



# Parent Handbook

2023-2024

8639 Columbia Rd  
Maineville, OH 45039  
513-677-2288

Ohio Department of Job and Family Services  
**CENTER PARENT INFORMATION**  
**REQUIRED BY OHIO ADMINISTRATIVE CODE**

The center 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 Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

\*Any parent, custodian 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.

The administrator's hours of availability and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, are available for review upon written request from the Ohio Department of Job and Family Services.

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

**Write or Call:**

HHS  
Region V, Office of Civil Rights  
233 N. Michigan Ave. Ste. 240  
Chicago, IL 60601  
(312) 886-2359 (voice)  
(312) 353-5693 (TDD)  
(312) 886-1807 (fax)

ODJFS  
Bureau of Civil Rights  
30 E. Broad St. 37Th floor  
Columbus, OH 43215-3414  
(614) 644-2703 (voice)  
1-866-277-6353 (toll free)  
(614) 752-6381 (fax)  
1-866-221-6700 (TTY) or  
(614) 995-9961

# Lakeview Preschool

2023-2024



**Director:** Kim Goodwin

**School Office**  
513-677-2288

**Website**  
[lakeviewucc.com/preschool](http://lakeviewucc.com/preschool)

**Email**  
[lakeviewpreschool123@gmail.com](mailto:lakeviewpreschool123@gmail.com)

**Fax**  
513-683-2032

**Hours of Operation: Sept-May**  
8:15am - 3:15am M-F

# Lakeview Staff

Kim Goodwin, Director

Staff for 2023-2024

Kathy Abrell  
Cori Adams  
Elizabeth Burge  
Kathy Butz  
Mariella Capmany  
Susan Carroll  
Joyce Clem  
Melissa Doll  
Cathy Fears  
Abby Gunter  
Casie Hicks  
Amy Howard  
Sarah Hughes  
Tatum Kenter  
Casandra Lapham  
Jackie Lawrence  
Maddy Lascano  
Melissa Mackey  
Ann Scholl  
Bri Schumacher  
Sharee Townsend  
Donna Zaso



(current as of (7/1/2023))

# Preschool Calendar 2023-24

May 8, 9, 10  
May 20, 21  
May 20, 21

Mother's Day Celebrations  
Last Day of School for Students  
Graduation for Preschoolers

June

Summer Camp (TBA)



Looking forward to a great year! Kim Goodwin

# Preschool Calendar 2023-24

August 28-August 31	Teacher Work Week
August 30 and August 31	Ice Cream Socials
September 5, 6, 8	First Day of School
September 20, 21, 22	School Pictures Taken
September 25	Cookie Dough Fundraiser Starts
October 2	Field Trip to Blooms and Berries
	MWF Stars, Rockets, MW Owls, Little Owls
October 3	Field Trip to Blooms and Berries
	T/Th Stars, Sunshines, Bumble Bees, Owls
October 4	Field Trip to Blooms and Berries
	MWF Bumble Bees, Sunshines, Rainbows
October 10, 11, 12, 13	Lunch Bunch Begins
October 18, 19	Dad's Carving Night
October 27, 30, 31	Halloween Parties and Parades
November 7	Teacher Inservice/No School
November 15, 16	Parent/Teacher Conferences
November 20-24	Thanksgiving Break
December 15, 18, 19	Christmas Parties
December 20-January 5	Christmas Break
January 8	Classes Resume
January 16, 17, 18, 19	Lunch Bunch Begins
January 11	Open House for New Families
January 15	Martin Luther King Day-No School
January 16	Enrollment for Returning Students, Siblings, Alumni
January 18	Open Enrollment for New Families
January 22	Enrichment Classes Begin
February 8	Teacher Inservice/No School
February 9, 13, 14	Valentine's Day Parties (check class calendars)
February 19	President's Day-No School
March 5	Kindergarten Information Night
March 6, 7	Parent Teacher Conferences
March 20, 21, 22	In School Easter Parties
March 25-April 1	Spring Break
April 2	Classes Resume
April 18	Art Show Basket Fundraiser

We have additional events throughout the year. You will be notified via class calendars , monthly school newsletter and/or Facebook.

## Staff Information

Our director is well qualified with both educational and practical experience in Early Childhood Education. The teachers meet specific educational requirements, and the director works closely with the staff to maintain the high standards of the preschool. All personnel participate in workshops and continue their professional growth in the field of Early Childhood Education.

The staff is trained in first aid, recognition of communicable diseases, CPR, identification of child abuse and hand washing/ disinfectant procedures by the American Red Cross, a registered nurse or emergency medical technician or by qualified trainers approved by the State of Ohio. We are proud of our teaching staff and know that they will enrich the lives of each student in their class.

At times substitute teachers are needed. Be assured they will work to continue the program with little disruption to your child.

### Preschool Board

School policies, budgets and procedures are set by the preschool board which is comprised of parent representatives, the Director, Assistant Director, Treasurer and Community Representatives.

# Philosophy

## Mission

Lakeview Preschool encourages the development of the entire child - physical, intellectual, emotional, and social through a stimulating and caring atmosphere.

## Goal

We accept each child as a unique person and because our emphasis is on the individual, our class size is limited. Lakeview Preschool offers a program based on established principals of Early Childhood Education and the objectives of Christian education. It provides an atmosphere of love and acceptance with many varied experiences in which children learn to play and work with others under the guidance of loving teachers. We strive for the following:

**Social Growth** - To help children learn to interact positively with other children and adults in a group setting.

**Emotional Growth** - To help children understand their feelings as well as those of others and ultimately to develop positive self concept.

**Mental Growth** - To motivate children to find pleasure in learning about themselves and their environment through exploration and achievement at individual development levels.

**Spiritual Growth** - To help children grow in the knowledge and love of God and to understand the meaning of values in their daily lives.

# School Directory

## School Directory

Each year we publish a school directory that includes parent and student names, addresses and phone numbers. Each family receives a copy of this directory shortly after the start of the school year. A permission form to publish parent/student information is included in the registration packet and the orientation green folder. **Notify both the director and the classroom teacher immediately if there is a change in your address or telephone number.**

## Playground /Outdoor Safety

The playground will be available to the parents and children after school hours. During the school day, one group of children will be allowed on the playground at a time. Additional outdoor activities will be planned on the campus. These are the playground rules we will follow:

1. Do not climb on top of playhouses.
2. Never throw mulch.
3. Only go down the slide on your bottom, not on your stomach.
4. Wait your turn when coming down the slide, only one at a time.
5. Do not climb on the fence or run on the bridge.
6. Do not use equipment when wet.
7. No jumping off of platforms.
8. Please return toys to toy chest on the playground.
9. Keep the gates closed to keep animals out and children in!
10. Have fun!



# Off site Activities

## Off Site Policy

The Lakeview Preschool teachers will schedule field trips for their classes when they believe opportunities outside the school would enhance their yearly objectives. Prior to the day of the field trip, parents will be given information describing the excursion with written permission requested.



1. All Field Trips meet and occur off site. There is no provision for that class to have a regular session at Lakeview the day of the field trip.
2. All Parents are responsible for transporting their child to and from the field trip, and they must remain with their child for the duration of the excursion. No child is required to attend a field trip alone.
3. Site insurance does not permit younger or older siblings or guests of enrolled children to attend or meet us at the site. (Insurance issues aside, we need all drivers and adults who attend to pay attention to the children they brought.)
4. All children must wear name tags with school name, address, and phone number. Tags should be laminated and affixed with a safety pin.
5. A teacher trained in First Aid and CPR, a first aid kit, and all medical and emergency forms will accompany the staff on the field trip.
6. All medications for children whose parents have signed an authorization for the school to administer will be taken on the field trip.
7. When bad weather or other unforeseeable conditions cancel a trip, parents will be notified and all possible attempts will be made to re-schedule the trip.
8. Ohio Law requires that all children at Lakeview Preschool ride in approved safety seats when in a car. All drivers and adult passengers must wear seat belts.
9. Lakeview Preschool does not participate in swimming activities.

# Enrollment Requirements

For a child to enter the preschool program, he/she must be three years old by September 30th of that year. To enter the one day class, the child must be three by December 31st of the enrolling year. For the 4 Day program, the child should be five by December 31st of the enrolling year.

## Registration

Registration for the following year opens in January for current students and families of former students, and then the general public. A non-refundable fee of \$85 is due at the time of registration. A child is not considered enrolled until the registration fee is received.

## Admission

A child is considered to be enrolled in the school after the registration fee has been received, the director confirms the availability of space and the required paperwork is received. This includes the **Child Enrollment and Health Information for Child Care (JFS 01234)**, Any changes to this information must be communicated to the office immediately so that current information is always on file. The **Child Medical Statement (JFS 01305)** must be signed by a physician or certified nurse practitioner and is required to be submitted and updated every 13 months. In addition, a copy of **The Child's Immunization** record needs to be attached. If immunization is denied, the section of The Child Medical Statement must be completed. *If your child has a health condition requiring special attention, the **Child Medical/Physical Care Plan for Child Care (JFS 01236)** must be signed and dated by his / her parent or guardian and the staff members/director. In addition, if medicine is to be administered the **Child Medical/Physical Care plan for Child Care (JFS 01236) must be completed by the parent and signed by teachers and directors.** ALL medications must have a current pharmacy label. These forms are available in the preschool office.*

## Non-Discrimination Policy

Lakeview Preschool admits students of any race, color, religion, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, religion, sex or national and ethnic origin in the administration or our educational policies, scholarship, and other school-administered programs.

2023-24

## School Year Tuition/Fees

**Registration Fee** - \$85

**Security Payment** - First tuition installment is due May 10th preceding the upcoming school year. This payment is necessary to secure your child's place for the following school year. Payments will be due the 10th of each month commencing in September through April of the school year.

### Tuition Installments

Nine Installments including the security payment made in May preceding the school year, as well as payments made Sept. 10th thru April 10th.

- **1 Day Program** \$120 per payment, \$1,080.00 yearly
- **2 Day Program** \$180 per payment, \$1,620.00 yearly
- **3 Day Program** \$210 per payment, \$1,890.00 yearly
- **4 Day Program** \$240 per payment, \$2,160.00 yearly

### Tuition/Payment Policies

A non-refundable, one month's tuition will be due on May 10th preceding the school year to secure the child's placement in the program. This sum will be considered the first of nine tuition installments. If the tuition is not received by the deadline, the child's place will be filled by those on the waiting list. Tuition is due the tenth of each month. Checks are to be made payable to Lakeview Preschool and can be mailed or deposited in the tuition box in the director's office. **If payment is more than 30 days late, a fee of \$20 will be added.** Automatic withdrawal from your checking account will be available and the preferred way to pay. Information regarding automatic deposit is in the preschool office. A non-sufficient fund check fee of \$30.00 will be assessed for a check returned by the bank. Our tax ID number is available upon request.

A child could be dismissed for lack of payment on a case by case basis.

### Withdrawal Policy

Enrollment is for the full school term. However, in the event of the child's withdrawal from school for reasons other than moving from the Cincinnati area, or the child is certified medically unable to attend, the family is responsible for tuition payments until the child's space is filled. Written notice to the director is required. The school reserves the right to recommend withdrawal if a child's needs are not met by the program or if the child's behavior poses a threat to peers and staff. In this case, the parents are not responsible for fulfilling the tuition payment.

## Outdoor Play/ School Closings

### Outdoor Play

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 25 degrees or rise above 90 degrees. If the situation requires it, we will also adjust outdoor time due to rain, threatening weather, ozone warnings, etc. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Children should always wear gym shoes with closed toes. Open toe and heeled shoes are a hazard to your children in outdoor and indoor play. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside. This may include snow pants, hats, mittens and boots in the winter time.

### Closing of School: Inclement Weather/Covid

Lakeview Preschool will follow the below procedures when weather is inclement:

If Kings Local Schools close, the preschool will close. If there is a two (2) hour delay, the morning classes will start at 9:30 am with pick-up at 11:15 am. The afternoon classes will not be changed. If there is more than a two (2) hour delay, the preschool will close all day. You can also check our Facebook page under "Lakeview Preschool". Your teachers will also contact you via text.

If there is a closure due to Covid or other illnesses, the school will follow the guidance of the Warren County Health Department and ODJFS. They will determine how long we close. If the school is closed because of these reasons, the children will be provided with materials via social media and porch pick up activities.



# Approved Snacks/ Treats

## Crackers/Snack Items

Triscuits, Wheat Thins, Vegetable Straws, Ritz Crackers (but not Ritz Bits or Sandwiches), Town House, Club or Toasted crackers, Cheez-Its, Cheese Nips, Better Cheddars, Saltines, Oyster Crackers, Goldfish or Graham Crackers  
 Vanilla Wafers  
 Popcorn  
 Small Bagels with Cream Cheese  
 Pretzels (except Snyders)  
 Nutrigrain Cereal Bars/Yogurt Bars (apple, strawberry)  
 Kellogg's Fruit Snacks  
 Jello Cups

## Cookies

Kellogg's Rice Krispie Treats (original), Oreos, Keebler Fudge Stripes, Fudge Graham's, Chips Ahoy

## Doughnuts

Kroger, Powdered or Cake

## Chips

Bugles, Cheetos, Doritos, Fritos, Pringles, Sun Chips, Tostitos

## Ice Cream/Popsicles

Breyer's Vanilla Ice Cream  
 Most Ice Cream Cups  
 Popsicles

## Candy

Air Heads, Blow Pops, Gummy Bears/Worms, Necco Brand Candy  
 Skittles, Smarties, Rolos, Sprees, Sour Patch, Starburst, Swedish Fish, Sweet Tarts, Tootsie Rolls, Tootsie Roll Pops, lollipops.

# Hours and Days of Operation

Our program operates nine months beginning in September through May. The sessions are one day, two day, three day and four days according to child's placement. The morning session runs from 8:45 AM -11:15 AM, and the afternoon session runs from 12:30 PM - 3:00 PM. A late fee of \$1/minute will be charged if the child is not picked up on time.

## Daily Schedule



The children's daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. A typical preschool day would include:

<u>AM</u>		<u>PM</u>
8:45-9:25	Centers	12:30-1:10
9:25-9:45	Music	1:10-1:30
9:45-10:05	Circle	1:30-1:50
10:05-10:25	Outdoor/Indoor Large Motor Room	2:00-2:20
10:35-11:00	Bathroom/Snack	2:20-2:45
11:00-11:15	Story/Calendar	2:45-3:00

## Staff/Child Ratios

According to SUTQ, Star 5, our ratio and group size are as follows:

<b>Infant/Toddler</b>	<b>Preschoolers</b>	<b>School Aged</b>
18-36 mo 1:6	36-48 mo 1:10 48-60 mo 1:10	5-15yrs. 1:12

# Facility/Transitions

Our classrooms and indoor play area are well equipped, safe, clean and designed specifically with the child in mind. The outdoor playground was constructed for safe and creative outdoor activity. Our building meets state requirements for child care facilities and is inspected regularly by the fire department. Building and health department reports are available by request. The evaluation reports may be seen in the director's office.

## Supplies and Toys

Our school is very well equipped, and your child will be busy during the time with us. Each child will need a backpack to carry their treasures home from school. Experience tells us that a child's personal toys can cause unhappiness if lost or broken, so they are best left at home. Toy guns or other weapons are forbidden. Items of interest which relate to school (books, tapes, fossils, etc.) may be brought to share with the class, and will be carefully stored until home time.



## Parent Volunteers

If parents would like to volunteer, they will be provided with a "take home bag" to work on things for the teachers at home. Our liability insurance does not permit us to have siblings, friends or cousins, etc. attend school with our enrolled children. If a parent should need to breastfeed their child, The Conference Room outside of the Sanctuary is available. Check with the Director for daily activities.

## Transitions

Our students remain in the same class for the entire school year. At the end of the preschool experience, teachers send their Conference Forms and any other data to that child's Kindergarten with parental permission. If a child transfers or moves to another school, that school may receive the same information with parental permission.

# Snacks/ Birthday Celebrations

## Snacks

Lakeview children are given a daily snack. provided by parents. Snacks will consist of fruits, veggies, crackers, cheese and water. Some snacks will be the result of a cooking activity by the children. Snack time is an excellent time for socialization. If your child requires special food, please discuss this with your child's teacher. **No peanut or nut products will be served.**

## Birthdays and Celebrations

Birthdays are important to us all, but particularly to young children. Parents may send a treat in to celebrate their child's birthday. Please contact the child's teacher for approval. **We cannot accept any home-made treats or store bought bakery items. We have children with severe allergies in the building and cannot risk their health.** We encourage parents to come and read a book to the class. Also, it is appreciated when a parent **donates a book** to the classroom in honor of the child's birthday.

## Approved Snacks/Treats



### Fruits/Vegetables

Fresh fruit (apples, bananas, grapes, oranges, etc.)

Motts applesauce cups

Fresh vegetables (baby carrots, celery, cucumber, etc.)

### Cheese/Dairy

Yogurt in small cups or tubes by Yoplait

Pudding cups by Kozy Shack

String Cheese

Cheese cubes or slices

**Continued on next page...**

# Communication/ Parent Participation

## Communication

We must communicate and support one another in our mutual task of nurturing our children. We encourage every parent to have frequent communication with your child's teacher and to address any problems promptly. The Director is also readily available. A school website, e-mail and Facebook page are used by the Director. Teachers use a variety of modes: e-mail, texting, phone calls, written notes, classroom apps.

## Parent-Teacher Conferences

We offer formal Parent-Teacher conferences twice each year, in the fall and spring. During this time results of assessments will be discussed and goals set. These conferences will be held in person or via Zoom or other virtual opportunities such as Messenger or Facetime. Information regarding these assessments will only be released with signed parent permission. If a problem develops before the formal conference, please discuss it with the teacher.

## Parent Participation

If parents have any concerns or questions at any time, it is recommended that the following chain of command be used until an answer or solution is found: First, the child's teacher, then the school Director. Teachers are willing to discuss a child's progress or needs anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times.

# Management of Illness

Lakeview provides children with a clean and healthy environment. However, we realize that children become ill from time to time. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to school. .

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

- Temperature of 100 degrees F - with other signs of illness
- Diarrhea (3 or more loose stools within a 24 hour period)
- Severe coughing (child becomes red in the face or makes a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes
- Untreated skin patches, unusual spots or rashes
- Unusually dark urine or grey or white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies or other parasitic infestation
- Vomiting
- Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick-up the child. Anytime a child is isolated they will be kept within sight and hearing of a staff member. Please call the school if your child has been exposed to Covid 19 or has tested positive for Covid 19. The director will advise on quarantine procedures.

Parents will be notified by a sign on the door if children have been exposed to a communicable illness. Children will be readmitted to school after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

## Absences

If your child does not attend school due to illness, vacation, etc., please call the school at: 513-677-2288.

# Health & Medication Policy/ Medical Emergencies

## Health Policy

The Ohio Department of Job and Family Services requires a physical examination within 30 days of enrollment and every 12 months thereafter, until a child reaches the age of 6 years. Your child's physician must sign and date the physical/vaccination form in order for it to be valid. If you decline immunizations, an explanatory written statement must be submitted pending acceptance. The staff of Lakeview Preschool strongly recommend immunizations.

## Medication Policy

Lakeview will administer medications to a child only after the parent and physician completes a **Child Medical/Physical Care Plan (JFS 01236)** Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or their own back pack.

**Prescription medications** must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the label and The **Child Medical/Physical Care Plan for Child Care (JFS 01236)**.

**Food Supplements or Modified Diets:** Your child may require a modified diet or a food supplement. A modified diet includes: vegetarian, gluten free, any food allergy. You will need to complete the **Child Medical/Physical Care Plan. (JFS01236 )**

Copies of medical/dental emergency procedures are posted in each classroom and in the office. The staff, trained in first aid, CPR and Communicable Disease, will treat minor bumps and scrapes. An **Incident/Injury Report ( JFS01299)** will be completed if any of the following occur:

## Medical Emergencies

1. Illness which requires first aid treatment
2. Accident which requires first aid treatment
3. Injury which requires first aid treatment
4. Emergency transporting
5. Unusual or unexpected event which jeopardizes the safety of children or staff. Incident reports are filled out and kept on file with the director. In addition, the parent receives a copy of the report.

# Guidance/Discipline Policy

**Anti-bullying Policy:** We are committed to providing a caring, friendly and safe environment for all of our children so they can learn in a relaxed and secure atmosphere. Bullying of any kind is unacceptable at Lakeview Preschool. If bullying does occur, all children and parents should be able to tell and know that incidents will be dealt with promptly and effectively.

**Discipline Techniques:** We believe that helping the child learn self-control is very important. Each child will learn self discipline through careful guidance. Your child will be treated with love and respect. Our expectations will be kept within the child's capabilities, and the child will be made aware of these expectations. Positive reinforcements (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used.

**Rule 5101:2-12-19 Allowable Techniques:** setting clear limits, redirecting to an appropriate activity, showing positive alternatives, modeling the desired behavior, encouraging children to control their own behavior, cooperate with others and solve problems, separation from the situation (1 minute for each year of the child's age). Staff will not impose punishments for failure to eat or toileting accidents. This discipline policy applies to all staff and parents while they are at the center.

If a situation arises where a child is consistently endangering himself, peers, or staff, it may become necessary to dismiss the child. Every attempt will be made to work together with the parents and the child to correct behavior. However, the safety of children is always our primary concern. If the child demonstrates behavior that requires frequent "extra attention" from staff members, we may choose to develop and implement a behavior management plan or suggest an evaluation from the Home School District for additional guidance. This plan would be developed in consultation with the parents and would be consistent with the requirements of rule **5101: 2-12-22 OAC**.

Behaviors accepted as developmentally appropriate in the classroom of Lakeview Preschool are outlined in the publication **Developmentally Appropriate Practices for Children Birth to 8 (Revised ed.)** NAEYC. A copy of this publication may be borrowed by any parent.

# Supervision Policy

## As it pertains to Rule 5101:2-12-20 OAC

**Arrival/Departure:** Parents/Caregivers are required to participate in the car line and drop off their children at the orange cones. For Pick up, the parents or guardians will park their cars and walk into the preschool to pick up their children. Parents/guardians will wait outside of the classroom doors to wait for dismissal.

**Signage:** At drop off, each car that is carrying a student will be required to have a sign with the child's name and class name visible for the staff members assisting with this procedure. During the first week of school, children will wear nametags provided by the school.

**Supervision of Preschoolers:** At no time will a child be left unattended. Staff will supervise children at all times. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

**Release of a Child:** Staff will release children only to persons on the release form provided by the parent. If an emergency arises the parent must e-mail the school: lakeviewpreschool123@gmail.com giving the person permission to pick-up their child. Staff will check ID's of anyone they do not recognize. The children's safety is our priority! Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

**Custody Agreements:** If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny a parent access to their child without proper documentation.

**Child Abuse Reporting:** All staff members are mandated reporters of child abuse. If staff have suspicions that a child is being abused or neglected, they MUST make a report to the local children's services agency. The safety of the children is always our first concern.

# Accidents & Emergencies

In case of injury, we make an immediate attempt to contact the parents or the person at the emergency number shown on the **Child Enrollment Form (JFS01234)**. If unsuccessful, the child's physician is contacted. The nearest Life Squad will be called when necessary and the child transported to the preferred hospital for emergency care. It is vital to keep the school up to date on current phone numbers and other pertinent information. Parents/Guardians are required to sign the Permission to Transport section of **JFS0124** in order for the child to attend Lakeview Preschool

## Emergencies

No guns, weapons, ammunition or any object capable of inflicting serious bodily harm are permitted at any time on, or near, the school premises. Possession of any of these will result in the immediate notification to the parents and the Deerfield police. In addition, suspension or possible expulsion from the school will occur.

The school conducts fire drills monthly, September through May, and weather drills so children learn how to leave the building in a safe and orderly manner. We will practice several routes to prepare for the possibility of fire in different locations. Drills occur in such a way that each group of students in the school will have the opportunity to practice. Weather drills are also conducted on a monthly basis during the severe weather season. Again, each group of children meeting in the building will be trained where to go in the event that we are threatened by severe weather. This also applies to chemical and building emergencies.

Should we need to evacuate, our emergency destination is JF Burns Elementary located at 8471 Columbia Road (513-398-8050). A sign will be posted in front of the center indicating that we have been evacuated and the location where you can pick up your child. Parents will also be contacted as soon as possible to come pick up your child. If a parent cannot be reached, we will contact the emergency contacts as listed on your child's enrollment information.

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. These lockdown/emergency drills will be conducted quarterly.

In the event of a serious accident, we will take the following steps:  
Call 911, call parents, call emergency number on JFS01234 and if needed call the physician.