

Bucyrus City School District Preschool Program



245 Woodlawn Avenue
Bucyrus, Ohio

2018~2019 HANDBOOK

Table of Contents

Administering Medication to Students	13
Admission and Placement Policies	5
Behavior Management/Discipline	16
Breakfast and Lunch	9
Children's Belongings	13
Clothing	14
Delays and Cancellations	10
Diapering	17
Early & Periodic Screening, Diagnostic, Treatment Information	8
Emergency Medical Care	12
Family Eligibility	6
Field Trips	14
Financial and Tuition Policies	7
Items to Bring	14
Keeping the School Informed	12
Lice Policy	16
Management of Communicable Disease	14
Outdoor Play Policy	14
Parent Roster	13
Parent-Preschool Communication and Involvement	11
Parent/Guardian/Student Acknowledgement Document Info	18
Potty Chairs	18
Preschool Philosophy	3
Preschool Policies and Procedures	4
Preschool Program Classes	4
Preschool Program and Curriculum	3
Preschool Staff	2
Preschool Staff Qualifications	4
Preschool Staff to Child Ratios	4
Progress Reports and Conferences	12
Release of Students	13
School Attendance	11
School Calendar Year	8
School Day	9
Snacks	9
Student Absences and Excuses	11
Student Immunization	13
Student Records	5
Transportation	10
Welcome	2
Withdrawal Policy	11

Welcome to the Bucyrus City Schools Preschool! Our early childhood program seeks to provide the very best learning environment for your child. The preschool curriculum is created to enhance the social, intellectual, physical, emotional, and creative development of each child. We hope to help each child develop a positive attitude towards learning, responsibility, self-discipline, and self-esteem.

Our preschool has been awarded a Step Up to Quality 5-Star Rating by the State of Ohio for meeting the high quality standards established by the Ohio Department of Education and the Ohio Department of Job and Family Services. The top-tiered award recognizes our preschool program as one that exceeds high child care standards in promoting early learning and development.

This handbook is designed to acquaint preschool families with the early childhood program and to promote communication between home and school. Please contact us about any questions, concerns, or to share your ideas. We hope that you will visit our busy, happy, noisy, creative classroom, and see your child at work!

BUCYRUS PRESCHOOL STAFF (subject to change)

Mrs. Kristine Fourman	Teacher
Mrs. Lisa Hadsell	Aide
Mrs. Renee Tyrrell	Aide
Mrs. Katie Leightey	Teacher
Mrs. Kim Sloan	Aide
Mrs. Valerie Richardson	Teacher
Mrs. Angela Shipman	Aide
Mrs. Ashton Boyd	Teacher
Mrs. Amye Nolen	Aide
Mrs. Robin Showers	Preschool Coordinator
Mr. Timothy Souder	BES Principal
Mr. Michael Wallace	BES Associate Principal
Mr. Matthew Henderson	BCS Curriculum Director
Mrs. Jamie Lyons	BES Secretary
Mrs. Kelly Schiefer	BES Secretary
	BES Data Entry Secretary
Mr. John Massara	Director of Student Services
Mrs. Charma Schifer	Food Service Director
Mr. Rick Rawson	Transportation Director

Preschool Location: Bucyrus Elementary School
 245 Woodlawn Avenue
 Bucyrus, OH 44820
 Phone: 419-562-6089 Fax: 419-562-2367

PRESCHOOL PHILOSOPHY

We believe that children learn best by doing, which in a preschool program occurs in a teacher-planned, child-directed environment that is safe, interesting, and provides positive experiences for children. This program is focused on the child's developmental level and is age- and individually-appropriate. Time will be devoted to child-selected and teacher-directed group activities, and for both quiet and active experiences.

Children acquire knowledge about their physical and social environment through playful interaction with objects and people. They are motivated by their own desire to make sense of their world experiences.

Every child is an individual, growing and learning at his/her own rate with his own special strengths, needs, and interests. The various areas of growth and development are: physical, social/emotional, cognitive, communicative, and self-help. A child learns through the interaction of his senses and his environment. A concept is understood after it is presented in various forms and experienced by as many of the child's senses as possible. Through these experiences, a child should become aware that he can be successful and his own self-esteem should also help him to accept his uniqueness and that of others.

Parents are recognized as the child's first teachers and primary decision makers in the parent/professional partnership. We feel that early education apart from the home is only a supplement to the home's influence on the child's budding self-image. Any successful preschool education must involve the family in some significant manner.

PRESCHOOL PROGRAM AND CURRICULUM

The Bucyrus City Schools Preschool has adopted a curriculum that includes Creative Curriculum which is aligned with the Ohio Department of Education Early Learning Content Standards. The preschool program includes individual, small group, and whole class instruction that is developmentally and chronologically age-appropriate. With a balance of quiet and active play for both indoor and outdoor activities, the daily schedule reflects the type of preschool program that promotes developmental growth in learning for the children.

The selection of preschool equipment, materials, resources, and activities are based on child development stages, focusing on the needs and interests of the children. Both indoor and outdoor play spaces contain furniture, materials, and equipment of appropriate size and type to meet the intellectual, physical, social, and emotional needs of the children. The items are maintained in a safe and sanitary condition, and are provided in quantities proportionate to the number of children enrolled in the program. Through the use of developmentally appropriate equipment, materials, resources, and activities, the children are observed in their developmental stages during play and assessed on their progress. The results are utilized by the teachers to improve their instruction and to improve their students' learning in meeting the each child's intellectual, physical, social and emotional needs. Parents may review a copy of the Creative Curriculum program and/or the Early Learning Content Standards by contacting their child's teacher or the elementary principal.

PRESCHOOL POLICIES AND PROCEDURES

Preschool policies and procedures are consistent with applicable statutory requirements contained in the Ohio Revised Code and Rules that are adopted by the State Board of Education. The Bucyrus City School Board of Education is the governing body that approves preschool policies and procedures. Parents may either request a copy of the preschool policies by contacting the Preschool Coordinator or may go to the district website <http://www.bucyrusschools.org> and click on the links “Buildings”, “Elementary.”, “Preschool”. If you would like to obtain copies of the program’s inspection reports (Fire Marshal, Health Department, Ohio Department of Education, etc.) and/or to file a complaint, please contact and submit your request/complaint in writing to the preschool administrator.

PRESCHOOL STAFF QUALIFICATIONS

The Preschool Coordinator and Staff are recruited, employed, assigned, evaluated and provided with professional development in accordance with the adopted board of education policies and without discrimination on the basis of age, color, national origin, race, sex, or handicap. The preschool staff members are of good character, possess adequate physical and emotional health, and are equipped with the necessary education, training, and/or experience for the preschool work as required by the Ohio Department of Education. Each preschool teacher has either a bachelor or master of education degree, and is certified in early childhood education and special education. Teacher assistants have 2-year associate degrees from an accredited college or technical college or are high school graduates with continuing hours in preschool professional development and have passed the ParaProfessional Exam as required by the school district and the Ohio Department of Education. The preschool coordinator, teachers, and aides complete 30 hours of Ohio Department of Education approved professional development clock hours every two years. The Preschool Coordinator has licensure for Principal K-8 and for Assistant Superintendent.

PRESCHOOL STAFF to CHILD RATIOS

As per Ohio Operating Standards rules/regulations, preschool staff-to-child ratio is maintained at all times: 1 staff member per 12 three year olds or no more than 24 students per 2 staff members; 1 staff member per 14 four year olds or no more than 28 students per 2 staff members. Maximum class size is 16 children. To ensure safety, sufficient preschool staff members are present with the children. No child is ever left alone or unsupervised.

PRESCHOOL PROGRAM CLASSES

The Bucyrus City Schools Preschool Program offers classes for 3 and 4 year old students Mondays through Thursdays. They are are follows:

- Half day AM and PM classes for 3 year olds: transportation, breakfast (AM), lunch (AM/PM)
- Half day AM and PM classes for 4 year olds: transportation, breakfast (AM), lunch (AM/PM)
- All day for 4 year olds who are kindergarten age-eligible the following school year: transportation, breakfast, lunch, nap time

STUDENT RECORDS

The Elementary Principal and Preschool Coordinator inform the preschool staff on the location

of the students' cumulative and health records. The preschool staff is aware of and has access to the student information which is located in the Bucyrus Elementary School Office.

ADMISSION AND PLACEMENT POLICIES

The Bucyrus City Schools Preschool enrolls children who are 3-4 years of age. **Eligibility for our preschool registration is based on the child being a resident in the Bucyrus City School district, and being three years old by August 1 of the current year.** Unless the child qualifies for an individualized education plan, he/she must be 3 years old and toilet-trained by August 1 to be eligible to attend. Families living in the school district and children previously enrolled in the program are given priority on the enrollment list. Families living outside the school district are welcome to apply; enrollment will be determined by class numbers. Students will be assigned to a classroom that accommodates their needs by the Preschool Coordinator and Teachers.

Registration forms are required for a child to be considered for our preschool. In addition to the completion and submission of these forms, the child must be screened as a part of the enrollment process. ***The following forms #1-#6 are required to process your child's application prior to your child's screening date and time. Failure to submit these forms will prevent your child from being enrolled and placed in a preschool class. Children with complete enrollment files will be given priority. Completed enrollment forms will be date- and time-noted as submitted to the Bucyrus Elementary School office. Forms #7-22 are required prior to the child attending preschool.*** The remaining forms and information are due prior to the child's first day of preschool attendance, along with payment of the tuition fee (if applicable).

1. Bucyrus City School Registration form
2. Copy of Birth certificate
3. Proof of residency-copy of utility bill, lease agreement or copy of rent receipt showing parent name and address
4. Early Childhood Education Eligibility Screening Tool (Tuition Form) with Acceptable Income Documentation
5. Custody agreement, if applicable
6. Copy of Social Security Card, optional
7. Physical Examination Form with physician signature--required 30 days after enrollment and then yearly. The parent shall provide, prior to the date of admission or not later than 30 days after date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. **The child will be excluded from the preschool program if there is no current physical as stated above.**
8. Current immunization record
9. Dental Examination Form with dentist signature--required 30 days after enrollment
10. Health History with signature
11. Policies and Procedures form
12. Parent name, address, phone number (home, work)
13. Names, addresses, telephone numbers of two persons to contact in an emergency if the parent cannot be located
14. Names of person(s) to whom the child can be released
15. Signed release for the child to use the school computers

16. Signed release for video, pictures, and if allowed to be on roster for parents
17. Signed release and instructions from physician/dentist to administer any prescription medications
18. Emergency medical and dental care with statement of release/permission to treat or not treat with emergency transportation
19. List of all allergies and treatment of allergies
20. List of current medications, food supplements, modified diet or fluoride supplement, chronic physical concerns, history of hospitalizations, and any diseases
21. Signed bus transportation registration form and seat belt notification form if applicable
22. Publicly Funded Child Care Supplemental Application-optional

Note: The above listed required forms and information will be kept in the child's cumulative and health file and will also include the child's daily attendance with excused and unexcused notes, application for enrollment, progress reports, screening/assessment results, current IEP if applicable, accident/incident reports.

FAMILY ELIGIBILITY

Bucyrus City Schools Preschool is partially funded by an Ohio Department of Education Early Childhood Education (ECE) grant. These funds are required to be used to provide preschool services to economically disadvantaged four-year-old children whose family income is at or below 200% of the federal poverty level, with the exception of children whose disabilities and children who are receiving protective care as part of a family with a case plan with the Protective Children Services Agency.

Preschool programs are required to use the Early Childhood Education Eligibility Screening Tool developed by the Ohio Department of Education (ODE) and the Ohio Department of Job and Family Services (ODJFS) in determining preschool ECE enrollment eligibility. This screening tool is to be completed by all families who are interested in enrolling their child in Bucyrus City Schools Preschool. It must be maintained by the preschool program and available for review by ODE and ODJFS. Pending any further revisions, our preschool program will continue to follow State of Ohio legislative requirements and state guidelines regarding preschool student eligibility.

If the parents are interested in applying (based on eligibility results upon completion of the ECE Eligibility Screening Tool) for publicly funded child care, they will be provided with a copy of their completed ECE Eligibility Screening tool form, and also a copy of Publicly Funded Child Care (PFCC) Supplemental Application. The family will submit the screening tool and PFCC forms to the Crawford County Department of Job and Family Services for further child care determination.

FINANCIAL AND TUITION POLICIES

Preschool tuition is on a pro-rated sliding scale and is based on the parent/guardian's gross income.

- For Half-Day Program attending students (3 year olds and/or 4 year olds who are

not kindergarten age-eligible for the following school year: Full-paying tuition may range from \$0 to \$110.00 per month (\$990.00 for the school year if applicable).

- **For All-Day Program attending students (4 year olds who are kindergarten age-eligible for the following school year: Full-paying tuition may range from \$0 to \$150.00 per month (\$1350.00 for the school year, if applicable).**

The Bucyrus City School Preschool tuition sliding scale based on Federal Poverty Guidelines and fees are included in the preschool registration packet. All preschool families are required to complete the Early Childhood Education Screening tool form to determine tuition cost (if applicable). Verification of income must be kept on file at our preschool. A 1040 annual income tax report, two consecutive weeks of pay stubs, tax records, business records, award letters, child support, a letter from an employer or other type of income verification is needed to document income eligibility. As per ODE and ODJFS, gross income, which includes gross earned and gross unearned income, shall be used for the purpose of determining income eligibility of families. Examples of gross earned and gross unearned income are as follows:

- Gross earned—wages, salary, severance pay, bonuses, sick leave paid as wages, annual leave, holiday and vacation pay
- Gross unearned—cash contributions received from persons, organizations or assistance agencies, social security administration disability, pension or retirement income and child support payments

A copy of the actual documentation must be kept on file at the school. Income eligibility will be re-determined on an annual basis at either the time of enrollment or the beginning of the program school year. Families will be notified of their child's preschool tuition cost. Please note the following: Children from families whose income is at or below 100% of the federal poverty level attend tuition free. Children from families whose income is between 101-200% of the federal poverty level will attend on a pro-rated or sliding scale tuition basis. Families who are receiving publicly funded child care to provide extended day services, and who have a required co-payment, will have the ECE sliding fee scale tuition payment waived. Children with an Individualized Education Plan (IEP) or are receiving protective care as part of a family with a case plan with Protective Children's Service Agency attend the program at no cost to the family regardless of family income level.

Tuition is based on the school year, regardless of the school days per month. All tuition is due the first day of each month. Tuition will not be refunded for days a child is absent. ***Preschool tuition fees may be paid by check or money order, payable to Bucyrus City Schools Preschool. Cash will not be accepted. The payment should be sent by mail or in person to Bucyrus City Schools Preschool Office located at 245 Woodlawn Ave. Receipts will be written for all payments. For convenience, families may also pay through the district's online payment portal which is www.payforit.net. The site will direct you to create an account for tuition and lunch payments.***

Parents have 7 days to pay their child's tuition or it will be considered delinquent. If the child's tuition account is delinquent, he/she will not be admitted to the program until the account is current. Another child on the preschool's waiting list may take that child's place in enrollment.

EARLY and PERIODIC SCREENING, DIAGNOSTIC and TREATMENT INFORMATION

As required by the Ohio Department of Education policy for ODE licensed preschools, the following is information regarding Early and Periodic Screening, Diagnostic and Treatment for Children Younger than Age 21 from the Healthchek website

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

“Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.”

For more information, please refer to the Healthchek website (see above).

SCHOOL CALENDAR YEAR

For the 2018-2019 school year, the Bucyrus City Schools Preschool program begins August 22 and ends May 24. If necessary, makeup days will be added to the end of the preschool and/or district calendar year as designated by the Board of Education. Parents will be notified should this situation occur.

SCHOOL DAY

All visitors will park in the school's south parking lot, not on the west drive as that is for buses and pedestrians. Entrance to the building is located at the southwest main doors. Upon entering, all visitors must check in at the reception desk. A preschool staff member will be contacted to either bring the child to the parent or approved adult or take the child to the preschool area. **Please be on time when either dropping off or picking up your child.** Visitors who are volunteering in the classroom will be approved and receive a Visitor badge before allowed access to the preschool area. Preschool class times are:

Half-Day Preschool Morning Session 8:05-11:05 **Optional Lunch 11:05-11:35**

- **Morning Arrival at 8:05—Please be on time.**
Unless bussed to school, all preschoolers must be accompanied and supervised by an adult in the lobby waiting area until left in the care of a preschool staff member.
- **Morning Dismissal at 11:00—For Students NOT remaining for lunch**
A preschool staff member will bring your child to you. **NOTE:** If you are not here by 11:00 to pick up your child, he/she will be taken to the cafeteria and served lunch. You

will be charged a lunch fee by the Bucyrus City Schools Food Service Department. So, please be on time when picking up your child after the morning session.

- **Morning Dismissal at 11:35--For Students Remaining for Lunch**

A preschool staff member will bring your child to you in the waiting area at 11:35.

Please be on time. If you bring other children, please supervise them. Parents may not sit with their preschooler at the lunch table while he/she is eating lunch.

Half-Day Preschool Afternoon Session 12:05-3:05 **Optional Lunch 11:35-12:05**

- **Afternoon Arrival at 11:35—For Students Eating Lunch**

A preschool staff member will pick up your child in the lobby waiting area. Please be on time and no later than 11:45 so that the child has time to put his/her coat and bookbag away, use the restroom and wash hands, and then sufficient time to eat lunch. If the child arrives to eat lunch after 11:45, the parent will need to take the child elsewhere and provide a lunch for the child. Parents may not sit with their preschooler at the lunch table while he/she is eating lunch.

- **Afternoon Arrival at 12:05—For Students NOT Eating Lunch**

Unless bussed to school, all preschoolers must be accompanied and supervised by an adult in the lobby waiting area until left in the care of a preschool staff member.

- **Afternoon Dismissal at 3:00 for Students NOT riding the bus**

Parents will park in the southern parking lot and pick up their children at the southeast doors. Please remain outside until a preschool staff member brings your child to you. Please sign out your child on the pick-up sheet. **Please be on time to pick up the child, no later than 3:05.**

All-Day Preschool 8:05-3:05 **Lunch: 11:05 or 11:35 (as per class/teacher)**

- **Morning Arrival at 8:05—Please be on time.**

Unless bussed to school, all preschoolers must be accompanied and supervised by an adult in the lobby waiting area until left in the care of a preschool staff member.

- **Afternoon Dismissal at 3:00 unless riding the bus**

Unless the child is being bussed home, parents will park in the southern parking lot and pick up their children at the southeast doors near the large playground. Please remain outside until a preschool staff member brings your child to you. Please sign out your child on the pick-up sheet. It is important that you are on time to pick up the child, no later than 3:05

BREAKFAST AND LUNCH

Preschool students may be eligible for free or reduced lunch by completing an application from the Bucyrus City Schools Food Service. A child eligible for free preschool tuition does not necessarily qualify for free or reduced lunch. Until a child qualifies for free or reduced lunch, parents are required to pay the daily lunch fee of **\$2.60. Reduced lunch cost is \$.40.** Current Food Service breakfast/lunch menus are posted at each of the classrooms. Free breakfast is offered to the morning preschool children. Therefore, do not have your child eat breakfast at home.

If your child eats lunch at school, lunch money must be submitted by the week or month and is due the first day of the school week. Do not send lunch money on a daily basis. Families may pay by check, payable to the Bucyrus City School Food Service or make payments through the district payment portal at www.payforit.net. Lunch prices are: Full-\$2.60; Reduced-\$.40, Free-\$0.00. If staying for lunch, the preschool students eat the school lunch; they do not pack their lunches.

If your child has lunch fees, please pay them in a timely manner. Unpaid lunch fees will prohibit the child from returning to our preschool for a second/third year. If not paid in full by the end of the school year, the fees will continue to be on the child's school record while a Bucyrus City School District student and must be paid prior to graduating from high school.

SNACKS

While the morning preschool class eats breakfast at school, the afternoon class will have a snack. Each afternoon parent is asked to send a snack from the snack list approximately once a month. Parents providing snacks are given information on nutritious snack choices, and are requested to select from the snack choices on the list. Too, the teacher may request certain items for a classroom theme or involve the children in preparing a snack as part of a center activity or cooking project. Please note that home-prepared foods/snacks are **not** accepted.

TRANSPORTATION

Bucyrus City Schools bus transportation is available for our preschool students. The bus driver is certified and licensed by the State and has training in safety courses. The bus is equipped with a 2-way radio to communicate with the Elementary Principal, other buses, and Central Office. Car safety seats and seat belts are available for children as per the State law regarding the transportation of young children. Before transportation can begin for a preschool student, the parent must complete and submit a bus registration form. Bus pickup and drop off sites and times, and Bus Transportation rules are provided to the parents.

DELAYS AND CANCELLATIONS

Bucyrus City Schools District has an automated calling system that communicates with families for many reasons including school delays and cancellations. Families requesting to receive the automated call are required to have a **current** phone number; landline or cell phone numbers are acceptable. Parents who do not wish to be called should notify the preschool office.

The Preschool will follow the Bucyrus City School's delay and cancellation procedures:

- **For any Bucyrus City School 2-hour delay: Our AM and All-Day preschool will be in session beginning at 10:05. Lunch will be available. Our PM preschool will follow its normal schedule which includes bussing and lunch.**
- **If Bucyrus City Schools closes, our preschool will not be in session.**
- **Listen to the local radio station and other media for the same information. Announcements will be made on WBCO/WQEL, the local Access Channel, WMRN Marion, WVNO, Y105 Mansfield.**

STUDENT ABSENCES AND EXCUSES

Parents are expected to have their child attend classes on a regular basis so that the child may receive the full benefit of the preschool instructional program and to begin developing the critically important habits of punctuality, self-discipline, and responsibility. Learning and

continuity are interrupted by absences. In most cases, the student who has a good attendance record generally has higher achievement and participates in more optimal learning experiences in the classroom.

Students may be excused from school attendance because of personal or family illness or death in the immediate family. Routine medical appointments, though strongly discouraged during the student school day, also will be treated as excused absences. In these cases, please obtain a medical excuse from the doctor or dentist. An excuse from attendance for other reasons, such as family vacations, may be made upon prior approval by and at the discretion of the Preschool Coordinator.

SCHOOL ATTENDANCE

Parent(s)/guardian(s) must notify the Bucyrus Preschool office on the day a student is absent unless previous notification has been given in accordance with school procedures for excused absences. If your child is going to be absent or late arriving to school, please notify the Bucyrus Preschool office, 419-562-6089. When your child returns to school from being tardy or absent, please send in a note providing the reason.

A student, at the time of his/her entry to preschool, shall present to the personnel in charge of admission a copy of his/her birth certificate and copies of those records pertaining to him/her maintained by the preschool that he/she most recently attended. If the parent does not present copies of the required documents, the Preschool Coordinator shall notify the local police department of this fact and of the possibility that the student may be a missing child.

WITHDRAWAL POLICIES

If it is necessary to withdraw a child from the preschool program, please give notice. It is important that the child is not suddenly withdrawn from the program and that the child, other classmates, and the teacher have a chance to say goodbye to each other and adjust to the separation. In the case of withdrawal, a two-week written notice must be given. No tuition refund will be given unless the tuition fee is prepaid for one month. If a student misses 8 or more total days of preschool without the teacher and Preschool Coordinator being notified as to the cause or reason, the parent will be contacted inquiring about the child's absences. If there is no response from the parent, the child will be withdrawn from the program and the vacancy will be filled with a child on the waiting list.

PARENT-PRESCHOOL COMMUNICATION AND INVOLVEMENT

Parent orientation meetings are held at the beginning of the preschool year. A districtwide Open House is scheduled for the parents and child to visit together the classroom. It also allows for the parent and child to become familiar with the preschool environment and hopefully alleviate any fears or apprehensions before the first day of preschool. Frequent contact between the parent and teacher is an important part of the preschool program. By sharing information concerning your child's activities and welfare, we can work together to meet the child's needs. Information with regard to family issues and personal lives will be handled with confidentiality. Parents will be regularly informed of the classroom activities through weekly/monthly teacher letters.

Parents are welcome to visit and get involved; participation and observation are encouraged. Some parents have special talents, skills or experiences, which they can share with the children, or others, may have some time to spend helping in the classroom. When visiting the classroom, please sign in at the Bucyrus Elementary office and obtain a Visitor badge before being allowed access to preschool.

The Bucyrus City Schools Preschool students and their families are welcome to participate in the Bucyrus Elementary fundraiser sponsored either by the school or the Bucyrus Elementary Parent-Teacher Organization. Fundraiser proceeds will be used to purchase student materials and/or equipment, or field trips for the PK-5 students. Please become involved in the Bucyrus Elementary PTO. For further information and PTO meeting schedule, please contact the teacher.

KEEPING THE SCHOOL INFORMED

Parents need to provide the school with their personal phone number and from two additional people who may be reached in case of an emergency. Be sure the school office is notified of a change in address, phone number, student health changes, or student emotional changes. Please inform the school of family financial changes that could make you eligible for free or reduced lunch or preschool tuition. This information is important in case of an emergency and helps us do our best with youngsters in the classroom.

PROGRESS REPORTS and CONFERENCES

Parent receive written student progress reports twice per year. Progress in the areas of cognitive, fine and gross motor, communication, play and social, and self-help skills is noted and given to the parents. A copy is also kept in the child's file.

Parent-teacher conferences are scheduled twice per year, generally in the fall and in the spring. The parent will be notified in advance, with a number of options in pertaining to date and time. The purpose of these conferences is to establish understanding, cooperation, and consistency between the home and school. Additional conferences can be requested by either the parent or by the teacher.

EMERGENCY MEDICAL CARE

In accordance with law, the parents of all children will be asked to sign and submit an emergency medical authorization, which will indicate the procedure they wish the school to follow in the event of a medical emergency involving their child. The medical authorization forms will be kept readily at hand in the preschool classroom and at Bucyrus Elementary. Emergency care and first aid only will be provided. In all cases where the nature of an illness or an injury appears serious, the parents will be contacted if possible, and the instructions on the child's emergency card followed. In extreme emergencies, arrangements usually can be made for a child's immediate hospitalization whether or not the parent can be reached.

STUDENT IMMUNIZATION

Students entering the Bucyrus City Schools Preschool must have the necessary immunizations. The Crawford County Health Department will check the students' records and inform those parents whose child does not have the necessary immunization. The Health Department will set a deadline that the immunizations must be done or the child will be excluded from attending

preschool. The Crawford County Health Department has shot clinics throughout each month. Please call 419-562-5871 for more information.

ADMINISTERING MEDICATION TO STUDENTS

Before any prescribed medication or treatment may be administered to any student during school hours, the parent is required to present the completed and signed Physician Statement form accompanied by the Authorization for Prescribed Medication or Treatment form. Only medication in its original container, labeled with the date and the student's name, and exact dosage will be administered by an authorized school staff member. Each time medication is administered, a written record or log including dosage, date and time shall be made. This record or log shall be kept on file for one year. For nonprescribed (over-the-counter) medications, parents must complete the proper form and submit it to the school.

The Authorization for the Possession and Use of Asthma Inhaler/Other Emergency Medication(s) and the Authorization for Prescribed Medication or Treatment forms are also required for a student to be in possession of and to use an asthma inhaler in the presence of an authorized school staff member.

RELEASE OF STUDENTS

Children will be released to authorized adults (18 years of age or older) only. If someone other than the authorized adult (as indicated on the pink release authorization form) is to pick up your child, notify the child's teacher in writing. Verbal messages to bus personnel and/or classroom aides will not be accepted. Copies of legal custody documents must be in the child's file before any staff member can prevent non-custodial parents from picking up their child.

OUTDOOR PLAY POLICY

The preschool students go outdoors to play when the weather permits. The teachers take into consideration the temperature and/or wind chill factors. When it is below 25 degrees, the children will not be permitted to play outdoors. Parents should see that the child is dressed appropriately for playing outdoors.

CHILDREN'S BELONGINGS

Each child is given a "mailbox" in the room and a coat cubby to use for coats and personal belongings. Remember to label all items. Children must leave toys and possessions at home unless it is a specified show and tell type activity. The toys can get broken or lost, and sometimes there are arguments over sharing and ownership.

CLOTHING

Please dress your child in simple and comfortable play clothes. Our curriculum is learning through play and is based on exploring and being creative which may mean involvement in messy activities. We do have paint smocks, but accidents happen. It is helpful to avoid complicated belts and overall bibs that your child has trouble fastening. A word about shoes: Your child must wear tennis shoes to preschool. Sandals, flip-flops, dress shoes are not appropriate for preschool because the children are active on the playground and in gym. These shoes may cause the child to slip and injure him/herself.

ITEMS TO BRING

- A change of clothing in a labeled gallon size ziploc bag to keep at school. Children sometimes have toileting accidents or spill milk or juice on themselves.
- One box of Kleenex or paper towels as requested by the teacher.
- A bookbag (no rolling or wheeled book bags) labeled with your child's name. Size: large enough to hold a 9 x 12 inch paper. The children often have art projects to take home and important notes or a newsletter from the teacher. Please check the bookbag daily for any correspondence from the teacher.
- Other needed supplies as requested by the child's teacher.

FIELD TRIPS

The Bucyrus City School district allows field trips by bus if there is a funding source, such as monies from a PTO fundraiser. As preschool field trips require bus transportation, parents will receive a permission letter detailing the field trip, its purpose, destination, leaving and returning times. Parents will need to complete and submit the form granting the child permission to participate on the field trip.

PARENT ROSTER

A roster listing the name and telephone number of each child and of the child's parent will be furnished for each parent upon request. Parents must sign the roster form indicating whether he/she wants the child's name listed on the roster. Parents may request that their child's information not be released. The roster will not be furnished to any person other than the parent/guardian of a child currently attending the preschool program. This list is updated during the school year and provides a convenient resource for parents planning play visits, new friends, parties, etc.

MANAGEMENT OF COMMUNICABLE DISEASE

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition and management of communicable diseases. Our preschool staff is trained in recognizing communicable diseases. The following precautions shall be taken for children suspected of having a communicable disease:

- The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - Diarrhea (more than one abnormally loose stool within a 24-hour period);
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;
 - Conjunctivitis;
 - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - Untreated infected skin patch(es);
 - Unusually dark urine and/or grey or white stool;
 - Stiff neck; or

- o Evidence of lice, scabies or other parasitic infestation.
- 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 principal and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:
 1. Unusual spots or rashes
 2. Sore throat or difficulty in swallowing;
 3. Elevated temperature;
 4. Vomiting.
- The preschool program shall follow the Department of Health Child Day Care Communicable Diseases Chart (posted) for appropriate management of suspected illnesses.
- A child isolated due to suspected communicable disease shall be:
 1. Cared for in a room or portion of a room not being used in the preschool program;
 2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 3. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 4. Observed carefully for worsening condition; and
 5. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical. Parents must provide current telephone numbers of people for the school to contact if a child becomes ill.
- A mildly ill child who is experiencing minor common cold symptoms (runny nose, mild cough, etc.) but who is not exhibiting any of the communicable disease symptoms shall not be encouraged to participate in activities of an active nature unless they so choose. The staff will observe for possible isolation and/or recommendation of medical intervention to parent/guardian. Parent shall be notified of the child's symptoms.
- Toys, materials, and equipment shall be appropriately disinfected to avoid spreading the communicable disease.

Parents are asked to contact the preschool program within 24 hours if their child has been exposed to any communicable disease. In the case of an exposure, the parents will be notified in writing of the communicable disease.

If the student is running a fever of 100 degrees or more, or has had vomiting or diarrhea in the past 24 hours, parents are required to keep the child at home to fully recover. If the child is sent to school prior to the end of the 24 hours of being ill, then he/she will be returned home to **completely** recover. Often, children may ask to come to school even though they are ill. Although he/she may be disappointed, it is important to protect the child and the other children from spreading the illness. Parents will also be notified to pick up the child if he/she displays severe coughing, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis (pink eye), untreated and infected skin, evidence of lice, scabies, or other parasitic infection.

LICE POLICY

To reduce the transmission of lice in the classroom, at the beginning of the school year, and thereafter monthly, students will be screened or checked by school personnel who have been trained in the detection of lice. Children identified with head lice infestations will be sent home with the parent if possible. Children with working parents or those children who cannot be sent home will remain in school with restrictions on activities that require close contact. The parents will be notified by telephone, if possible, of the child's infestation and informed of the proper treatment of the problem. The students will be given a parent letter which contains information about lice and treatment instructions. For the child to be readmitted to school, parents will complete and return the Pediculosis (Head Lice) Treatment form, and accompany the child on the day he/she returns to school. The child will be checked by trained school personnel before returning to the classroom. **The head lice treatment process must be completed within 2 school days or the child will be considered unexcused.** If assistance is needed to secure lice treatment products, please contact the school office.

BEHAVIOR MANAGEMENT/DISCIPLINE

Preschool children begin to learn that what they do affects other people and that they are responsible for their actions. They also begin to learn how to get along in a group and to respect the rights and property of others. Our goal of using guidance techniques is to help children become happy, responsible, cooperative participants in the preschool program through positive and non-threatening teaching techniques. Our desire is not to control the children but rather to help them learn self-control.

The children need to realize the following actions are not desirable behaviors:

- Hurting other children or adults by words or actions
- Endangering himself/herself
- Damaging toys, furniture, equipment, etc.

Guidance and discipline techniques used to encourage positive behavior in children include:

- Prevention by designing and organizing the classroom and daily schedules to give a sense of security and prevent frustrations.
- Modeling appropriate behavior and cooperative classroom atmosphere.
- Redirection of unacceptable behavior and perhaps finding a different activity or play area.
- Problem solving by discussing problems with the child to help him/her discover constructive solutions.

If a child cannot solve the problem or if unacceptable behavior continues, as a last resort, he/she may be separated from the group. This is not a punishment but rather a time for him/her to regain composure. In any event, the child is never unsupervised or separated for long periods of time. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Helping children resolve conflict and learn to deal with anger and frustration without hurting others is a very important part of the preschool experience.

The above written discipline policy describes the Bucyrus City School Preschool philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as

redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- 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.
- 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 child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- 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.
- Preschool staff members shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

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

DIAPERING

Diapering is applicable to only children with a disability (on an Individualized Educational Plan-IEP). The changing of diapers (pull-ups are preferred) of all non-toilet trained children is handled with the following methods:

1. The changing of diapers/pull-ups for all non-toilet trained children occurs in the diapering room/bathroom that also has a hand washing facility. Disposable gloves will be used by staff in the changing of diapers and/or soiled clothing.
2. The child is changed on changing table that is disinfected after each diaper/pull-ups change with an appropriate germicidal cleaner. If the diaper-changing station is soiled after the diaper/pull-up change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal cleaner.
3. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instruction shall include the name of the ointment, cream, or lotion; name of the child; birth date; date; and signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Parents shall supply the center with disposable diapers/pull-ups for their non-toilet trained child. The storing of clean diapers/pull-ups shall be handled with the following methods:

1. A clean supply of disposable diapers/pull-ups is stored in a specific designated area for each non-toilet trained child and is available at all times.

2. The diapers/pull-ups or clothing used during diaper changing and brought from the child's home are stored in a space assigned exclusively for each child's belongings. Soiled clothing shall be sent home daily.

Storage of soiled diapers/pull-ups and clothing is handled in accordance with the following methods:

1. Clothing soiled with urine and/or fecal matter and sent home with a child will not be rinsed at the program facility. The clothing will be placed in a sealed plastic bag and stored away from the rest of the child's belongings and out of the reach of children. The soiled clothing will be sent home daily.
2. Soiled diapers/pull-ups to be disposed of will be placed in a common plastic-lined covered container which is emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.

POTTY CHAIRS

Potty chairs may be used with children who are students with special needs and not toilet-trained. Typical students enrolled in the program must be toilet trained before beginning preschool. Potty chairs in the program will be utilized in the following ways:

1. Potty chairs shall not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting.
2. 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.
3. Disposable cloths used for cleaning potties shall be used once and disposed of in a plastic-lined covered receptacle.

PARENT/GUARDIAN/STUDENT ACKNOWLEDGEMENT DOCUMENT INFORMATION

The Preschool Handbook is available online at the district's website: bucyrusschools.org. After reviewing the Preschool Handbook, Release of Publication, and Student Network and Internet Acceptable Use and Safety Policy, please sign and submit the acknowledgement document (provided by the school) form to your child's teacher stating you have reviewed the documents. If you would like to obtain copies of the program's inspection reports (Fire Marshal, Health Department, Ohio Department of Education, etc.) and/or to file a complaint, please contact and submit your request/complaint in writing to the preschool administrator.