PARENT HANDBOOK

FOR

WAYNE TRACE

PRESCHOOL STUDENTS

WELCOME

Dear Parents and Guardians,

I would like to take this opportunity to welcome you to Little Raiders Preschool. I am excited that your child is a Raider!

We are pleased that your child will be joining us in one of our developmental preschool classrooms. Your child's teacher is a highly qualified professional with at least a four-year college degree, with specialization in the areas of early childhood and special education.

Our classrooms are busy, fun places! Each day provides a balance of child-directed activities. There is whole-group, small-group, and individual interaction. In addition to Circle Time, children enjoy hands-on learning in our classroom centers, which include Dramatic Play, Blocks, Science Sensory Table, Math, Art, Writing, Music, Library, Listening, and Computer.

We view you, the caregiver, as the most important person in your child's life. Our goal is to work with you to help develop your child's potential, and in so doing, we welcome your visits, support, and participation.

This parent handbook contains important information for you to know about your child's program. I encourage you to read this handbook carefully. Please feel free to contact your child's teacher or me with any questions or concerns at hendricksa@waynetrace.org or 419-587-3414 ext. 330.

Sincerely,

Abigail Hendricks

Abigail Hendricks
Director of Student Services/Preschool Program Director

TABLE OF CONTENTS

2026-2027 Calendar
Purpose, Philosophy, Preschool Vision Statement, and Program Goals
Program & Curriculum and Child Progress Reports
Ongoing Assessment System Policy
Parent/Teacher Conferences
Speaking with the Teacher
If You Experience Problems
Child with an IEP
Preschool License
Confidentiality
Student Records
Staff
Registration Information
Enrollment Procedures
Withdrawal Procedures
Tuition
School Supplies
Delays and Cancellations
Transportation
Attendance, Early Pick-up
Daily Program Schedule
Clothing
Bringing Toys and Possessions from Home
Field Trips
Inspection
Safety of Children
Behavior Management/Discipline
Communicable Disease
Signs/Symptoms of Illness
Removal of a Sick Child
Notification of Parents and Return to School
Medication and Supplements
Hygiene
Diapering
Parent Participation
Parent/Teacher Conferences
Parent or Community Complaint Resolution Process
Transition
Early Intervention to Preschool
Preschool to Kindergarten
Parent Consent for Record Release
Children and Sleep
Helpful Things
Top 10 Ways to Reduce TV Watching at Home
School Calendar

Resources

2026-2027 Calendar

August 18-21 - Preschool Orientation Dates - You will be notified.

August 24-27 - Staggered Start - You will be notified.

September 3 - No Preschool - Hopes & Dreams Conferences

September 7 - No Preschool - Labor Day

September 28 - No Preschool - Staff PD

October 28 -29 - Conferences

October 30 - No School

November 25-27 - No Preschool - Thanksgiving Break

December 21-January 1 - No Preschool - Christmas Break

January 18 - No Preschool - Martin Luther King Day

January 25 - 2 HR Delay - Staff PD

February 15 - No Preschool - President's Day (Make Up Day)

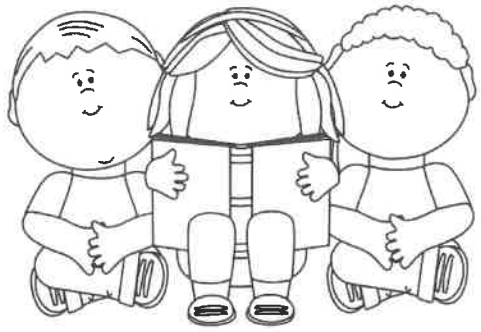
March 15 - 2 HR Delay - Staff PD

March 22-26 - No Preschool - Spring Break

May 17 -18 - Last day of preschool

PURPOSE

The purpose of the developmental preschool is to provide a comfortable, enriching environment for children between 3 and 5 years of age. In this environment, we respect each child's unique and individual qualities. We strive to nurture development toward his/her full potential with our educational program, through direct instruction, enriching experiences, and developmentally appropriate activities.



PHILOSOPHY

Little Raiders Preschool is based on a developmental approach to education. This provides direction for instructional programs that view children as active learners. Teachers also create opportunities for a variety of active learning experiences, which nurture the child's intellectual, physical, social/emotional, and artistic development. Learning in the early childhood years develops a child's participation at their own developmental level and pace.

Little Raiders Preschool recognizes and values the diversity in children and families in our community. Programs include children with varying needs and differing socio-economic and cultural backgrounds. This provides opportunities for children and families to gain a greater understanding and appreciation of differences among all people.

Families are important to the program. Their involvement, as partners with the preschool in their child's education, is encouraged and supported.

Western Buckeye Educational Service Center and Wayne Trace Local School are committed to making preschool programs available to children within the district. Incorporating preschool programs in the Grover Hill and Payne buildings allows a child to enroll in their home district. Transition from preschool to kindergarten for these children and families is a natural process.

PRESCHOOL VISION STATEMENT

Our preschool vision statement is to provide a safe environment in which each child can develop and learn.

PROGRAM GOALS

The goal for the Little Raiders Preschool program, based on our philosophy, includes:

- Promoting feelings of self-confidence and self-worth in the young child.
- Promoting the development of decision-making, problem-solving, critical thinking, reasoning, and communication skills.
- Promoting active learners who assume responsibility for their own learning.
- Promoting partnerships with families
- .Fostering development of responsibility toward society and feelings of belonging to a community

PROGRAM & CURRICULUM

Public School Preschool Integrated Class is designed for children who have been identified with at least one delay in the developmental areas of communication, motor, personal/social/adaptive behavior, and/or cognitive learning. The preschool classroom intends to provide educational instruction and optimal preschool experiences to allow the child to grow in the areas of delay and to maximize their educational potential. Moreover, addressing the needs of children at an early age increases their chances for success

during kindergarten, elementary school, and secondary school. Our program is a center-based operation consisting of full days through the school year.

The instructional approach used in Little Raiders Preschool follows guidelines in the Ohio Early Learning Program Guidelines, Ohio's Early Learning Academic Content Standards, and Creative Curriculum for Preschool.

The curriculum addresses all aspects of development, including social-emotional, language, thinking, problem-solving, and physical skills. Skills related to early reading, math, science, and the creative arts are incorporated in learning experiences and daily activities. Daily activities include a balance of active and quiet play during individual, small group, and large group activities

The curriculum provides opportunities for children to pursue their own interests while engaged in active exploration and interaction with adults, other children, and a variety of materials. Children are encouraged to explore a variety of roles and themes. Program materials are sensitive to ethnic, cultural, and gender issues.

Families are an important part of our program's curriculum. Teachers plan a variety of activities that involve families, including home visits, daily communications, individual conferences/orientation, and parent/child days.

Assessment of children is an ongoing process and is reported to parents through standards-based reports, parent/teacher conferences (scheduled twice a year), and individual student IEP Progress Reports. Information is gathered from the child's work samples, checklists, and classroom observations. Assessment is essential to providing appropriate activities and measuring child progress.

CHILD PROGRESS REPORTS

Progress reports for children on IEP's will be sent home in accordance with the district of residency's policy, measuring progress on your child's IEP goals and objectives.
In addition, all children will receive, at a minimum, a progress report indicating progress on skills/concepts taught. Additional progress will also be shared.

ONGOING ASSESSMENT SYSTEM POLICY

In order to document child progress, the Western Buckeye ESC and Wayne Trace Local Preschool program implements an ongoing assessment system to drive and inform instruction. This system consists of a cycle of assessment, planning, instruction, re-assessment, planning, instruction, etc. This structure provides teachers/staff with baseline data and current levels of performance, which provides the basis for the instructional plan. Student results are evaluated to determine the effectiveness of learning and whether

instruction was successful. This cycle informs and empowers staff members and parents to make informed decisions on effective strategies and practices that result in child progress. Careful, frequent monitoring of the child's progress that is completed at regular ongoing intervals can inform the need for changes to instructional strategies, the curriculum, the environment, and direct interactions with students, which in turn impacts achievement and development. Teachers analyze the information with families to develop educational goals for students.
The Western Buckeye ESC, along with Wayne Trace Local Schools, aligns curriculum and instruction to the Early Learning and Development Standards of Ohio. The program has carefully developed a pacing guide indicating which standards will be taught per month throughout the school year. The teachers will send home a Monthly Preschool Curriculum Checklist to inform families of student progress made on the standards taught.

Sources for Ongoing Preschool Progress Monitoring Implemented May Include:

- curriculum-based assessments (ELA and Preschool Strategies Gold)
- observations
- checklists or locally developed assessments
- work sampling
- pictures, videos, and/or audio recordings
- interviews
- student learning objective rubrics
- criterion-referenced assessments
- standardized assessments
- other artifacts/evidence for student portfolios

PARENT/TEACHER CONFERENCES

During the school year, we hold two parent-teacher conferences to discuss your child's progress and/or needs and possible plans to aid in your child's progress and development. This also allows you to see your child's learning environment and see materials and work samples.
In addition, the teacher will contact you again to discuss your child's progress and or needs and to find out information that will help with the development of the plans for your child's future programming. This contact can be made in many ways to help meet each family's individual needs and convenience, including but not limited to: letters, phone calls, home visitations, school conferences, and emailing.

SPEAKING WITH THE TEACHER

Teachers will not be available for discussion/conferences during pick-up and drop-off times. If you need to speak with your child's teacher at length, please set up a conference time with her.

IF YOU EXPERIENCE PROBLEMS

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom-related problems. We will make every effort to resolve the problem, or when indicated, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, or the care of the children, please contact Abigail Hendricks at 419-587-3414 ext 330

If questions or concerns cannot be addressed through the preschool, please call:
(614) 466-0224 or toll-free (877) 644-6338 and ask for Preschool Program Licensing.

CHILDREN WITH AN IEP

If your child has an IEP and you have concerns regarding your parental rights regarding your child's program, please call (614 466-0224 or toll-free (877) 644-6338.

PRESCHOOL LICENSE

Wayne Trace Preschools are licensed to operate legally by the Ohio Department of Education. Parents may request a current copy of our license and compliance report by phoning the preschool administrative assistant. Our current license and compliance report may also be viewed at each preschool site as they are posted near the entryway.

CONFIDENTIALITY

In our preschool program, confidentiality is a must! Each staff member keeps all records and conferences regarding a specific child strictly confidential.

STUDENT RECORDS

The Board authorizes the administration to:

1) Forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this district is enrolled, seeks or intends to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
2) Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
3) Report a crime committed by a child with a disability to appropriate authorities and transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
4) Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time, but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive an explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, the person viewing the record, their legitimate interest in the information, the information disclosed, the date of disclosure, and the date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

STAFF

Preschool Teacher: Your child's teacher has training in early childhood education from an accredited university. He/She is certified according to the Department of Children and Youth public preschool and special education standards and is a qualified professional with a minimum of a Bachelor's Degree in Education. He/She must also possess an Early Education of the Handicapped certification or an Intervention Specialist license. Teachers are trained to provide best practices in educational methods for facilitating learning for young children.

Assistant Teacher: The assistant teacher helps in all areas of the program. Both teachers and assistants/para-professionals participate in ongoing professional development.

When a child qualifies for specialized services, the classroom teacher will work with specialists from the Western Buckeye ESC to provide your child with the appropriate help. ESC staff available includes a preschool supervisor, a speech/language pathologist, a school psychologist, an occupational therapist and a physical therapist.

All Early Childhood Educators, Paraprofessionals, and Related Service Personnel are highly qualified according to the Ohio Department of Education Standard.

Speech Pathologist: Speech therapy will be provided by a licensed speech and language pathologist for children who have a delay in that area.

Occupational Therapist: Occupational therapy is provided for children who qualify in this area. It deals with a child's fine motor (small muscle) skills, such as writing and cutting. A qualified C.O.T.A. (Certified Occupational Therapy Assistant) may also provide services to your child.

Physical Therapist: Physical therapy provides services to children who have delays with gross motor (large muscle) skills, such as running, hopping, balancing, or jumping. A qualified P.T.A (Physical Therapy Assistant) might also be working with your child.

Parent: The parent is viewed as the most important team member, and parental involvement in each step of the process is crucial for your child's success.

REGISTRATION INFORMATION

All students must attend an early childhood screening and complete an enrollment packet. These screenings are an important part of monitoring your child's development and ability to learn. In addition, you must also send a copy of the child's:

- **Birth Certificate**
- **Parent's Photo ID**
- **Immunization Record**
- **Proof of Residency (Utility Bill, Mortgage Paperwork, or Rental Agreement)**
- **Custody court documents, if applicable**

Emergency Authorization Form on file before your child's first day of school. Please complete the form in detail. In case of an emergency, the Emergency Authorization Form will be used to contact you. Our EMA forms are completed through OneView. Please see Taylor Ordway, the case manager, if you have questions regarding OneView.

We **highly recommend** that you have your child's **vision and teeth** examined by a licensed professional before they enter school. Children, who have been identified as having a disability, by state law, must have their eyes examined by an optometrist within 90 days of signing the evaluation team report forms (pgs. 19-21). The exam is solely a parent's responsibility. All preschool students **must have a physical exam,** and the school must have a copy of this form on file for your child to attend.

If you move during the school year, it is important to notify the school that your child attends and to send your new address immediately to your child's teacher. This applies to changes of telephone numbers and changes of parents' names and/or emergency numbers. Also, if your child rides the bus to school, notify the school at least two weeks prior to any move to enable your child to be placed on a new bus route.

In addition, a **bus transportation form**, an **income form**, and a **family survey** will be completed as part of the registration process.

ENROLLMENT PROCEDURES

After your child has attended an early childhood screening, the results will indicate whether there is a need for further testing. If further testing is not necessary, your child may be a candidate to enroll as a typically developing student in the preschool classroom. Children accepted as typically developing students in our program pay a nominal fee for participating in the preschool program.

If further testing is recommended, parents/guardians will need to provide written permission for this process to begin. Possible developmental areas that may be assessed are:

- ***motor skills*** – how they move and use their large and small muscles
- ***thinking skills*** – how they reason and understand concepts
- ***language*** – how your child expresses themselves and understands what is said
- ***self-care*** – how your child can care for his/her personal needs
- ***social/emotional*** – how your child relates to other children, adults, and their surroundings

After the evaluation is completed, an Evaluation Team Report (***ETR***) meeting will be scheduled. All team members will be invited to this meeting. Team members may include a teacher, therapists, parent/caregiver, school psychologist, school administrator, or anyone else who contributed information to the report.

Results of the report will be reviewed by the team. The team will then determine if the student meets the criteria to be eligible for developmental preschool and, if necessary, related services. The eligibility determinations are set by the Department of Children and Youth and are carried out by our local school district.

If the student does meet the eligibility determination, then the information from the ETR will be shared with a team that will develop a written Individualized Education Program (***IEP***) for your child. The team will consist of the parents and school personnel, such as the director, teacher, school psychologist, supervisor, and/or therapists.

The IEP will be developed using input from the child's family and our educational personnel. Parental input, regarding the child's program need(s), is central to the IEP process. This plan will outline and specify the services your child will receive, as well as who will be providing these services.

An Individualized Education Program (IEP) is a written statement for a child with a disability that is developed and implemented according to federal and state regulations. This statement includes:

- a description of your child's strengths and needs (present levels of performance)
- annual goals and short-term instructional objectives
- criteria and evaluation procedures linked to short-term objectives
- statements of specific special education and related services that will be provided, and the extent to which your child will participate in regular education classes
- when these services will start (initiation), how long the services will last (anticipated duration), and the number of services (frequency)
- a transition services statement for students who are entering Kindergarten

The IEP meeting should be held at a mutually agreed time and place. School districts are required to invite parents to attend this meeting. The school district must document all attempts to contact the child's parents. If parents choose not to attend, the IEP meeting may be conducted without them.

If the team agrees with the IEP, then these IEP services will be initiated for your child. If an IEP agreement is not reached, then you will be notified about your rights in resolving the issues. Your child's educational status (placement program) will not be changed without notifying you. Parent permission is voluntary and can be revoked at any time.

Your child's IEP must be reviewed at least annually. However, your child's IEP may be reviewed at any time during the school year at your request, or at the school district's request. It is important to understand that your signature on your child's IEP at an annual review is ***not*** required as a condition for the district to provide your child with a free appropriate public education.

Children learn in different ways. We know that some settings and methods work better for some children than for others. Programming for your child might be accomplished in a center-based preschool. Center-based preschools are located at the school, providing developmental preschool programming.

Your child's schedule of attendance is determined by you and the school staff. To ensure developmental progress, regular attendance is important.

If your child attends a center-based preschool, they will be assigned to an appropriate classroom. Each classroom will have a licensed teacher and a classroom assistant who will be responsible for your child. In addition, your child may receive therapy services from a licensed occupational therapist, physical therapist, speech therapist, or other related service.

Complete confidentiality of information about your child's program will be strictly maintained. Only your child's teacher and other certified staff involved in your child's program will have access to your child's file. No information will be released without your written permission.

WITHDRAWAL PROCEDURES

Please notify the school office if it becomes necessary to withdraw your child from preschool. If your child is presently served on an IEP, the school will schedule a time to meet with you. Prior Written Notice and the procedural Safeguards information will be provided to the family. Also, the family will need to provide consent if you no longer wish for your child to receive preschool special education services.

TUITION

Students who are accepted into the program as a typically developing student will be charged a nominal monthly fee. The tuition payment is **due on the first Monday or Tuesday of each month**, depending on which day your child attends preschool. Tuition is charged to reserve your child's space in our program and is due regardless of attendance, holidays, illness, weather-related closures, or vacations. **Your child's enrollment will be terminated if your account becomes delinquent.** If you are delinquent, 2 attempts will be made for payment. If no payment after that, your child will be terminated from the program.

The monthly tuition is as follows:
$555 - Full School Year
$60 - Monthly Tuition (September -May)
$15 - August Tuition

SCHOOL SUPPLIES

A yearly supply list will be provided by the preschool teacher.

DELAYS AND CANCELLATIONS

When inclement weather forces a ***DELAY*** or ***CLOSING***, you will be notified via the district's Instant Alert System. Your child's teacher will provide you with information about the system.

TRANSPORTATION

If your child rides the bus, it is your responsibility to put your child on the bus and get them off at the end of the day. Remember, riding the bus is a privilege. Please talk to your child about proper behavior on the bus.

The safety of children, as they are transported to and from school and school-related events, is our highest priority. Please take the time to check your child's clothing and book bag to make sure they are safe. Drawstrings and key chains may catch on objects on the bus.

Review the following rules:

- Avoid the danger zone around the bus; the area 10 feet around the bus (the front of the bus and right rear tire area are the two most dangerous areas)
- Don't try to pick up something dropped near the bus – the bus driver might not see you.
- Remember that some motorists don't always stop for a stopped school bus.
- Be careful whenever getting on or off the bus. Use caution!

ATTENDANCE AND EARLY PICK-UP

Please call and notify the school if your child is going to be absent from school for any reason. This is to let the school know that the child is safe with another adult.

If your child will be leaving school early, please let the school know by either calling or by sending in a note stating who will be picking up the child. Only an authorized adult may pick up a child either regularly or in an emergency. **The name of the person must be added to the EMA form on OneView, or written authorization must be provided to the office.** No child will be released without previous notification.

- ✦ Grover Hill Elementary School Telephone Number is (419) 587-3414
- ✦ Payne Elementary School Telephone Number is (419) 263-2512

DAILY PROGRAM SCHEDULE

Developmental preschool is based on the open learning center concept. The daily schedule is set up to allow ample time for the children to participate in the various learning centers, eat a snack and lunch, explore the outdoors, and be part of a group of children working/playing together.

➢ **Learning Centers** are organized around the interests of the children. They are changed often, so children have opportunities to explore different materials, themes, and ideas. Children choose from a variety of learning centers that include:

- ✦ Fine Motor Area
- ✦ Housekeeping and Dramatic Play
- ✦ Science Discovery area
- ✦ Writing area
- ✦Creative Arts
- ✦ Math Discovery
- ✦ Books and Listening Area
- ✦ Opportunities for social development
- ✦ Pre-reading activities are incorporated throughout the day
- ✦Opportunities to use technology are provided

➢ **Snack/Lunch Time:** A nutritious snack and lunch are part of the preschool day. Children learn self-help and social skills during this time. **If the child requires formula for their nutrition, procedures shall be followed as provided in ORC 3301-37-09 D 1-8.** A hot lunch is provided through Wayne Trace Local Schools. Price information is provided by the school district.

➢ **Small Group Time**: Children join their teacher in their classroom for stories, language activities, music, math, science, and social studies lessons. Fine and gross motor activities are also part of this enjoyable time of day.

➢ **Outdoor/Gym Time:** Outdoor/Gym time is planned daily so children can develop large muscle skills and express themselves freely. Staff will monitor weather conditions. Please dress your child appropriately

for outdoor play. If you feel that your child is too ill to participate in outdoor play, then possibly he/she should not be in attendance at school. Students restricted from outdoor play will require a physician's note.

- **Nap/Rest Period:** Our program shall have a nap/rest period that shall not exceed one and one-half hours in the daily schedule. A quiet space and a personal mat will be provided for children who want to rest or nap.

CLOTHING

Children's clothing should be washable. To help your child master self-care tasks of dressing and toileting, clothes should be easy to put on and take off. As a safety precaution, flip-flop shoes are prohibited. Shorts are permitted to be worn in August, September, and May.

Clothing suitable for outdoor play is needed each day and should be labeled with first and last names. Also, please provide a labeled bag with a complete change of clothing (including socks and underwear) to use in case of need. Please remember to update for growth and seasonal changes!

Diapers: If your child is not yet potty trained, please send diapers, pull-ups, and wet wipes with his/her name marked on the bag and container. Our diapering protocol is in adherence to ORC 3301-37-12 Sections A, B, and C. Our facility does not use potty chairs.

BRINGING TOYS AND POSSESSIONS FROM HOME

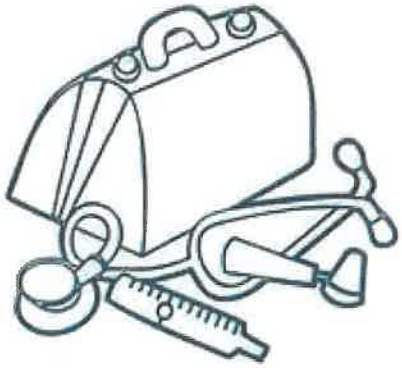
Toys/Possessions from home should not be sent to school with your preschool child. All toys/possessions must be approved by the teacher. Violent toys, such as guns or other similar weapons, are not permitted.

FIELD TRIPS

Field trips will be planned by the teacher during the school year. You will be notified about each trip taken, and your written permission will be necessary. Occasionally, a small fee will be required to cover the costs.

INSPECTION

Fire/Safety and Health inspections (food licensing) are completed yearly and are available upon request.



SAFETY OF CHILDREN

We are very concerned about the safety of the children. The following safety procedures are in effect at all times:

- No child is left alone or unsupervised at any time.
- A telephone is located in the classroom and is available for use in the event of an emergency.
- Students will practice fire drills, threatening weather drills, and emergency evacuation drills. A record of these drills is kept in the school office.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classroom
- The school practices intruder alert/school lock-down drills at periodic intervals.
- All preschool staff members are trained in First Aid.
- If your child has a serious accident or becomes injured while at preschool, a staff member will administer First Aid while another staff member contacts the local rescue squad and you. Wayne Trace staff members will care for the other children. If you cannot be reached, only the people listed as emergency contacts on your child's Emergency Medical Form will be notified. A staff member will accompany your child to the hospital if necessary.
- In the event of a non-serious accident (superficial cuts, scrapes, bruises), we will administer First Aid, if necessary, and alert you by note or when you pick up your child.
- When an accident or injury occurs, we will complete the incident report form provided by the school nurse. A copy of this form will be given to you, and a copy will remain on file at the school for at least one year.
- In accordance with Section SCHOOL POLICIES of the Ohio Revised Code, all preschool staff are REQUIRED to report any suspicions of child ABUSE or NEGLECT to the county Department of Jobs and Family Services. All staff are trained in recognizing signs of child abuse or neglect.
- All staff members are aware of the safety rules for both indoor and outdoor activities, and the preschool and playground areas are surveyed continuously for possible safety hazards.
- In the Winter Season, please remember to watch for slippery spots in the parking lot and driveway. Our dedicated staff does an excellent job of maintaining the grounds. However, we all know that Conditions change often this time of year.
- First aid materials that meet the requirements of Ohio licensing rules will be available in classrooms and on field trips.

BEHAVIORAL MANAGEMENT/DISCIPLINE

The goal of discipline is to help children 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. Staff follow these guidelines to promote positive behavior and will be responsible for discipline.

- 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 the rules clearly and firmly when they are not followed.
- Help children verbalize anger, feelings, or concerns when they are in conflict situations and 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 himself/herself or others.
- Help children think about outcomes of their behavior and develop better solutions for problem solving.
- No discipline shall be delegated to any other child.

If behavior problems persist, parents will be contacted to review, with staff, possible solutions and alternatives. Ongoing communications between staff and the parent will occur. However, when children do misbehave, the program will follow the procedures outlined below:

- **Level One:** Staff will talk with the child, explaining the situation, and attempt to redirect by encouraging the child to become involved in another activity.

- **Level Two:** If the child's behavior repeatedly requires disciplinary attention and cannot be effectively redirected, he/she will be asked to sit in a "time out" chair. Staff will let the child know that he/she may rejoin the activity whenever he/she is ready to follow the preschool rules. The child will remain on the "time out" chair no longer than 5 minutes.

- **Level Three:** If the disruptive behavior becomes chronic, staff will document incidents and request a team, which may include specialists from the Western Buckeye Educational Service Center and/or the Director of Preschool, to observe the child and make recommendations for an intervention plan. The parents will be contacted about the problem, and how it is being handled by the preschool will be explained to them. Parents will be asked for their ideas so that preschool staff can work together with them to solve the problem. Parents will be given a copy of the behavior management plan.

- **Level Four:** If the child is still disruptive after implementation of an intervention plan, the parents will be asked to attend a conference. At this time, referral for evaluation by the Western Buckeye ESC preschool evaluation team may be made.

➪ **Level Five:** If the problem persists and the child's behavior is deemed to be a threat to themselves and to the safety of others, the parents will be asked to withdraw the child from the preschool program.

Staff will provide developmentally appropriate child guidance and management techniques, such as praise for positive behaviors. The following rules will be followed by all staff.

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. No excessive timeout over 5 minutes.

5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.

6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

7) Techniques of discipline shall not humiliate, shame, or frighten a child.

8) Discipline shall not include withholding food, rest or toilet use.

9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

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

COMMUNICABLE DISEASE

First aid kits are readily available and are maintained at each site as well as on outings. Staff wear nonporous (e.g., vinyl) gloves when they are in contact with spills of blood or other visibly bloody bodily fluids. Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge, or any fluid discharge) are cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety and Health Administration, US Department of Labor). Any tool and equipment used to clean spills of bodily fluids are cleaned and disinfected.

The program staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. A Communicable Disease Chart is posted to help us recognize illnesses. You are welcome to view this chart at any time.

We are very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of diseases. The children are also reminded to wash their hands on a regular basis.

As children arrive at the school, a staff member greets and observes each child for possible signs and symptoms of illness.

A child should not come to school when ill and unable to benefit from the day. It is also important to prevent further infection. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

SIGNS AND SYMPTOMS OF ILLNESS

- Temperature of 100 degrees or higher (auxiliary) when in combination with other signs
- diarrhea (three or more abnormally loose stools within a twenty-four-hour period)
- sore throat/difficulty swallowing
- vomiting more than one time or when accompanied by any other sign or symptom of illness
- untreated infected skin patch(es)
- conjunctivitis (pink eye)
- yellowish skin or eyes
- severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- difficult or rapid breathing
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain
- unusual spots or rashes
- stiff neck with an elevated temperature
- unusually dark urine and/or gray or white stool
- evidence of lice, scabies, or other parasitic infestations
- or if the Director or a designated representative judges that the child's symptoms interfere with the child's abilities to fully participate in the program or pose a potential health risk to other people.

If these or other symptoms develop during the day, the child is kept comfortable in the office or other designated area until a parent comes and gets them. The child will be within the sight and hearing of an adult at all times. Parents or those designated as persons to be contacted in case parents cannot be reached must come to get the ill child as soon as possible to minimize the spread of the disease and to maximize the comfort of the child.

REMOVAL OF A SICK CHILD

When a child becomes ill at school, he/she will be kept under constant supervision. Every attempt will be made to notify you immediately.

A child isolated due to suspected communicable disease shall be 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 cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent. (ORC 3301-37-11-85C)

In situations where there is a question, medical expertise from the district School Health Coordinator will be sought. The decision to contact you will be made by your child's teacher and administrative staff based on the medical advice that has been received.

NOTIFICATION OF PARENTS AND RETURN TO SCHOOL POLICY

When a child has been exposed to a communicable disease (for example, strep throat, chickenpox, etc.), parents are required to report that information to the classroom staff or the director, either in writing or by a telephone call to the school. If a child contracts a communicable disease, parents should keep the child at home for the recommended period of time. All parents with children in that particular classroom are notified when a child in the group has contracted a communicable disease. The exclusion periods for common diseases are:

- **Fever:** 24 hours after fever has returned to normal without the use of a fever-reducing medication, and normal activity level has returned
- **Vomiting and diarrhea:** 24 hours after vomiting and diarrhea have ceased, and normal eating behavior and bowel functions have returned
- **Body rash:** with a doctor's statement allowing the child to return to the classroom
- **Strep Infections:** 24 hours after fever has returned to normal, antibiotic treatment has begun, and normal activity levels have returned
- **Respiratory Infections**: 24 hours after fever (if any) has returned to normal, 24 hours after antibiotic treatment (if needed) has begun, the symptoms have ceased to interfere with the child's activity level, and the child can participate in regular activities
- **Severe Cough and Asthma Attacks**: discomfort has subsided, the child is no longer in distress, and can participate in regular activities
- **Bacterial Conjunctivitis (pink eye):** 24 hours after antibiotic treatment has begun, and there is no longer any discharge from the infected eye
- **Chickenpox:** 6 days after the onset of the first vesicles and crusted over
- **Impetigo:** 24 hours after antibiotic treatment has begun, and the area is covered or dry
- **Lice Infestation:** until treated with adequate insecticide shampoo, and nits are removed
- **Ringworm:** 24 hours after treatment has begun, and the area is covered
- **Pinworms:** 24 hours after treatment has begun
- **Shigella, Giardia, Salmonella**: after obtaining two negative stool cultures, diarrhea symptoms have ceased, and a note from the doctor releasing the child to return to school is received by the office
- **Thrush/Yeast Infections:** until treatment has begun
- **Whooping Cough (Pertussis):** 21 days after onset of illness
- **Hand, Foot, and Mouth**: fever-free for 24 hours

As a general rule of thumb, children who have been ill may not return to school until they are no longer contagious and are ready to participate in the full program, including outdoor play.

MEDICATION & SUPPLEMENTS

If at all possible, please try to give medication to your child at home. However, if it needs to be given at school, a Prescription Authorization form must be filled out before administering the medicine. A form is available upon request. This Prescription Authorization needs to include the name of the medication, the proper dosage and route to be given, the time, and your child's name to receive this medication. **This authorization must be signed by your doctor and you.** The medication **MUST** arrive at school in the **original labeled container.** Please give all medications to the bus driver or your child's teacher. If your child requires any **food supplements or fluoride supplements**, please try to give them to your child at home. However, if it needs to be given at school, please provide the school with the supplement in its **original container**. Each time a medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one (1) year. (ORC 3301-37-07-D4ii)

Prior to administering a prescribed or nonprescription medication, food supplement, or medical food, the program shall ensure that:

- The written instructions of a licensed physician or licensed dentist, as appropriate, are on file.
- Each time medication, medical food, or a food supplement is administered, a written record or log including the dosage, date, and time shall be made. That record or log shall be kept on file for one year.
- 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 tropical products and lotions, and is to be applied according to the manufacturer.

HYGIENE

Little Raiders Preschool incorporates health and hygiene education with other program activities. Good hygiene practices are part of preparation and clean-up activities before and after snack or meal time and toileting. Staff model and provide instruction designed to help children learn the importance of washing their hands, brushing their teeth, covering their mouths when sneezing or coughing, and keeping their clothing and personal belongings clean.

Please comply with the Wayne Trace Local School dress code adopted for the hygiene, health, and well-being of all students.

- Footwear of some kind must be worn appropriate for the season.
- Hats may not be worn during class.

- Clothing with insignias or printing that is obscene, suggestive, or advertises any alcoholic beverage may not be worn.
- Clothes must be clean, neat, and meet reasonable standards of health, hygiene, and decency.
- Cleanliness must be observed at all times.

DIAPERING

Only children who are on an IEP will be permitted to wear diapers to the preschool program.
Staff will conform to the following: the changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

Diaper changing shall occur in a space that contains a hand washing facility.

The diaper changing area shall be disinfected after each change with an appropriate germicidal agent. Soiled stations shall be cleansed with soap and water and then disinfected with an appropriate germicidal agent.

Any product used during diaper changing on more than one child shall be used so that the container does not touch the child. Any product obtained from a common container (such as wipe cloths) shall be used in such a way so that contamination of the product or the container does not occur. If soiled, the container shall be cleaned with a germicidal agent.

All topical ointments and creams provided by parents shall include written instructions, which include the name of the item, the name of the child, the birth date of the child, the date, and the signature. Written instructions shall be valid not longer than 3 months. Parents must notify staff in writing if they desire the item to be no longer administered.

PARENT PARTICIPATION

☆ Parents are encouraged to visit their child's preschool program, and we invite you to get involved.
☆ Classroom visitations can be scheduled through the classroom teacher and/or principal. You are encouraged to participate in your child's preschool program as your schedule permits. Volunteering to assist in the different activities of the program is always welcome. Other opportunities include sharing a special talent or experience with your child's class and taking advantage of home visits that provide parents and teachers with an opportunity to exchange information and interact with children on an individual basis.
☆ Scheduled parent/child events are held so parents can come and participate in classroom activities with their children.
☆ Research shows that parental involvement is the single most important factor in a child's success in school. It is important to us as well. We encourage you to talk to your children about school, limit television and video game activities, and promote reading. We know these things are not easy for today's busy families, but they really will make a difference for your child.
☆ Working together to support your child's development depends on clear and frequent communication. Please check your child's backpack for the daily communication log sent home by the teacher and staff.
☆ Arrival and pick-up times are important moments for teachers to focus on the children. We ask that you refrain from using this time for conveying nonessential information. If you would like the teacher to know about something that is going on at home, feel free to stop by the office or ask the teacher to call you.