

**WAPAKONETA CITY SCHOOLS
PRESCHOOL PROGRAM**



**PARENT HANDBOOK
2017-2018**

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WAPAKONETA CITY SCHOOLS VISION

Wapakoneta City Schools will be the leader in providing excellent learning experiences for our students.

WAPAKONETA CITY SCHOOLS MISSION

Our mission is to provide a caring place to develop responsible, productive citizens.

WELCOME

We would like to thank you, the parents, for entrusting your children to us for a time each week. We do not take this responsibility lightly. We try to treat your child with the same care and concern that you would.

Locations:

Cridersville Elementary (2 units)
501 Reichelderfer Rd
Cridersville OH 45806
(419) 645-3000
Mon/Tues/Wed/Thurs

Wapakoneta Elementary(4 units)
900 N Blackhoof
Wapakoneta, OH 45895
(419) 739-5000
Mon/Tues/Wed/Thur

Wapakoneta City Schools Preschool is a child-centered program and is devoted to meeting each child's unique needs. The program serves students eligible for special services as well as typically developing 3, 4 and 5 year old children.

Wapakoneta City Schools Preschool is a developmental program rather than an academic one. We believe that children learn by PROCESS; which is learning through play and working with the things and people in their environment. We seek to provide a safe, nurturing environment which encourages the children to make choices, ask questions, to explore, to share ideas, to solve problems, and to experiment without fear of failure. We try to provide experiences that will help children feel good about themselves and confident about their abilities. We attempt to provide activities that will assist children as they grow to their full potential.

Children learn best through selected play activities that are appropriate for each child's age and developmental level. Skills are integrated across activities. The teachers serve as facilitators to guide the children in their interactions with the varied learning opportunities. Activities are primarily child-oriented and child-directed.

It is strongly believed that family involvement is critical to a child's growth. Parents are partners in the development and provision of learning situations.

OHIO DEPARTMENT OF EDUCATION RULES & GUIDELINES

Wapakoneta City Schools Preschool must meet the Ohio Department of Education rule compliance. According to the rules contained in the Federal and State laws, special education and related services must be provided as appropriate to all eligible children with disabilities. These eligibility criteria are established by Ohio Department of Education. Site reviewers will visit programs at least two times a year to assure compliance and will issue compliance reports to the Principal and Superintendent. All ODE inspection reports of the program are posted in a conspicuous site near the posted license at each program. Parents can obtain copies of the inspection by written request to the building principal. All complaints and reports concerning the operation of programs regulated by ODE may be reported to the Ohio Department of Education Ombudsman (phone number is 1-614-466-0224)

REQUIREMENTS FOR ADMISSION

So that we might operate within the law, the following policies and practices are necessary for your child's enrollment:

- Student Health History
- Birth certificate
- Medical form (signed by a physician and due 9/10/14)—these are to be updated yearly
- Dental Examination (signed by a dentist and due 9/10/14)—these are to be updated yearly
- Hematocrit and Blood Lead Screening (due by 9/10/14)—this is completed one time only
- Emergency Management/Transportation Authorization form (to be used in emergency situations)
- Parent Tuition Agreement
- Administration of Medication (if applicable)
- Immunization Records
- Custody Papers

Students will be placed on class lists after registration packet has been completed. You will be billed for your first month's tuition. If the payment is not made by the date indicated on the invoice your child will no

WITHDRAWAL POLICY

Should a parent choose to withdraw his/her child from the program, verbal and written notification is required from the parent to the director or classroom teacher. On the last day of attendance **WD** is marked on the class roster and the child's file placed as inactive.

ATTENDANCE

It is important that parents call the school in the morning to report student absences on each day the child is absent. State law requires this reporting. Please call the classroom between 8:00 a.m. and 9:00 a.m. each morning for AM classes and as early as you know that your child will not be in attendance for PM classes. Parents may also leave a voice mail during the night, and the message will be forwarded to the appropriate person. If a child is brought to school late, the teacher must be alerted by the parent and given any information pertinent to illness and the bus transportation home.

CALAMITY DAYS

All Wapakoneta & Cridersville Preschool Classrooms will follow the Wapakoneta City Schools schedule for delays or closure.

ARRIVAL & DEPARTURE PROCEDURES

Transportation is provided at the start and end of the school day for all preschoolers. Parents always have the choice to transport their own child. Should a parent prefer that students be transported by school bus a transportation form must be on file. Changes to transportation arrangements require notice two days in advance of anticipate change and completion of a new transportation form. Only changes that are permanent are allowable under district policy.

EMERGENCY RELEASE

In accordance with State regulations, children are released only to a custodial parent, guardian, or person authorized by the custodial person. If a person other than those noted will pick up a child, a

telephone call must be placed to the teacher identifying the authorized person. **The teacher will require photo identification from the person picking up the child.** Please relay this I.D. policy information to the person picking up the child.

Authorized list for pick-up for your child: Persons on the authorized pick up list must be able to supply documentation of their identity.

PROGRAM GOALS

Cognitive/Language:

- To encourage creativity to enhance each child's ability to think and to stimulate a desire to learn.
- To provide hands-on, meaningful experiences necessary to enhance each child's cognitive progress.
- To provide opportunities for each child to express his/her thoughts, feelings and needs verbally and/or non-verbally.
- To expose each child to basic pre-academic skills via integrated experiences.

Social/Emotional:

- To create a nurturing environment that enables each child to develop a good self-image.
- To encourage independence and self-direction by helping children learn to make their own choices and decisions.
- To foster each child's sense of responsibility to self, others, and the environment.
- To provide opportunities for each child to establish positive relationships with peers and adults.



Motor:

- To improve each child's coordination, balance, and overall gross motor abilities.
- To develop each child's fine motor ability.
- To encourage a positive attitude toward motor activities.

CLASS SIZE AND DAILY SCHEDULE

Children attend class Monday through Thursday, with each classroom taking one day off within that week. Each class has children 3-6 years of age. The maximum number of children is 16 with an adult/child ratio of 1:8.

Here is an example of a typical day:

Arrival—Toileting

Circle Time—Greeting, weather and songs/finger plays

Learning Centers—Choice of activities include, writing center, dramatic play, manipulatives, science, math, book corner, blocks, vehicles.

Individual and small group instruction.

Clean up, toileting and hand washing

Snack

Gross Motor—Indoor/Outdoor play, music, or creative movement will be included each day.

Circle Time—Story time & language

Departure Activities—Departure song (independence is fostered while putting on coat, boots, backpack, etc.)



A schedule is also posted in each classroom that may vary from the above guidelines.

STRUCTURE

There are a maximum of 16 children in each class, a teacher, and an assistant. Children spend time as a class engaging in small group activities. In addition, they also have the opportunity to play and participate in a variety of activities with the children who attend the Wapakoneta City Schools' Preschool. The children benefit from both the individual attention the small group provide and their more informal experiences with typically developing children in a larger group situation. Services will be provided for children requiring assistance.

Itinerant Based

Itinerant services are also provided for children who qualify. A teacher will go to your child's public or private preschool setting or your home and work with your child individually.

Center Based

The special needs preschool classes meet with the following schedules:

Wapakoneta - Monday, Tuesday, Wednesday, Thursday

Cridersville - Monday, Tuesday, Wednesday, Thursday

all sessions are 2 1/2 hours per day.

ELIGIBILITY/ENROLLMENT

Enrollment is open to all 3, 4 and 5 year old children. There shall be no discrimination because of race, religion, origin or social, economic background. Children who meet certain eligibility criteria attend the program at no cost. Other students pay tuition. Criteria for eligibility are established by the State of Ohio. Typically, the assessment includes measures of the child's skills in the following areas:

Cognitive, Language, Motor (fine & large) Readiness, Vision, Hearing and Social/Emotional/Behavioral

The school psychologist, speech therapist, and preschool teacher are the individuals most involved with the evaluation; however, other professionals may participate as well depending on the child's needs. Assessment includes the use of tests designed for preschoolers, observations, work samples, and parent interviews. This information is usually gathered during home visits and the child's visit to the preschool. The information parents provide is critical to the assessment process.

IEP'S-"INDIVIDUALIZED EDUCATION PROGRAMS"

Individualized education programs (IEP's) are written for each identified child who attends the special needs preschool. The IEP is basically a plan that outlines the services the child will receive and the specific goals the team believes he or she should focus on. The goals are selected by the parent, teacher, and other team members (ex. Speech and language therapist, occupational therapist, school psychologist, etc.) based on their observations of the child and other assessment information. **Parents are a vital part of the IEP development process.** They are encouraged to add the goals they believe should be addressed and actively participate in writing the IEP. An IEP is developed for each year the child is in the special program.

PAYMENT POLICIES

Tuition students will be charged at the rate of \$175.00 for full service programming (4-day attendance). We will make reduced tuition available to families who qualify on a sliding scale. Please see the chart on the following page for the tuition scale. Proof of gross income must be provided. Please request forms if your family qualifies. Payment should be made on a monthly basis. Make checks payable to the **Wapakoneta City Schools**. Payment may be given to the teacher or mailed/dropped off at the Administration Building, 1102 Gardenia Drive. Tuition is due by

the 1st of each month. Two months of unpaid tuition will result in a child being withdrawn from preschool at the end of the 2nd month of non-payment. Tuition must be paid in full even if the child misses school due to illness, weather calamity or family vacation.

| Estimated Annual Family Income | Federal Poverty Level 0-100% | 101-125% | 126-150% | 151-175% | 176-185% | 186-200% |
|--------------------------------|------------------------------|--------------|--------------|--------------|--------------|--------------|
| 1 person household | \$ 11,770.00 | \$ 14,712.50 | \$ 17,655.00 | \$ 20,597.50 | \$ 21,774.50 | \$ 23,540.00 |
| 2 person household | \$ 15,930.00 | \$ 19,912.50 | \$ 23,895.00 | \$ 27,877.50 | \$ 29,470.50 | \$ 31,860.00 |
| 3 person household | \$ 20,090.00 | \$ 25,112.50 | \$ 30,135.00 | \$ 35,157.50 | \$ 37,166.50 | \$ 40,180.00 |
| 4 person household | \$ 24,250.00 | \$ 30,312.50 | \$ 36,375.00 | \$ 42,437.50 | \$ 44,862.50 | \$ 48,500.00 |
| 5 person household | \$ 28,410.00 | \$ 35,512.50 | \$ 42,615.00 | \$ 49,717.50 | \$ 52,558.50 | \$ 56,820.00 |
| 6 person household | \$ 32,570.00 | \$ 40,712.50 | \$ 48,855.00 | \$ 56,997.50 | \$ 60,254.50 | \$ 65,140.00 |
| 7 person household | \$ 36,730.00 | \$ 45,912.50 | \$ 55,095.00 | \$ 64,277.50 | \$ 67,950.50 | \$ 73,460.00 |
| 8 person household | \$ 40,890.00 | \$ 51,112.50 | \$ 61,335.00 | \$ 71,557.50 | \$ 75,646.50 | \$ 81,780.00 |
| Tuition (per month) | \$0 | \$43.75 | \$87.50 | \$131.25 | \$153.25 | \$175 |

SNACK FEE

Parents of students on IEP's center-based (non-tuition) children are asked to weekly or monthly pay **\$2.00 per week** to help us continue to supply snacks, and other "extras" which state and local funding do not cover. **Students who pay tuition are not charged a snack fee as it is part of the tuition payment.**

MEDICAID SCHOOL PROGRAM

We attempt to access as much State and Federal grant dollars and special funding as possible. With ongoing budget cuts and increased costs, our school districts vitally need all additional funding possible to help us maintain and improve the quality programs that we offer our students. We owe it to the taxpayers and citizens of this county to bring in all available State and Federal dollars into our county that we can.

One such source that we are actively seeking funding from is the Ohio Medicaid School Program, also known as MSP. This program allows Ohio School Districts to receive Federal Medicaid reimbursement for certain therapies that are provided by licensed therapists to students that have Medicaid insurance. In accordance with the "Individuals with Disabilities Act" (IDEA), we make every attempt to notify parents of our intent to seek this special funding when eligibility requirements are met.

The child's Protected Health Information (PHI) will only be shared with ODJFS, ODE and Program Auditors. If you do not want to give permission to share your child's information, please print off the form and return it to Deb Walls at 1102 Gardenia Drive, Wapakoneta, OH 45895. If we do not receive a form we will take that as consent to bill. If you have any additional questions, please contact our Medicaid Billing agent, Healthcare Billing Services, Inc. at (740) 653-6711 between the hours of 9 a.m.—5 p.m. if you have any questions. HBS will be more than happy to assist you and answer any questions you may have.

PARENT INVOLVEMENT

You are our most important resource! We strongly encourage parent participation in our program. Your child needs to know that he/she is an important part of your family life. The child needs to feel that he/she is secure, that he/she can depend on your love and your support.

Please feel free to talk or email your child's teacher--at school or by requesting a telephone call or note of response. No question or comment is too small. An open communication system is encouraged between parents and teachers. Matters of concern are discussed as they occur.



Parent conferences are scheduled twice a year. You will be given information regarding your child's progress along with an opportunity to share your concerns and questions.

Parent and family activities are planned throughout the year for our students. Some activities for families may include: parent orientation, Open House, parent nights, various local field trips, and end of the year picnic celebration.

Please read our monthly newsletters and take time each day to check your child's backpack for information/activities completed that day. Parents may also check the Wapakoneta City Schools website and Facebook page for news, as well

PARENT ACCESS POLICY

Parents may have unlimited access to their children during the time children are at preschool. Parents may have unlimited access to their children's file.

VISITORS

Visitors, including parents, professionals and the interested public, are invited to Wapakoneta City Schools' Preschool to become better informed, and knowledgeable about the programs. In order to ensure the safety of the students and visitors, and to avoid disruption of programming, all visitors must sign in whenever they enter the building.

FAMILY/CUSTODIAL SITUATIONS

As there are an increasing number of families experiencing transitions in parental custodial relationships, and the laws governing divorce settlements and custody have recently been changed, we find it necessary to clarify and restate the usual procedures followed by the administration in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. School personnel will, therefore, send home notices, communications etc. with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents. This information includes, but is not limited to, parent conferences, IEP meeting invitation, and quarterly progress reports.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and between the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform both the principal and teacher of this fact so that appropriate support can be given to the child. Wapakoneta City Schools cannot proceed on hearsay, rumors, or requests of parent; the appropriate documentation that we need is detailed on the next page.

In cases of an actual divorce decree involving clear custody by one parent, the school is to be informed by the custodial parent of this fact. A copy of the decree bearing the case number, the pages referring to custody and the relationship with the school, and the page bearing the judge's signature are to be submitted to the preschool director. Unless the decree indicates otherwise, school communications will be sent home to the **custodial parent**. Custodial parents should understand, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access the custodial parent. We will, unless instructed by a court order, release such report cards, health records, referrals for special services, and communications regarding major disciplinary actions.

Further, you should realize that unless restricted by court order, any non-custodial parent has the right to attend any school activity of their child.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared by and between the parents.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that **one** conference appointment be scheduled jointly if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further insures that both parents are given the same information at the same time, thereby avoiding misunderstanding and/or misinterpretations.

In cases where joint conferences are clearly neither possible nor desirable by all parties involved, alternate arrangements may be scheduled.

HEALTH POLICIES

All staff are trained in administering basic emergency first-aid. When necessary, staff will administer basic emergency first-aid, notify parents and if necessary seek the support services of Emergency Medical Teams (EMTs) and the designated medical care facility on the child's Emergency Medical Form.

Staff will administer medication, food supplements, modified diet, or fluoride supplements only after receiving written instructions from a licensed physician or dentist as well as the written, signed, and dated instructions from the parent or guardian.

Medication will not be administered for any periods of time beyond the date indicated by the physician or dentist, or six months, whichever comes first. Written instruction shall include: child's name, a correct date, exact dosage to be given, the specific number of dosages to be given daily, and the route of administration. The prescription label shall be attached to the original container for each medication or food supplement. Prescription labels which do not contain a specific number of dosages to be given per day must be accompanied by written instructions from parents if it is to be administered by school personnel.

Nonprescription topical ointments, creams, or lotions may be administered without written instructions from a licensed physician if written instructions are received from parents that contain: child's name, a correct date, exact dosage or application to be given, the specific number of dosages or applications to be given daily, the route of administration, and parent's signature. Authorization for administration of the ointments may be canceled by written request of the parent at any time. When used for skin irritations or manifestations of skin irritations, the ointment, cream, or lotion may be administered by preschool staff for no longer than fourteen (14) consecutive days at one time.

For each medication that is administered, a written record or log, including child's name, dosage, date, and time shall be made. Monthly medical logs are to be maintained in each room, and at the conclusion of each month, forwarded to the Preschool Director's Office. The monthly record or log sheets shall be kept on file for one year in the Preschool Director's Office.

Parents are asked to keep their children home whenever they are ill. Allowing sick children to attend preschool classes endangers the health of the other children and staff and may slow the sick child's recovery.

Children who become ill at school will be isolated in an area away from other children but in view of one of the staff members. Classrooms have a cot, blanket, first-aid materials and OSHA conforming clean-up kits for body fluids. Parents or parent designees will be contacted to return the child home as soon as possible.

COMMUNICABLE DISEASE POLICY

Staff members are trained in first-aid, communicable disease, hand washing, and disinfection procedures. They are able to recognize the common signs of communicable disease and other illnesses and each child will be observed each day before he/she enters the group.

(Children are to be kept home if the following signs of illness are observed):

- Diarrhea - more than 1 abnormally loose stool within a 24 hour period.
- Difficult or rapid breathing.
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Yellowish skin or eyes.
- Conjunctivitis



- Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness.
- Untreated infected skin patch(es).
- Unusually dark urine and/or gray white stool.
- Stiff neck.

MEDICAL OR DENTAL EMERGENCY

In the event of a medical or dental emergency, the Preschool staff will take the following steps immediately:

- Immediate first aid will be administered by trained staff.
- The local rescue squad will be contracted, if applicable.
- Parents will be notified of accident or injury and informed that an ambulance has been contacted.
- One staff member will accompany the child with the child's records, in the ambulance.
- Parents will meet the child and staff member at the emergency treatment center specified by the local resource squad

A written description of the school's safety policies has been explained and distributed to all staff. In addition, emergency phone numbers and procedures are posted in each classroom by the telephone.



HEALTH AND SAFETY

In the event a child has an accident or injury at school, the teacher or assistant will complete an incident report on the same day of the incident. The supervisor of the program, the person completing the form and the parent or guardian, will sign the report. A copy of the report will be placed in the child's file and the parent/guardian will be notified via a note, phone call or voice message within 24 hours after incident.

ILLNESS/ISOLATIONS AND REMOVAL PROCEDURES

A child with any of the following signs or symptoms or illness shall be immediately isolated from the other children:

- A. Unusual rash.
- B. Sore throat or difficulty in swallowing.
- C. Elevated temperature.
- D. Vomiting.
- E. Evidence of lice, scabies, or other parasitic infestation.

A child with any of the previously listed signs or symptoms of illness will remain isolated until decisions regarding whether the child should be discharged immediately or at some other time during the day is determined by the teacher and/or parent.

Parents are requested to notify the teacher or aide if their child has been exposed to any contagious disease outside the school. Parents should **immediately notify** the teacher when a child has a contagious disease. If children have been exposed to a communicable disease while at preschool, parents will be notified.

A physician's release form may be required for re-admittance to school, depending upon the illness of the child.

The school can admit and care for a "mildly" ill child (such as minor cold symptoms or teething) as long as the child does not exhibit any symptoms specified in the previous page on communicable

diseases. If any of the symptoms do occur during careful observations, the child will be isolated and discharged from the school.

HEALTH SCREENINGS

Healthchek services are required by the federal government. These services include a comprehensive health and developmental history to assess physical and mental health, screenings for potential health problems – including vision, hearing, and dental screenings. Healthchek also covers: » necessary laboratory tests, » vaccines, » blood lead screening, and » health education and nutritional advice. Providers may make referrals to other health providers for more specialized care. Healthchek services are also available to individuals covered by a Medicaid managed care plan or who are on a Medicaid home and community-based waiver. For more information contact:

Auglaize County Department of Job and Family Services
12 N. Wood St., Wapakoneta, OH 45895
Phone/Ext: (419) 739-6505
Hours: Mon-Fri 7a-4:30p

HANDWASHING

All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting; after cleaning; after toileting; before preparing or eating foods; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

SAFETY POLICY

No child is ever left alone.

Parents must pick their child up **in** the school building. We **will not** send them out of the building on their own!

There is immediate access at all times to a working telephone in the school.

Fire drills will be held monthly for the entire school.

In the event of a fire, we would follow the exit plans posted in each room and in accordance with the Wapakoneta City Schools, regulations.

In the event of a tornado, the preschool classrooms will follow established classroom directions and regulations.

A lock down drill is also performed annually to proactively ensure school safety in the event of an unwanted intruder into the school building.

EMERGENCY EVACUATION PROCEDURES

Children enrolled in the integrated preschool program will practice appropriate behavior during emergency evacuation drills. These drills are documented and on file with the classroom teacher in each of our respective preschool units.

MANDATED REPORTING LAW

Ohio Revised Code Section 2151.421 states "Any attorney, physician, including a hospital intern or resident, dentist, podiatrist, practitioner of a limited branch of medicine or surgery as defined in Section 4731.15 of the Revised Code, registered or licensed practical nurse, visiting nurse, or other health care professional, licensed psychologist, speech pathologist or audiologist, coroner, administrator or employee of a child day-care center, or administrator or employee of a certified child care agency or other public or private children services agency, school teacher or school authority, social worker, or person rendering spiritual treatment through prayer in accordance with the tenets or a well-recognized religion, acting in his official or professional capacity, having reason to believe that a child less than eighteen years of age or any crippled or otherwise physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition of such a nature as to reasonably indicate abuse or neglect of the child, shall immediately report or cause reports to be made of such information to the children services board or the county department of human services exercising the children services function, or a municipal or county peace officer in the county which the child resides or in which the abuse or neglect is occurring or has occurred."

REPORT TO: AUGLAIZE COUNTY CHILDREN SERVICES
12 N. Wood Street
Wapakoneta, OH 45895
Phone: (419) 739-6505 or 739-6510

Ohio Revised Code Section 9.55.3 states "The third requirement of the Missing Child Law is the requirement that school administrators report to the police any child who is admitted to the schools of the district who has not presented acceptable birth documentation or copies of his previous school records. Within twenty-four hours of a child's entry into a school, the school administration must request the student's records from the public or non-public school he most recently attended. If school records or a birth certificate are not produced within fourteen days, or if the school claimed as the school of previous attendance has no record of the student's attendance, the principal must report to the law enforcement agency having jurisdiction in the area where the child resides that the student may be a missing child.

In order to facilitate the enforcement of the Missing Child Law, and to assist in other aspects of school administration, the law requires each entering student to provide, in addition to the above, a certified copy of any child custody order or decree which has been issued with respect to the student. The custodial parent of such a student must also provide the board with certified copies of any later court orders which modify the original custody order or decree."

DISCIPLINE

Our approach to discipline focuses on self-control. Rules are developed and limits are set for four (4) reasons:

1. Possible harm to self;
2. Possible harm to others;
3. Damage to property;
4. Infringement on the rights of others.

Self-control goals are best accomplished by utilizing the following guidelines:

1. The teacher and aide are to act as limit setters, listening, clarifying and supporting choice making.
2. Positive language and manners will be used to communicate limits and provide simple consistent explanations.
3. An environment structured to help children remember limits will be provided. Children are recognized with praise for respecting the limits.

CONSEQUENCES

A child who is having problems staying within the guidelines of the program will be removed from the group to a designated time-out area until he/she is able to return and deal with the situation in an appropriate manner.

For serious or recurrent problems, the parents will be notified, and a conference scheduled with the teacher and other resource staff as deemed appropriate. For serious or recurrent infractions, a child's enrollment may be terminated. Parents will be notified 48 hours in advance, so an alternate preschool can be arranged.

BEHAVIOR MANAGEMENT/DISCIPLINE

- (A) A preschool staff member in charge of child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center of review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, or biting.
 - (2) No discipline shall be delegated to any other child.
 - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.



- (7) Techniques of discipline shall not humiliate shame or frighten a child.
- (8) Discipline shall not include withholding food, rest or toilet use.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in a center shall receive the center's written discipline policy.

All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

CURRICULUM

Our staff will work to meet the needs of our students by primarily using the Creative Curriculum. This curriculum is aligned to Ohio's Early Learning Content Standards.

PROGRESS REPORTS

Reports on each child's developmental progress will be reviewed and issued to parents at a minimum of three times per year.

PARENT CONFERENCES

Conferences with teachers and parents regarding each child's developmental progress will be reviewed and issued to parents at a minimum of two times per year.

OUTDOOR PLAY

We are fortunate to have excellent facilities that allow for indoor and outdoor gross motor activities. As a safety measure children should wear soft sole, non-skid shoes that will not slip off. When the weather permits every effort will be made to spend the gross motor portion of the day outdoors. In colder weather the children will need gloves and hat.

EXTRA CLOTHING

Parents need to provide a labeled plastic bag containing a complete change of clothing for their child (socks, underpants, shirt and pants). Please label individual items in the bag. The clothing will be kept at school for emergency use and returned at the end of the school year.

BACKPACK

Every child will need a backpack large enough to accommodate art projects and papers. Please check your child's backpack daily for notes, newsletters, or art projects.

SNACK

When providing treats, please avoid overly sweet treats and items containing red dye. Check with your child's teacher to determine if any classmates have food allergies. Parents have the choice of providing their own snack for their child. Parents of center-based (non-tuition) children are required to weekly or monthly pay \$2.00 per week to help us continue to supply snacks, and other "extras" which state and local funding do not cover.

FIELD TRIPS

Field trips are an important part of our curriculum. They provide a wonderful opportunity for language development, as well as enhancing our students' community awareness. We will take several field trips throughout the year. The field trip release form included in your initial packet is a "blanket form" which covers all walking trips.

A person trained in first aid will accompany each group of children. The teacher will take the first aid kit and the emergency authorization forms. Each child will wear a nametag with his/her name and the school's name and telephone number.

CLOTHING

Children should be dressed in comfortable, easily-manageable play clothes. Shoes should be comfortable for climbing, running, and jumping. (No flip flops, jellies, or sandals that may easily slip off feet, please.) Some time will be spent outdoors each day (weather permitting) so appropriate outdoor apparel should be worn.

Please keep in mind we will be doing messy activities, such as cooking and painting. Please send an extra set of clothes (pants, shirt, underwear, socks) to school with your child at the beginning of the school year so we may keep these at school all year in case of an accident.

PLEASE LABEL ALL BOOTS, SWEATERS, MITTENS, and HATS with your CHILD's NAME.



