



EI-SEWEDY
INTERNATIONAL
ACADEMY
OF CINCINNATI

PRESCHOOL
PARENT'S MANUAL

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EL-SEWEDY INTERNATIONAL ACADEMY OF CINCINNATI PARENT'S MANUAL

The El-Sewedy International Academy of Cincinnati (here in after referred as Academy or school) is a pre-school and pre-kindergarten located at 8094 Plantation Drive, West Chester, Ohio 45069. It is licensed by the Ohio Department of Education (ODE) as a preschool for children ages 3-5 years. The license and the rules and applicable laws are available for review on request or may be obtained from the Ohio Department of Education. The department also maintains a toll free complaint number, which is on file and will be provided to you upon request. We are licensed to serve twenty-four (24) 3-5 year old children. Licensing Inspection Report is available for review in the office.

MISSION

The EL-SEWEDY INTERNATIONAL ACADEMY OF CINCINNATI is a school where students, staff, parents and community work as a team to ensure excellence in learning within environments emphasizing high moral CHARACTER, INTEGRITY and RESPECT, Islamic faith tenets and distinctive characteristics of all who strive to serve the Creator.

ORGANIZATION

All teaching is under the supervision of instructors who have met the requirements of a program team leader as specified in paragraphs(F)(2)(a)to (F)(2)(c) of Ohio Department of Education School Age Child (SACC) Licensing Program rule.

A typical session may consist of a group lesson geared to the attention span of children ages 3 to 5 years. The group is then divided into smaller units for informal lessons of shorter duration. The students are then permitted to choose courses of work for independent, though supervised, activity. A period of time for supervised activities is allotted, in the Gymnasium. There are also quiet times with music and stories incorporated into daily activities.

The Academy exceeds the state requirement for child-care giver ratio (teacher/student ratio). Daily schedule is available from the teacher in the classroom.

ELIGIBILITY AND ADMISSIONS

Children reaching their third birthday on or before August 1st and who are fully toilet trained are eligible for admission.

Since enrollment is restricted in size, the following priorities are followed in accepting applications for admission:

1. Present students.
2. Siblings, brothers or sisters, of present students.
3. In constituting the school and respective classes each year one objective is to achieve a harmony or balance as to age, gender, race, national origin or ethnic diversity.

In any instance, the Academy does not and shall not discriminate in enrollment on the basis of race, creed, color, sex or national origin.

PROGRAM AND CURRICULUM

The Academy's preschool curriculum is aligned with standards of the Ohio Department of Education. Please refer to the El-Sewedy International Academy of Cincinnati's Preschool Curriculum for specific information.

STUDENT ADMISSION AND POLICIES

The Academy operates two programs: half-day morning from 8:15 to 11:30AM, five days a week, and a full day every day program from 8:15 to 3:30PM.

Arrival and Dismissal

All children must be at school on time, class will not be suspended until all children are present, but shall start punctually. All children must be picked up within ten (10) minutes of the expiration of their session.

Names of students, parents and/or guardians and their telephone numbers are available on request. A parent may request that his/her name and of the guardian telephone number not be included.

On arrival/dismissal a parent/guardian shall come into the school and sign children in and out at the office. If someone other than the responsible parent/guardian is to pick up the child, signed written instructions must be received specifying who is to assume responsibility for the child.

Weather/Snow days

In the event of bad weather, we will be posting school closing and delay alerts with Channel 12 WKRC, and through phone alerts.

Parental Involvement

Parents are encouraged to visit the school and to observe at any time. We do request that you should not be accompanied by infants or younger children, as class materials are not suitable for children under three years of age.

Parents are invited to participate in our program, to volunteer their time and talents. The Academy will be happy to provide ideas for help in the classroom.

Parents can feel free to contact the administration at any time should there be a problem or concern. Conferences to discuss the child's development are regularly scheduled twice a year, in November and March.

Student Supervision

Children will not be left unattended at any time. Two or more staff members will be in attendance when children play in the Gymnasium.

Snack

In keeping with good nutrition, healthy snacks are provided on a rotating basis. Milk, juice, crackers, fresh fruits and vegetables are some suggestions.

Children who are in the full day program may bring a nutritious packed lunch from home or purchase one from the lunch menu. A list of written nutritional information and suggestions will be provided to parents.

FINANCIAL AND PROCEDURAL

Current fees are provided on a separate sheet. All applications require a non-refundable application fee for processing. On acceptance and on or before the first day of class, all fees, depending on the payment schedule chosen, must be paid in full. In the event a student is admitted and withdraws on or after the first day of school, the first tuition payment shall be non-refundable. In the event of a withdrawal on or after the first school month please refer to the Financial Agreement statement stated in the Academy's School Fee Form.

Should a child be withdrawn with the intention of reinstatement at a later date (for example a child withdrawn by the family for the purpose of travel or a vacation) fees shall be payable for the entire duration. If a parent chooses to withdraw a child during this period and not pay the tuition payments, the school may fill the then available space. If on return, the parent wishes to reinstate the child on a space as available basis, a new application fee will be charged.

All tuition payment plans are for the academic year and are only for your convenience. No decrease or adjustment is made for vacations, illness, snow days or other days due to

circumstances beyond our control. Failure to have fees currently paid shall require that your child be withdrawn from school.

DISCIPLINE

Under no circumstances will the use of physical force be used. In the event a child becomes unruly or disruptive to other children and/or materials or in the event the child may constitute a threat to him or herself, he/she will be removed to a chair within the confines of the environment and in the presence of supervision for a period of time-out. When the child feels he/she can return to the working environment, he/she is free to do so.

WITHDRAWAL/DISMISSAL

If it is determined at any time during the school year that a child does not or cannot perform in accordance with established rules, disciplinary, health or safety policies, it will be necessary for us to ask the parents of such child to remove him or her and to terminate our contract.

We recognize that children all behave differently, and many behavioral patterns may be demonstrated. On occasion a child for whatever reasons finds him / herself incapable of regulating behavior within acceptable levels no matter the latitude given and in such cases we cannot continue with that child in the program.

SAFETY

No aerosol sprays will be used when children are in attendance.

Weather Alert – In the case of severe weather, children will be taken to the safe area of the school where they shall sit on the floor with faces to the wall and hands covering heads.

Fire Emergency – In the case of fire, children are to line up in the center of the room and taken out the nearest exit.

Fire Drills are held once a month at different times and records kept.

A Fire Emergency and Weather Alert Plan are posted in each room.

A telephone is located in the office.

ACCIDENT, HEALTH, ILLNESS, INJURY

Illness – Should a child become ill at school, the parent/guardian will be notified to take the child home. Until arrival, the child will be isolated but remain in the presence of a staff member until the parent arrives.

If a child has had a fever, vomited or had diarrhea within the past 24 hours, the child must be kept home for an additional 24 hours in order to be certain that the illness has passed and the other children are safe from it.

A medical emergency authorization form signed by a parent or responsible guardian must be in our files by the first day of the school year in the event of an accident or illness.

In the event of an emergency, we will administer first aid.

We will not administer drugs or prescription medications except in the event of life threatening circumstances and more details are provided below.

First Aid – Both the administrator and head teachers are trained in first aid. There is always someone at school to administer first aid. On field trips, someone will always accompany the children who is trained in first aid.

A First Aid box is located in the main office. A First Aid box will be taken on all field trips.

Incident Reports – In the event of an accident or injury, it is required that the school completes an incident report. A copy of the report will be kept on record at the school for the year. It is necessary that a copy be furnished to the parent/guardian who must sign and return a copy to the school.

Child Abuse – In the event a staff member has any suspicion of child abuse, the local Children's Protective Service must be notified immediately.

**MANAGEMENT OF COMMUNICABLE DISEASE AT THE EL-SEWEDY
INTERNATIONAL ACADEMY OF CINCINNATI**

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

1. The school shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall immediately be isolated and discharged to his/ her parent or guardian:
 - a. Diarrhea (more than one abnormally loose stool within a 24 hour period).
 - b. Severe coughing, causing the child to become red or blue in the face, or to make a whooping sound.
 - c. Difficult or rapid breathing.
 - d. Yellowish skin or eyes.
 - e. Conjunctivitis.
 - f. Temperature of 100 degrees when in combination with any other sign of illness.
 - g. Untreated infected skin patches.
 - h. Unusually dark urine or gray or white stool.
 - i. Stiff neck.
3. A child with any of the following signs or symptoms of illness shall immediately be isolated from other children. The child shall be carefully watched for the following symptoms:
 - a. Unusual spots or rashes.
 - b. Sore throat or difficulty in swallowing.
 - c. Elevated temperature.
 - d. Vomiting.
 - e. Evidence of lice, scabies or other parasitic infestation.
4. All staff has been trained by a registered nurse or has taken a class in the recognition of communicable disease, hand washing and disinfecting procedures.
5. The school's policy concerning management of communicable disease among it's employees is as follows:
 - a. Employees exhibiting signs or symptoms of a communicable disease shall remain home until signs or symptoms have passed. They may return at their discretion. A substitute teacher will be called to replace them.

- b. A teacher exhibiting symptoms while at school shall be asked to isolate herself from others and replacement will be called. When the substitute teacher arrives, the ill teacher may leave.
6. The lists of symptoms for which a child shall be discharged are on page 7, item # 2 of this policy statement.
7. Procedures for isolating and discharging a child who displays signs or symptoms of a communicable disease is as follows:
 - a. Cared for in a room or portion of a room not being used by other children.
 - b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
 - c. Made comfortable with a blanket and a cot. The blanket shall be washed and the cot disinfected before being used by another child.
 - d. The child shall be observed carefully for a worsening condition.
 - e. After the child has been made comfortable, the parent or guardian is to be called and the child dismissed to the parent or guardian or person designated by the parent or guardian as soon as practical.
 - f. The child may be readmitted to school after he or she has been symptom free for 24 hours of fever, vomiting, diarrhea, or that he or she is under a doctor's care and has been declared by the doctor to no longer be contagious.
8. The Ohio Department of Health's "Child Day Care Communicable Disease Chart" is located on the bulletin board in the office. The staff is to refer to it if in doubt about a communicable disease sign or symptom.
9. It is the policy of the school to immediately notify a parent of a possible communicable disease. It is also the policy of the school to immediately notify all parents if their child has been exposed to a communicable disease. A "medical alert" form will be sent home with the child in regard to all children in the class of the child sent home with a communicable disease. We ask that if a child is discovered to have a communicable disease at home that the school be notified by phone so that any child exposed the day before can be notified.
10. It is the policy of the school to administer medication only in life-threatening circumstances. Minor cough and cold remedies and antibiotics will not be administered.
 - a. Parents who feel that their child may need such a medication will be required to fill out the "Medication Administration Form." A new form and a new medication must be refilled every six months.
 - b. Medicine must be in its original container with label attached and dosages specified.

- c. In the case of asthmatic inhalants or the need to administer an injection for anaphylactic shock, the parent must instruct all teachers of this child's class on their usage.
- d. Parents will be informed in writing if the child has received such treatment.
- e. After the administration of life-saving medications, the child's parent or guardian must be immediately called and the child must be removed from the school by the parent or guardian for evaluation by a physician or for parental observation. The child may return to class only with a doctor's written permission.
- f. The medication and all pertinent instructions shall be kept in the First Aid box or in the office.

11. The school's policy regarding a mildly ill child is as follows:

- a. If a child is experiencing minor cold symptoms but no communicable disease symptoms, he or she may attend class if a cough or cold remedy is administered before coming. The child must be able to blow his or her own nose and to cover mouth when coughing.
- b. A child who does not feel well enough to participate in activities but who is exhibiting no symptoms of communicable disease shall be observed carefully for signs or symptoms of a worsening condition. If such symptoms occur, the child will be isolated from the group until a parent or guardian can pick-up the child from the school.

Sign and Return Bottom Portion to School

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I / WE _____ parents/guardian of

_____ acknowledge that we have read the eight (8) pages containing the provisions and conditions applicable to the International Academy of Cincinnati and agree to abide and comply with the terms thereof.

Student's Name: _____

Date

Print Name

Signature

Print Name

Signature