

# Barberton Preschool Handbook

*Where the MAGIC Begins*



2023-2024

Barberton City Schools  
We are ALL Magics!

Mission: The mission of the Barberton City School District is meeting each child where they are at and growing them year to year until they are on one of these pathways --- Enrolled, Enlisted, Employed

# 2023-2024 School Calendar

2023-2024 approved 1-25-2023

July						
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9	10	11	12	13	14	15
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Holiday - No School  
First/Last Day for Students  
Staff Development/No School Students  
Teacher Work Day  
Comp Day/No School  
Parent/Teacher Conf 3:45 - 7:00

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T-17 S-16

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T-14 S-11

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T-20 S-20

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T-21 S-21

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T-16 S-15

Events	
14-Aug Staff Development	
15-Aug Staff Development	
16-Aug Teacher Work Day	
17-Aug Student's First Day	
4-Sep Labor Day	
13-Oct NEOEA Day	
24-Oct Parent/Teacher Conferences	
26-Oct Parent Teacher Conferences	
7-Nov Parent/Teacher Conferences	
9-Nov Parent/Teacher Conferences	
22-Nov Comp Day	
23 Nov - 27 Nov Thanksgiving Break	
22-Dec Records Day	
25 Dec - 5 Jan Winter Break	
15-Jan Martin Luther King Day	
22-Jan Staff Development	
6-Feb Parent/Teacher Conferences	
8-Feb Parent Teacher Conferences	
13-Feb Parent/Teacher Conferences	
15-Feb Parent/Teacher Conferences	
16-Feb Staff Development	
19-Feb President's Day	
29-Mar Good Friday	
1 Apr - 5 Apr Spring Break	
27-May Memorial Day	
29-May Student's Last Day	
30-May Teacher Work Day	
19-Jun Juneteenth	

Grading Periods [ ]	
Q-1	Aug 17 - Oct 12 (40 days)
Q-2	Oct 16 - Dec 21 (46 days)
Q-3	Jan 8 - Mar 15 (46 days)
Q-4	Mar 18 - May 29 (46 days)

Open House	
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T- S-

# DO YOUR JOB



**BE RESPECTFUL**  
**BE RESPONSIBLE AND SAFE**  
**BE READY TO LEARN**



After having multiple conversations and listening to our students and parents... it became clear that bullying is on the hearts and minds of many parents and members of our community.

After discussing this feedback with the administrators in the buildings, we want you to know that we will not tolerate bullying of any type (physical, written, verbal and electronic).

We have a plan for how to work together to deal with bullying.

The key to stopping bullying from taking place or continuing is the immediate reporting of any incident to staff and Principals.

We take this very seriously and will investigate every bullying report. Every, single, one. If we do not know about the bullying, there is nothing we can do.

We encourage students to let us know immediately, and if parents know they need to call us as well.

Please understand that every investigation does not result in discipline based on bullying policy. Many times each individual involved committed an infraction. This would be considered a peer dispute and handled appropriately.

If it is found that there in fact is bullying taking place (frequent, one sided harassment), it will be dealt with everything in our power based on the regularly reviewed Barberton Code of Student Conduct and Discipline.

Barberton is a great community and we promote a safe welcoming family atmosphere in the schools for everyone.

We encourage our students to be respectful to each other and to lookout for each other. Parents we need your help. Please continue to encourage your children to treat everyone with respect and to report any bullying to us immediately. The safety of every child is vital to their ability to learn, which is why it's our top priority.

If you have questions about our student conduct policy, I'd like to hear them. Please call (330-753-1025) or email anytime. - *Mr. Ramnytz*

## SEE SOMETHING SAY SOMETHING



Dear Families,

**Welcome** to Barberton Preschool! Barberton's inclusive 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 inclusive 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 our school at (330) 780-3208.

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

Sincerely,

**The Barberton Preschool Staff**



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**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  
• Phone: 330-780-3208  
• Fax: 330-780-2043

Title	Name	Phone
Director	Sheila McGhee	330-780-3208 X 12505
Building Secretary	Erica Page	330-780-3208 X 12501
Nurse	Mary Beth Tupa	330-780-3208 X 12503
Directors of Student Services	Ryan Hartzell	330-753-1025 X 13127
Transportation	Terry Heard	330-753-1025 X 13141

### **Preschool Teaching Staff**

Classroom Teachers: Mrs. Craig, Mrs. O'Brien,  
Ms. Riley, Mrs. Sharp, Mrs. Rayburn, and Mrs. Velo,

Early Childhood Intervention Specialist (ECIS): Mrs. Giovanini, Mrs. Byer, Mrs. Turner and  
Ms. DeMarino

School Psychologist: Mrs. Zronek

Speech and Language Pathologist: Mrs. Cain and Mrs. Quade

Aides: Ms. Huber, Mrs. Mitchell, Mrs. Querry, Mrs. Snyder, Mrs. Swiat, Ms. Gunter, Mrs.  
Posey, Mrs. Baksa, Mrs. Dellarciprete, and Mr. Steen



**School Office**

The school office is always open and available between 7:30 a.m. and 4:00 p.m. Our daily schedule is as follows:

- 8:15 a.m. Start time for AM session - students may enter the building
- 10:55 a.m. Dismissal starts for AM session
- 11:00 a.m. End of AM session
  
- 12:30 p.m. Start time for PM session - students may enter the building
- 3:10 p.m. Dismissal starts for PM session
- 3:15 p.m. End of PM session

**Magic Times**

Once a month, Barberton Preschool has Magic Time for meetings and staff development. **On Magic Time days, Barberton Preschool will not be in session.** Barberton Preschool will be closed on the following days during the 2023-2024 school year for Magic Time:

September 5, 2023	December 1, 2023	March 1, 2024
October 6, 2023	January 8, 2024	April 8, 2024
November 3, 2023	February 5, 2024	May 3, 2024

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 operates 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 are eligible to participate after their third birthday. Once our preschool slots are full, your preschool child may be placed on a waiting list for the remainder of the school year. Students who have a fifth birthday on or before August 1<sup>st</sup> are eligible for kindergarten.

Parents who are interested in entering their children into the program should be aware that they will complete 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 is based on age 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**

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 8:15 a.m.	School starts 12:30 p.m.
Breakfast	Lunch
Large Group Circle Time	Large Group Circle Time
Free Choice Centers	Free Choice Centers
Small Group	Small Group
Gross Motor	Read Aloud
Read Aloud	Gross Motor
School ends 11:00 a.m.	School ends 3:15 p.m.

## 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 preschool staff. Children must be accompanied by an adult (teacher, aide, therapist, volunteer, etc.) 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 every spring.



## **Developmentally Appropriate Practices**

### **Licensing**

The Ohio Department of Education's office of Early Learning and School Readiness licenses Barberton Preschool. This license is posted in the office for review along with the results from our 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 two assistants with a maximum of twenty students. Each classroom will have special needs peers with typical peer models.

### **Roles**

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

Each child's family is vital to their 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 schedule will include learning centers designed to facilitate play, communication, fine motor skills, and expand knowledge in the early learning content areas. The following is a description of the centers that may be 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 patterns. 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**

### **DECA**

(Devereux Early Childhood Assessment)

Barberton Preschool uses the DECA to assess children's social emotional development as part of one of the developmental screeners. This questionnaire is given twice a year: fall and spring. This questionnaire asks questions in the following behavioral areas: initiative, self-regulation, attachment/relationships, total protective factors, and behavioral concerns.

### **ASQ-3**

(Ages and Stages Questionnaire)

Barberton Preschool 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 within 60 days of starting school. It is also a parent completed questionnaire.

### **COS Form**

(Childhood Outcome Summary)

Child Outcomes are to be measured as required by the 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 DECA 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 Barberton Preschool 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, and Science and Social Studies. The ELA will be administered two times per year: fall and 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, 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, Barberton Preschool 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 Barberton Preschool personnel.

**Progress monitoring**-Parents will receive progress reports two times during the school year at the end of each semester. Parent-Teacher Conferences will be held twice per year in November and February. Throughout the year, staff may update you through Class DoJo, notes home, parent meetings, home visits, telephone calls, and/or 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. 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 age and space availability. Families applying for a peer model spot can attend the program based on the tuition sliding scale fee, which is listed on the next page.

### **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 ext. 12501.

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.



## **Tuition**

Typical peer model tuition will be based off of the completion of a meal application form. Currently, tuition is \$90 a month. If families qualify for reduced lunches, they will also qualify for a reduced monthly tuition rate of \$45. If families qualify for free lunches, families will qualify for free tuition.

Tuition fees are paid on a monthly basis and are due the first day of each month. We regret that reimbursement or credit for days absent including but not limited to illness, quarantine, vacation, and calamity days is not our policy. If Barberton Preschool would need to operate remotely for educational purposes for any reason, tuition amount and due dates will remain the same. Failure to pay fees without the approval from the preschool director will result in suspension from the program until fees are paid to date. Tuition can be paid online or through cash or check. Online payments are made through PayForIt.net. Cash or checks can be dropped off at the preschool office, or checks may be mailed to Barberton Preschool (633 Brady Ave, Barberton, OH 44203). Please make checks payable to Barberton City Schools.

## **Required Registration Materials**

Each student will need to follow registration procedures. Registration consists of an online component and a paper packet. To complete the online enrollment, families will need to log into Student Registration on the Barberton City Schools website: [www.barbertonschools.org](http://www.barbertonschools.org). To complete the paper portion, 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. Online registration information
2. Birth Certificate
3. Copy of parent/guardian's photo I.D.
4. Medical Statement signed and dated by a physician each year
5. Immunization Records
6. Two proofs of residency
7. Emergency Contact Information (including names of persons to whom the 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
8. Emergency Transportation/Treatment Authorization
9. Photo Release
10. Walking Trip Permission to Decker Playground
11. Roster Permission Form
12. Tuition and Fee Acknowledgment Form
13. Early Childhood Screening tool
14. Custody paperwork (if applicable)

15. Medication Authorization Form signed by physician and parent (if applicable)
16. Allergy Form signed by physician and parent (if applicable)

# Steps to **Enroll**

## Barberton City Schools

Thank you for using the Online Enrollment system to register your child with the Barberton City Schools. The system is a secure and green process, which allows the district to verify all student demographic, emergency, and medical information for your child prior to the start of the new school year. The system will also allow you to electronically sign the annual permissions for school district policies. This online process replaces the majority of the hard copy student registration and permission forms that your child brings home from school on the first day of school.

We ask that you please take action to complete the registration as soon as possible. Your student's registration will not be complete until the forms have been submitted. If you do not have access to the internet, we have computers available at the Administration office.



## CHECK LIST

### Documents Required to Complete Registration

- ☐ Student's Birth Certificate
- ☐ Student's Immunization Record
- ☐ Student's Social Security Card
- ☐ Parent Photo ID
- ☐ Copy of Custody Paperwork (if applicable).
- ☐ 2 Proofs of Residency—**TWO DOCUMENTS REQUIRED**

*Examples: Lease/Mortgage Agreement, Utility Bill, Property Tax bill, Federal/State/Local Records, Welfare/child care records, support payment records, homeowner/tenant insurance policy, AMHA lease statement, Bank Statement, Credit Card Bill. WE DO NOT ACCEPT PHONE BILLS, CABLE BILLS, RENT RECEIPTS AND DRIVER'S LICENSE FOR PROOFS OF RESIDENCY.*

**PLEASE NOTE:** Documents **MUST** be current in custodial parent's name.

# 1

[www.barbertonschools.org](http://www.barbertonschools.org)

- CLICK on **STUDENT REGISTRATION**
- CLICK on appropriate registration link.

**REMINDER: CHILD MUST BE 5 YEARS OLD BY AUGUST 1 TO ENROLL IN KINDERGARTEN.**



# 2

### Create a Parent Account in FinalForms

- CLICK **NEW ACCOUNT** under the parent icon. You will receive an email to confirm account and create password.
- Click **LOGIN** and **ADD STUDENT**.



# 3

### Complete & Submit Forms

- Complete **ALL** forms online.
- **SUBMIT**

Note: The Forms listed are in **RED** and will turn **GREEN** when completed.



# 4

### Submit Required Documents

To complete enrollment, you must upload required documents in Final Forms or bring the documents to our Administration building located at 633 Brady Avenue, Barberton, OH.

See **CHECK LIST** on this page for required documents.



**Any questions, please contact:**  
330-753-1025, Ext. 13200

## Barberton City Schools

### Attendance

**All Day. Every Day.**

#### 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. **Call the building secretary at 330-780-3208 (option 2) leaving your name, your child's name, and reason for absence.**

#### Food Service

Breakfast and lunches are served as part of the total educational program at Barberton City Schools. Breakfast is served during the AM session, and lunch is served during the PM session. There is financial help available for all students' families who cannot afford the price of the meal. Paper applications can be obtained from our school office; qualifying families should return the completed applications to our school office as soon as possible. This year, the application process can also be completed online by going to: [barberton.payschools.com](http://barberton.payschools.com), click on "Register", select "I am a parent", and follow the prompts. You must have your child's student ID number to take advantage of this option. If you do not have your child's student I.D. number, please call our school office for this information. **A NEW APPLICATION MUST BE FILLED OUT EACH SCHOOL YEAR**

Parent/Guardian whose children were free or reduced previously will need to login to [payschoolscentral.com](http://payschoolscentral.com) and update their information. **STUDENTS THAT WERE APPROVED THE PRIOR YEAR MUST COMPLETE A NEW MEAL APPLICATION AND MUST BE APPROVED BY THE MIDDLE OF SEPTEMBER, OTHERWISE THEY WILL LOSE THEIR MEAL STATUS AND AUTOMATICALLY CHANGE TO PAID LUNCH STATUS.**

Prepayment can be made by sending cash or a check made payable to the school cafeteria. Money will only be deducted when the student uses the account. Barberton City Schools also offers Pay Schools Central Program (the same program for free/reduced meal applications). Using this program will reduce the chance of lost or stolen money for meals. To access this convenient program, log onto [payschoolscentral.com](http://payschoolscentral.com) and select the "Sign Up" option from the menu. The screen will guide you through the process to establish your account. We strongly encourage families to sign up for the auto replenishment option which automatically adds an amount of money you set when the balance reaches a low amount. This will ensure your child(ren) will always have funds to purchase their meals. Money will only be deducted when the student purchases a meal or a milk.

**IT IS NOT A POLICY OF THE BARBERTON CITY SCHOOLS TO LOAN MONEY FOR MEALS.**

The cafeteria will keep an updated roster of the students who have borrowed money. At the end of each school year this list of students will be submitted to the school office, and any money owed the cafeteria will become a fee obligation which must be paid in full. Students who owe the cafeteria money may not purchase any extra à la carte items until their balance is “paid off in full”. Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students’ diets.

## **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, shorts need to be worn 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 the child’s name and in a ziplock bag). Please check your child's backpack at the end of each school day to make sure soiled clothes are taken out at home and laundered. The soiled clothes will be sent home in a plastic bag.**
  - Please be sure to send a new set of clothes the next day your child attends.
  - **If your child is still in diapers, parent/guardians provide diapers and wipes for changing.**

## **School Supplies/What to Bring**

- Backpack (large enough to fit a three ring binder)
- 1-inch 3-ring binder
- Water bottle (labeled with your child’s name)
- Pencils
- 16 pack of crayons
- 10 pack of washable markers
- 4 Dry erase markers (black)
- 6 glue sticks
- 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 any additional classroom supplies.

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

## **Lost and Found**

Lost and found is located at the preschool entrance. Most articles found are turned in to the office. If the article is labeled, it will be returned to the child. If the article is unlabeled, it will go in the lost and found. After the end of the school year, unclaimed items will be given to a welfare agency.

## **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 Barberton Preschool 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 form signed and dated by the physician. The medical statement must be on file in our school office before entering the program, and it must be updated yearly.

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.

## **Immunizations**

### **(Section 3313.67 of Ohio Revised Code)**

Recommended 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 who 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.

Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.

Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.

Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

## **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, the school will call the emergency contacts listed during the online enrollment to reach someone to care for your child. Please make sure the people listed as emergency contacts are also marked as a person authorized to pick up your child. Note: Persons picking up your child may be asked to show identification if they are not recognized by the preschool staff.

## **Emergency Contacts**

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

your contacts updated at all times as we need to have ready access to someone in case of an emergency.

### **Changes in Contact Information**

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, change of parents' names, and/or 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**

In the event of a medical emergency, the parent will be contacted, and 9-1-1 will be called to treat your child. Each parent completes an Emergency Transportation Authorization in the online registration which agrees or disagrees to allow EMS to transport your child in the event of an emergency. It enables you to authorize or refuse emergency transportation to the hospital indicated for your child if their experiences a medical emergency through an illness or injury at school. A copy of your child's emergency medical information is kept in the classrooms and in the school office.

### **Allergies**

Parent/guardians need to notify the classroom teacher and the school nurse of any physical contact or food/milk allergies. An allergy form needs to be signed by the physician and parent to keep on record at the school. Copies of the form are kept in our school office, and it is available on our preschool webpage. If your child has food restrictions and is buying a school meal, food service will work with you to provide substitutions as needed.

### **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 without fever-reducing medication 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.
Hand Foot and Mouth Disease	After fever is gone for 24 hours without fever-reducing medication and all blisters are crusted over.
Head Lice	After medicated shampoo (i.e., Nix, Rid, A200, etc.) and nits within ¼ inch of the scalp are removed.
Influenza	After fever is gone for 24 hours without fever-reducing medication.
Ringworm	24 hours after treatment by a physician, exclude from contact sports until sores are gone.
Streptococcal sore throat (strep throat)	24 hours after treatment with prescription medication has begun, and fever has subsided.
Whooping Cough	After students have been treated with antibiotics for 5 days and no fever.

### **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 ext. 12503

### **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 their 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. Barberton Preschool 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 by an adult in an area of the office/clinic not being used for 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 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 possible.

C) Barberton Preschool 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 lice, hand foot and mouth, or influenza A.

## **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 through the online registration which is required by the state. This portion 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 the school if your child is exposed to a contagious disease
2. Keep your child at home if their 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/>**

## **BCSD Inclement Weather Guidelines**

A message from Mr. Jeff Ramnytz, Superintendent of Barberton City Schools:

Calling a snow day is always a difficult decision, and we do not make these decisions lightly. As superintendent of our school district, my decision to close school is always based on the safety of our students and staff. Although there are no hard and fast rules when deciding to close school due to inclement weather, the following conditions are considered:

- The amount of snow on the ground
- The projected amount of snow to fall
- Weather forecast for the school day
- Road conditions
- Temperature
- Wind chill
- Ability of the City of Barberton to plow and salt the streets
- Conditions of school parking lots and sidewalks

When hazardous weather arrives in our community, the most important issue is the safety of our students and employees. As parents, you have the right to keep your students home if you feel it is not safe. If we do close school, my goal will be to make a decision by 5:30 or 6 a.m. When the decision is made, we will send automatic phone messages that reach all of our families and staff members; and we will contact all local radio, TV and newspapers. Please understand that we make difficult decisions about snow days with thoughtful, well-researched, and conscientious practices and procedures.

## **Parent and Family Involvement**

Our program believes that parents/guardians 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 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 Class DoJo, notes, 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 the director with details. If there is an opportunity for a family-day field trip, it will be shared with you during 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 (8:15 for AM and 12:30 for PM) and must be picked up immediately after school (11:00 for AM and 3:15 for PM). Arrival and dismissal take place at the curb outside our front entrance during designated arrival and dismissal times. Children transported by their parents must be picked up and dropped off by a parent or designated adult listed on the child's emergency contacts. If your child is tardy, 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 released to needs to be listed on the release form and will be required to produce a photo ID at pick up. Emergency contacts may be changed/updated at any time. **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 can be provided by the district for children with disabilities who require it and for typically developing peers who live more than one mile from the school. 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 ext. 13141.

### **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 be at the bus stop before the child gets off of the bus. The bus driver cannot release a preschool child from the bus without the parent being at the bus stop 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 school 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

The School provides transportation for all students who live farther than one mile from school. The Barberton School District will be using the parent app, Stopfinder. Stopfinder is easy to use, all-in-one app that allows you to have the most accurate information about your student's bus schedule at anytime from anywhere. In addition to displaying your student's transportation information, Stopfinder features a private messaging feature that will allow you to communicate directly with the Barberton City Schools Transportation Department. Stopfinder can be downloaded for free from the App Store or Google Play. Stop finder will require an invite and registration through the district prior to accessing your student's transportation schedule. Contact the Bus Coordinator at 330-753-1025 ext. 13141 with any questions.

**Barberton Transportation Coordinators**

Job Title	Name	Phone
Transportation Supervisor	Terry Heard	330-753-1025 ext. 13141

## **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 has a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. Please find our written policy below 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 shall receive the center's written discipline policy through this handbook.
4. All preschool staff members shall receive a copy of the center's written discipline policy for review upon employment.



## **Behavior Management Strategies**

*Barberton Preschool 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

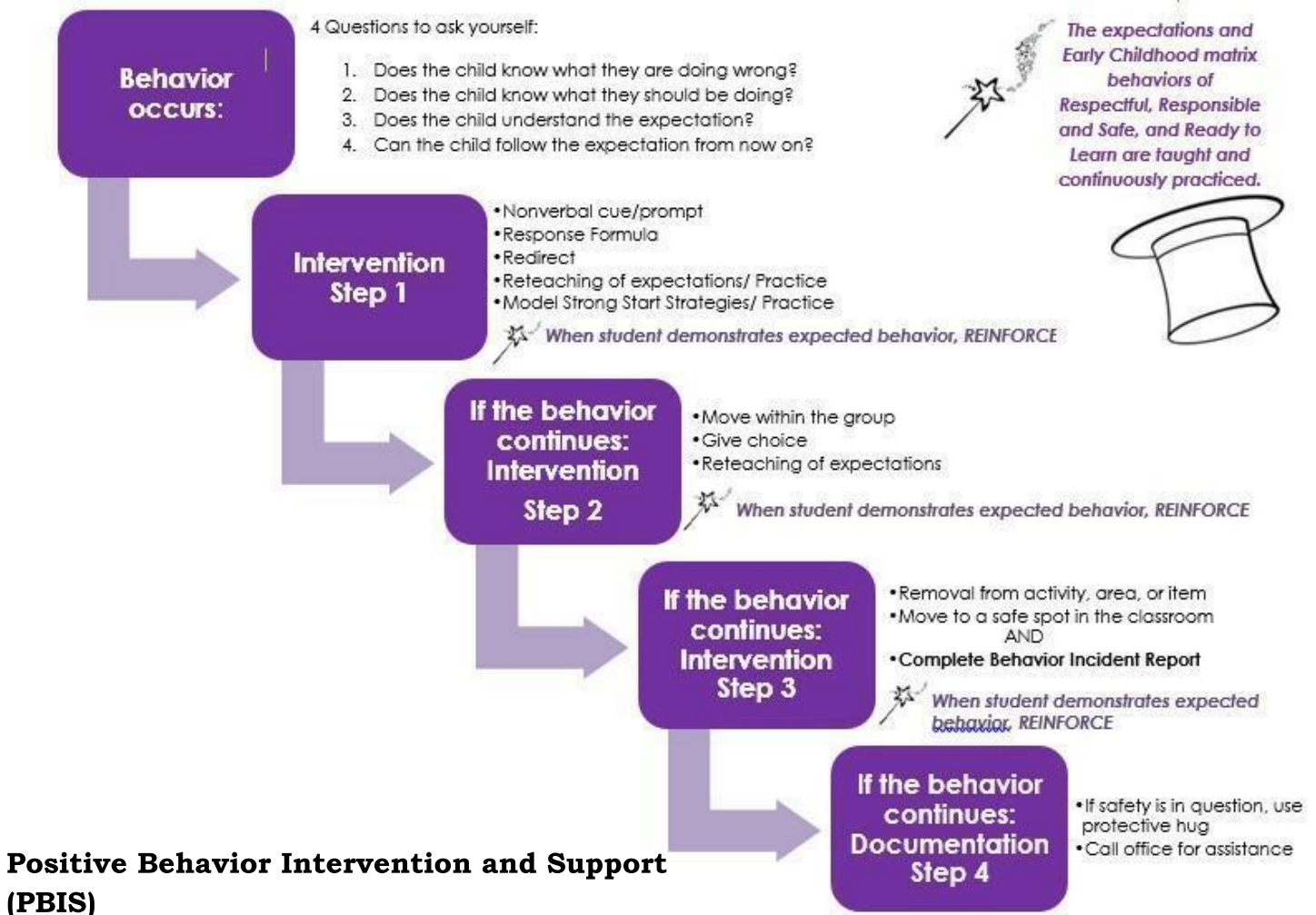
#### **Strategies to use when a problem situation occurs**

- Cueing and redirection
- 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

## Barberton Preschool Behavior Flowchart



**What is PBIS?** A proactive approach to setting positive expectations for student behavior so ALL students can experience social, emotional, and academic success.

### **PBIS Promotes...**



















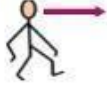













- Positive and calm environments
- Learning environments that teach positive behaviors
- Fewer disruptive behaviors
- Increased learning time and achievement
- Consistency of expectations building wide
- Building independent problem solving skills
- Empowering ALL students
- Giving students instructional feedback on their behavior.

### **Building Wide Expectations:**

- Be Respectful
- Be Responsible and Safe
- Be Ready to Learn

Students receive positive reinforcements for following the building wide expectations.

## PBIS Positive Behavior Expectations Matrix

	Be Respectful 	Be Responsible and Safe 	Be Ready to Learn 
Coming and Going to School	<p>*Use a #1 (Yellow) voice</p>  <p>*Keep hands and feet to yourself</p>  <p>*Use kind words</p> 	<p>*Stay in your assigned area</p>  <p>*Follow adult directions</p>  <p>*Use your walking feet.</p> 	<p>*Come to school and leave with backpack.</p> 
Meal Time	<p>*Use a #1 (Yellow) voice</p>  <p>*Keep hands and feet to yourself</p>  <p>*Use good table manners</p> 	<p>*Follow adult directions</p>  <p>*Stay in your assigned area</p> 	<p>*Eat your meal</p> <p>*Try new foods!</p> 
In the Hallway	<p>*Use a #1 (Yellow) voice</p>  <p>*Always walk on the right side</p> 	<p>*Walking feet, eyes forward</p>  <p>Keep hands and feet to yourself</p> 	<p>*Stay in line</p> 
In the Restroom	<p>*Use a #1 (Yellow) voice</p>  <p>*Keep your hands and feet to yourself</p> 	<p>*Walking feet</p>  <p>*Wash your hands</p> 	<p>*Return to your teacher quickly</p> 
Indoor/Outdoor Play	<p>*Use a #2 (Green) voice</p>  <p>*Keep hands and feet to yourself</p>  <p>*Use kind words and actions.</p> 	<p>*Play safely</p> <p>*Share</p>  <p>*Stay in your assigned area</p> 	<p>*Follow directions</p> 

## 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, they 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 discharge**
5. **Sore throat or difficulty in swallowing**
6. **Temperature of 100° F or higher**
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**

An ill child will be comfortably cared for by an adult in an area of the office/clinic 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 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, water play, etc., it is suggested that you dress your child in casual clothes for school. The children also have an outside playtime when the weather permits. Please dress your child appropriately for outside play (including sweaters, jackets, hats, gloves and boots), and mark your child’s name on 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 backpack, marked with her/his name making it easier for them to carry items 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. Students in the morning session can purchase breakfast for \$1.80 per day, and students in the afternoon can purchase lunch for \$2.80 per day. Milk costs \$0.50 for students just purchasing a milk. Families may choose to pack breakfast/lunch for their child. Please let us know in writing if your child has any specific dietary needs such as diabetes or allergies or medical concerns. Lunch menus are posted in the school as well as on our district's website under Departments: Food Service.

Please note: A child's account is charged for the cost of a meal once it is served regardless if the food is eaten or not. Also, if your child comes to school with nothing to eat, the meal that is being served will be provided to your child, and his/her account will be charged.

### **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 classroom activities and updates. Please share home information with the teachers by sending a message through Class DoJo, sending notes with children, emailing your child's teacher, or calling the school. Parents are welcome at all times to contact your child's teacher before or after school or to set-up a conference. The teachers have limited time to talk during drop off and pick up times of the day. If you would like to have longer conversations with the teacher, please ask for a conference.

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

Parents will receive progress reports two times during the year: at the end of each semester. Parent-Teacher Conferences are held twice per year: November and February. Throughout the year, staff may update you through notes home, home visits, telephone calls, and conferences.

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

Barberton Preschool 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 teacher. If further conversation is needed, feel free to contact the program administrator, Sheila McGhee, at 330-780-3208 ext. 12505. If you still feel that you would like to discuss an issue or concern, you can contact the Student Services Directors, Deidre Parsons at 330-753-1025 ext. 13127.

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 you can locate the guide under the Parents and Family tab on the district website at [www.barbertonschools.org](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.



## Health check Information for Families

Preschool programs are required to provide information from Health check for all families. Health check is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

Below is the link to the Health check website and information regarding preschool programs:

[summitdjs.org/services/healthy-start-medical-insurance/healthchek.html](http://summitdjs.org/services/healthy-start-medical-insurance/healthchek.html)

Ohio Department of Medicaid

### HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET

#### HEALTHCHEK- CHECK IT OUT!

Did you know Ohio's Medicaid program includes **Healthchek** services for children up to 21 years of age? (These services are also called EPSDT sometimes.) **Healthchek** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchek** services are free. You can get help and information by contacting your county Healthchek Coordinator, or your managed care plan, and by going to:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

#### Screening Services

Doctors want children to have well-child check-ups (exams or screenings) while they are growing up so that health problems can be found early. Check-ups covered by **Healthchek** include:

- |                            |                            |                  |
|----------------------------|----------------------------|------------------|
| ❖ Dental exams             | ❖ Developmental screenings | ❖ Hearing exams  |
| ❖ Immunizations, if needed | ❖ Mental health screenings | ❖ Physical exams |
| ❖ Vision exams             | ❖ Nutrition screenings     |                  |

Mothers should have prenatal exams and children should have exams at: birth, 3 to 5 days of age, and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

#### Treatment Services

If the doctor finds a problem during a check-up, the doctor may provide the treatment, or may refer you to another doctor. **Healthchek** covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you

#### Support Services

The names, addresses and phone numbers of Healthchek Coordinators for all counties can be found at <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchek Coordinator can give you a list. Your Healthchek Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchek Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchek Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <https://www.odjfs.state.oh.us/healthchek/index.asp>.

## Barberton Preschool Handbook

Please sign and return this page to the preschool indicating you have received a copy of Barberton Preschool's 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 your phone number. You may sign the form signifying if you would prefer or 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 \_\_\_\_\_

### Allergies/Dietary Restrictions/Medical Conditions

Does your child have any allergies? YES NO

If yes, please list allergies: \_\_\_\_\_

Does your child have any dietary restrictions (no meat, no dairy, etc.)? YES NO

If yes, please list dietary restrictions: \_\_\_\_\_

Does your child have any medical conditions we need to be aware of? YES NO

If yes, please explain: \_\_\_\_\_



## Technology

**Do you have access to internet at home? YES NO**

**Does your child have a device to use if online education is necessary? YES NO**

Parent Request for Behavioral Support

Date \_\_\_\_\_

Child's name \_\_\_\_\_ Teacher \_\_\_\_\_

Parent's name \_\_\_\_\_

Parent's contact number \_\_\_\_\_

What is the behavior of concern:

---

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When (time/location) does this behavior occur:

---

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How often does this behavior occur:

---

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What have you tried to address this behavior:

---

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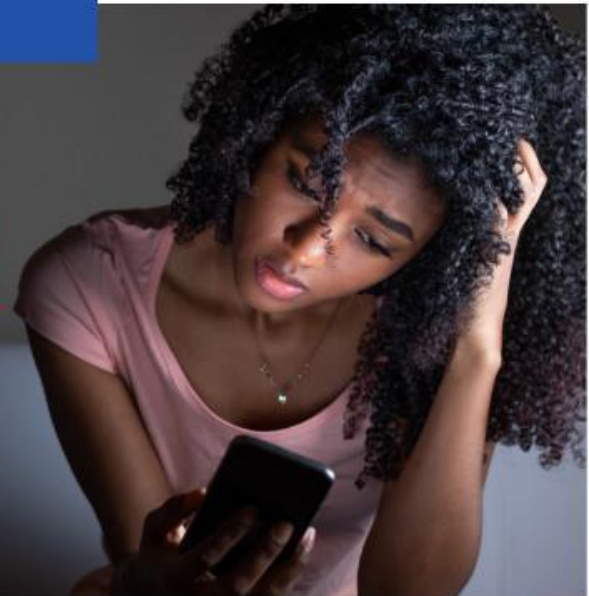
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Do you or  
someone you  
know need help?



**CALL 2-1-1**

Or text your zip code  
to **898-211**



211 is a bridge between people who need  
services and the agencies that can help.

**FREE. CONFIDENTIAL.  
ALWAYS AVAILABLE.**

**CALL** | 2-1-1 or 330.376.6660  
**SEARCH** | [www.211summit.org](http://www.211summit.org)  
**TEXT** | your zip code to 898-211

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# Barberton Community Wellness Collaborative



## CARESTAR

CareStar is a nationally recognized healthcare leader in home and community-based services, population health management, provider oversight, continuous quality improvement, software development, security and data analytics services, impacting communities and individuals' lives through ethical business practices, strong leadership, and tailored programs.

Contact: 5566 Cheviot Road, Cincinnati, OH 45247 Office: (513) 618-8300 Phone: (800) 616-3718 [www.carestar.com](http://www.carestar.com)



## CHC ADDICTION SERVICES/SUMMIT COUNTY YOUTH TO YOUTH

CHC Addiction Services is a comprehensive prevention, addiction, and mental health treatment provider. CHC prevention programs empower young people to make healthy decisions regarding substance use, gambling, mental health, and violence. Our programs include Too Good for Drugs Curriculum for classrooms and Summit County Youth to Youth, a youth-led, adult-guided program for grades 5-12.

Contact: Lauren Munk at 330-608-7634, or visit us at [www.summit2y.org](http://www.summit2y.org)



## CHILD GUIDANCE & FAMILY SOLUTIONS

Child Guidance & Family Solutions is a Summit County non-profit that provides prevention and treatment services to children, teens, families, and adults who are struggling with mental health, behavioral health, and/or substance abuse concerns.

Contact: CG&FS provides in-person and telehealth services. Contact Admissions at 330-762-0591 or visit our website at [www.cgfs.org](http://www.cgfs.org)



## COLEMAN HEALTH SERVICES

Coleman is a non-profit agency in Summit County that provides counseling, case management, employment, and psychiatry services to children, adults, and families who are struggling with mental health and/or substance use issues.

Contact: 330-379-0667 to set up a telehealth visit; [www.colemanservices.org](http://www.colemanservices.org)



## GREENLEAF FAMILY CENTER

Greenleaf Family Center is a private, non-profit family service agency that provides a wide range of programming for children, families, and adults. Programs include mental health and substance use prevention and treatment, pregnancy and infant safety supports, services for the deaf/hard of hearing, and peer parent support for those parenting children with special/complex needs. The Adolescent Suicide Prevention Program provides services for Barberton students in 6th - 12th grade.

Contact: Audio Phone: 330-376-9494, Video Phone: 234-525-6176 (for the deaf and hard of hearing) or visit our website at [www.greenleafctr.org](http://www.greenleafctr.org)



## KENT STATE UNIVERSITY-UPWARD BOUND PROGRAMS

The Kent TRIO Upward Bound Programs are committed to providing equality, preparation and access for populations seeking entrance to post-secondary education. Upward Bound seeks to increase educational opportunities and diminish barriers for first-generation, low-income students and families through comprehensive services in targeted school districts. There are two Upward Bound programs serving Barberton: Classic Academy and Math Science.

Contact: [upwardbound@kent.edu](mailto:upwardbound@kent.edu), 330-672-2920, or [www.kent.edu/upwardboundprogram](http://www.kent.edu/upwardboundprogram)



## LIMITLESS AMBITION

Limitless Ambition is a nonprofit providing tools to girls and young women to overcome boundaries to their success through teen enrichment programs, care packages for young women impacted by trauma/who are in foster care and women's empowerment events. The curriculum is based on the social-emotional learning theory and themed around five tenets - passion discovery, goal-setting, emotional management, conflict resolution, and self-care/self-compassion.

Contact: [AliciaRobinson@LimitlessAmbition.Org](mailto:AliciaRobinson@LimitlessAmbition.Org) | [www.LimitlessAmbition.Org](http://www.LimitlessAmbition.Org)



## PETER JAMES BEHAVIORAL HEALTH

Peter James Behavioral Health is a Community based agency that provides support in Summit and Cuyahoga County. Peter James BH provides individual counseling, family counseling, case management as well as school-based support. Peter James BH offers Day Treatment Services an alternative learning setting for students struggling to thrive in their school. Peter James BH operates group homes for adults who struggle with activities of daily living to be able to live and function. Peter James BH is partnered with Charak Center to assist individuals in need of medication management. Peter James BH is committed to serving those in the community with care. Contact Airian Pruitt at [airianp@peterjamesbh.com](mailto:airianp@peterjamesbh.com) or (216) 232-5455 ext. 701 Visit us [www.peterjamesbh.com](http://www.peterjamesbh.com)



## RED OAK BEHAVIORAL HEALTH

Red Oak Behavioral Health provides diagnostic assessment, counseling/therapy, psychiatric services, prevention and intervention services, and case management. Known for our embedded school-based model of care that meets kids where they are, we also coordinate the efforts of the Barberton City Schools' Coalition.

Contact: 330-996-4600 to set up a telehealth visit; <https://redoakbh.org>







# 21 Magic Skills

## THAT WILL REWARD YOUR LIFE FOREVER!

Know this list. Then build these skills every day at Barberton schools. Together, they give you the character to enjoy more deeply the joys of family, friendship, career and just getting the most out of your life.

### Try everyday to improve your abilities to:

1. Sell and negotiate.
2. Clearly express your thoughts and feelings.
3. Break down a process into smaller, do-able steps.
4. Be still, quiet, listen and learn.
5. Adapt, improvise and overcome obstacles.
6. Read, memorize and comprehend.
7. Control yourself – walk away.
8. Manage time effectively.
9. Stay positive and upbeat.
10. Make sound fact-based decisions.
11. Speak with confidence to audiences.
12. Be persistent even after failing.
13. Soundly invest money and time.
14. Complete tasks despite challenges.
15. Understand yourself – the true you.
16. Learn how to learn everyday.
17. Have empathy for others.
18. Be steady and consistent.
19. Master your mind – control your thoughts.
20. Shape words to persuade and influence others.
21. Ask for help.

**21 Magic Skills, 21 Credits to Graduate**