
 - b. a valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped
 - c. a valid early childhood intervention specialist license or
 - d. meet the requirements of paragraph (H)(1)(b) or (H)(1)(c) above
3. A director employed prior to July 1, 1988 to direct a program shall be considered to meet the requirements of this paragraph if s/he holds a valid kindergarten-primary certificate issued under Ohio law.
4. A head teacher who meets the educator licensure requirements as a director as described in paragraphs (H)(1), (H)(2), or (H)(3) above may be designated by the director.
- I. Each class/group in a preschool program shall have assigned a head teacher in accordance with the following:

Preschool programs operated by a public school shall have a head teacher for each class/group of children enrolled that meets one (1) of the following:

1. valid prekindergarten teaching certificate issued under Ohio law
2. valid prekindergarten associate certificate issued under Ohio law
3. valid kindergarten-primary certificate issued under Ohio law and have completed at least four (4) courses in child development in early childhood education from an accredited college, university, or technical college
4. a bachelor's degree in child development or early childhood education earned from an accredited college or university with a minimum of thirty (30) quarter or twenty (20) semester hours in child development/preschool program planning and methods including a supervised practicum with preschool children
5. an early childhood license pursuant to Ohio law
6. preschool special education programs shall have a head teacher that meets one of the following requirements:
 - a. a valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped
 - b. a valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped
 - c. a valid early childhood intervention specialist license

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- d. a valid intervention specialist license that is valid for teaching visually or hearing impaired children if the children are visually or hearing impaired
 - e. a valid supplemental teaching license in the areas of pre-kindergarten, special needs, early childhood intervention specialist, or intervention specialist in the areas of visually impaired or hearing impaired, if the children are visually or hearing impaired.
- J. Extended day child care provided to preschool children before or after the preschool program shall have staff members assigned that at a minimum, are at least eighteen (18) years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child care staff member must also meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child care staff/child ratios in accordance with this rule must be maintained at all times.
- K. Infant and toddler care programs shall have staff members assigned that at a minimum, are at least eighteen (18) years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child care staff member must also meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child care staff/child ratios in accordance with this rule must be maintained at all times.
- L. Unless the preschool staff member or director holds an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college, a pre-kindergarten associate certificate or license issued by the State Board of Education, or a pre-kindergarten teaching certificate or endorsement, the preschool staff member and director shall annually complete in-service training of fifteen (15) hours until a total of forty-five (45) hours has been completed.
 - 1. In-service training will be in one (1) or more of the following areas:
 - a. child development or early childhood education
 - b. child abuse recognition and prevention
 - c. first aid
 - d. prevention, recognition, and management of communicable diseases
 - 2. Annual completion refers to the school year, from July 1st to June 30th or every twelve (12) months from the date of hire for staff employed after the school year begins.
 - 3. Substitutes for preschool staff members shall meet the following requirements:
 - a. requirements related to a medical examination, in-service and criminal background investigation pursuant to R.C. 3301.541 after fifteen (15) school days, and
 - b. minimum requirements for the position for which they are substituting after sixty (60) consecutive school days.

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- M. Preschool staff members who have met the requirements identified in paragraph (L) above shall complete ten (10) annual clock hours or inservice. This may be part of the professional development plan in accordance with A.C. 3301-24 (Ohio law licensure requirements). Annual completion refers to the school year, from July 1st to June 30th or every twelve (12) months from the date of hire for staff employed after the school year begins.

Preschool staff employed part-time shall complete the in-service requirement based upon the percentage of time or full-time equivalency of their preschool assignment.

- N. The training specified in paragraph (L) above shall be provided by an approved trainer who shall have at least two (2) years of experience specific to the subject area and possess one (1) of the following:

1. an associate or higher degree in child development or early childhood education, education, special education, speech-language pathology, home economics, nursing, nutrition, psychology, dental hygiene, or social work. Evidence of an associate or higher degree shall be a copy of a diploma, a transcript, or other written evidence accepted by the director as evidence of completion of at least ninety (90) quarter credit hours or sixty (60) semester credit hours from an accredited college, university, or technical college. The coursework shall include at least thirty-six (36) quarter credit hours or twenty-four (24) semester credit hours in courses in any of the subject areas listed in paragraph (L) above
2. a prekindergarten certificate or endorsement or early childhood license issued by the State Board of Education
3. a license as a physician or registered nurse

- O. A director and preschool staff member shall provide evidence of a BCII investigation and FBI criminal background check as required by R.C. 3319.391. Documentation that reports and five (5) year updates are sent to the District or to ODE's Office of Educator Licensure as required by law shall be kept on file.

Each staff member and volunteer shall annually complete a non-guilty/non-conviction statement.

- P. The preschool staff member/child ratio must be maintained at all times.

1. Sufficient preschool staff members must be physically present with the children at all times to meet staff member/child ratio requirements.
2. Each class/group shall have at least one (1) head teacher as defined in paragraph (I) above.
3. No child shall ever be left alone or unsupervised.
4. In each program the maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

Age Group & Staff Member/Child
Ratio
Maximum Group Size

Birth to less than twelve (12) months/1:5 (or 2:12 if two (2) preschool staff members are in the room)

12

Twelve (12) months to less than eighteen (18)

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months/1:6
2

1

Eighteen (18) months to less than thirty (30)
months/1:7
14

Thirty (30) months to less than three (3)
years/1:8
14

Three (3)
years/1:12

24

Four (4) year olds and five (5) year olds not in kindergarten or
school/1:14

28

5. Preschool special education program shall meet the child/staff ratio requirements of one (1) teacher for eight (8) full day or sixteen (16) half-day children with IEPs and a second staff member when nine (9) or more children are enrolled; maximum group size shall not exceed sixteen (16) children including eight (8) children with IEPs. Waivers are required when a group of more than eight (8) preschool children with IEPs are served in accordance with A.C. 3301-51-11.
- Q. At least two (2) responsible adults shall be readily available at all times when seven (7) or more children are present in the program. One (1) adult shall be a preschool staff member. The second adult shall:
1. be available within the building used for the preschool program or in an adjacent outdoor area;
 2. be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
 3. be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.
- R. When age groups are combined, the maximum number of children per preschool staff member shall be determined by the age of the youngest child in the group, except that when no more than one (1) child, thirty (30) months of age or older, receives care in a group in which all the other children are in the next older age group, the maximum number of children per preschool staff member and maximum group size requirements of the older age group established in paragraph (P) above shall apply.
- S. In a room where children are napping or resting, if all children are at least eighteen (18) months of age, the maximum number of children per preschool staff member shall, for a period not to exceed one and one-half (1 1/2) hours in any twenty-four (24) hour day, be twice the maximum number of children per preschool staff member established in paragraph (P) above if all the following criteria are met:
1. at least one (1) preschool staff member shall be physically present in the room at all times during nap/rest time
 2. the preschool staff member(s) assigned to a room where children are napping shall be responsible for the care and supervision of the children in the room and shall be able to

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summon other child-care staff members without leaving the room

3. there shall be enough preschool staff members readily accessible within the building in which the program is located to provide that the maximum number of children per preschool staff member as required by paragraph (P) above is met at all times
4. nap/rest time preparation shall have been completed and all napping children shall be resting or sleeping on cots or mats

Staff are not required to be present in a nap room for the purpose of supervising children if fifty percent (50%) of the wall space is open, staff can see all children at all times, and staff are routinely checking children every five (5) minutes.

T. Staff members shall be made aware of each child's cumulative and health records.

Revised 10/17/16
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Legal

A.C. 3301-37-04, 3301-37-07

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Adopted

December 13, 2010

2280.01 - PRESCHOOL CUMULATIVE RECORDS/CHILD INFORMATION

The parent shall provide, prior to the date of admission or not later than thirty (30) days after date of admission, and annually from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means:

- A. for children younger than three (3) years old at the time of admission, the examination shall occur within six (6) months prior to the date of admission;
- B. for children three (3) years old or older at the time of admission, the examination shall occur within twelve (12) months prior to the date of admission.
- C. A preschool child with a disability shall not be excluded from the program for lack of a medical statement until the team responsible for the Individualized Education Plan (IEP) established pursuant to A.C. 3301-51 reconvenes; exclusion from the program until the IEP is revised may be a denial of a free appropriate public education.
- D. The medical statement shall be provided by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

The program shall secure and have on file all required information no later than the first day of attendance unless otherwise required. The cumulative record of each child shall include but not be limited to:

- A. name and date of birth;
- B. name, address (home and/or business), and telephone number of parent(s);
- C. names, addresses, and telephone numbers of two (2) persons to contact in an emergency if the parent cannot be located;
- D. name of persons(s) to whom the child can be released;
- E. parent authorization for transportation related to the program.

The health record of each child shall include but not be limited to:

- A. a statement signed by a licensed physician as required by paragraph (A) of this rule;
- B. physician's and dentist's authorization and written instructions to administer prescription medication to a child enrolled in the program;
- C. immunization record as required by R.C. 3313.67, which record shall include immunizations required by R.C. 3313.671 (Policy 5320);
- D. a list of any allergies and treatment for said allergies;
- E. a list of any medications, food supplements, modified diets, or fluoride supplements currently being administered to the child;
- F. a list of any chronic physical problems and any history of hospitalization;
- G. a list of any diseases the child has had;

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- H. names, addresses, and telephone numbers of physician and dentist in case of emergency;
- I. permission of parent for emergency medical and dental care as required by R.C. 3313.712; and
- J. permission of parent for emergency transportation.

The program shall maintain daily attendance records including admission and withdrawal.

The program shall notify parents when a child is injured and maintain a log of injury reports.

Legal

A.C. 3301-37-08, 3301-37-07

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Adopted

September 1, 2008

2280.02 - PRESCHOOL PROGRAM

A written philosophy and goals shall give direction to the program and shall provide a basis for daily operation that shall address the needs, interests, and abilities of each child through quiet and active play.

A written curriculum shall be adopted which describes developmentally appropriate activities, learning environment, and approaches which meet the individual needs of the children and is aligned to the early learning content standards adopted by the State Board of Education.

The program's daily schedule for each age group shall include a balance of both quiet and active play, throughout the day which shall meet intellectual, physical, social, and emotional needs of each child through indoor and outdoor activities. The written daily schedule shall be reflected in actual observation of the program.

A full-day program serving preschool children shall have a nap/rest period reflected in the daily written program. Nap/rest periods shall not exceed one and one-half (1 ½) hours in the daily schedule for any child in a full day program. A quiet space for children who want to rest or nap shall be provided.

A child who attends the center for five (5) hours or more on a given day shall be provided with a mat or cot to rest. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers.

Children's developmental progress shall be reviewed and reported to parent(s) at established intervals. All reporting shall be according to Board of Education policies and procedures concerning grade and progress reports. A conference involving the teacher and parent shall be held at least twice a year.

The program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services, and policies. The handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.

Legal

A.C. 3301-37-03, 3301-37-07

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Adopted

December 13, 2010

2280.03 - PRESCHOOL HEALTH AND SAFETY

The health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children.

The program shall adhere to Board of Education policies and administrative guidelines concerning immunization; emergency medical authorization requirements; providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills (including keeping records of such drills or dismissals); and providing procedures for written notification to parents in the event of a child being injured and maintaining a log of injury reports. Medical and dental emergency procedures shall be posted in each preschool room and by each telephone, and shall be made available to school personnel, children, and parents. Emergency numbers shall be posted by each telephone. Grounds, play areas, and other facilities shall be supervised when scheduled for use by children. First-aid facilities and materials shall be provided.

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

- A. prior to administration, secure the written instructions of a licensed prescriber as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and
- B. each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one (1) year.

All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

Management of Communicable Disease

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as s/he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases.

The following precautions shall be taken for children suspected of having a communicable disease:

- A. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness, or has been exposed to a communicable disease.
- B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
 - 1. diarrhea (more than one (1) abnormally loose stool within a twenty-four (24) hour period);
 - 2. severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

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3. difficult or rapid breathing;
 4. yellowish skin or eyes;
 5. conjunctivitis;
 6. temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 7. untreated infected skin patch(es);
 8. unusually dark urine and/or grey or white stool;
 9. stiff neck;
 10. evidence of lice, scabies, or other parasitic infestation.
- C. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph B of this rule as well as the following:
1. unusual spots or rashes
 2. sore throat or difficulty in swallowing
 3. elevated temperature
 4. vomiting
- D. Programs shall follow the Ohio Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.
- E. A child isolated due to suspected communicable diseases shall be:
1. cared for in a room or portion of a room not being used in the preschool program;
 2. within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 3. made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 4. observed carefully for worsening condition;
 5. discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

The program shall manage communicable diseases in accordance with Policy 8450 and Policy 8453 and AG 8450, AG 8450A, and AG 8453.

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Training shall be provided for all preschool staff in signs and symptoms of illness and in handwashing and disinfection procedures.

The parent or guardian shall be notified immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

The parents of all enrolled children shall be notified when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

All programs must have a procedure regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph B above or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph B above.

In each building in which a program is operated there shall be readily available at all times at least one (1) preschool staff member who has completed a course approved by the State Department of Health in (1) first aid and (2) prevention, recognition, and management of communicable diseases.

The parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

Child Abuse Recognition and Prevention

In each building in which a program is operated, there shall be readily available at all times at least one (1) preschool staff member who has completed a course in child abuse recognition and prevention based on an approved curriculum. Consistent with State law and Policy 8462, preschool staff shall complete at least four (4) hours of in-service training in child abuse recognition and prevention within two (2) years of employment and every five (5) years thereafter.

Diapering/Toileting

The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- A. The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
- B. The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.
- C. If an infant's diapers are to be changed in his/her crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
- D. The central diaper-changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with the manufacturer's guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- E. Any product used during diaper changing on more than one (1) child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.

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- F. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three (3) months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- A. A clean supply of diapers stored in a specifically designated area shall be available at all times.
- B. Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- A. Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
- B. Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed. Diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.
- C. Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven (7) days.
- D. Diapers to be laundered at home or by the program shall be held for laundering for no longer than one (1) day.
- E. Soiled disposable diapers shall be discarded daily.

Legal

A.C. 3301-37-07, 3301-37-11, 3301-37-12

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Adopted

December 13, 2010

2280.04 - PRESCHOOL ADMISSION AND ATTENDANCE

The child's admission, placement, and withdrawal shall be supervised according to established procedures by Madeira Elementary School – Preschool Program.

At least once annually for each group of children in the program, a roster of the name and telephone number of the child and of the child's parent shall be prepared. Upon request, the roster shall be furnished to each parent.

A similar roster of all children in the program shall be prepared and, upon request, made available to each parent with a child in the program.

Prior to including an individual in a roster, a signed statement indicating whether such individual desires to be included in rosters shall be secured from each parent.

The roster may not be furnished to any person other than a parent, except as authorized or required by law (see Policy 8330).

Legal

A.C. 3301-37-07

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December 13, 2010

2280.05 - PRESCHOOL BEHAVIOR MANAGEMENT/DISCIPLINE

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The preschool center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Behavior management/discipline policies and procedures shall provide for the safety, physical, and emotional well-being of all individuals on the premises.

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

- A. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- B. No discipline shall be delegated to any other child.
- C. 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 in a protective hug, so the child may regain control.
- D. 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.
- E. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
- F. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- G. Techniques of discipline shall not humiliate, shame, or frighten a child.
- H. Discipline shall not include withholding food, rest, or toilet use.
- I. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- J. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center shall receive the center's written discipline policy.

All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Legal

A.C. 3301-37-07, 3301-37-10

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Adopted

December 13, 2010

2280.06 - **PRESCHOOL FACILITY**

The program shall be located in a safe and convenient facility and space that accommodates the enrollment, supports child growth and development according to program objectives, and meets the requirements of R.C. 3301.55. The space shall be for the exclusive use of the children enrolled in the preschool program when that program is in session.

The program shall provide written documentation of an annual fire inspection and approval of the facility. Annually means within twelve (12) months of the previous fire inspection.

A phone shall be available while the program is in session.

The indoor space shall include not less than thirty-five (35) square feet of usable, wall-to-wall, floor space for each child.

- A. Such floor space shall not include hallways, kitchens, storage areas, or any other areas not available for the care of children.
- B. Bathrooms shall be included only if they are used exclusively by children enrolled in the program when the program is in session.
- C. Square footage shall determine the maximum capacity or number of children that may be served in the space. Maximum group size shall not exceed the maximum capacity in any given space but maximum group size may be less than the capacity depending upon the ages of children served in the space.
- D. Spaces meeting the required square footage per child may be defined by barriers to serve more than one (1) class/group of children. Barriers must be at least thirty-six (36) inches in height, may be permanent or nonpermanent walls, bookcases, partitions or some similar device used to define the area.

Safe play space, including both indoor and outdoor play space, totaling not less than sixty (60) square feet for each child using the space at any one time, shall be regularly available and scheduled for use.

- A. The surface of the outdoor play space shall be well drained.
- B. The play space shall be free of hazards such as, but not limited to, broken glass, potholes, garbage, flammable materials and other debris.
- C. The play area shall be well defined to protect children from traffic, animals, or other hazards.
- D. Child staff ratios are maintained at all times.
- E. Groups of children are supervised during the use of and traveling to and from the play area.

Programs serving infants and non-toilet trained children shall provide for designated space apart from sleeping quarters so that each infant is allowed to sit, crawl, toddle or walk, and play safely and comfortably according to his/her stage of development.

Handwashing facilities that are located elsewhere may be used when the following requirements are met:

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- A. For the purposes of diaper changing, no more than one (1) child per preschool staff member shall be removed at any time from the space or spaces where the non-toilet-trained children receive care.
- B. The staff member/child ratio requirements of paragraph (T) of A.C. 3301-37-04 (Paragraph (P) of AG 2280) shall be maintained at all times within the space or spaces where the non-toilet-trained children receive care.

Legal

A.C. 3301-37-05

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2280.07 - PRESCHOOL FOOD SERVICES

The program shall be in compliance with Policy 8500, R.C. 3313.81, and R.C. 3313.813.

In addition, the program shall provide meals and snacks in accordance with all of the following:

- A. Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns.
- B. A food source of Vitamin C shall be served daily and a food source of Vitamin A shall be served three (3) times per week either with the meal required by this rule.
- C. Fluid milk shall be Vitamin D fortified. Low-fat, skim, or dry powdered skim milk shall be Vitamin A and Vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.
- D. Lunch shall be served to a preschool child who is in attendance entirely through the hours of eleven a.m. and one-thirty p.m. inclusively.
- E. The snack shall be served during the longest period between meals for children attending four (4) hours or longer.
- F. A choice from two (2) of the groups listed below must be served for snack:
 - 1. meat/meat-equivalent group;
 - 2. bread/bread-alternatives group;
 - 3. milk group; or
 - 4. fruit/vegetable group.
- G. Parents providing snacks shall be provided information on nutritious snack choices.

Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served.

Legal

A.C. 3301-37-09, 5101: 2-12-39, 5101: 2-12-41

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Last Revised

October 17, 2016

2280.08 - PRESCHOOL EQUIPMENT AND SUPPLIES

Indoor and outdoor play space shall contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the preschool children enrolled in the program. Materials and equipment shall be:

- A. maintained in a safe and sanitary condition; and
- B. provided in quantities proportionate to the enrollment.

Furniture, materials and equipment shall meet safety and sanitation guidelines developed by the department Ohio Department of Education (ODE). The following requirements shall be met:

- A. protective mats shall be placed under climbers;
- B. electrical outlets shall be covered when not in use;
- C. space heaters shall not be used in any preschool program unless approved in writing by the building and/or fire official having jurisdiction in the area; and
- D. if electrical fans are used, they shall have protective coverings; shall not be easily tipped over; and shall be placed so that they are not hazardous to children.
- E. cleaning and sanitizing supplies shall be stored out of reach of children.

Play materials to be used in the program shall be arranged so that children may select, remove, and replace play materials with a minimum of assistance.

Adequate and sufficient first-aid supplies as described by the America Red Cross shall be readily available at all times the program is in operation.

One (1) cot or mat shall be available for each child who remains more than five (5) consecutive hours in the program.

Cots

- A. Each cot or mat, with individual bedding, shall be labeled in some manner as to who is assigned to use the cot and shall be for the exclusive use of each child between sanitation procedures.
- B. Cots, mats, and individual bedding shall be thoroughly cleaned with an appropriate germicidal detergent and regularly sanitized before assignment for use by another child.

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A.C. 3301-37-06