

# Barberton Preschool Handbook

*The magic begins here!*

2017-2018



Barberton City Schools ... pursuing excellence for a bright tomorrow.

**Mission:** To serve every child by challenging him/her to act with purpose and compassion in order to be productive, contributing citizens of our community and the world, and to impact future generations.

Dear Parents,

**Welcome** to the Barberton Preschool program. Barberton's integrated preschool program is designed to serve both children with special needs and those who are typically developing. We serve children ages 3-5 years. Barberton's preschool program is licensed by the Ohio Department of Education.

Our integrated preschool program would like to extend an invitation to you to be involved in every aspect of your child's preschool experience at Barberton. In order to help our families become more familiar with our program, we have developed this handbook for your reference. Please take time to read through the handbook, as it will answer many of your questions and give you an overview of our day-to-day operations. We hope you will find this handbook informative and useful.

Throughout the year we will be sending additional information home pertaining to the program and your child. If you have any questions, please contact your child's teacher or Barberton Preschool administrator.

Again, welcome to the preschool program. We look forward to a great year!

Sincerely,

**The Barberton Preschool Staff**



## Table of Contents

<b>Topic</b>	<b>Page(s)</b>
Preschool Contact and Location Information	4
Program Overview & Philosophy	5
Program Goals	6
Daily Schedule & Transitions	7
Developmentally Appropriate Practices	8
Learning Centers	9
Progress Monitoring Tools & Requirements	10
Early Learning Content Standards & Preschool Curriculum	11
Admission & Placement, Registration, and Withdrawal Procedures	12
Tuition Sliding Fees Scale & Registration Materials	13-14
Attendance & Withdrawal	14
Dress Code & School Supplies	15
Special Education Eligibility and Services	16
Immunizations, Medications, Emergencies & Accidents at School	17-18
Nurse's Notes	19
Management of Communicable Disease	20-21
Preventing Illness	22
School Closings & Delays	23
Parent Involvement	24
Family Fun, Celebrations, Field Trips	25
Transportation & Transportation Contact Information	25-26
Behavior Management/Discipline	27
Behavior Management Strategies	28
Questions Parents May Have	29-30
Complaint Procedures	31

Please sign and return the last page of the handbook acknowledging you have received and reviewed the preschool handbook.

## Contacts and Location Information

Barberton Preschool  
633 Brady Avenue  
Barberton, Ohio 44203  
• Fax: 330-848-0884 •

<b>Title</b>	<b>Name</b>	<b>Phone</b>
Director	Jennifer Sutton	330-780-3208 X 12505
Director	Rachel Boudler	330-780-3208 X 12505
Building Secretary	Geri Ball	330-780-3208 X 12501
Nurse	Mary Beth Tupa	330-780-3208 X 12504
Director of Student Services	Deidre Parsons	330-753-1025 X 13127
Transportation	Pauletta Gemind	330-753-1025 X 13141

### **Preschool Teaching Staff 330-780-3208**

#### **Preschool Classroom Teachers**

Raetina Giovanini- Preschool Teacher      Cherie Mitchell- Teacher Assistant  
Leann Riley- Preschool Teacher      Cindy Snyder-Teacher Assistant

#### **Preschool Early Childhood Intervention Specialist (ECIS)**

Janet Barth      Jennifer Byer      Sandra DeMarino      Lisa Turner

#### **Preschool Psychologist**

Bobbie Burkey

#### **Preschool Speech and Language Pathologist**

Helen Cain      Emily Quade

## Barberton Preschool Program Overview

Barberton City Schools recognizes the significant impact that early childhood education has on the growth and development of children and the extent to which it can prepare children for a lifetime of learning.

Barberton City Schools will operate an Early Childhood Program for young children ages three (3) to five (5) with and without disabilities in order to enhance their educational opportunities. All children who reside in the district and who have attained their third birthday, or have not had their fifth birthday by August 1<sup>st</sup> will be eligible to participate.

Parents who are interested in entering their children into the program should be aware that there is an initial screening with a developmentally appropriate tool focusing on the areas of: communication, pre-academics, social/emotional behavior, fine and gross motor skills, and adaptive skills. If there is a concern in one of the above listed areas, further testing will be initiated to see if the child is eligible for services under Individuals with Disabilities Education Act (IDEA). Consideration on enrollment for typically developing students will be based on appropriate peer model behaviors and space availability. Children enrolled are taught through a developmentally appropriate and multisensory curriculum aligned with the State of Ohio's Early Learning Content Standards.

## Philosophy

The Barberton Preschool is dedicated to providing a warm, nurturing environment where children can learn and grow. Our skilled teachers and staff will help your child learn and develop through both group play and adult interaction while encouraging each child to make choices and direct his or her own learning.

We respect and value the differences in each child's interests, developmental needs, and personality. Our curriculum is based on the premise that children are naturally curious about their environment and that play is an essential ingredient of our program. Through play in a well-arranged and regularly enriched environment, children learn about themselves and their capabilities. Teachers create a challenging environment in which information is available through a variety of materials.

We value and need the collaboration and communication with our parents and caregivers. Teachers, therapists, and other staff members are viewed as facilitators and models, working with parents and caregivers in a partnership to help support, guide, and encourage a child's intellectual, social and emotional well-being, physical and aesthetic growth and development.

## Goals For Our Children

- Each child will progress to the least restricted environment.
- The staff and families will evaluate, select and implement a mode of communication for each child with speech concerns.
- The staff and families will evaluate, select and implement functional mobility for those with walking concerns.
- Children will learn to respect differences in color, ability and cultural diversity and appreciate similarities among all people.
- Children will appreciate the power of language and the written word.
- Each child's best mode of learning will be identified and shared with the child's team.
- The staff and families will help each child develop self-control and develop a repertoire of behaviors that are socially appropriate.
- Staff and families will foster each child's independence in the area of self-help skills such as; toileting, dressing, eating and proper hygiene.
- Each child will be encouraged to creatively express themselves through art, music, movement and dramatic play activities.
- Each child will progress in their cognitive and fine motor development by exploring and playing with a variety of manipulative and imaginative toys.
- Each child's self-esteem will be fostered through problem solving, positive reinforcement and success.
- Each child will have access to developmentally age-appropriate activities, equipment and materials.

## Sample Daily Schedule

AM Session	PM Session
School starts 8:30 am	School starts 12:45pm
Breakfast	Lunch
Circle Time	Circle Time
Free Choice	Free Choice
Gross Motor	Read Aloud
Read Aloud	Gross Motor
Dismissal 11:15 AM	Dismissal 3:30 PM

### Transition Times

#### Transition Times within the School Day

Parents or guardians must stay with their child in the designated drop off area until they are released to the child's teacher. Children must be accompanied by an adult at all times while transitioning throughout the school building. Transitions happen multiple times throughout the day such as going to and from the restroom, the gross motor areas inside and outside of the school building, and within the classroom.

#### Preschool to Kindergarten Transition

Throughout the school year, our preschool program sends home information to students who are transitioning to kindergarten. The preschool staff will send home activities related to the child's transition to kindergarten such as kindergarten readiness kits. Parents and families also have the option of participating in a transition skills summary which measures the child's readiness skills for kindergarten. Families can expect information regarding kindergarten registration and visiting the elementary buildings every spring.



## Developmentally Appropriate Practices

### Licensing

The Ohio Department of Education's Office of Early Learning and School Readiness licenses Barberton's Preschool Program. This license is posted in the office for review along with the results from their most recent site inspection. A copy of the laws and rules governing our program are in the office and are also available for your review upon request. Our license records include reports from the Health and Fire Department, staff certifications and trainings. All children's records are kept up to date with current health, educational and safety records.

### Class Staff to Child Ratios

Each preschool classroom will have a teacher and an assistant with a maximum of eight children with special needs and eight children who are typically developing.

### Roles

The teacher, assistants and therapists work in partnership to empower families and to facilitate each child's growth and development.

Each child's family is vital to his/her social, emotional and physical development. Therefore, each family is encouraged to participate in a variety of ways, such as: classroom participation, daily communication, parent meetings and educational in-services.





## Learning Centers

Your child's weekly schedule will include learning centers designed to facilitate play, communication, fine motor skills, and expand knowledge in the early learning content areas. You will receive a schedule of your child's weekly activities within the first month of school. The following is a description of the centers in the classrooms.

### Early Literacy (Reading/Writing)

The purpose of this area is to provide a quiet place for children to enhance both expressive and receptive language through encouraging an interest in reading. Whole language experiences are emphasized through a "print rich" environment that provides opportunities for children to see words in print through classroom labeling, printed books, and child created books. Pre-writing and pre-reading skills are emphasized in this area.

### Blocks/Manipulatives (Early Math)

The purpose of this area is to assist the child in his/her ability to organize the world around him. Blocks and other materials provide opportunities to experiment with math concepts such as shape, weight, quantity, counting, sequencing, and patterning. This area also fosters fine motor skills and eye-hand coordination.

### Science

This center is designed to expose the children to living things, physical properties of objects, the earth, and the environment.

### Dramatic Play (Social Studies)

Dramatic play teaches children about the world around us (such as community helpers), as well as to practice and develop language skills and to play cooperatively with other children.

### Creative Arts and Sensory:

This center provides opportunities for fine motor development and creative expression and to provide sensory experiences with shape, colors, and texture.

### Technology

The purpose of this area is to provide opportunities for children to enhance and extend learning that has occurred in the areas of cognition, motor, social, and language development. This area enhances the development of eye-hand coordination as well.

## Progress Monitoring Tools & Requirements

### ASQ:SE

#### (Ages and Stages Questionnaires: Social-Emotional)

The Barberton Preschool Program uses the ASQ:SE to assess children's social development from 30 to 60 months as part of one of the developmental screeners. This questionnaire is given once a year in the fall. This is a parent-completed questionnaire that asks questions in the following behavioral areas: self-regulations, compliance, communication, adaptive, autonomy (independence), affect (feeling for others), and interaction with people.

### ASQ-3

#### (Ages and Stages Questionnaire)

The Barberton Preschool program uses the ASQ-3 to assess children's communication, gross motor, fine motor, problem solving and personal-social development from 30 to 60 months as part of one of the developmental screeners. This questionnaire is given once a year in the fall and is a parent completed questionnaire.

### COS Form

#### (Childhood Outcome Summary)

Child Outcomes are to be measured as required by Office of Special Education Programs (OSEP). Child Outcomes are defined as positive social-emotional skills, acquisition and knowledge of skills, and use of appropriate behaviors to meet their needs. This summary of development is compiled once a year with the renewal of a child's IEP or twice a year when a child is exiting preschool special education. This progress monitoring summary is completed by your child's educational team, which includes parents, teacher and related service providers (occupational, physical, and speech-language) if applicable. Data collected from the classroom (such as ASQ: SE and AEPS) are used to complete this summary of your child's overall development in a variety of settings (home, school, child care, school programs, and in the community). This summary is completed for students with special needs.

### ELA

#### (Early Learning Assessment)

All children enrolled in The Barberton Preschool Program will be assessed using the Early Learning Assessment (ELA). The purpose of the assessment is to monitor children over time, individualize learning opportunities, promote kindergarten readiness and meet compliance needs for our preschool special education program. The Early Childhood Comprehensive Assessment System aligns to the Kindergarten Readiness Assessment for children entering into school-aged programming. The ELA will focus on six domains that include: Social Foundations, Mathematics, Language & Literacy, Physical well-being & Motor Development, Science and Social Studies. The ELA will be administered two times per year (fall & spring).

## Early Learning Content Standards & Preschool Curriculum

The Ohio Department of Education has established statewide early learning content standards in the areas of language & literacy, mathematics, social studies, science and social and emotional development, physical well-being and motor development and approaches to learning. These researched based concepts and skills are aligned to the K-12 indicators, benchmarks and standards. The early learning standards provide a guidance tool for teachers and parents in preparing the child for kindergarten readiness.

In alignment with the early learning content standards, The Barberton Preschool Program has adopted the Assessment Evaluation and Programming Systems (AEPS) for the classrooms. The AEPS Curriculum emphasizes the "use of routine and planned activities" to work on selected goals and objectives integrating them into the child's daily activities and life experiences. We will be supplementing curricula which will include resources focusing on the areas of math, science, and literacy, as well as giving the children the opportunity to engage in enriched play experiences that emphasize music, technology and scheduled time for gross motor and art craft activities.

Additional information and opportunities to learn more about how parents can reinforce skills learned at school will be provided throughout the year by The Barberton Preschool Program personnel.

**Progress monitoring**-Parents will receive progress reports two times during the year and conferences will be held twice per year. Throughout the year, staff may update you through notebooks, home visits, telephone calls, and conferences.

## Admission, Placement and Withdrawal Procedures

### Admission and Placement:

Barberton City Schools provides special education and public preschool programming for the families in the Barberton School District. All children entering the program shall be initially screened with a developmentally appropriate tool focusing on the areas of: communication, pre-academics, social/emotional behavior, fine and gross motor skills, and adaptive skills. Children with disabilities placed in the program shall attend tuition free. Students who are typically developing will attend on a sliding scale tuition based program. Developmentally appropriate screening tools and child specific needs are used for classroom placement.

Acceptance into the program occurs one of two ways:

- 1) **Preschooler with a Disability:** A child between the ages of three and five who demonstrates delays in one or more areas of development during the screening process. Areas of delay include communication, motor, social/emotional behavior, adaptive, cognitive and visual/hearing impairments. This screening/evaluation process involves play-based activities, parent interview, formal and informal assessment.
- 2) **Peer Model:** A child between the ages of three and five who does NOT have special needs can apply to the program as a peer model. Consideration on enrollment for typically developing students will be based on appropriate peer model behaviors and space availability. Families applying for a peer model spot can attend the program based on the following tuition sliding scale fee.

### Tuition Sliding Fee Scale

Peer model tuition will be based off of a sliding scale fee.

At or below 100%	No charge
At 100% below 125%	\$40.00 per month
At 125% below 150%	\$50.00 per month
At 150% below 175%	\$60.00 per month
At 175% below 185%	\$70.00 per month
At 185% below 200%	\$80.00 per month
At or above 200%	\$90.00 per month

200% of federal Poverty level Income Chart

Household Size

Annual Income

1	(Income less than)	\$24,120
2		\$32,480
3		\$40,480
4		\$49,200
5		\$57,560
6		\$65,920
7		\$74,289
8		\$82,640

For each additional family member, add \$8,360 at the 200% level.

Note: Programs must use the current year's poverty guidelines for any student enrolled after February 1.

Please make checks payable to **Barberton City Schools**. Tuition fees are paid on a monthly basis and due the first week of each month. We regret that reimbursement or credit for days absent is not our policy. Failure to pay fees without the approval from the preschool director will result in suspension from the program until fees are paid to date. Checks may be mailed to Barberton Preschool (633 Brady Ave, Barberton, OH 44203) or dropped off in person at the preschool office.

Required Registration Materials

Each student will need to follow registration procedures. Families will need to log into Infosnap to begin registration. Required forms will need to be brought back to the building and turned into the preschool secretary. Program entry may be delayed or modified until ALL registration forms are received.

The following materials will be on file:

1. Registration Packet (including demographic information and school health record)
2. Birth Certificate
3. Medical Statement and Dental Statement signed and dated by physician each year
4. Emergency Information Form (including names of persons to whom child may be released to)
  - Persons picking up your child may be asked to show identification if they are not recognized by the classroom staff
5. Emergency Transportation/Treatment Authorization
6. Medication Authorization Form signed by physician and parent (if applicable)
7. Photo Release/Roster Permission Form
8. Immunization Records
9. Tuition and Fee Acknowledgment Form
10. Early Childhood Screening tool along with verification of income (1040 tax form, two consecutive pay stubs or other income verification)

### Attendance

Regular preschool attendance is encouraged. If your child is ill, has an appointment, or will not be coming to school for any reason, please call the preschool. **Please call the building secretary at 330-780-3208 leaving your name, your child's name, and reason for absence.**

### **Withdrawal Procedures:**

If for any reason you need to withdraw your child from the preschool program please contact the building secretary at 330-780-3208.

**Students may be withdrawn from the preschool program if 10 consecutive school days are missed and the school is unable to make contact with the family. The slot will be filled with a student on the waiting list.**

## Dress Code

Preschool students follow the district dress code.

Some preschool specific suggestions are as followed:

- Washable are best since a lot of messy "projects" are done at preschool.
- Buttons and zippers should allow for independence in toileting. (Try to avoid belts and suspenders).
- If wearing a dress to school, please consider wearing shorts underneath.
- Closed-toe shoes with rubber soles are preferred for safety.
- **Send a complete change of clothes to school including underwear, socks, pants, and a shirt. (All clothes should be marked with child's name and in a ziplock bag). Please check your child's bag at the end of each day to make sure soiled clothes are taken home and laundered.**
  - Please be sure to send a new set of clothes the next day your child attends.
  - If your child is still in diapers please be sure to provide diapers and wipes for changing.

## School Supplies/ What to Bring

- Backpack (large enough to fit a three ring binder)
- Three ring binder
- Diapers and wipes if your child is not toilet trained
- Complete set of seasonal clothes (shirt, pants, socks, underwear). Clothes must be in a ziplock bag with the child's first and last name.

\*See individual teacher for classroom supply list.

**Please do not allow your child to bring toys to school, as missing pieces, breakage, and sharing can cause problems.**

## Special Education Eligibility and Services

The Barberton City Schools follows all policies and procedures as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). A child with a suspected disability may be referred to the Barberton Preschool program through parents, Help Me Grow, physicians, and various community referrals.

All students with special needs have participated in an Evaluation Team Report (ETR) process and have been determined eligible for preschool special education services. All students with special needs receive the supports and services per the child's Individualized Education Program (IEP) that may include specially designed instruction from an Early Childhood Intervention Specialist, as well as, related service providers that may include, but not limited to, Speech and Language, Occupational, and Physical Therapists.

Parents of students with special needs receive progress reports per the Barberton City School District's calendar regarding their child's progress on IEP goals and objectives.

Preschool to kindergarten special education transition time is a collaborative team effort. Families, service providers, school psychologist, district representatives, and preschool and kindergarten teachers combine to provide an evaluation of the student to determine eligibility for school-aged special education services.



## Physical Forms

According to Ohio Preschool regulations, each child enrolled in the preschool program must have a complete medical and dental exam form signed and dated by the physician each year before entering the program.

If you do not have a regular doctor or dentist you may receive assistance through the Summit County Health Department. Please call our office to discuss your needs and/or schedule an appointment.

## Immunizations

### (Section 3313.67 of Ohio Revised Code)

Required immunizations for preschoolers are four DPT, three Polio, one Measles, Mumps and Rubella, one HIB shot; and Hepatitis B vaccine. Varicella vaccine is recommended for children of any age that have not had the chickenpox illness.



## Medication

### (Section 3313.67 of Ohio Revised Code)

According to state law, no medication, vitamin or special diet is administered unless instructions to administer are written, signed and dated by a licensed physician. A prescription label with name, current date (within three months), dosage, number of daily dosages and route of administration must be provided. In addition, the parent must complete a form which grants the school permission to administer the medication. Notification of medication changes and/or dosages is required to ensure proper administration from the staff.



## Emergencies or Accidents at School (O.R.C. 3313.712)

If your child becomes ill or involved in an accident at school, making it necessary for the child to go home, the parent/guardian will be contacted. If you cannot be reached, teachers will call the emergency contacts listed on the Emergency Authorization form to contact someone to care for your child. Please make sure the people listed on the Emergency Authorization form are also listed on the Emergency Transportation form under authorized people to pick up your child.

Emergency contact numbers are very important as these individuals may be asked to take responsibility of your child in a crisis. Please make sure these people are willing to take this responsibility and have transportation to take the child home, if needed. Please keep this contact sheet updated at all times as we need to have ready access to someone in case of an emergency.

If you move during the year, it is important to complete a change of address form with the building secretary. This also applies to a change of telephone numbers and change of parents' names and emergency numbers. Please let us know where you can be reached at all times your child is in school. If you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

### Medical Emergencies

Each parent must complete an Emergency Medical Authorization form which designates the person, doctor and a hospital in the event of an emergency if the parent cannot be reached. Note: Persons picking up your child may be asked to show identification if they are not recognized by the classroom staff. The form enables you to authorize or refuse emergency treatment for your child if they become ill or injured at school. A copy of the Emergency Medical Authorization form is located in the classroom and on the school bus. A copy goes with the student on field trips or any activity away from school.

### Allergies

Parents need to notify the classroom teacher and school nurse of any physical contact or food allergies. The preschool provides nutritious snacks based on the Ohio Department of Education preschool licensing rules. If your child has food restrictions, please send in an appropriate and nutritious snack.

### Accidents

It is school policy to notify parents if their child receives even a minor bump or mark. In the event of an accident, the parent is contacted and an incident form is completed. All necessary forms for handling medical emergencies must be on file. Let us know if your child has sustained an injury outside of school.

## School Nurse's Notes

### When should your child stay home from school?



#### A simple guide...

Children should be kept home if they have diarrhea, severe coughs, severe colds, or undetermined rashes. Children should not come to school with elevated temperatures. The temperature should stay below 100 degrees for 24 hours before returning to school. Consultation with your family doctor is essential if there are any questions.

• **Keep your child at home if they have the following contagious diseases:**

• **Your child can return to school:**

Chicken Pox	When all chicken pox are scabbed over. *Usually 7 days
Conjunctivitis (pink eye) (bacterial/viral)	When symptoms are clear or 24 hours after treatment with antibiotics.
Fifth Disease	After diagnosis by physician unless child has a fever. No treatment necessary
Head Lice	After medicated shampoo (i.e., Nix, Rid, A200, etc.) and all nits within $\frac{1}{4}$ inch of the scalp removed.
Impetigo	24 hours after treatment has begun; draining sores must be covered.
Pinworms	After treatment by a physician.
Ringworm	24 hours after treatment by a physician, exclude from contact sports until sores are gone.
Scabies	After treatment with prescription medication.
Streptococcal sore throat (strep throat)	24 hours after treatment with prescription medication has begun, and fever has subsided.

## Be Alert for Symptoms in Other Family Members!

If you have questions or concerns about your child's health or safety please call the school nurse at 330-780-3208 EX 12504

### Management of Communicable Disease

- A) A person trained to recognize the common signs of communicable disease or other illness shall observe a child daily as he/she enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of Rule 3301-37-07 of the Administrative Code.
- B) The following precautions shall be taken for children suspected of having a communicable disease:
1. Parents or guardians shall be notified 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 be sent home to his/her parent or guardian:
    - a) Diarrhea (more than one abnormally loose stool within a twenty-four 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 one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    - g) Untreated infected skin patch(es);
    - h) Unusually dark urine and/or grey or white stool;
    - i) Stiff neck;
    - j) Evidence of lice, scabies or other parasitic infestation
  3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decision regarding whether the child should be

discharged immediately or at some other time during the day, shall be determined by the school and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B) (2) of this Rule as well as the following:

- a) Unusual spots or rashes;
- b) Sore throat or difficulty in swallowing;
- c) Elevated temperature;
- d) Vomiting.

4. The Barberton City Schools Preschool Program shall follow the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.

5. A child isolated due to suspected communicable disease shall be:

- a) Cared for in a room or portion of a room not being used in the preschool program;
- b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- d) Observed carefully for worsening condition; and
- e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

C) The Barberton City Schools Preschool Program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

1. The program's means of training all preschool staff in signs and symptoms of illness and in hand washing and disinfection procedures;
2. Procedures for isolating and discharging an ill child and policy for re-admitting such child;
3. Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and

4. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this Rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this Rule.
5. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

## Preventing Illness

Steps you can take before your child enters school to prevent illness and make life easier when illness occurs.

### Share important information with the school...

1. Complete the medical emergency form which is required by the state. This form asks for the following phone numbers:
  - Where child's parent(s) can be reached during the day;
  - Your family physician and hospital of your choice;
  - Two people to contact in an emergency in case you cannot be reached. *This could be the person you have selected as the alternative caregiver, a relative, neighbor, friend or other dependable adult.*
2. Provide the school with any special information it should have about your child's medical history. For example:
  - Has your child had any serious illnesses?
  - Is your child taking any medications?
  - Does your child have allergies that you know of?
  - Any current medical condition or health concern?
3. Call to update when there are changes in:
  - Emergency numbers (i.e., home, work, alternative caregiver)
  - Health status (i.e., medical condition - asthma)

### Make Provisions for Alternative Care When Your Child is Sick...

1. Inform your teacher if your child is exposed to a contagious disease
2. Keep your child at home if he develops symptoms of disease that may endanger the health of the other children.
3. School clinic facilities do not have accommodations to keep ill children for long periods of time. Sick children must be picked up by parents or alternative caregivers.

### Prevention is the Best Medicine: Encourage...

1. Hand Washing - one of the best ways to prevent communicable disease:
  - Before eating or drinking
  - After using the toilet
2. Cover coughs and sneezes
3. Eat a balanced diet
4. Sleep at least ten hours each night

### If You Suspect Your Child is Ill, Keep Him/Her Home...

#### School Closing/Delays for Inclement Weather

If the Barberton City School District closes/delays due to inclement weather, the preschool will also close/delay. For children who ride the bus, please remember that the bus will not run if the Barberton City School District is closed or delayed.

Parents/Guardians will be notified via the One Call system by the district's automated phone system should there be a closure or delay.

All local news channels will also post if the district should cancel or delay school.

You can also check school closures at: <http://www.barbertonschools.org/>



## Parent and Family Involvement

Our program believes that parents are the first and most important teachers of their children. Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher with your child's program to share your concern.

### According to the Ohio Revised Code 3301-37-07(E):

*Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.*

### Opportunities for Classroom Involvement Include:

- Communication with the teachers via notebooks, personal contact, phone calls, and emails
- Participating in field trips
- Attending parent conferences, IEP meetings, and other child centered meetings
- Sharing special skills with us
- Participating in volunteer opportunities in the program (reading in classrooms, assisting the teacher with special projects, etc.)





## Family Fun Day/Celebrations/Field Trips

Family Fun Days are days for parents to participate in the education of their children. The first Family Fun Day is the parent-child-staff open house at the beginning of the year. Your classroom staff will apprise you of other family-child together days. Classroom staff or parents may decide to celebrate a special occasion such as a birthday, seasonal celebration, etc. You will be notified by your child's teacher regarding dates and times. If you would like to schedule a celebration, please contact your child's teacher and program coordinator with details. Opportunities for family-day field trips will be shared with you throughout the school year. Field trips are optional, however, if your family will be participating, **parents are required to attend** and your children are under your supervision.

If sending in a snack or treat please make sure it is pre-packaged and peanut free.

## Transportation

For children who are brought to school by their parents, parents are responsible for the safety of their child, both going to and from the school program. Children may not arrive prior to the arrival time (8:20 for AM and 12:35 for PM) and must be picked up immediately after school (11:15 for AM and 3:30 for PM). Check with your child's teacher for exact arrival and dismissal location. Children transported by their parents must be picked up and dropped off by a parent or designated adult listed on the child's emergency contact form. The child must be **brought into the school** by the parent or designated adult. The teacher must receive advance notice if someone other than the parent or designated adult is to pick up the child; otherwise, the child will not be released. **People with whom the child may be release to need to be listed on the release form and will be required to produce a photo ID at pick up. This form may be changed at any time. In the case of an emergency, the teacher must be notified prior to pick-up by calling the building secretary at 330-780-3208 EX 12501. For the safety of your child, we cannot release your child to anyone who is not on the release form. In addition, your child will only be released to adults age 18 and over.**

Transportation will be provided by the district for children with disabilities who require it. The safety of all children on the bus is very important. Every precaution is taken to see that the children arrive at their destination safely. All transportation questions should be directed to the transportation department, by calling 330-753-1025.

**Boarding the Bus**

Parents must meet the bus with their child and assure that the child is safely on the bus. The driver cannot leave the vehicle for any reason.

**Getting Off of the Bus**

Parents must signal to the driver that they are present in the home before the child gets off of the bus. The bus driver cannot release a preschool child from the bus without assurance that the parent is home and waiting for the child.

**Rule of Thumb**

*The parent needs to be home **at least 15 minutes before the designated drop-off time of the child.** If someone else such as a grandparent or other relative is taking the child off of the bus, the bus driver and teacher need a note from the parents indicating this change.*

**Bus Safety for Children**

Parents should remind their children to ride safely on the bus by:

- Sitting in their seats
- Listening to the bus driver and monitor
- Keeping their hands and feet to themselves
- Using quiet voices

**Barberton Transportation Coordinators**

Job Title	Name	Phone
Transportation Supervisor	Pauletta Gemind	330-753-1025
Transportation Coordinator	Robert Wright-Stasko	330-753-1025



## Behavior Management/Discipline

### 3301-37-10

1. A Preschool staff member in charge of a child or group of children shall be responsible for their discipline.
2. 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 for 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.
  - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to, punching, pinching, shaking, spanking or biting.
  - b. No discipline shall be delegated to any other child.
  - c. 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 that the child may regain control.
  - d. 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.
  - e. No Child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - g. Techniques of discipline shall not humiliate, shame or frighten a child.
  - h. Discipline shall not include withholding food, rest or toilet use.
  - i. Separation, when used as a 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.
  - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

3. The parent of a child enrolled in a center shall receive the center's written discipline policy.
4. All preschool staff members shall receive a copy of the center's written discipline policy for review upon employment.

### **Behavior Management Strategies**

*The Barberton Preschool Program utilizes several strategies to assist individuals and groups of children on how to communicate and interact appropriately with peers and adults. Methods of discipline at the preschool shall be restricted as outlined in the (Ohio Department of Education Preschool Licensing Rules 3301-37-10).*

#### **Strategy Examples:**

##### Strategies used to prevent a problem situation

- Pre-teaching expected behaviors and routines clearly, and practicing consistently
- Setting up the learning environment to promote smooth transitions
- Verbal and nonverbal cueing

##### Strategies to use when a problem situation occurs

- Cueing and direction
- Temporary distraction from the problem situation to refocus on the child's attention
- Calming techniques, such as speaking softly to the child
- Separation from the problem situation, as appropriate to the child, in a "safe place"
- Protecting children from harm to themselves or others
- Discussing the problem situation with the child or children involved, to help them generate possible solutions and carry them out

##### Strategies to use after a problem situation has occurred

- Praise and recognition for appropriate behavior and problem-solving
- Reinforcing skills acquired during the problem-solving for future use
- Redirection to the previous activity or to another activity

## Questions Parents May Have

### What Should I Do if My Child is Ill?

There are times when a child should not be sent to school or should be taken to a doctor for medical attention. Several conditions listed below suggest when your child may be ill. This list may be helpful to you as you use your best judgment to decide whether or not your child is well enough to attend school on a particular day.

When a child becomes ill at school, she/he will be kept under constant supervision. You will be notified immediately. A child with any of these conditions will be isolated and sent home immediately:

1. Diarrhea or vomiting
2. Severe Coughing
3. Difficult or rapid breathing
4. Yellowish skin, pink eyes, or discolored nasal
5. Sore throat or difficulty in swallowing
6. Temperature of 100F
7. Untreated infected skin spots or rashes
8. Unusually dark urine and/or grey or white stool
9. Stiff neck
10. Lice, scabies or other parasitic infection



discharge

An ill child will be comfortably cared for by an adult in an area of the classroom not being used for other children. A cot or mat will be provided for an ill child who needs to lie down. The child will be observed carefully until the child is discharged to his/her parent, guardian, or person designated by the parent.

Parents will be notified immediately and asked to pick up their ill child. If the parent cannot be reached, one of the persons listed on the child's records as emergency contacts will be notified

to pick up the child. *The child will not be readmitted to school until the observed symptoms have not been present for 24 hours.*

### What Should My Child Wear to School?

Since your child may be involved in "messy" activities such as painting, sand and water play, it is suggested that you dress your child in casual clothes for these activities at school. The children in the Barberton Preschool Program also have an outside playtime when weather permits. Please dress your child appropriately for outside play (including sweaters, jackets, hats, gloves and boots). Please mark your child's name in all clothing.

Please send a complete change of clothes in the event that your child's clothes become wet or soiled. Also, each child should have a school bag, marked with her/his name and address, making it easier for them to carry things to and from home and school.

### Will My Child Eat at School?

All preschool children will be offered the option to participate in the school food program. Morning session will have breakfast and afternoon will have lunch. Families may choose to pack breakfast/lunch for their children. Please let us know in writing if your child has any specific dietary needs such as diabetes or allergies or medical concerns. Lunch menus will be posted in the school as well as on the school web site.

### How Do I Communicate with the Teacher?

The preschool staff wants to have regular and ongoing communication with parents. Staff will send home newsletters regarding daily classroom activities and updates. Please also share home information with the teachers by sending notes with children, emailing your child's teacher or calling the school. Parents are welcome at all times, however, if you would like a conference, please contact your child's teacher before or after school. It is important to keep child to adult ratios at all times. If you would like to have longer conversations with the teacher please ask for a conference. The teachers will have limited time to talk during drop off and pick up times of the day.

### How Will I Know How My Child is Progressing?

Parents will receive progress reports two times during the year and conferences will be held twice per year. Throughout the year, staff may update you through notebooks, home visits, telephone calls, and conferences.

### How Do We Manage Behavior of our Children in the Classroom?

The Barberton Preschool Program makes every effort to help children manage their own behavior in a positive way. Children shall be provided many opportunities to develop social skills such as cooperating, helping, negotiating, and talking to solve interpersonal problems. Teachers shall facilitate the development of these positive social skills at all times.

## Complaint Procedures

If there is a concern or problem that needs attention please notify your child's teachers. If further conversation is needed feel free to contact the program administrator. If you still feel that you would like to discuss an issue or concern with the Student Services Director, Deidre Parsons, please contact her directly at 330-753-1025.

If your concern is specifically related to your child's special education services, you may refer to your procedural safeguards handbook, "A Guide to Parents' Rights in Special Education", that you are given each year at the IEP meeting. If you need a copy of "A Guide to Parents' Rights in Special Education", you may notify your child's teacher or refer to the Student Services tab on the district website at <http://www.barbertonschools.org/>. We encourage you to contact us with any concerns.

Open communication at all times is the key to a successful home and school partnership. Please call when you have questions or concerns. We are here to serve you and your child.





## Barberton Preschool Handbook

Please detach this page and return the signed copy to the preschool indicating you have read and are familiar with Barberton Preschool handbook.

Child's Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_

### Parent Roster

Each year we are required by the state of Ohio to create a student roster. The student roster is to contain the child's name, the parent's name and phone number. You may sign the form signifying that you would prefer not to appear on the roster. The form must be signed either way. (Please check one of the following)

- I give permission to Barberton City Schools to publish my name, my child's name and my phone number on the parent roster. A parent roster will be available only upon request.
- I do not grant permission to Barberton City Schools allowing my information to be published on the parent roster. A parent roster will be available only upon request.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### Remind 101 App

Remind 101 will be used to send reminders and quick messages throughout the school year.  
Please fill in the email or phone number you would like to receive the message or both to receive  
an e-mail and a text.

Parent Email: \_\_\_\_\_

AND /OR

Preferred Phone Number: \_\_\_\_\_