

TROY REC

The Troy Recreation Association, located in downtown Troy, has been serving the community since 1941. With a primary emphasis on youth, the Rec offers programming for the whole family including junior high and high school dances and game room, indoor soccer, dance classes for adults, fitness classes for children, before and after school care for elementary students and preschool programs for the little ones. Check out our web site for activities that your family might enjoy!

The Rec is generously supported by the United Way and the City of Troy and receives annual support from the Duke Foundation. Without the patronage of organizations, businesses and individuals in this gracious community, non-profits would cease to exist. Our most sincere thanks go out to those who continue to help us make these program available to our citizens, big and small.

Troy Recreation Association
11 North Market Street
Troy, Ohio 45373
(937) 440-9805
janitandsosin@bizwoh.rr.com
Web: troyrec.com

Troy Recreation Association



Smart Start Preschool

Where bright futures begin

Parent Handbook

.....

11 North Market Street
Troy, Ohio
937-440-9805
troyrec.com
janitandsosin@bizwoh.rr.com

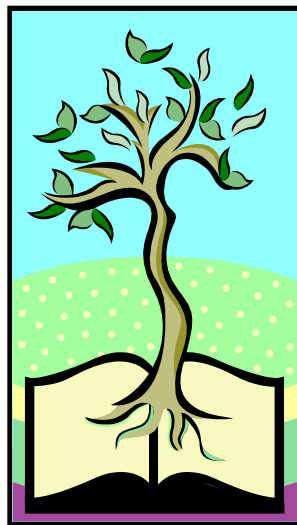
Troy Recreation Association
Smart Start Preschool Program
11 North Market Street
Troy, Ohio
937-440-9805

The Troy Rec has been in the business of taking care of children since 1994. Smart Start Preschool is a natural outgrowth of our long-running and successful Before and After School Program. Providing a preschool enrichment experience for 3-5 year olds, we anticipate that the Smart Start Preschool will continue the tradition of meeting the educational and social needs of children. Both of these programs are licensed by the Ohio Department of Jobs and Family Services according to the regulations set forth for Child Care programs.

The center's licensing record, including copies of compliance report forms from the Department of JFS and evaluations forms from the fire, building, and health department are available upon request from the Department of JFS. The license for operation is posted in the entry to the group area for your convenience as well as the most recent compliance reports.

Child day care laws and rules are available online at www.ohiodjfs.com for your review at any time. If you believe that the program is in violation of the licensing rules, the Ohio Department of Jobs and Family Services offers a toll-free complaint number for your convenience. (1-800-686-1581)

Your suggestions, comments and criticism are welcomed by the program staff at all time. Please let us know what you like and what you don't! As parents ourselves, we understand the importance of the trust you place in us as teachers and caregivers. We take our commitment to your family seriously and work to ensure that this is the kind of place that we would want to leave our own children.



Medical and Dental Emergencies

All parents must sign a statement authorizing program staff to transport their child to a hospital to obtain medical care in case of an emergency. Further, parents should provide a current telephone contact number at all times. If neither parent can be reached in an emergency, the authorized emergency contact person will be called.

If the nature of the emergency requires immediate medical attention, program staff will call 911 to request an ambulance. If the child is transported by ambulance, a program staff member will accompany the child to the hospital until parents arrive.

In the event of an emergency, one staff member will take care of the sick or injured child, and the other staff member on duty will assume responsibility for all other children until help arrives. Staff members will remain calm and try to answer questions other children may have in a manner that is reassuring and soothing.

If parents refuse to grant permission for emergency transportation, children may be excluded from care.



Outdoor Play

Children will not be taken outside on a regular basis during the preschool time. Gross motor play will be scheduled in the downstairs gym on a daily basis.

Licensing Record

The licensing record for the center is on display in the activity room on the bulletin board.

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit www.jfs.ohio.gov/cdc/families.stm.

Child Abuse and Neglect

It is the goal of this program to provide a safe and nurturing environment for each child. Children shall not be abused or neglected while under the center's care. Further, child care staff members are mandated by law to report any suspected child abuse or neglect to the Miami County Children's Services or the Troy Police Department.

Staff Illness

Staff members showing signs of communicable disease will not be allowed to work with children. In the event that a staff member becomes ill during working hours, a sub will be called in to take over.

Assessments

Teaching staff will assess children’s knowledge and progress at the beginning and the end of the year. The results of these assessments will be given to parents in the student portfolio and discussed with parents at the spring conference.

Special Needs

Children who require special medical or educational attention will be admitted to the center only with the approval of the Program Director and the attending physician.

Children whose special needs are identified after admission to the program will be referred for evaluation immediately to ensure that the specific needs of the child can be met in the program environment.

Medication Administration

In order for our staff to administer medication, parents must complete a Medication Authorization form. All medication brought into the program will be in the original prescription bottle which is clearly labeled with the child’s name, medication name, dosage requirements, and prescribing physician’s name.

Over the counter medication not containing aspirin or codeine may be administered by program staff without a doctor’s note if it is in the original container with the original label that specifies dosage based on the child’s age or weight. The full name of the child must be printed on the container. The center will not administer the medication for more than three consecutive days at a time. The parent must give the center written instructions for dosage, not to exceed label recommendations.

Topical products may be applied provided the parent gives written application instructions in keeping with the manufacturers’ guidelines. Products may not be used for longer than fourteen consecutive days.



Immunizations

Children must have an immunization record and medical form signed by the doctor on file. Children whose immunizations are not current must have an exemption on file.

Table of Contents

| | |
|------------------------------|---------|
| Our Purpose | Page 4 |
| Program Description | Page 4 |
| Fees | Page 5 |
| Meals and Snacks | Page 5 |
| Registration and Acceptance | Page 5 |
| Ratios | Page 5 |
| Parent Access | Page 6 |
| Safety | Page 6 |
| Supervision | Page 6 |
| Emergency Procedures | Page 6 |
| Release of Children | Page 7 |
| Withdrawal from Program | Page 7 |
| Arrival and Dismissal | Page 7 |
| Fire Safety | Page 7 |
| Discipline | Page 8 |
| Illness | Page 9 |
| Staff Illness | Page 10 |
| Medication Administration | Page 10 |
| Special Needs | Page 10 |
| Child Abuse and Neglect | Page 11 |
| Medical and Dental Emergency | Page 11 |
| Parent Roster | Page 11 |

Program Information

Our Purpose

Our goal is to educate the whole child. We also believe that play is the work of children. Through an experience-rich environment, we seek to develop the physical, emotional, social, and educational well-being of each student.



Program Description

Using classic children’s literature like Goodnight Moon, Brown Bear, Brown Bear, and Where the Wild Things Are, we will lay the foundation for literacy and higher learning. These are a few of the goals we will strive to meet:

Language:

- * Recognizing alphabet/phonetic sounds
- * Listening to stories and retelling them
- * Rhyming words

Math/Science:

- * Calendar and number line
- * Patterning and sequencing
- * One-to-one matching
- * Experimenting and classifying
- * Number identification and ordering

Social Studies/Skills:

- * Multicultural studies
- * Playing table games with rules
- * Learning to take turns

Class schedules

Threes and Fours (W/F)

9-11:30

12:30-3:00

Fours and Fives(M, T, Th)

9-12:00

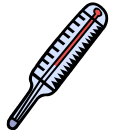
12:15-3:00

Illness

In order to maintain a healthy environment, we ask that you do not send your child to this program if he is showing signs of an illness. If your child becomes ill during program hours, you will be contacted to pick him up. Ill children will be isolated in the Director’s office until parents arrive.

All children will be visually screened upon arrival for any apparent symptoms of contagious disease. Children demonstrating any of the following symptoms will be sent home:

1. Axillary temp over 100
2. Unusual rash that is contagious or symptoms of measles, hepatitis, mumps, scarlet fever, or strep infection.
3. Persistent or severe vomiting or diarrhea
4. Head lice, scabies, ringworm, impetigo or any other untreated skin or scalp infection
5. Conjunctivitis—red watery eyes or thick yellowish discharge from the eyes
6. Difficult or rapid breathing or severe coughing
7. Yellowish skin or eyes
8. Unusually dark urine and/or grey or white stool
9. Stiff neck or difficulty swallowing
10. Child does not feel well enough to participate in program activities



Mildly ill children who are experiencing minor common cold symptoms, but who are not exhibiting any of the aforementioned symptoms will be cared for provided they are well enough to participate in program activities. If a mildly ill child begins to demonstrate symptoms of a more serious communicable disease, the parent will be notified immediately and asked to pick up their child.

Children with communicable disease will not be readmitted without a note from the attending physician which states that the child is well enough to return to group care or:

1. An antibiotic has been given for 24 hours for a known infection
2. Vomiting and diarrhea and fever has subsided for 24 hours
3. Child feels well enough to participate in activities
4. Chicken pox lesions are all crusted over, usually after 5-6 days
5. Treatment for scabies or lice has been completed and nits have been removed
6. Conjunctivitis has diminished to the point that the eyes are no longer discharging

Parents will be notified by email of any known communicable disease to which their child has been exposed. Staff members will be trained every three years to detect signs and symptoms of communicable diseases in children. This training includes lessons on classroom sanitation, food handling procedures, and communicable diseases in the child care setting.

Discipline

This program will operate in a manner that is respectful of the rights of all children. Positive methods of discipline will be used to guide children's behavior in accordance with general rules of conduct. These rules are as follows:

- Take care of yourself
- Take care of others
- Take care of our things

Program staff will be trained in the use of appropriate discipline methods annually. Only program staff may discipline children. Discipline may not be delegated to older children or volunteers in the program.



Interesting and stimulating activities, as well as indirect means of guiding behavior will be used to decrease the need for direct guidance whenever possible. Acceptable guidance techniques include talking with the child, temporarily removing the child from stressful situations, and limiting the children's participation in some activities. Program staff will speak kindly, but firmly and give children directions for acceptable behaviors. If necessary, children will be taken by the hand and redirected to an acceptable activity. Positive reinforcement will be used as much as possible by praising the children for exhibiting acceptable behavior.

The following actions are strictly prohibited:

Any humiliating or frightening punishment such as spanking, slapping, hitting, pinching, shaking, biting, or any form of physical punishment; verbal abuse, profane language, threats or derogatory remarks about the child or his family; binding or tying to restrict movement, or placing the child in a confined space such as a closet, locked room or box; withholding snacks or meals, rest or toilet use. Children will not be disciplined for failure to eat or toileting accidents.

If any disciplinary incident should occur which does not comply with this rule, the center shall prepare a report for the parent's signature on the day of the incident. Staff members who violate the written discipline policy will be terminated.

Appropriate discipline will be administered in a manner that is respectful of the rights of all children. The guidelines set forth in this handbook must be followed by ALL adults on site, including parents.

If a child's behavior is out of control, or if a child's behavior is consistently difficult for program staff to manage, the parent will be contacted to arrange a meeting with the Program Director. Together, the parents, child, and program staff will find solutions for challenging problems.

The Program Director reserves the right to require parents to withdraw the child if the behavior becomes a danger to program staff or other children/parents in the program.

Fees



Fees for preschool will be determined annually and approved by the Troy Rec Association Board of Directors. Fees may be paid on a weekly, bi-weekly or monthly basis, but must be paid by the beginning of the week for which service was provided. Fees that are not paid by the first day of the week for which service is provided may be assessed a late fee of \$5.00 per week until paid. Fees are not waived for absent days when the center is open as normal.

A \$25 per family registration fee will be charged annually and must be paid at the time of registration.

Snacks

A snack will be served as a part of the preschool program. If your child has food allergies or requires a modified diet, please see the Program Director.

Calendar

The preschool program closely follows the Troy City School schedule. If school is closed, preschool is cancelled. If school is only delayed, preschool will operate as scheduled.

Ratio

The staff to child ratio for preschool age children is 1:12 as prescribed by the Ohio Department of Jobs and Family Services. At Smart Start Preschool, we strive to keep our ratios well under the state requirements in order to provide the most personal and high quality enrichment experience available for preschoolers in this area. With two teachers and only 12 children, we can provide each child with more individualized attention than you'll find elsewhere.

The differences in abilities vary widely in children in the preschool age group. Beginning assessments will help us determine the specific developmental needs of each child that will be addressed through the instruction given each week. One on one instruction will be regularly given to help each child achieve the educational goals set forth for the class.

Acceptance and Registration

Children will be accepted into this program regardless of race, color, sex, national origin, religion, or familial status. Upon registration, parents must complete all required forms, pay the registration fee, read and understand the parent handbook and meet with the Program Director.

Sample Schedule

Arrival and playtime
Restroom/clean up
Circle Time
Table Activities
Big Muscle Play
Dismissal

Parent Access and Participation

Parents are welcome to visit the program at any time for the purpose of contacting their children, evaluating the program, or participating in activities. Children benefit the most from our program when parents and staff communicate regularly in both formal and informal conversation. By working together, we can design a program that will respond to the individual needs of your child. Conferences between staff and parents can be provided upon the parent's request to discuss their child's progress, needs, or to exchange information about the program as well as a scheduled conference once per year.

Safety

A working telephone will be available for use at all times. Parents will be contacted in the event of any emergency involving their child.

Facilities and equipment will be maintained in a manner that ensures the safety of all children in the program. In the event that a piece of equipment is deemed unsafe, it will be placed off limits until the necessary repairs can be made. In accordance with ODJFS regulations, no aerosol cans will be sprayed when children are in the building.

Supervision

Children will not be left unsupervised at any time. Children who need to leave the group area to use the restroom will be supervised by a staff member.

Children will be signed in and out by a parent upon arrival and departure. Please refer to the next page for our policies regarding the release of children and dismissal policies.



General Emergency/Lock-Down

In the event of an emergency, a plan is posted on the kitchen bulletin board. For tornado warning, children will be taken to a downstairs room in a protected area of the building. In the event of a fire, children will be taken outside the building to the parking lot by way of a primary or secondary evacuation route. In the case of a general emergency, the building will be locked down by the staff, 911 will be called and parents will be notified as soon as possible. Drills on these procedures will be performed regularly.

Fire Safety

The center will conduct monthly fire drills at varying times throughout the month to teach the children appropriate fire evacuation procedures. In each room, an emergency plan for fire and weather alerts will be posted. This plan denotes the evacuation routes to be used.



Release of Children

For your child's safety, he will not be released to anyone other than the parent, custodian or legal guardian without prior permission from you. Custodial parents must supply a court order granting sole custody if the non-custodial parent is to be denied admission to the program or release of the child.

Arrival Policies

Preschool aged children sometimes have difficulty separating from parents. We find it easiest for parents to say a short, confident goodbye and then proceed to leave. In the event that a child has severe separation anxiety, we will discuss other ways to make this transition less traumatic for the child.

Dismissal Policies

Due to the limited amount of parking in the downtown during the lunch hour, we will try to make the dismissal time more streamlined for your convenience. At the end of the preschool day, children will be brought to the downstairs gym for easy pick up.

Withdrawal From Program

Smart Start Preschool is offered as a full year program. While we understand that occasionally circumstances arise that preclude a family from participating for a full year, we ask that you give a minimum of two weeks notice if you must withdraw your child.

Field Trips

Field trips are a fun part of the preschool curriculum. When these trips are planned, parents will be given plenty of notice and separate permission slips will be completed each time. Often, parents and siblings will be invited to join us on these outings. We hope that you'll take this opportunity to share in these experiences with your child.

