



WestPark Academy

Parent and Student Handbook

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WELCOME

Dear Families:

Welcome to WestPark Academy!

On behalf of the staff of WestPark Academy and the Board of Directors, I would like to thank you and your child for entering into a preschool partnership with us. Our program complies with all Ohio Department of Job and Family Services rules and regulations.

Our curriculum is both language-based and play-based. It is aligned with the Ohio Early Learning and Development Standards. Our WestPark teachers assist your child in developing cognitive, pre-academic, social-emotional, and both fine and gross motor skills using a variety of engaging, hands-on learning activities and lessons.

At WestPark Academy, we believe that families are children's first teachers; therefore, we will strive to provide opportunities for all levels of family participation. Furthermore, we highly encourage you to work with our teachers in order to create a strong and supportive learning environment for your child.

We invite you to carefully read and use this handbook as a guide. It will help you to become familiar with our school's policies, procedures, regulations, and activities. We ask you to please keep this handbook readily available for future reference.

If you have any questions or need additional information, please contact us.

Sincerely,

Johnita Pitts, Preschool Director

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PURPOSE

The purpose of WestPark Academy is to provide a safe, comfortable, and enriching environment where each child is respected, nurtured, and encouraged to reach their full potential.

EDUCATIONAL PHILOSOPHY

Preschool can be a series of firsts- first friendships, first challenges, first hopes, first dreams, first experiences, and first successes-to be celebrated by everyone. We believe our parents and guardians are their first and primary teachers who partner with our teachers. The WestPark Academy Preschool program is designed to foster personal, social, emotional, and intellectual growth in a developmentally appropriate, play-based learning environment. Our Curriculum is aligned to the Ohio Early Learning and Development Standards adopted by the State Board of Education. Children will be involved in a variety of engaging activities that include free choice, center-based, and group learning opportunities throughout the day. Our primary goal is to help children build foundations that will help them succeed for a lifetime.

MISSION STATEMENT

At WestPark Academy we provide a safe, loving, curiosity-driven environment where students' needs and differences are recognized and used to help them develop a love of learning as well as preparing our students academically for Kindergarten. We view parents as our partners in the education of their children and welcome opportunities for collaboration.

VISION

We see children as capable, unlimited individuals that look to adults for learning. A skilled and dedicated teaching staff is at the heart of our program, sharing the responsibility to embrace every learning opportunity by committing to our own professional development. We challenge each student to be their very best by being our very best.

LICENSING

WestPark Academy Preschool Program is licensed by the Ohio Department of Job and Family Services. The licensing process requires compliance to inspections by the health, building, fire department, and licensing evaluators from the Ohio Department of Job and Family Services. Our license is posted in the office along with the most recent compliance report. A copy of the most recent or previous reports will be made available upon request.

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

Ohio Department of Job and Family Services

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

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

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

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

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent /guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility 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. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is:
<http://jfs.ohio.gov/cdc/childcare.stm>

It is unlawful for the facility 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, 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

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PRESCHOOL TEACHERS

WestPark Academy teachers are required to have a sincere interest in and knowledge of the growth and development of young children. Our teachers have either been certified or licensed to work with children which includes a state and federal background check. All of our teachers have been trained in First Aid, CPR, the recognition of Communicable Diseases, and the recognition of Child Abuse and Neglect.

PRESCHOOL CURRICULUM

Our curriculum was developed around the development and needs of preschoolers. Creative Curriculum, adopted curriculum, is approved by the Ohio Department of Job and Family Services and is aligned with the Ohio Early Learning and Development Standards. If you would like a copy of the Ohio Early Learning and Development Standards, please ask your child's teacher.

Creative Curriculum provides children opportunities to learn and practice newly acquired skills in the areas of social/emotional development, physical development, cognitive development, and language development in a safe and child-friendly environment.

Through a variety of hands-on experiences, our children learn and development to be productive and life-long learners. Below you will read information regarding these four major components of a child's development.

Social/Emotional Development: A developmental process that allows children to learn the values and behaviors accepted by society.

Physical Development: Developmental processes that are just as important as academic development. They include the movement of large muscles and coordination of small muscles in the hands and wrists to support children's academic development, general health, self-esteem, stress management, and social development.

Cognitive Development: A developmental process which allows children to learn to problem solve by purposely acquiring information, resources, and materials. By gathering and making sense of the information, they learn to think logically. They accomplish this by comparing, contrasting, sorting, classifying, counting, measuring, and recognizing patterns. In addition, by engaging in pretend play, they also learn to represent and think symbolically.

Language Development: A developmental process that allows children to communicate verbally and nonverbally. It also includes listening, speaking, reading, and writing. Children will begin to enlarge their vocabulary, express themselves, understand speech from others, and participate in conversations. They will be exposed to written language that facilitates the understanding of the purpose of print and how it works while gaining knowledge of the alphabet letters, writing, and words.

OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND STATE TESTING

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills necessary for young children. These standards serves as a guide for expectations as children engage and succeed in their preschool experiences.

As a star-rated preschool program participant in Ohio's Step Up To Quality, we follow all mandated screenings and assessments requirements for all of our enrolled preschool students.

Our students are screened using the Brigance Early Childhood Screen III 3-5-year-olds. This screening provides a useful snapshot of your child's development at a particular point in time. This quick and accurate screen allows teachers to measure mastery of early development and academic skills in assessing a child's school readiness.

In addition, our students are assessed and progress monitored using Teaching Strategies Gold Assessment. It allows teachers to conduct authentic observations of students using 38 researched-based objectives for development and learning.

Teachers use the results from the screenings and assessments as a guide for planning, modifying and scaffolding our students various learning experiences.

All screenings and assessment results are shared and discussed with parents/guardians.

Nondiscrimination Policy

It is the policy of WestPark Academy to employ; recruit and admit students of any race, color, gender, ethnic, origin, or religion for all its rights, privileges, programs, and activities.

ENROLLMENT AND WITHDRAWAL PROCEDURES

Pupil admissions, placement, and withdrawal are uniform and consistent for all students

- WestPark Academy will give enrollment preference to students residing in the Dayton Public Schools District.
- Parents or guardians of prospective students must state in writing that they have read and are in agreement with all policies and procedures of WestPark Academy and recognizes that their children will be educated accordingly.

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- Each child attending WestPark Academy shall have a completed JFS01234 Form on file no later than the child's first day of attendance and accessible to the administrator or designee. They will be updated annually.
- Each applicant is to give evidence of emotional stability, a satisfactory behavior record, and social adjustment.
- All immunization records and physical examinations must be in compliance with local health requirements which include the verification of a medical exam within the past twelve months. The statement will be kept on file and updated every 13 months.
- If there are custody papers or arrangements involved with your child, you must provide the school with court papers indicating who has permission to make educational decisions and pick up the child.
- Enrollment of siblings will be given special consideration if the siblings are enrolled during the Family Open Enrollment period held during the month of February each year. Children of faculty members will also enroll during Family Open Enrollment.
- If the school is unable to offer enrollment, families will receive written notification.

An Enrollment Packet may be obtained from the school office during normal school hours 8:00 am-3:00 pm. A non-refundable \$50.00 application fee must accompany all applications for admission.

Admission and Placement

A child is considered to be enrolled in the center only after paid registration fee, the administrator confirmation of the availability of space, and the required paperwork is approved.

All classroom placements will be determined on an individual basis. Students may also be required to participate in special remedial activities.

Parents will be contacted if another parent of a child attending the school asks to receive their contact information.

Staff/Child Ratios and Maximum Group Size

The school will not exceed the following state required ratios for class size:

1:12 Preschoolers (3 years - 4 years old)

1:14 Preschoolers (4 years old until eligible for Kindergarten)

Ratios for preschoolers may be doubled for 2 hours at naptime as long as children are resting on their cots and enough staff members are available to meet the regular staff/child ratio if there is an emergency.

The maximum group sizes are as follows:

24 3 year olds

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Tuition

WestPark Academy charges tuition for preschool students between the ages of 3-5 to attend.

Tuition is paid monthly. The fee for families paying the full-time monthly rate is due on the 1st day of each month. The monthly fee for the preschool age group is \$425.00. If payment is not received by the 5th day of each month the account will be considered delinquent. A late fee of \$20.00 will be charged to each delinquent. If a child is out ill, on vacation, or out due to holidays full payment is still expected. If tuition is not paid on time, parents jeopardize their child's educational opportunity at WestPark Academy. Failure to remain current will result in required withdrawal until all financial obligations have been met. In this event, upon the return of the child, all prior and current payments, late fees, and the following month's tuition will be required. Tuition payments must be paid in cash, or a certified check or money order.

**WestPark Academy is a not-for-profit organization.
Gifts are welcome. All gifts are tax-deductible.**

Withdrawal/Disenrollment

- Arrangements for students' withdrawals should be made in advance (2-week notice) through the school office.
- Parents must complete and sign a withdrawal form.
- All financial obligations must be paid in full, including tuition for the balance of the month.
- School records will be transferred upon receipt of a parental release of records form and payment of all financial obligations. School records will be transferred directly to the school of choice.
- WestPark reserves the right to disallow the return of any student for slow or no pay, repetitive behavior issues, parents not following the signed responsibilities, or any other reason given by the Director.

Programs Days and Hours of Operation

WestPark Academy offers a developmental curriculum for children ages 3 to 5 years old. Our students attend 5 days a week, Monday through Friday.

The hours of our preschool program during the school year are as follows:

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8:00 a.m.-3:30 p.m., Monday through Friday

WestPark Academy observes the following holidays and will be closed:

- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Dr. Martin Luther King Jr.'s Birthday
- President's Day
- Easter
- Memorial Day
- Independence Day

WestPark Academy is committed to your child's safety; therefore, we pledge to keep your child safe and secure in an environment that is staffed by teachers and volunteers who have undergone extensive training of the Disease Management/First Aid/CPR/and Child abuse Prevention Training to ensure that your child is never in any danger or left alone. In addition, we will **ONLY** release your child to you or to your designee person at the dismissal.

In addition, if you are interested in the **AFTER SCHOOL** program,

- Parents **MUST** provide the after school program personnel with written information when someone other than the parent or guardian will pick up the child.
- The cost of the program is \$35.00 per week.

Afterschool Program Schedule:

Academic Program Activity: 3:30-4:30

Dinner/Snack Time: 4:30-5:00

Free Time and Play Activity: 5:00-6:00

Program Calendar and Weather Closings

If the school must be closed due to inclement weather or other emergency situations, the announcement will be made on local television and radio stations and will appear as **Richard Allen Schools**. If an early release due to inclement weather is necessary, parents will be notified by the news media. There will be no before or after school programs on such days.

Transportation

Parents are responsible for transporting their child to and from school daily.

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There is **NO PARKING** on the driveway or directly in front of the driveway. All parking is in the rear or side of the building in the parking lot. Parents who wish to visit the school or bring their child into the building **MUST** park in the rear or on the side as stated above. Parents or a designee must also be available to transport children who must be removed from school due to illness or other circumstances. **Use caution at all times whenever arriving or departing.** Each child will be greeted by a staff member upon arrival and dropped off to staff at the entrance of the building. Staff will escort the child to the appropriate location. Parents are allowed to bring their child into the classroom.

At departure time, parents will meet their child at the school entrance. **No child will be released to any person not authorized by the parent/guardian to pick up the child.** Written authorization must be given to the school in advance of any change of who will pick up a child. Parents will be called to verify any changes in the normal pick up routine of the child.

The School may ask for a picture I.D. to verify identification of any person picking up a child of anyone they do not recognize. Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contracts will be called to transport the child home. Police will be notified if necessary.

The School ensures the health and safety of each child entrusted in our care. The staff is alert to safety needs of the children, and will take necessary appropriate precautionary and preventive measures for the safety of each child.

At times it may be necessary for a child to arrive at the school from another program. If a child is scheduled to arrive and does not, we will first contact the parent to confirm that the child was scheduled to be at the school that day. Then we will contact the program that they were to have arrived from and then consult with the parent to determine further action.

ATTENDANCE, TARDINESS, EARLY DISMISSALS, AND ABSENCES

Students are required and expected to arrive on time each school day. It is disruptive to the educational process for all students when tardy students are admitted after the start of the day. Students **will not be** accepted at school after 9:30 a.m.

Tardiness

If a student arrives after the school day has begun, they are required to report to the school office upon arrival at school. All students who are tardy will receive a tardy slip from the office and the slip must be presented to the teacher for admission to class. If a student is tardy more than 3 times in a 9-week grading period, the parent of the student must meet with the Director to discuss the reasons for the tardiness and how it will be rectified.

Early Dismissals

Students required to leave school before the regular dismissal time must bring a note from the parent or guardian indicating the time they will be picked up, the reason for the early dismissal, and the name and relationship of the person who will be responsible for picking up the student if it is other than the

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parent or guardian. The responsible adult will meet the student in the school office at the designated time and sign the child out of school.

Absences

If a student fails to attend school, he or she will be marked absent for that day.

Parents or guardians are responsible for calling the school prior to 9:00 a.m. when their child is absent. The school will make a reasonable attempt to contact parents or guardians when a student is absent and the school has not been notified in advance.

A child returning to school following an absence of more than 3 days must present a written excuse from the parent or guardian to the office upon returning to school. The excuse must state the reason for the absence. If the absence is for illness, and the student was absent more than 5 days, a written doctor's note is required in order to make sure the student is healthy enough to return to school and that the student is not contagious.

The following are considered excused absences:

- Personal Illness
- Bereavement of an immediate family member
- Verified medical appointment
- Illness in the immediate family

STUDENT DRESS CODE

WestPark Academy believes that neatness and appearance are very important. Consequently, all students are required to wear uniforms.

Parents are responsible for sending their child to school each day with the correct apparel and appropriate grooming. WestPark Academy expects and requires all students to meet the highest standards of dress and deportment. This means suitable appearance at school and school sponsored functions. Careful attention to health and safety standards and a personal presentation that reflects modesty, neatness, and cleanliness are musts.

Hair is to be kept neatly groomed and clean at all times. It should not interfere with vision or the performance of school activities. Hair styles are to be moderate to the head. Boys are not permitted to wear braids.

Uniform grants are available to parents who apply.

Violations of the dress code or personal appearance guidelines will be treated as very serious matters.

For girls the following are acceptable school apparel

- Sailor dress, purchased through the school uniform store.
- Red sweater with the WestPark Academy embroidered on the left side of the sweater, purchased through the school uniform store.

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- Red, white, or blue tights or socks. No footies permitted.
- Blue, black, or brown shoes. Gym, tennis, or bowling shoes are not permitted.

For boys the following are acceptable school apparel

- Blue slacks
- White button down oxford shirts
- Uniform tie purchased through the school uniform store.
- Red sweater with the WestPark Academy embroidered on the left side of the sweater, purchased through the school uniform store.
- Blue, black, or brown shoes. Gym, tennis, or bowling shoes are not permitted.

DAILY PROGRAM SCHEDULE

WestPark Academy’s preschool program is based on the open learning center concept. The daily schedule is setup to allow ample time for the children to participate in the various learning centers, be part of a group of children working together, and explore the outdoors.

Learning Center Time

Children are free to choose a learning center activity, such as role-playing in the dramatic play center, experimenting in the science and discovery center, working on puzzles in the manipulative center, painting in the creative are center, building in the block center, or experimenting with movement in the gross motor center.

The teacher uses this time to work with individual children on skill development or with small groups of children on a particular activity. Children are offered new challenges, asked thought-provoking questions, and encouraged to try new things.

Small Group Time

Children join their teacher for story time which includes movement and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. The teacher also uses this time to present activities that are developmentally appropriate for children in the group. These activities revolve around themes for the week and will include math concepts, language activities, learning about ourselves, etc.

Outdoor Play Time

Outdoor activity is planned daily so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. Preschool staff monitors weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet. A student restricted from outdoor play will require a physician’s note.

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LUNCH AND SNACKS

Parents are required to provide lunch for their child at school. No fast food is permitted.

The center shall:

- (1) Have provisions for safe storage of parent provided food.
- (2) Provide all parents or guardians and staff written nutritional information regarding meeting one-third of the child's recommended daily dietary allowance. A copy of this written nutritional information shall be on file at the center.
- (3) Ensure that no child goes more than four hours without at least a snack if his or her parent fails to send food for the day.

The center shall ensure that:

- (1) Food is not served on bare tables. Food for infants may be placed directly on an individual highchair tray if the tray is removed, washed and sanitized in accordance with appendix A to rule 5101:2-12-13 of the Administrative Code.
- (2) Eating utensils and dishes are suitable for the age and developmental level of the children.

Parents are permitted to provide snacks on a volunteer basis and the snacks are required to meet the specified nutritional value required by the United States Department of Agriculture (USDA). The snack schedule is posted in each classroom.

The breakfast shall meet one-third of the recommended daily dietary allowances as most recently specified by the United States Department of Agriculture (USDA) child and adult care food program child care component. This includes at least one serving of fluid milk, one serving of meat or meat alternative, two servings of vegetables and/or fruits, and one serving of bread or grains. Our snacks shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups.

Birthday Celebrations

Birthdays are a fun and exciting time in every student's childhood experience. These days are nice to celebrate at school but not necessary. Your child's birthday will be celebrated at school by our classroom community. We will sing and dance and your child will receive a small gift or treat from the class.

If you would like to bring in something like cookies, cupcakes, party bags, and beverages that is fine. It is very important that once the date is posted in the monthly newsletter that you let the Director know as soon as possible if you will be bringing treats in. Party hats, balloons, candles, etc. or any other "party items" are **NOT** permitted. There should be no more than (2) visitors in the classroom for the celebration. If you would like to invite specific students to your child's birthday party, it is your responsibility to pass out those invitations. Employees of WestPark are **NOT** permitted to pass out individual invitations. Employees are permitted to pass out invitations to the **entire** class.

If you would like to bring in food items that will disrupt the normal lunch routine I must know **2 weeks** in advance so that I can inform the school office and cafeteria staff.

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TOYS, BOOKS, GAMES, BLANKETS, or OTHER PERSONAL ITEMS BROUGHT FROM HOME

If your child is having difficulty making the transition from home to class, it may be helpful to bring toy/item from home. It is very easy to lose a child's toy/item in a group setting. So once your child has adjusted, he/she will be encouraged to leave the item in his/her locker/bookbag. Items should be marked with child's name.

On special occasions, toys from home will be encouraged in order to promote a certain theme. At these times, a note will be sent home beforehand. Weapon toys are **NOT** permitted at school.

TRANSITION

WestPark Academy follows the academic year when transitioning children. Preschool age children who attend summer enrichment and remedial sessions will have the opportunity to acclimate to their new groups the last two weeks of August. When children transition into another age level, staff will schedule a special meeting with parents or guardians to review the transition, offer suggestions for success at the next level, provide all relevant materials, and answer questions. Upon written permission from the parents, children may be permitted to visit the next older age group for transitioning purposes. Staff/child ratios will be maintained. The signed transition agreement will be made available in the classroom. When the transition begins, parents and guardians will receive regular information about their child's progress. Transition of children from any group is a collaborative effort between parents or guardians, staff, and the director.

CONFERENCES

Parent-Teacher Conferences are scheduled in the fall and spring. Conferences are held to report on a child's progression and progress according to the Ohio Early Learning and Development Standards and skills attained according to the Gold Assessment which is aligned to the Ohio Early Learning and Development Standards. Additional conferences in relation to your child's progress and development may be scheduled upon request by the parent or the child's teacher.

PICTURES

School pictures are taken each year on a scheduled basis. Parents will be notified of the date and time of school pictures. In addition, pictures may be taken during the year for promotional purposes. Parents must sign a Photo Release form to permit their child's picture to be taken and used by the school.

PARENT PARTICIPATION POLICY

Parents are encouraged to be an active participant in our school community. Volunteers are encouraged to come in and assist within the classroom as well as throughout the school building.

Parent Association Meetings are another great way to stay involved in your child's school experience. These meetings always include beneficial information on a variety of educational and developmental topics. I encourage you to attend all of these meetings. Please understand that your attendance is

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mandatory at 2 of the 4 meetings. Failure to attend at least 2 meetings will **result in the denial of re-enrollment** for the following school year.

Parent Association Meetings are held the **1st Wednesday** during the months of **October, December, February, and April**.

PARENT CONCERNS

Parents are encouraged to ask questions about the school's policies for a full understanding about the policies. Parents must first direct their concerns or questions to the classroom teacher in person. Unresolved issues must be brought to the attention of the director in person. A written request for possible review of the situation may be submitted to the district office if steps one and two do not resolve the situation.

DISCIPLINE POLICY

At WestPark Academy, we believe the goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Our teachers recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. Therefore, we have well-planned and supervised classrooms where clear and responsible rules are established for each child's safety and rights. We review and discuss classroom rules on a continually basis and share them with parents.

In the classrooms, teachers encourage and engage in problem-solving techniques where they act as a facilitator, helping children express feelings and generate solutions, as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation, and praising the child for appropriate behavior. Our teachers will also intervene quickly to ensure children's safety. More serious behavior problems will be put into a behavior management plan that will be in writing and signed by the parent or guardian.

No employee shall abuse, endanger, neglect, utilize physical, mental, or emotional punishment, restrain, lock up, confine, verbally abuse, withhold food, toileting, or snacks, or isolate children. Immediate dismissal will result in case of employee violations.

WestPark Academy reserves the right to remove a student from its program upon the display of serious or repetitive behaviors.

MANAGEMENT OF COMMUNICABLE DISEASES/SIGNS and SYMPTOMS OF COMMUNICABLE DISEASES

Students suffering from contagious diseases will not be permitted to attend school and will be sent home immediately. Students may not return to school until the illness has been cured. Prior to returning a child to school, parents must provide written notification from a licensed physician indicating the student no longer suffers from a contagious condition. If your child is ill (flu, severe cold, stomach ache,

physical injury, or sprain), please do not send him or her to school until the condition is not likely to infect or affect others and the child is physically able to participate in school programs and activities.

REMOVAL OF A SICK CHILD

The school provides a clean and healthy environment. However, we realize that children become ill from time to time. We will observe all children as they enter the school to quickly assess their general health. We ask that parents not bring children to school if they are sick. They will be sent back home.

A child experiencing the following symptoms will be immediately isolated and discharged to the parent or the emergency contact:

- Temperature of 100 degrees or above
- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent 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 an 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.

A preschool child isolated due to suspected communicable disease shall be:

- Within sight and hearing of a staff member at all times.
- Cared for in another room or portion of a room away from other children.
- Provided with a cot and made comfortable. After use, the cot shall be sanitized with an appropriate sanitizing agent if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with hot, soapy water and sanitized with an appropriate bleach solution which is prepared on a daily basis, or other acceptable disinfectant solution which is environmental protection agency (EPA) rated as hospital disinfectant with a label claim for mycobactericidal activity.
- The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease.

MEDICAL PERMISSION STATEMENT

If a child becomes ill or is injured while at school, the school must be able to contact a family member as outlined. A Medical Permission Statement must be completed at the time of enrollment. This procedure will be followed only when an illness or injury requires immediate attention. The school will make every effort to reach a family member and will resort to making a judgement according to the perceived nature of the problem.

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MEDICATION DISTRIBUTION

For prescription medication, food supplements, and modified diets: WestPark shall secure and follow the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication or a licensed dentist on the JFS 01217 "Request for Administration of Medication form". All instructions on this form will shall be followed. The center shall also secure written instructions from the parent or guardian on the form. A prescription label may serve as written instructions for medication and food supplements as long as the following are met:

- The label contains the child's full name, a current date (within the previous twelve months), the exact dosage to be given and the means of administration.
- The prescription label is attached to the original container.

Nonprescription fever/pain reducing medications that do not contain aspirin or cough or cold medications that do not contain codeine may be administered by the center without written instruction from a licensed physician, if the following are met:

- The center secures and follows written instructions from the parent or guardian on the JFS 01217 and instructions do not exceed manufacturer's recommended dosages.
- Medication in the original label is attached. The label must specify appropriate dosages based on the child's age or weight.
- The full name of the child who is to receive the medication is printed on the container.
- The center administers the medication for not more than three consecutive days within a fourteen-day period, unless under written instructions from a physician.

Centers may apply non-prescription topical products or lotions if the following are met:

- The center shall secure written instructions from the parent or guardian on the JFS 01217. The form shall be valid for no longer than twelve months.
- The center shall follow manufacturer's guidelines regarding application.
- When used for skin irritations (i.e. diaper rash), the topical product shall be applied by the center for no longer than fourteen consecutive days at any one period of use.

When administering medication, food supplements, or modified diets, the center shall:

- Assure that the medication, food supplements, or modified diet is not administered for any period of time beyond the date indicated by the physician, advanced practice nurse certified to prescribe medication, or a licensed dentist for twelve months whichever comes first.
- Designate individuals who will administer prescription and non-prescription medication. Any staff member may apply non-prescription topical products or lotions as a preventive measure.
- Verify each administration of application of medication by documenting it on the JFS 01217. Application of non-prescription topical products or lotions used only as a preventive measure do not need to be documented.
- Assure that dosages administered by the center do not exceed prescribed dosages or manufacturers' recommended dosages.
- Assure that a separate form is used for each medication to be administered.
- Assure that completed forms be kept on file at the center for review by the Ohio Department of Job and Family Services for at least one year following the administration of the medication, food supplement, or modified diet.

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When storing medications, the center shall:

- Assure that all medications and food supplements are given directly to center personnel for immediate safe storage, except that an inhaler or medication may be available to a school child with a special health condition in an emergency in accordance with the center's policy as required in rule 5101:2-12-30 of the Administrative Code.
- Assure that all center personnel are made aware of all school children who have immediate access to personal inhalers and that a JFS 01217 is completed for all school children who have immediate access to personal inhalers.
- Refrigerate medication as needed immediately upon arrival at the center and store in a separate container to prevent contamination with foods.
- Keep medications out of the reach of children.
- Remove all medications from the center when no longer needed or if the label indicates that the medication has expired.

EMERGENCIES/ACCIDENTS

In the event of a medical emergency, the school will:

1. Administer First Aid.
2. Call 911.
3. Notify parents and ask them to meet a school representative at the hospital or doctor's office.
4. Bring the child's emergency medical records to the hospital or doctor's office.
5. Send a school representative with the child to the hospital or doctor's office and remain with the child until parents or guardians arrive.
6. Complete written Incident/Injury report.
7. The school will not transport a student to a doctor's office or emergency facility.

The school has devised several procedures to follow in the event that an emergency would occur while a child is in the school's care. In the event of a fire or tornado, staff would follow the written instructions posted in each classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the center does conduct monthly fire drills and periodic tornado drills. Should we need to evacuate due to fire or weather conditions, or the loss of power, heat or water to the center, our emergency destination is the gymnasium 1 block east of the center's location. If the immediate area must be evacuated, we will evacuate to the school building at the corner of Salem and Edgewood Avenue. A sign will be posted in front of the school indicating that we have been evacuated and the location where you can pick up your child. The school will also make every attempt to provide a "Parent Square Message" to parents.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will: secure the children in the safest location possible, contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

Staff members have received training in First Aid/ CPR and Communicable Diseases. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury/illness would be more

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serious, first aid would be administered and the parents or guardians would be contacted immediately to assist in deciding an appropriate course of action. If any injury/illness is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital.

An incident/ injury report shall be completed by the child care staff member in charge of the child when the following occur:

- An illness, accident, or injury which requires first aid treatment; or
- A bump or blow to the head; or
- Emergency transporting; or
- An unusual or unexpected event which jeopardizes the safety of children or staff, such as a child leaving the center unattended.

The center shall document the incident/injury on the JFS 01299 "Incident/Injury Report". The completed report shall be given on the day of the incident/injury to the parent, guardian, or person picking up the child from the center. In situations requiring emergency transportation, the incident/ injury report shall be available at the center for the parent or guardian within at least twenty-four hours following the incident/injury. Copies of the incident/injury report forms shall be kept on file at the center for at least one year, and shall be available for review by the director's representative.

Notification of incidents to the licensing office: the center administrator or designee shall speak with a representative from the appropriate licensing office within twenty-four hours during the week or within forty-eight hours if the incident occurs on a weekend or holiday in the event of any of the following:

1. Death of a child at the center.
2. Serious incident, injury, or illness to a child as defined in paragraph(C) of rule **5101:2-12-34** of the Administrative Code.
3. An unusual or unexpected event as described in the paragraph above.
4. Written notification shall follow the twenty-four-hour verbal notification and shall be on the JFS 01299. This form shall be faxed, mailed, or scanned and emailed or submitted online to the licensing office within three business days from the occurrence.

**WestPark Academy
PARENT AGREEMENT**

Every child accepted by WestPark Academy must be able to and continue to:

1. Separate willingly from family members or the duration of the school day.
2. Take direction from WestPark Academy staff members.
3. Communicate verbally.
4. Use restroom facilities independently and be fully toilet trained.
5. Demonstrate motor skills.
6. Dress independently.

The parent or guardian of a child accepted by WestPark Academy must be able to:

1. Bring the child for screening, testing, and interviewing before enrollment.
2. Transport the child to and from school daily. Parent or designee must also be available to transport children who must be removed from school due to illness or other circumstances.
3. Adhere to the school schedule as well as the occasional necessary cancellation of school.
4. Adhere to the school schedule for arrival and dismissal times.
5. Ensure that the child meets all immunization requirements for the State of Ohio and all school requirements if the child has special health needs.
6. Keep the child at home if he or she has a communicable disease or has a temperature of 99 degrees or higher.
7. Attend all Parent Association meetings or send a designated representative.
8. Purchase the required uniform and school supplies of WestPark Academy and ensure that the child is in uniform each day of class.
9. Attend all parent/teacher conferences.
10. Meet all financial obligations.

The purpose of WestPark Academy is not only to educate but to strengthen each child's ability to learn. Students who enter the school are expected to continue their elementary education at Richard Allen Schools.

Any violation of these terms may result in your child's removal from the school.

Refusal to sign this contract will automatically disqualify your child from WestPark Academy.

I have read the above and understand the content of this information as explained during the orientation meeting with the WestPark officials. I agree to these terms.

Parent/Guardian Name-Please Print

Child's Name

Parent/Guardian Signature

Date

Signature of School Official

Date

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Acknowledgement and Good Faith Commitment

I/We hereby acknowledge that we have received and carefully read a copy of the WestPark Academy's Parent and Student Handbook.

I/We agree to willingly accept and faithfully abide by all rules, regulations, policies, and procedures as stated in the handbook, and we will make a good faith effort to adhere to both the spirit and the letter of the expectations contained therein.

Mother or Guardian Name: _____ Date: _____
(Please Print)

Mother or Guardian Signature: _____ Date: _____

Father or Guardian Name: _____ Date: _____
(Please Print)

Father or Guardian Signature: _____ Date: _____

Student Name: _____
(Please Print)

Please sign and date this commitment page and return it to the school.