



# 2018/2019 BRYAN PRESCHOOL PARENT HANDBOOK

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## Just Playing

When I'm building in the block room, please don't say I'm "Just playing."  
For, you see, I'm learning as I play, about balance.  
I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies,  
Don't get the idea I'm "Just Playing."  
I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel or molding and shaping clay,  
Please don't let me hear you say, "He is Just Playing." For, you see, I'm learning as I play.  
I just might be a teacher someday.

When you see me engrossed in a puzzle or some "playing" at my school,  
Please don't feel the time is wasted in "play." for you see, I'm learning as I play.  
I'm learning to solve problems and concentrate.  
I may be in business someday.

When you see me cooking or tasting foods, please don't think that because I enjoy it, it is "Just Play."  
I'm learning to follow directions and see the differences.  
I may be a chef someday.

When you see me learning to skip, hop, run, and move my body, please don't say I'm "Just Playing."  
For, you see, I'm learning as I play. I'm learning how my body works.  
I may be a doctor, nurse, or athlete someday.

When you ask me what I've done at school today and I say, "I just played." please don't misunderstand me. For, you see, I'm learning as I play. I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.  
Today, I am a child and my work is play.

Anita Wadley Schlaht  
1974

Dear Parents and Guardians,

Welcome to our program! We are happy to have you as an educational partner and a member of our preschool team. We hope you will find the program to be beneficial for your child's development. However, please realize our efforts cannot be the best they can be without you as an active participant on the "teaching" team. Our program is an integrative program that includes children with disabilities and children who do not have disabilities, or "typical peer models". Children with disabilities are included from ages 3 - 5 and typical peers who are 4 or 5 years old. The curriculum we utilize emphasizes the importance of concrete, hands-on activities. These activities will promote the development of reasoning and problem solving skills. We will encourage children to develop these skills when they are developmentally ready.

Our program strives to support the health and well being of our students in many ways. Your child will be involved in daily activities to promote physical fitness and a healthy lifestyle. Nutritious snacks are provided in accord with USDA guidelines. Snack schedules are posted in the child's classroom and sent to parents on a monthly basis. If your child has special dietary needs, please inform us, so together, we can determine how the individual need can be accommodated. Additional information is available upon request to provide guidance to you on topics such as good nutrition, good health habits, safety, and physical fitness for your child.

Part of your responsibility as a partner in the education of your child is to contact your child's teacher if you have questions or concerns. In order for you to be sure that home and school environments are consistent, it is extremely important that you carefully review information sent home and keep your appointments with your child's teacher.

To insure the quality of this program, Bryan City Schools must comply with mandated regulations determined by the Ohio Department of Education. A copy of this compliance report can be obtained upon parent request.

Sincerely,

Kristal Lockwood  
Preschool Director &  
PK-5 Special Education Director

## **Our Preschool Philosophy**

The staff and administration at Bryan City Preschool hold these beliefs to be true:

1. All children can grow toward the achievement of their potential when guided by caring adults and that potential is always an unknown factor until it is achieved.
2. Every student has an equal right to an educational opportunity that accommodates his/her physical, social, emotional and intellectual needs.
3. Students and staff have a right to a safe and secure school environment.
4. Every student has the right to learn at their own developmental rate with different instruction techniques.
5. All children learn best from hands-on experiences, modeling others and exploring the world around them.
6. Each person will be treated with dignity and respect.
7. Teachers and paraprofessionals are concerned and caring people who will work diligently to help each child to be successful.
8. Parents love their children and want the best for them, thus they can and have a right to take part in designing their educational plan.
9. All professionals are concerned and interested in providing the most appropriate educational program for all children.
10. A team effort produces a high quality school experience for children.
11. All children are special in terms of the circumstances of their lives.

## **Preschool Vision Statement**

To provide a safe learning environment for each child to develop and learn.

## **Preschool Mission Statement**

The educational opportunities provided will reflect the view that all areas of development, (cognitive, language, social-emotional, physical and adaptive), will be enhanced through a variety of planned, research based, learning activities and instructional strategies. Our program is an active partnership between the school, the student, the home and the community.

## **Goals For Early Childhood Education**

The following long-term goals for early childhood education reflect the view that all areas of development, (cognition, communication, social-emotional, motor and adaptive skills) are integrated as the child interacts with the learning environment. The educational opportunities and experiences afforded to children in the early years makes a difference in their overall development. Curriculum experiences are to be research based, aligned with the content standards, rich with differentiated learning, problem solving situations, which provide reasons and opportunities to use language and play; thus engaging children's intellectual abilities. These experiences will be planned and organized. Instructional strategies will be designed with intention to support, challenge, scaffold and extend children's abilities and skills.

- Enhance and facilitate development in all domains: Cognitive, language, social-emotional, physical and adaptive (self-help) skills.
- Provide educational experiences using intentional teaching strategies through play to facilitate concept development, content knowledge, creativity and problem solving.
- Provide opportunities through the organization of the classroom for children to build skills and acquire knowledge.
- Provide guidance through classroom experiences that allow for the development of self management, conflict resolution and social interaction skills and the ability to make positive choices.
- Develop the ability to see adults as respectful, nurturing, supportive, responsible and helpful resources that promote self-assurance and competence.
- Provide programs that offer varied opportunities and materials to build an understanding of diversity in culture, family composition, differing abilities, language and gender.

## **Itinerant Services**

Over the past 10 years, there has been a significant increase in the numbers of young children with disabilities served in community-based programs such as Head Start, private or public preschools, or childcare centers (US Report to Congress, 2003). For preschool children, inclusion in community-based programs must be a service delivery option offered by a local education agency in accordance with the Individuals with Disabilities Education Act and the requirement to provide those services in the least restrictive environment. In Ohio, itinerant early childhood special educators (IECSE) serve children with an Individualized Education Program (IEP) whose primary placement is a community-based setting.

The Individualized Education Plan (IEP) is the process where this decision is made. The services provided by the special education personnel are usually directly given to the child to support him or her in a classroom or one-to-one setting.

Additionally, the special education staff may consult with the primary care provider (parent/teacher) on how that person can facilitate the child's development, communication and/or demonstrations, modeling, discussions or monitoring the child's needs.

The IEP goals and objectives drive the services, with the primary care provider participating in the process. The child's success in the process is the ultimate goal.

During the IEP process, the team looks at the needs of the child and considers where that child might be if they did not have a disability. After careful consideration, the location for special services to be delivered is then determined. The options that may be considered include:

- Licensed Public or Private preschool programs that serve typically developing children (Daycares, YMCA and Head Start)
- Homebased - If the team determines that it is medically necessary.

If services are being delivered outside the school based setting, the preschool special education itinerant personnel will work with the teachers to schedule a regular time to come into the programs classroom and support the teacher(s) and the student within the classroom setting. If services are being provided in the home, special education staff will work with the family in determining regularly scheduled visits.

## **Classroom Rules**

Rules may vary from classroom to classroom depending on teacher and student input. One of the biggest reasons for rules or limits is to ensure the safety of each child in the classroom. If behavior problems do occur and the classroom rules are being broken, the teacher or assistant will discuss the unwanted behavior with the child and keep parents or guardians informed of the situation.

## **Behavior Management**

The goal of discipline is to help children make good choices, build self-control and direct their own behavior. We recognize the important role self-esteem plays in this process and respect the emotional needs and feelings of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. All early childhood preschool teachers and assistants have been trained in positive social behavior programming and techniques.

The staff follows the Preschool Licensure Rules for Behavior Management/Discipline, (Rule 3301-37-10), established by the Ohio Department of Education. In addition, the staff follows these guidelines to promote positive behavior. At the start of each school year or as staff are integrated into the preschool setting, the discipline policy is provided to all personnel who may come in contact with preschool children. This includes, but not limited to bus drivers, secretaries, custodians and substitutes.

The best way to handle problems is to prevent them from happening. Therefore, the physical environment for our preschool is set up so that as few problems take place as possible. The rooms are arranged in centers to encourage socialization, as well as, independence. The following are expectations:

- Establish clear and reasonable ground rules to protect the rights and safety of all children. These are discussed frequently in the classroom.
- Accept children's ideas in the establishment of classroom rules.
- Restate rules clearly and firmly.
- Help children verbalize feelings or concerns when they are in conflict situations and cooperatively generate their own solutions to the problem.
- Redirect children in a positive manner to avoid potential problem situations.
- Intervene only when the child may harm him/herself or others.
- Help children think about outcomes of their behavior and develop safe solutions.
- If a child needs to be separated from the group, it is for a regulated period of time appropriate to their developmental age. This technique is used only when a child is exhibiting extreme temper tantrum type of behavior; hurting self, others, or equipment. When the child shows that she/he is ready to demonstrate acceptable behavior, they are encouraged to join the group and try again.

If behavior problems persist, parent(s) will be contacted to review with staff, solutions and alternatives. On-going communication between staff and parent(s) will occur.

**Ohio Department of Education Preschool Licensure Rules**  
**For Behavior Management/Discipline**  
**3301-37-10**

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The program shall have a written discipline policy describing the programs philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the program office 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.
- (C) The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting
  - 2. No discipline shall be delegated to any other child.
  - 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - 7. Techniques of discipline shall not humiliate, shame or frighten a child.
  - 8. Discipline shall not include withholding food, rest or toilet use.
  - 9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, well light and well-ventilated space.
  - 10. The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.
- (D) The parent of a child enrolled in the program shall receive the program's written discipline policy. The policy is also made available online.
- (E) All preschool staff members shall have access to the program's discipline policy for review upon employment.

### **Eligibility for the Program**

A “typical peer” is eligible for entrance into preschool if she/he attains the age of four (4) on or before December 1st of the current school year or if after December 1st of the current school year they must be four years of age to enter preschool up to the time they are five (5) years of age before December 1st of the current school year. A child who is developing in a typical manner may be enrolled for a fee. A pre-enrollment screening will be provided.

A child with special needs is eligible for entrance into preschool if she/he attains the age of two and one-half (2 1/2) on or before December 1st of the current school year, or if after December 1st of the current school year they must be three (3) years of age to enter preschool. They are eligible for entrance into preschool any time after their third birthday up to the time they are five (5) years of age before December 1st of the current school year.

### **Students with Developmental Concerns**

Your child may qualify for enrollment for preschool services after a screening and multi-factored evaluation have been completed to determine your child’s programming needs.

A referral will need to be made and a referral form completed for each child being referred for evaluation. If you have a child that you would like evaluated, please call the preschool office. Written permission for screening and evaluation will also need to be obtained on file with the preschool office.

Once permission is signed a plan will be developed. The following are areas that your child could be evaluated in:

- motor skills—how they move and use parts of their body (gross and fine)
- thinking skills—how they reason and understand
- language—how your child expresses and understands what is said
- adaptive behavior—how your child can care for her/his personal needs and interacts with their environment
- social/emotional development—how your child relates to other children, adults and surroundings

Once a plan is in place, the team members will begin to conduct an evaluation that pertains to their area of expertise. All of the information that is gathered about your child will be compiled into a report called the Evaluation Team Report (ETR). This report will be shared by a professional team of people who will go through the testing results. Once the Results are shared a determination will be made weather your child requires specially designed instruction. The team will then develop a written Individualized Education Program (IEP) for your child. This team will consist of school personnel such as the preschool director, special education director, principal, teacher, school psychologist,

language specialist, physical therapist and occupational therapist. (A child without special needs enrolled in the preschool program will not have an IEP.)

When you and the other members of the IEP team come to an agreement concerning programming and services for your child, the IEP will be signed and the services listed in the IEP will begin.

Your child's educational placement or program will not be changed without notifying you of the recommended change and obtaining your approval. Parent permission for programming is voluntary and can be revoked at any time.

If you are not able to come to an agreement with the other members of the IEP team, you will be informed of your rights, as a parent, in resolving the disagreement.

### **Who will be providing specially designed services to my child? (SDI)**

**Preschool Teacher:** Teachers must hold the appropriate license issued by the Ohio Department of Education. Teachers must acquire 15 hours of early childhood related training annually and 180 hours of training to renew their license.

**Preschool Teacher's Assistant:** Paraprofessional's in the classroom must hold certification as a classroom aide from the Ohio Department of Education. Each assistant must attend training each year in order to keep updated in Early Childhood education practices.

**Related Services Staff:** Each child has different programming needs. In order to help your child grow and progress, she/he may require the services of professionals such as our Language Specialist, Physical Therapist, and/or Occupational Therapist. These professionals will work very closely with your child's teacher. Their services will enhance development through daily experiences, exploration and interactions within the school environment.

**School Nurse:** Bryan City Schools employ a full-time nurse available for emergencies and consultations with teachers, other staff and parents concerning the children's health needs. The nurse also assures that a child's ongoing medical needs and related medical interventions are managed appropriately while the child is at school.

**Service and Support Administrator:** Eligible children and their families may receive assistance in obtaining appropriate services through the Williams County Board of Developmental Disabilities. The SSA will monitor services and safeguard the rights guaranteed by the Ohio Revised Code for residents with mental retardation or developmental disabilities.

## **Enrollment**

Prior to enrollment in the Bryan City Schools Preschool program the following is required:

- A. Screening in all areas of development: Cognition, Communication, Motor skills, Social Emotional development and Self-Help skills
- B. Registration Online
  - a. Photo release
  - b. Field Trip
- C. Birth Certificate
- D. Immunization Record
- E. Physical
- F. Dental
- G. Medications
- H. Proof of Residency
- I. Custody documents if applicable
- J. Emergency Accident Illness

All forms must be filled out and returned before your child will be screened and placed into a classroom.

### **A. Screening of development**

Your child will be required to take part in a screening that look at Cognition, Communication, Motor skills, Social Emotional development and Self-Help skills. This allows the staff to better understand where you child is functioning with their development

### **B. Registration Online**

New and returning students will be required to complete registration for the 2018-19 school year will be online. Online registration will now be in place of the traditional forms that parents are accustomed to. Please note that you will be asked to check whether you are giving consent for the following areas:

- a. Photo release
- b. Field trip permission
- c. Handbook
- d. Bullying and other forms
- e. PBIS and supports limited restraint and seclusion
- f. Roster

The Bryan City Schools system provides elementary and secondary education (PK-12) for children meeting residency requirements. In order to be eligible for public education, a student must be in legally recognized custody of a resident or government agency within the district.

Registration for all students grade Preschool through 12 is done at the Administrative Office, located at 1350 Fountain Grove Drive, Bryan, OH 43506. Registration is by appointment only. You may

schedule your appointment by calling 419-633-6218 **after completing the online application.** Questions regarding registration can be addressed by calling the Central Registrar at 419-633-6218.

**(a). Photo Release**

Occasionally, newspapers or organizations write stories or articles featuring our program. These articles often include photos, which provide additional information to the community about the preschool program and the children. On other occasions videotaping may also take place. These tapes are typically used for educational purposes only. This will be part of the online registration process.

**(b). Field Trip Permission**

Field trips within the community may be planned by the preschool staff during the school year. You will be notified about each trip taken. Trips into the community are very beneficial first-hand learning experiences for preschoolers. This will be part of the online registration process.

**(c). Handbook**

The student handbook contains the guidelines and procedures by which students are to function while attending school including the code of conduct. The handbook is consistent with the Board of Education policies and contains information regarding, but not limited to: attendance, academics, co-curricular and extra-curricular activities, athletics, behavioral and dress expectations, and emergency procedures. The student handbook is published on the school website. Copies are available in each school office.

**(d). Bullying and other forms**

Harassment, intimidation or bullying toward a student is strictly prohibited and will not be tolerated. This policy defines bullying, harassment, and intimidation towards students and staff. Consequences for violating this policy are also listed in the student handbook.

**(e). PBIS and supports limited restraint and seclusion**

The Board is committed to the district-wide use of Positive Behavior Intervention and Supports (PBIS) with students. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should reduce the need to use restraint and/or seclusion. All restraint and seclusions shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education.

**(f). Roster**

Your child's name will be included in the class lists distributed for school events, such as Valentine exchange. A class roster of names, addresses, and phone numbers will also be made available for parents who request them. This is not distributed except upon request.

### **C. Birth Certificate**

No student shall be admitted to the program until an official child's birth certificate or signed hospital record has been submitted.

### **D. Immunization Record**

No student shall be admitted until written evidence that the student has received or is in the process of receiving immunizations against:

1. DPT - 4 doses (or commensurate with age)
2. Poliomyelitis - 3 doses (or commensurate with age)
3. Measles (rubella) - 1 dose (or commensurate with age)
4. Rubella (German Measles) - 1 dose (or commensurate with age)
5. Mumps - 1 dose (or commensurate with age)
6. Hib - 4 doses (or commensurate with age)

If immunizations are opposed for religious reasons, a waiver form must be signed by the parents.

### **E. Physical**

Your child will need a physical signed by your doctor BEFORE school begins. This should occur no more than six months prior to enrollment. This physical examination are required yearly. The results of the examination and the student immunizations must be recorded on the appropriate form. When the form is signed by a physician and is presented to the school, the child will be admitted. Students may be conditionally admitted to school provided they are "in the process" of completing the required immunizations, according to O.R.C. Section 3313.571. Exceptions to this policy may be made when a physician certifies in writing that such immunizations are medically contraindicated. If immunizations are opposed for religious reasons, a waiver form must be signed by the parents.

### **F. Dental**

The State Division of Early Childhood now requires a specific dentist's name to be provided on your child's Emergency Medical Authorization Form. Therefore, please complete the entire Emergency Medical Authorization section on the online registration. If you do not have a preferred dentist you may contact the preschool office and they can provide you with a list of area dentists.

### **G. Medication**

In order to ensure the proper dispensation of medication and to eliminate the risk of a child taking medication not meant for him/her, the following policy will be in effect.

All medication for school students must be kept in the office. In order for the school to dispense the medication properly, the school must have a form signed by the parent or guardian and physician. The form is available in the office and must be signed by the physician and parent or guardian before staff may give the student his/her medication. This applies to all medical procedures performed during school hours.

General policy information:

1. The school WILL NOT dispense medication unless prescribed by a physician.
2. Medication should be enclosed in a proper container upon which is displayed the student's name, name of medication, dosage, and time to be given.
3. Please bring in medication for the entire week/month.
4. Remember that at any time during the school year that there is a change in your son/daughter's amount or type of medication, we must have written communication from the physician stating so.
5. Over the counter medication must be accompanied by a parent's permission slip stating dosage and time. This includes ointments and creams. The school will not dispense the medication without a permission slip with the correct information on it.

## **H. Proof of Residency**

The following are acceptable forms of proof of residency.

1. Current utility bills (gas, electric, water) which must include the date
2. Purchase agreement and current utility bill
3. Lease/rental agreement
4. If you are building a house in the district, a copy of the Builder's agreement and a letter from Builder stating that occupancy will take place within 90 days from admission date; parent must agree to transport child to and from school until they occupy the new house.
5. If you are living with others and Utilities are not in your name. A Residency Affidavit must be filled out and notarized.

## **I. Custody**

If there are custody issues or restraining orders in effect regarding your child, *there must be a court order on file at the school* before your child's first day of school, or immediately after such orders take effect.

## **J. Emergency / Accident / Illness**

As required by state law, we must have an Emergency Medical Authorization on file for every child in Preschool. Please complete the online form in detail. In case of an emergency, the information provided at registration will be used to contact you. Should an accident or illness occur involving a student during contact hours, the below procedures will be followed:

1. In the event of need for first aid treatment, the treatments and techniques approved by the American Red Cross are to be used. School personnel will be responsible to see that appropriate emergency first aid care is given in cases of injury.
2. In case of a mild illness, temperature shall be taken when possible and parents will be notified that the child was checked at school. Parents will be allowed to pick up the child from school if they have concerns about their health. In case of high fever (over 100 degrees), excessive vomiting, and/or diarrhea, symptoms of ear infection, excessive pain, questionable abdominal pain, unusual spots or rashes, sore throat or difficulty in swallowing, parent/guardian shall be called and requested to pick up the student.
3. If emergency treatment beyond staff's abilities is necessary, the emergency squad shall be called immediately. The family and family physician shall be notified.
4. If possible, a staff member may go along with the student to the hospital with the E.M.S.
5. If unable to contact parents, a staff member should go with the E.M.S. to the hospital and the student's records will be taken along.
6. Medical information/release will be taken to allow the hospital to provide emergency medical treatment in cases when parents are not available shall be in each student's file.
7. The employee shall complete an accident form within twenty-four (24) hours of occurrence. The form shall be filed in the preschool directors office. A copy of the form will also be sent to the superintendent.
8. First aid procedures shall be communicated to all employees and parents/guardians and shall be posted in the building.
9. If the student has an allergy such as food, sun, soap, medication, etc., it will be necessary to have a written statement from the physician verifying the allergy. It will be necessary for you to provide information about the conditions and symptoms of the allergy so we can take the necessary precautions.
10. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.:
  - a. Diarrhea (more than one abnormally loose stool within a 24 hour period)
  - b. Severe Coughing, causing a child to become red or blue in the face or making a whooping sound
  - c. Difficult or rapid breathing
  - d. Yellowish skin or eyes
  - e. Conjunctivitis
  - f. Temperature of 100 degree Fahrenheit taken by an 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 or
  - i. Stiff neck
  - j. Evidence of lice, scabies, or other parasitic infestation
11. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day, shall be determined by the director and the parent or guardian. The child while isolated at the program,

shall be carefully watched for symptoms listed:

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

The child may return to school when the symptoms are no longer present for at least 24 hours, no longer taking fever reducing medication, and no longer contagious.

12. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
13. A child isolated due to suspected communicable disease shall be made comfortable and in the sick room. All linens and blankets used by the ill child will shall be laundered before being used by another child. After use, the bed shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the bed shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
14. A child isolated due to suspected communicable disease shall be discharged to parent or guardian as soon as practical.

### **Nutrition, Health, Safety, Physical Fitness**

The safety and health of the children is our prime concern. Our program strives to support the health and well being of our students in many ways including nutritious meals and snacks, which are provided in accordance with USDA guidelines. Each child's daily schedule includes planned activities to promote physical fitness and a healthy lifestyle. You are welcome to contact us for additional information on our school's policies regarding good nutrition, good health habits, safety and fitness. These guidelines and rules are followed in all preschool classrooms. Included in the information is the following:

- A. First Aid Procedures
- B. Disease Prevention
- C. Accident Procedures & Emergency Plans
- D. Hygiene
- E. Diapering / Toileting
- F. Communicable disease
- G. Dietary Needs

#### **A. First Aid Procedures**

- Medical emergency plans are posted in all classrooms.
- First aid box and children's medical forms are located in all classrooms and the school office.
- A full-time nurse is on staff.
- If a child becomes ill, a staff member will stay with the child until designated person on the medical form arrives.

## **B. Disease Prevention**

Hand washing is the most effective measure to prevent the spread of disease. All preschool staff members shall wear gloves and wash their hands in soap and running water after each diaper change and after assisting a child with toileting. All staff members shall also wash their hands in soap and running water after cleaning, after toileting, before preparing or eating food, before feeding any child and when hands have been in contact with nasal or mucous secretions or any other body fluids. Disposable towels will be available at all times. As much as possible, children are encouraged to manage their own hand washing. Soap and towels within reach, a step stool if necessary, and watching other children and adults use good handwashing techniques assist children in learning this personal skill.

## **C. Accident Procedures & Emergency Plans**

- In case of a minor injury (scrapes, bruises or bumps), the nurse will be consulted and the parent(s) will be notified that day.
- If emergency care is needed, an EMS will transport the child to the location listed on the emergency medical transportation.
- In case of a dental emergency, the staff will follow instructions on the dental first aid chart located in all classrooms and the nurse's office.

## **D. Hygiene**

All preschool staff members shall wear gloves and wash their hands in soap and running water after each diaper change and after assisting a child with toileting. All staff members shall also wash their hands in soap and running water after cleaning, after toileting, before preparing or eating food, before feeding any child and when hands have been in contact with nasal or mucous secretions or any other body fluids. Disposable towels will be available at all times.

## **E. Potty Chair - Diapering Procedure**

Potty chairs in the preschool program shall not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting. Potties shall be emptied, cleaned, disinfected, and rinsed with water after each use. The rinsing solution shall be disposed of into a toilet, not a sink. Disposable cloths used for cleaning potties shall be used once and disposed of in a plastic-lined covered receptacle. Reusable cloths shall be stored in an appropriate germicidal solution and held for laundering for not longer than one day. All parents should send at least one change of clothes in case of an accident.

## **F. Communicable Disease**

Children who exhibit any of the following symptoms and/or any other diseases listed on the Ohio Department of Health chart located in the classroom will be isolated from other children and will be sent home until treated or until symptoms are no longer present for 24 hours.

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin/eyes
- Conjunctivitis (pink eye)
- Evidence of lice, scabies  
or other parasitic infection
- Unusual rash or spots
- Stiff neck
- Untreated skin patches
- Unusually dark urine  
or grey / white stool
- Fever over 100 degrees
- Vomiting
- Sore throat / difficulty swallowing

### **G. Dietary Needs**

If your child has special dietary needs, is allergic to certain foods, or has other special dietary needs, please inform us so we can work together to determine how your child's needs may be accommodated. This may require a Medical Alert to be put in place.

### **Change of address, phone number, emergency contacts**

If you move during the school year, please send your new address immediately to the school. When notifying the office of your new address, you will also need to provide proof of residency (gas or electric bill). If you have a home and/or cell number change for either your family or the individuals you have listed as alternate emergency contacts, again you need to contact the school office.

### **Releasing Children to Adults/Parents**

School personnel will check the student contacts for individuals that are allowed to pick up your child from school. *We **will not** release your child to anyone **less than 18 years of age and not listed as allowable pick up**. You are allowed up to 4 additional contacts to be added. Please make sure that you utilize those contacts.* There may be times when you need to have an individual other than those listed come to the school to pick up your child. When this occurs, please contact the school office specifying this individual's name and number. This will only be allowed 1 time as a verbal request. *Any persons picking up a child must have photo identification to pick up a child.* You can add people to the Student contact during the year by sending in a note, however, only 4 spots are available.

### **Release of Information**

Information concerning your child's medical or educational progress may be sent to physicians or other agencies with your written permission. Authorization will be completed during your online registration.

### **Student Attendance/Absence**

Procedures for attendance/absences are as follows:

1. To ensure developmental progress, regular attendance is important. Contact the school if your child will be absent from school for any reason. All absences shall be excused by a parent or guardian and become part of the pupil's permanent record.
2. If the school is not notified of absence, the school will attempt to call the parent to verify the student's whereabouts. If your child will be unable to attend class, please call the school at 636-6931 prior to 8:00 am for the morning class or by 11:45 am for the afternoon class. If we do not receive notice as to why your child is not in school, this will be considered an unexcused absence.
3. After five (5) days of unexcused absences, a doctor's note may be required for further absences.
4. If necessary, the school will notify the County Truant Officer of repeated absence or unexcused absences.
5. If you suspect a disease or illness in the morning, please do not send your son/daughter to school to expose other children. **If your child is running a temperature over 99 or they are vomiting, or have diarrhea, they should not attend school for 24 hours from the last occurrence.**
6. If a contagious disease is suspected, please notify us immediately and keep your child home.
7. If you know, in advance, that your son/daughter will miss a day of school, please contact the school office.

### **Sign-In & Out**

Please report to the office to sign your child in or out when it is necessary for you to pick your child up from school before the end of the day or when bringing your child in late. Only people listed on the student contacts will be allowed to pick up your child.

### **Appointments**

Arriving late, once class is in progress, disrupts the scheduled activities, robbing both your child and those in attendance of quality learning time. Removing your child **early** has a similar consequence and does not allow her/him to have closure of the day. Please schedule doctor's appointments, errands and shopping **before** or **after** class time. Parents being prompt for pickup of the child after class promotes a feeling of security.

### **Returning Preschoolers**

RENEWAL AND RETURN - Registration at the school is on a school year basis. Your child will be guaranteed a reservation for the following school year unless an administrative decision has been made.

### **Tuition Agreement and Payment - for Typical students**

ADMISSIONS PROCEDURES - Both you and your child must comply with all preschool admissions policies and procedures. Effectiveness of this Tuition Agreement is subject to final approval of your

child's admission in accordance with such policies and procedures, notwithstanding the "acceptance" of this Tuition Agreement reflected by the Preschool Directors signature below.

TUITION (for Typical students) - You agree to pay tuition for your child in accordance with the tuition on the 15th of each month as reflected on the tuition agreement. Checks can be made out to Bryan City Schools.

### **Items sent to school**

If you send any items to school, they are to be in a sack/bag, plainly marked with your child's name and the name of the person to receive the items.

### **Dress Code**

One complete extra set of clothing, including underwear and socks should be sent to school for each child. Each item should be labeled with the child's name. Clothing should be appropriate for the weather and potential outdoor play. If boots are worn, do not forget shoes for school. Keep in mind, that many preschool activities involve messy play, and although "washable" paint is used, there is no guarantee that everything used will completely come out of clothing. You may want to save some outfits for days when your child is not in school if you are concerned about them coming home dirty.

### **Homeless Students**

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the school district.

### **Transportation**

Transportation will be provided to students (typical and special education) where transportation services are available. Please note that there is a no busing zone within 1 mile of the school. The Parent/Guardian is responsible for having the child ready, walking them to and from the bus.

#### **School Bus Rules**

- No food or drinks allowed on the bus.
- Do not send in toys to play with on the bus.
- Please have your child ready and waiting for the bus 5 to 10 minutes prior to scheduled arrival time.
- An adult must make visual contact with the bus driver upon pick-up and drop-off.
- Please be at the designated location on time. If you are not at the bus stop, your child will return to the designated return point.

#### **Changes in drop-off and pick-up locations**

- The district needs 48 hours notice in order for the change to take effect.
- Forms are available at the transportation office.
- If there is an emergency that requires a change in pick-up or drop off, please do the following:

1. Call the transportation office at 419-636-0504 and report the change. The office will notify the driver.
2. Questions regarding bus schedules and other transportation problems should be directed to the Transportation Department 419-636-0504
3. Please have your son/daughter ready 5 to 10 minutes before the bus arrives. We need to SEE an adult when dropping your student off.

Parent Pickup / Dropoff

- Transportation for students that will be provided by parent(s) / guardian must ensure that an adult comes in contact with your student at the designated location.
- Parents / Guardian must pick them up at designated location.
- Arrival time is five minutes before the start of their scheduled school time.
- Pick-up time from school is to be no later than five minutes after their scheduled departure time.
- Children are expected to attend school based upon their contracted service hours. Regular and punctual attendance will help assure that your child is successful.

***Under no circumstances can a child be dropped off in the parking lot to find his/her own way to the classroom. An adult must bring his/her child to the designated door and make a connection with the staff. All individuals authorized to pick up and drop off a child must be 18 or older and be listed on the child's emergency contacts. Please have your ID available. You may be asked to provide proof of identification.***

**School Calendar**

Each school year, parent(s) will be provided with a district calendar.

**Inclement Weather**

It is sometimes necessary to delay or close school because of weather conditions or other emergencies. Whenever school is delayed, closed or in the event of an emergency dismissal, announcements will be made on the instant messaging system as well as local radio and TV stations.

**Preschool Schedules**

**Tuesday - Friday  
DAILY Schedule**

**AM**  
**7:55 AM Arrival**  
**8:00 AM Class begins**  
**11:00 AM Dismissal**

**PM**  
**11:40 AM Arrival**  
**11:45 AM Class begins**  
**2:45 PM Dismissal**

**Tuesday - Friday  
2 Hour Delay Schedule**

**AM**  
**9:55 AM Arrival**  
**10:00 AM Class begins**  
**12:00 PM Dismissal**

**PM**  
**12:40 PM Arrival**  
**12:45 PM Class begins**  
**2:45 PM Dismissal**

**Confidentiality**

Student's personal files are kept in a secure location. The Bryan City Schools Preschool Program follows all policies and procedures regarding confidentiality as stated in the Bryan City Schools Board of Education Policy. This policy can be accessed at the Bryan City Schools Website

**Roster**

Names, telephone numbers and addresses of enrolled children are available upon request. Parent(s) may refuse to have child listed on the classroom roster.

**Transition Plan**

Transition Plan for New and Current Students  
(Including Classroom to Classroom and Building to Building)

Students and parents are introduced to staff members before the student begins attending the program/classroom. A tour of the classroom and pick up and drop off locations is offered to parents. If there is concern about the student not handling the transition into preschool well, a plan can be developed to introduce them to the program in a staggered manner. This can include but is not limited to: the parent and child attending the program during school hours together and the student attending a shortened day until they are comfortable with the staff and routine.

**Curriculum**

The Bryan City Schools uses High Scope for their Early Childhood Preschool programs. Each is researched based and aligned with the State of Ohio Content Standards. In addition to the four areas of content, (Math, Reading, Social Studies, Science), the curriculum focuses on all areas of development; Cognition, language, motor, social- emotional and adaptive skill development. Bryan City Schools Preschool curriculum allows for meaningful goal development, interventions, on-going monitoring and evaluation of each child.

**Ohio Department of Education Preschool Licensure Rules**  
**For Child Information**

**3301-37-08**

The parent shall provide, prior to the date of admission or no later than 30 days after date of admission and every 13 months from the date of examination thereafter, a physical form from a licensed physician affirming that the child is in suitable condition for enrollment in the program.

Health Screenings are reviewed at the beginning of the school year by the school nurse. Missing information is requested in the following manner: directly with parents when annual enrollment are submitted, via telephone conversation, or in an email or letter.

### **Highly Qualified Educators**

All Early Childhood Educators, Paraprofessionals and related service personnel are highly qualified according to the Ohio Department of Education standards.

- Classroom teachers have a four-year Bachelor's degree or higher with certification in Early Childhood Education.
- Classroom teachers will have core knowledge and skills to implement Ohio's Early Learning Content Standards and skills related to early childhood education.
- All special education staff members have Early Childhood and Intervention Specialists qualifications.
- All other staff members have documentation in their personnel files that they meet the qualifications as required by law, rule or program.

### **Parent Participation**

We encourage all parents to participate in the education of their children. It is our goal to review student progress with parents on a regular basis. The preschool program follows the Bryan City School District's calendar for parent teacher conferences. Conferences are held twice a year. Preschool teachers will contact families to schedule conferences at least twice a year.

### **Concerns or Problems**

Bryan City Schools staff strives to provide the highest of quality programming and safety for your child. Inspection reports are posted in each classroom and with the preschool director. If you have questions or concerns regarding your child or the program, you are encouraged to first talk with your child's teacher. You may also call the preschool director at 419-633-6250.

The Ohio Department of Education personnel are available to discuss any concerns you may have and can be reached at: 614-466-0224 or toll-free, 877-644-6338. Ask for Preschool Program Licensing. If your child is on an IEP and you have concerns please call: 614-466-0224 or toll free: 877-644-6338. Ask for Office of Early Learning and School Readiness. These numbers are also posted in each classroom.

## *Staff Directory*

Alt, Christine	Speech & Language Pathologist	<a href="mailto:calt@bryanschools.net">calt@bryanschools.net</a>
Cox, Karyn	Director of Elementary Education	<a href="mailto:kcox@bryanschools.net">kcox@bryanschools.net</a>
Dominique, Amy	K-2 Principal	<a href="mailto:adominique@bryanschools.net">adominique@bryanschools.net</a>
Elting, Pam	Administrative Assistant for Preschool	<a href="mailto:pelting@bryanschools.net">pelting@bryanschools.net</a>
Eidenier, Carol	Classroom Paraprofessional	<a href="mailto:ceidenier@bryanschools.net">ceidenier@bryanschools.net</a>
Eidenier, Vicki	Preschool Itinerant Teacher	<a href="mailto:veidenier@bryanschools.net">veidenier@bryanschools.net</a>
Fryman, Trina	Preschool Teacher	<a href="mailto:tfryman@bryanschools.net">tfryman@bryanschools.net</a>
Gerkin, Rachel	Physical Therapist	<a href="mailto:rgerkin@bryanschools.net">rgerkin@bryanschools.net</a>
Hurst, Nicole	Preschool Teacher	<a href="mailto:nhurst@bryanschools.net">nhurst@bryanschools.net</a>
Johnson, Mandi	Preschool Psychologist	<a href="mailto:mjohnson@bryanschools.net">mjohnson@bryanschools.net</a>
Lockwood, Kristal	Director of Preschool	<a href="mailto:klockwood@bryanschools.net">klockwood@bryanschools.net</a>
Long, Terri	Classroom Paraprofessional	<a href="mailto:tlong@bryanschools.net">tlong@bryanschools.net</a>
Miller, Kim	Occupational Therapist	<a href="mailto:kmiller@bryanschools.net">kmiller@bryanschools.net</a>
Soards, McKenna	Preschool Teacher	<a href="mailto:msoards@bryanschools.net">msoards@bryanschools.net</a>
Thormeier, Kasey	3-5 Principal	<a href="mailto:kthormeier@bryanschools.net">kthormeier@bryanschools.net</a>
Wendt, Peggy	Classroom Paraprofessional	<a href="mailto:pwendt@bryanschools.net">pwendt@bryanschools.net</a>

**Handbook and Parent Agreement  
2018/2019**

*I understand that by completing this form I am allowing my child to participate in the Bryan City Schools Early Childhood Preschool Program. Since my child is attending the Bryan City Schools Preschool ALL paperwork which includes a birth certificate, shot records, custody (if applicable), proof of residency, and a physical (form will be provided) MUST BE COMPLETED in order for my child to attend preschool.*

***Drop off and pick up must be NO MORE THAN 10 MINUTES BEFORE THE STARTING TIME AND NO LONGER THAN 10 MINUTES AFTER THE END OF THE PRESCHOOL SESSION. Failure to do this may result in my child losing their placement. CHILDREN MUST BE ACCOMPANIED BY AN ADULT TO THE DESIGNATED PRESCHOOL ENTRANCE AND EXIT.***

*I will contact the school if my child is going to be absent. Excessive UNEXCUSED absences of seven (7) or more consecutive school days, ten (10) or more school days in one month, or fifteen (15) or more school days in one year may result in my child losing their placement.*

*Preschool tuition is due by the 15<sup>th</sup> of each month. Failure to pay on time will result in my child being dismissed from the program. Checks can be made out to Bryan City Schools.*

***I understand by signing this form I am agreeing to the above stated requirements for the Bryan City Schools Early Childhood Preschool Program.***

**Print Child's Name:** \_\_\_\_\_

**Time Attending (circle one):**      **AM session**              **PM session**

**Print Caregiver's Name:** \_\_\_\_\_

**Caregiver's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator's Signautre** \_\_\_\_\_ **Date** \_\_\_\_\_

***Please sign this form and return it  
in your child's class folder  
by \_\_\_\_\_.***