

Fairlawn-West Preschool Parent/Guardian Handbook

2026-2027

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Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

The administrator and each employee of the center 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 of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center 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 to meet with parents 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, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

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)

Write or Call:
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

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 <http://jfs.ohio.gov/cdc/families.stm>.

2026-2027 Preschool Calendar

Monday, August 24 – Friday, August 28 – Teacher Work Days – No School for students

Wednesday, September 2 - Back-to-School Parent Meeting – 6:00pm

Thursday, September 3 - Meet Your Teacher – 9:00am-11:00am

Tuesday, September 8 – First Day of School for 2-Day 2s, 5-Day 3s, Half-Day Pre-K, Full-Day Pre-K

Wednesday, September 9 – First Day of School for 3-Day 2s and 3-Day 3s

Friday, October 9 – NEOEA Day – Teacher In-Service Day – **No School for students**

Friday, October 30 – Halloween Parade

Monday, November 2 – Parent/Teacher Conferences – **No School for students**

Tuesday, November 3 – Election Day – **No School**

Wednesday, November 25 – Friday, November 27 – Thanksgiving Break – **No School**

Friday, December 18 – Christmas Program – 11:00am – all classes – close at 12:00pm

Monday, December 21 – Friday, January 1 – Winter Break – **No School**

Monday, January 18 – Martin Luther King Jr. Day – **No School**

Friday, February 12 – Teacher In-Service Day – **No School for students**

Monday, February 15 – Presidents' Day – **No School**

Wednesday, February 17 – Little Bites with Loved Ones – 8:30am

Monday, March 8 – Parent/Teacher Conferences – **No School for students**

Thursday, March 25 – Easter Celebration – close at 12:00pm

Friday, March 26 – Good Friday – **No School**

Monday, March 29 – Friday, April 2 – Spring Break – **No School**

Tuesday, May 4 – Election Day – **No School**

Wednesday, May 26 – Last Day of School & Last Day Celebration – 11:00a – all classes – close at 12:00p

Thursday, May 27 & Friday, May 28 – Teacher work days – **No School for students**

Please Note: Dates and times are subject to change. See the Brightwheel app for updates.



Fairlawn-West Preschool will continue using Brightwheel this year. Brightwheel is a tool for classroom management, communication, photos, videos, online bill pay, and much more.

If you have not already done so, please create a free Brightwheel parent account using either the web or mobile app. You should have already received an invitation via email or text. Make sure to use the same email address or cell phone number to which the invitation was sent. Let us know if you did not receive the link. If you need any assistance adding any additional accounts, please message us through Brightwheel or email the Preschool with the child's name, the adult's name, email and phone number.

We will be utilizing Brightwheel for:

- Attendance
 - Attendance will be taken by staff, but is visible in Brightwheel.
- Messaging
 - Parents can send a message via BW to notify school of absence. (Please include the child's name, dates of absence, and reason for absence. If your child is absent due to illness, please follow the 24 hour rule--see page 18 of this handbook.)
 - Staff can send messages to parents regarding school closings, special days, conferences, etc.
 - Parents can send a message via BW with any questions they have for teachers or questions regarding billing.
- Billing
 - Invoices will be sent through BW and can be viewed and paid at any time.
 - Families can set up automatic invoice paying to avoid late payment fees.
 - Families can pay using a card or banking info in BW, but can still opt to pay with a check or cash in person.
 - CC fee is 2.95%; ACH is 0.6% (\$.25 min-\$2 max)
- Pictures/Classroom
 - Teachers will post pictures, videos and more in BW so that parents can see all the fun and learning!

Pastor Debbie

Rev. Deborah Rhinesmith is in her thirteenth year of serving as Pastor of Fairlawn-West United Church of Christ; she also serves as the lead administrator for the church and its missions, including the Preschool.

Preschool Board

Bobbie Beck, Chair
Kim Keating, Board Secretary
Mindy Bartholomae, Board Member
Mary E. Hatcher-Bray, Board Member

Preschool Staff

Megan Hatfield (Mrs. Hatfield), Co-Administrator, Full-day Pre-K
Beth Adams (Ms. Beth), Co-Administrator, Theatre/Music Enrichment
Dannelle Jenkins (Mrs. Jenkins), 2s Teacher, After Care
Bethany Kohler (Ms. Bethany), 3-Day 3s Teacher, Art Enrichment
Abby Beattie (Miss Abby), 5-Day 3s Teacher
Jessica Gonser (Ms. Jess), Half-Day Pre-K Teacher
Rose Martin (Miss Rose), M-F Aide
Allie Pantea (Ms. Allie), M-F Aide

Church Office Staff

Susan Kolarik (Ms. Susan), Office Administrator
Stina Hollaway (Mrs. Hollaway), Bookkeeper

General Information

Welcome

Welcome to Fairlawn-West Preschool (FWP)! We are pleased that you have chosen our program to further the growth and development of your child. This handbook contains information regarding the policies and procedures of FWP. Please read it thoroughly, as it answers many of the questions you may have.

Our Philosophy

The mission of Fairlawn-West Preschool is to nurture the social, emotional, physical, cognitive, and spiritual development of young children, ages 2-5 years, in a caring environment that is shaped by our Christian values.

We value your child's hunger for learning, creativity, sense of wonder, loving heart, individuality, and innate spirituality. Additionally, we value a diverse community. Fairlawn-West Preschool is open to all children and their families regardless of race, color, religion, sex, national/ethnic origin, sexual orientation, gender identity or family/marital status.

The preschool's vision is to send children into the world as creative and compassionate thinkers, doers, and problem-solvers.

Americans with Disabilities Act (ADA) Compliance Policies

Fairlawn-West Preschool (FWP) is open to all children and families regardless of abilities or disabilities.

Prior to enrollment, the administrators will meet with the family and the child to assess the disability. If the administrators and the family agree that FWP will be able to meet all the child's needs sufficiently, a Child Medical/Physical Care Plan (JFS 01236) will need to be completed and kept on file. All staff that is responsible for the care of the child will be trained in all procedures noted in the Medical/Physical Care Plan.

If a child with disabilities requires medication, all FWP staff responsible for the care of the child will be trained to administer the medication in accordance with the child's Medical/Physical Care Plan.

Services Available

- 2s classes (2-Day 2s and 3-Day 2s) – for children who are 2 years old before September 30th. Children in this group do not need to be potty-trained. Therefore, each family must provide disposable diapers and wipes for their child.
- 3s classes (3-Day 3s and 5-Day 3s) – for children who are 3 years old before September 30th. Children in this group must independently recognize when they need to use the bathroom.
- Pre-Kindergarten classes (Half-Day Pre-K and Full-Day Pre-K) – for children who are at least 4 years old before September 30th. Children in this group must independently recognize when they need to use the bathroom and be self-sufficient when using it. Children participating in Full-Day Pre-K must bring a packed lunch.

- Enrichment Classes (included in Full-Day Pre-Kindergarten schedule) – available for children who are at least 3 years old and potty trained. Children must bring a packed lunch.
- Extended Care (Morning and After Care) – available for children who are at least 3 years old and potty-trained. Children participating in After Care must bring a packed lunch.

Days and Hours of Operation

From early September through late May, Fairlawn-West Preschool operates Monday through Friday, 8:00am-5:00pm. We will close for special events, holidays, and winter and spring breaks. See the school calendar for details.

- 8:00am-8:50am – Morning Care (must be at least 3 years old AND potty-trained)
- 9:00am-11:45am – 2s, 3s, and Half-Day Pre-K classes
- 9:00am-2:45pm – Full-Day Pre-K class
- 12:00pm-1:30pm – Enrichment classes
- 12:00pm-5:00pm – After Care (must be at least 3 years old AND potty-trained)

Teachers will provide each class with their daily schedule at the beginning of each school year. Examples of morning care, a half-day schedule, a full-day schedule, and after care are listed below:

- Morning Care schedule
 - 8:00am-8:45am –staff-supervised free play
 - 8:45am-8:50am – bathroom/wash hands
- Example of a Half-Day schedule
 - 8:50am-9:05am – arrival
 - 9:05am-9:20am – morning circle
 - 9:20am-9:45am – play-to-learn
 - 9:45am-10:00am – bathroom/wash hands
 - 10:00am-10:20am – snack
 - 10:20am-10:40am – gross motor recess
 - 10:40am-11:20am – daily learning activity & play-to-learn
 - 11:20am-11:35am – music and movement & closing circle
 - 11:35am-11:45am – prepare for dismissal
 - 11:45am-12:00pm – dismissal
- Example of a Full-Day schedule
 - 8:50am-9:15am – arrival & tabletop activities
 - 9:15am-10:05am – literacy circle/activity & play-to-learn
 - 10:05am-10:20am – bathroom/wash hands
 - 10:20am-10:40am – snack
 - 10:40am-11:00am – gross motor recess
 - 11:10am-11:50am – math circle/activity & play-to-learn
 - 11:50am-12:00pm – bathroom/wash hands
 - 12:00pm-12:30pm – lunch
 - 12:30pm-1:00pm – enrichment
 - 1:00pm-1:30pm – gross motor recess

- 1:30pm – 2:10pm – daily learning activity & play-to-learn
- 2:10pm-2:30pm – music & movement and closing circle
- 2:30pm-2:45pm – prepare for dismissal
- 2:45pm-3:00pm – dismissal
- After Care schedule
 - 12:00pm-12:20pm – gross motor recess
 - 12:20pm-12:30pm – bathroom/wash hands
 - 12:30-1:00pm – lunch
 - 1:00pm-3:00pm – play-to-learn/quiet time
 - 3:00pm-3:30pm – bathroom/wash hands/snack
 - 3:30pm-4:30pm – daily learning activity
 - 4:30pm-5:00pm – gross motor recess

Emergency School Closings

In the event of inclement weather or an emergency, Fairlawn-West Preschool will usually close when Copley Fairlawn Public Schools are closed; however, that is not always the case. Families will be notified of a school closing via the Brightwheel app, the Fairlawn-West Preschool Facebook page, and television: WKYC Ch. 3, WEWS Ch. 5, and FOX-8.

Staff-to-Child Ratios

Fairlawn-West Preschool will not exceed the following state-required teacher-to-student ratios:

- 1:7 – toddlers (2s classes)
- 1:12 – younger preschoolers (3s classes)
- 1:14 – older preschoolers (Pre-K classes)

Maximum group size is defined by the number of children in one group that may be cared for at any time. Limitations do not include lunch, outdoor play, or special events. Maximum group sizes (with additional caregivers) are:

- 14 – toddlers (2s classes)
- 24 – younger preschoolers (3s classes)
- 28 – older preschoolers (Pre-K classes)

Family Involvement

Fairlawn-West Preschool regularly sends information to families via the Brightwheel app and through email regarding upcoming activities and events including a monthly newsletter.

Families are encouraged to participate in preschool events whenever possible. Events such as the Halloween Party, Thanksgiving Feast, Christmas Program, Little Bites with Loved Ones, Easter Party, and Last Day Celebration are family-friendly and will have invitations sent home prior to the event.

Family-Teacher Meetings

Family-Teacher Conferences are scheduled twice a year in November and March to discuss your child's growth and development.

Although teachers are available for brief discussions before or after school, it is encouraged that families schedule a convenient time with the teacher through the Brightwheel app to discuss any questions or concerns. The administrators are also available during school hours for assistance as needed.

Payment Policy

*Contact the preschool administrator or the Fairlawn-West bookkeeper with questions about finances.

Tuition for Fairlawn-West Preschool is to be paid monthly and can be paid via the Brightwheel app, cash, check, or money order prior to the month of service. Invoices for tuition will be available on the Brightwheel app on the 1st of each month. Payment is due by/before the 15th of each month. If tuition is not paid on time, a late fee of \$20 will be charged. If an account is 30 days in arrears, the child will not be able to return to preschool until full payment (tuition, snack fee, extended care) has been made. There is a \$30 charge for NSF checks, and families are required to pay by credit card via the Brightwheel app, cash, or money order until all account balances are settled.

Tuition is based on a particular program, not the number of days a child attends. Therefore, full tuition is still due even if a child is absent or if school is closed for holidays, weather, or emergencies. In the case FWP must close due to a pandemic or similar situation, refunds will not be issued for the current month.

- Tuition Fees
 - 2-Day 2s – \$215 per month
 - 3-Day 2s – \$240 per month
 - 3-Day 3s – \$240 per month
 - 5-Day 3s – \$310 per month
 - Half-Day Pre-Kindergarten – \$310 per month
 - Full-Day Pre-Kindergarten – \$560 per month
- Tuition is billed on the 1st of the month from August through April, due no later than the 15th of the month.
- Snack Fee
 - FWP provides a daily snack as required by Ohio Department of Job and Family Services (ODJFS). There is a \$110 snack fee for the year that is invoiced in two installments - \$55 in October and \$55 in February.
- Extended Care
 - The cost is \$8 per hour, for any portion of an hour, based on the actual drop-off (Morning Care) or pick-up (After Care) time.
 - Invoices will be available in the Brightwheel app by the 14th of the month following dates of service. Payment can be made via the Brightwheel app, cash, check, or money order by the last day of the month following dates of service.

Regarding Extended Care, there is a charge of \$5 for every five minutes a guardian or authorized pick-up person is late after 5:00pm. Persistent late pick-up may result in further action.

- **Enrichment Class**
 - The cost is \$150 per Enrichment Class (each is a 10-week session; no additional charges for full-day Pre-K students).
 - Invoices will be processed in tandem with Extended Care and will follow the same schedule. For effective planning, enrichment will be billed independently for the full session as a separate charge. If your child stays for after care beyond the 1:30p enrichment end time, you will not be billed for the time between 1:30p-2:00p.
 - Enrichment billing begins Monday of the first full week of Enrichment and bills in 3 parts at 3-week increments. Payment is due the Friday of the week the invoice is issued.

Policies and Procedures

*Any policies or procedures regarding the health and safety of the preschool communicated in this handbook can be modified due to recommendations made by the Centers for Disease and Control (CDC) and/or Ohio Department of Jobs and Family Services. Guardians will be notified in writing of such changes.

Enrollment and Disenrollment Policies and Procedures

- To enroll a child in Fairlawn-West Preschool, a family must:
 - Deliver or mail the completed registration form and the \$100 registration fee (\$50 for each additional child) to the administrator or preschool office.
 - Upon receiving, the administrator will confirm with the family that the child is enrolled in the appropriate class.
- Prior to a child being able to attend preschool, the following forms must be submitted:
 - Child Enrollment and Health Information for Child Care (required by ODJFS)
 - All boxes must be filled in if applicable
 - Must be reviewed each year and updated as needed. Any changes to the information on this form must be provided to FWP immediately so that current information is on file.
 - Child Medical Statement (required by ODJFS) with attached immunization records
 - Must be submitted within 30 days of admission
 - Must be updated every 13 months

*For the safety of the students and greater community, Fairlawn-West United Church of Christ and Fairlawn-West Preschool feel that we have a moral imperative, as well as a desire to follow scientific evidence, that immunizations be required for all students. All students entering the preschool must have all age-appropriate vaccinations within the first 30 days of school. No exceptions will be made, except in the case of a valid medical reason, verified by the child's pediatrician via a signed letter on the physician's official office letterhead. Children who do not receive vaccinations within the first 30 days will be sent home until notice of vaccination is received. No refunds will be issued in such situations.

- Child Medical/Physical Care Plan for Child Care (required by ODJFS)
 - This form shall only be completed when a child has a condition that requires
 - monitoring for symptoms which requires staff to take action
 - ongoing administration of medication or medical foods
 - procedures which require staff training
 - avoiding specific food(s), environmental conditions, or activities
- Request for Administration of Medication for Child Care (required by ODJFS)
 - This form is to be completed for each prescription or non-prescription medication that a child needs to receive while in care. If the medication is already part of the Child Medical/Physical Care Plan, this form is not required to be completed.
- Pick-Up Authorization (required by FWP)
- Permission to Photograph (required by FWP)
- If a guardian decides to disenroll their child from Fairlawn-West Preschool at any point in the school year, they must:
 - Notify the preschool administrator, in writing, one month prior to the withdraw date.
 - Pay all fees and charges that have been incurred.

Attendance Policies and Procedures

- Arrival
 - Door 1 is open from 8:50am-9:05am. Guardians must walk the child to the classroom door and check in with the FWP staff member so they can record their attendance. Do not enter the classroom, but leave promptly so there is limited exposure to the children and the building can be secured once arrival has ended.
 - If a family arrives after 9:05am, ring the doorbell outside of Door 1. A staff member will take the child to their classroom.
- Dismissal
 - Each class will be seated at Door 1 for dismissal. To enhance safety, guardians and authorized pick-up persons must park cars in a parking spot and wait along the brick area until a teacher dismisses the child.
 - Dismissal begins at 11:45am for 2s, 3s, and Half-Day Pre-Kindergarten and at 2:45pm for Full-Day Pre-Kindergarten. There is a 15-minute courtesy window for pick-up. If a child is picked up after the 15-minute dismissal time, the child will be taken to After Care, and the Extended Care fee (\$8 per hour) will be charged to the child's account based on the actual pick-up time.

- FWP staff will release children only to persons specified as emergency contacts on the Child Enrollment and Health Information form or listed on the Pick-Up Authorization form. Staff will check IDs (must be a state-issued picture ID) so please inform people of this ahead of time. Staff will not release a child to anyone, including guardians, who appear to be under the influence of drugs, alcohol, or other substances. Emergency contacts will be contacted and, if necessary, the police will be notified.
- If there are custody arrangements with a child, FWP must be provided with official legal documents indicating who has permission to pick up the child. FWP cannot deny a guardian access to their child without proper documentation.
- Extended Care
 - Sign-up lists for Morning and After Care will be in the main lobby one week prior to services. FWP understands that circumstances change, so if Extended Care services are needed for the current week, notify the preschool administrator through phone, email, or the Brightwheel app 24 hours in advance. A child must be signed up to participate in these services.
 - For Morning Care drop-off, the adult must ring the doorbell at Door 1, walk the child to the playroom, and check in with the FWP staff member so they can record their attendance.
 - For After Care pick-up, the guardian or authorized pick-up person must pick up the child at Door 2 (through the playground) or ring the bell at Door 1 if it snows heavily or in other extenuating circumstances. Please check in with the FWP staff member so they can record the child's departure.
- Enrichment Classes
 - Sign-up lists for Enrichment Classes will be in the main lobby two weeks prior to the beginning of each 10-week cycle. Space will be limited; first come, first served. A child must be signed up to participate in this service; no drop-ins will be permitted.
 - Dismissal is at 1:30pm. FWP dismissal procedures will be followed.
- Absences
 - Guardians must inform the preschool administrator through the preschool office phone, email, or Brightwheel app if their child is going to be absent from any of the preschool's provided services, and the reason for the absence.

Supervision Policies and Procedures

A major responsibility of the Fairlawn-West Preschool staff is to ensure the health and safety of each child entrusted in our care. All staff are alert to the safety needs of the children, to anticipate possible hazards, and take appropriate precautions and preventative action. No child is ever left unattended. FWP staff always supervise the children.

If a child becomes ill, they will be taken to an isolated area, and a FWP staff member will stay and monitor the child until a guardian or authorized pick-up person arrives.

Child Guidance and Discipline Policies and Procedures

Fairlawn-West Preschool believes that helping a child learn self-control is an important part of their social/emotional development. FWP fosters self-discipline through careful, loving guidance – treating all children with respect.

Our expectations are kept within each child’s capabilities and the child is made aware of these expectations. Positive reinforcement and redirection are used to reduce behaviors. If necessary, a child may be asked to sit for a short time to regain control. Time-outs are age-appropriate in length.

FWP staff do not discipline children for failure to eat or for toileting accidents. We ask that guardians also follow this policy while they are present at the preschool.

Suspension and Expulsion

It is the goal of Fairlawn-West Preschool to collaborate with every family and child when behaviors arise. However, if a child demonstrates behavior that requires frequent extra attention from FWP staff (such as biting, hitting, continually putting themselves or others in danger, or behaviors so severe that they cannot be accommodated within the scope of our staff-child ratio), the preschool may opt to develop and implement a behavior management plan that is consistent with ODJFS requirements. The procedure will be as follows:

- The family will be notified of the issue by the teacher or an administrator as soon as possible.
- The family, teacher, and administrator(s) will set up a conference for discussion of the ongoing situation, and a behavior management plan will be developed.
- A follow-up conference will be scheduled two weeks after the original conference. If improvement is not observed, families will be referred to child-/family-serving agencies to aid in a solution.
- After a reasonable time, if a solution cannot be reached, the administrator(s) and Preschool Board may communicate dismissal.

Outdoor Play Policies and Procedures

Outdoor play is a daily part of the FWP program, and for safety reasons, children need to be dressed appropriately. If a child is not dressed appropriately, play limitations will occur:

- Comfortable clothing that is easy to play in, can possibly get messy or wet, and has minimal belts and fasteners
- Rubber-soled, close-toed shoes (sneakers or athletic shoes)
- Weather prepared: coats, hats, mittens, boots, etc.

Occasional limitations are placed on outdoor play due to weather or other safety issues. In these cases, gross-motor recess will occur in the playroom:

- Temperatures drop below 25°F or rise above 90°F (with wind chill or heat index factored in)
- Conditions including rain, lightning, ice, air quality warnings, high pollen counts, etc.

Food and Dietary Policies and Procedures

- Fairlawn-West Preschool provides a morning snack each school day to every student as required by ODJFS. A monthly snack calendar will be posted outside of each classroom. Snacks must contain one serving each from two of the basic four food groups:
 - Meat or meat alternative
 - Breads and grains
 - Fruits and vegetables
 - Fluid milk – unflavored, 1% milk that is Vitamin A and D fortified will be served

*If a family chooses to provide their own snack, these guidelines must still be followed.

- Full-Day students and children participating in After Care or Enrichment classes need to bring a packed lunch that includes a drink. Lunch should consist of food from the four basic food groups listed above. Food must be stored in an insulated lunch box that is clearly marked with the child's name. Be sure to include ice packs for food and drinks that need to be kept cold.
- Children participating in After Care will have snacks at 3:00pm. They will be asked to finish items left over from their lunch, then be supplemented according to ODJFS guidelines if needed.
- Because not all the classrooms have sinks, fresh pitchers of water will be given to each classroom every morning. It is highly encouraged that all students bring fresh water bottles daily.

Illness Policy and Procedures

Fairlawn-West Preschool provides a clean and healthy learning environment for children; however, we understand that children become ill from time to time. It is possible that children may experience more frequent illness until their immune system becomes more active. Do not bring a child who is ill or does not feel well enough to participate in activities to school; they will be sent home. Notify the preschool administrator through phone, email, or the Brightwheel app if a child will not be attending due to illness, and the reason for the absence.

- Management of Illness
 - FWP follows all required and recommended Covid-19 pandemic rules and guidelines from the CDC and the Ohio Department of Health.
 - If children are exposed to a communicable illness (list posted in main preschool hallway), guardians are notified by a sign on the door and a message through the Brightwheel app.
 - Children who are ill or become ill will be taken to an isolated area, and a FWP staff member will stay and monitor the child until a guardian or authorized pick-up person arrives. The cot and any linen used are washed and disinfected before being used again.

- Guardians will be notified by phone if their child exhibits any of the following signs of illness:
 - Temperature of 100°F or higher
 - Diarrhea (more than three abnormally, unexpected, or unexplained loose stools within a 24-hour period)
 - Severe coughing (causing a child to turn red or blue in the face or to make a whooping sound)
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Redness of the eye or eyelid, thick and purulent (pus) eye 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 infestation
 - Sore throat or difficulty swallowing
 - Vomiting more than one time or when accompanied by any other sign or symptom of illness
 - Covid-19 symptoms
- Readmission to school occurs after the child is free of fever and other symptoms for at least 24 hours without aid from medication. If they are not symptom-free, a doctor's note is required stating the child is not contagious.

Administration of Medications and Topical Products Policies and Procedures

- Administration of medication and topical products
 - Medications must be given directly to the preschool administrator.
 - All medications will be stored in the child's classroom in an area that is inaccessible to the children. No medication may be stored in a child's backpack.
 - Prescription medication must be in their original container and administered according to label instructions.
 - Trained FWP staff can only administer medication after a guardian completes a 'Request for Administration of Medication for Child Care form' or if the medication is required by a 'Child Medical/Physical Care Plan' which is on file.

- Over-the-counter medications must be administered according to label instructions. If guardians request different dosages or uses, a physician is required to provide written instructions on a 'Request for Administration of Medication for Child Care' form. These medications cannot be administered for more than three days without written instructions from a physician.
- Topical products, except for lip balm and hand sanitizer, require signed written permission from a guardian. All topical products must be given directly to the preschool administrator.
- Medical foods (foods formulated to be consumed under the supervision of a physician or other appropriate professional and is intended for the specific dietary management of a disease of condition)
 - Medical foods must be given directly to the preschool administrator.
 - If a child requires the administration of medical foods, a 'Child Medical/Physical Care Plan for Child Care' form must be completed.
 - All medical foods are to be provided by the guardians and must be in the original container with the child's name on them.
- Modified Diets
 - If a child requires a modified diet that eliminates one or more of the four food groups, a 'Child Medical/Physical Care Plan for Child Care' form must be completed with written information from the child's physician.

Emergency, Serious Illness, and Injury Policies and Procedures

- Emergency Procedures
 - Fairlawn-West Preschool has several procedures to follow in case an emergency occurs while children are in the building. In the event of a fire, weather event, or lockdown, FWP staff follow the written instructions posted in each classroom that describe emergency evacuation routes and the procedures to be followed to assure children arrive at a designated meeting place. To prepare children for the unlikely need to evacuate or shelter in place, FWP conducts monthly fire and severe weather drills, and quarterly lockdown drills.
 - In case of fire, FWP staff will move children to the back of the parking lot and towards Resnik CLC unless otherwise directed by emergency personnel.
 - In case of severe weather, FWP staff will move children to the interior hallway outside the preschool office.
 - In case of a lockdown, each teacher will proceed to ensure the safety of the children by following the Fairlawn-West Emergency plan (copies of the written plan are in the preschool office and all classrooms).

- In case of the loss of power/heat, the preschool administrator will close the building and contact guardians through the Brightwheel app (or phone if possible) to pick up their child.
- In case of an environmental threat or threat of violence, FWP staff will secure the children in the safest possible location, contact emergency personnel and follow all directions given by them. Guardians will be contacted as soon as the situation allows, and an incident report will be provided.

*If it is necessary to evacuate to another location for any reason, the emergency destination is Resnik CLC (school next door): 65 N. Meadowcroft; the secondary location is Dollar Tree (across the street): 2246 W. Market St. A sign will be posted at Door 1 noting our emergency evacuation and the location. Guardians will be contacted through the Brightwheel app (or phone if possible) to pick up their child. If a guardian cannot be reached, FWP will contact the emergency contacts on the child's 'Child Enrollment and Health Information for Child Care' form.

- **Illness and Injury Procedures**

- FWP always has at least one staff member present with training in First Aid/CPR and management of communicable illnesses.
 - In the case of a minor accident or injury, basic first aid is administered by a trained FWP staff member.
 - If an injury or illness is serious, any possible first aid is administered, and guardians are contacted immediately to assist in deciding an appropriate course of action.
 - If an injury or illness is life threatening, EMS is contacted, guardians are notified, and a FWP staff member accompanies the child to the hospital with all available health records. FWP staff may not transport children in their vehicles.
- An 'Incident/Injury Report for Child Care' form is completed and given to the person picking up the child on the day of the incident/injury/illness if any of the following occur:
 - Child becomes ill
 - Child requires first aid
 - Child receives a bump or blow to the head
 - Child requires transportation via EMS
 - An unusual or unexpected event which jeopardizes the safety of the child

*In the case of a serious incident/illness/injury, the preschool administrator will report it to ODJFS by the next business day and complete the required serious incident report.

Transportation Policy

Fairlawn-West Preschool staff do not transport children at any time. If a child requires transportation in an emergency, the guardian and/or EMS will be contacted.