

Southern Preschool Handbook

2017-18

Operated By:

Southern Local Schools

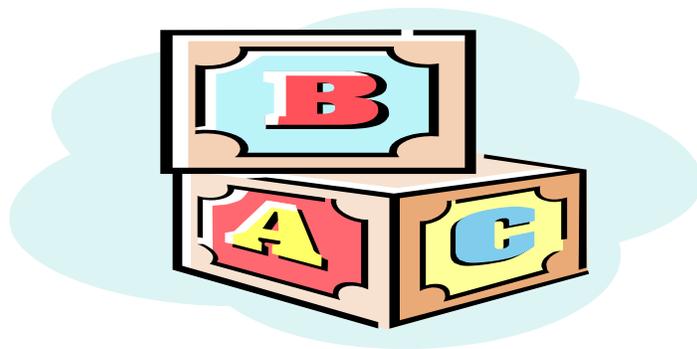


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Welcome to Southern Preschool

Southern Preschool is an integrated Preschool program for children ages three four and five. In our program, children with developmental delays are integrated with typically developing children from the community. Our class is structured like a typical preschool, with time for art, free choice activities, gross and fine motor play, stories and music, books and learning. Pre-academic activities are integrated throughout the daily schedule and are chosen from the state mandated goals for preschool students.

The class is located at:

Southern Elementary

906 Elm Street

Racine, Ohio 45771

Phone: 740-949-4222 ext. 1107

Staff:

Classroom Teacher: Angie Smith

Teacher Assistant: Jo Ann Willford

Bus Driver: Melissa Reedy/Kathy Miller

Principal: Tricia McNickle

AM Class Schedule (Monday-Friday)

7:45-8:00	Door Opens
8:00-8:15	Story Time/Pledge of Allegiance
8:15-8:20	Dancing on the carpet
8:20-8:30	Bathroom
8:30-8:45	Breakfast
8:50 – 9:10	Circle Time
9:10-10:05	Centers (Teacher & aide time)
10:05-10:20	Recess
10:20-10:30	Lunch
10:30	Bus/Home

PM Class Schedule (Monday-Friday)

11:50 - 12:00	Door Opens
12:00 - 12:15	Story Time/Pledge of Allegiance
12:15- 12:20	Dancing on the carpet
12:25-12:35	Bathroom
12:35-12:50	Lunch
12:50-1:10	Circle Time
1:10 - 2:05	Centers (Teacher & Aide time)
2:05-2:20	Recess
2:20-2:25	Bathroom
2:30-2:35	Car riders & bus riders

Program Philosophy

The first five years of your child's life set the foundation for, and influence future success in school and life. Because parents are the child's first and most important teachers, it is vital that parents and educators work together effectively. School and community must understand the areas and stages of human development and how the interaction of the family, in all its various forms, affects this development. We as educators, share the responsibility with the community for nurturing those forces which develop and strengthen family life.

Our Early Childhood Program, staffed by certified personnel, strives to provide a comprehensive and holistic preschool experience designed to enhance your child's physical, social, emotional, and cognitive/linguistic growth. This is achieved through a team approach including parents, teachers, therapists, and others.

We believe that children with special needs/disabilities should experience preschool in the same space as children without special needs/disabilities. A child with a disability is always a child first. Children are more alike than they are different. Therefore, good learning principles apply to all preschoolers.

A positive self-image is developed to a great degree during the preschool period and is a basic ingredient in educational success. **Multicultural, unbiased experiences, age and individually appropriate equipment, materials, and activities are provided for children to develop their self-esteem and to celebrate diversity. Individual needs are met so that children are safe and secure.**

Our stimulating, child-centered environment offers opportunities for indoor and outdoor exploration and quiet and active play. Self-selected or teacher-selected activities may occur individually or in small or large groups. Group interactions in naturally occurring experiences that are concrete, real, and relevant to your child's life enhance his/her development. Children learn as they investigate, manipulate, and experiment with material through play. This environment provides intellectual stimulation, social and language development, and physical development. Above all, preschool experiences are thought provoking, open-ended fun.

Preschool Goals

1. To help your child recognize that he/she is a special person.
2. To provide your child with opportunities for learning to work and play with others and for developing friendships.
3. To create opportunities for your child to explore and play with a variety of materials through differing activities.
4. To provide appropriate activities based on the special interests of your child.
5. To promote your child's creativity through music, art, and drama experience.
6. To help your child develop responsibility and self-help skills.
7. To assist your child in learning to share, cooperate, and socialize.
8. To encourage learning and kindergarten readiness.

Appropriate activities and first-hand experiences are provided throughout each session. Activities complementing weekly themes are presented through art, music, language, outside play, large and small groups, active and quiet play, and gross and fine motor activities.

Our daily learning activities are aligned with the Preschool Early Learning Content Standards developed by the Ohio Department of Education.

Admission

Meigs County School Districts will provide services to preschool children with disabilities in the least restrictive environment. A preschool classroom is available, free of charge, to those children who are eligible for individual education plans (IEP). Your child must be 4 before August 1 for that school year and not 5 before August 1 of that school year and be toilet trained upon admission.

Before a child's first day of school, the following must be on file at the preschool:

- Dental exam
- Physical exam and immunization record
- Emergency medical authorization
- Family information form
- Class list release

Child Withdrawal

Should a parent decide to withdraw their child from a preschool program, it is necessary for the preschool to be notified prior to withdraw.

Cumulative Records

It is necessary to maintain personal information on the child and the family. Information in the records is available to appropriate school personnel, and accessible to the child's parent or legal guardian, in accordance with the law, yet guarded with confidentiality. Southern Preschool program will maintain the following records on each child:

1. Personal data: Name, address, sex, date and place of birth (copy of birth certificate)
2. Admission and withdrawal dates
3. General family/child data
4. Emergency/medical information
5. Immunization records
6. Attendance
7. Permission of photo release
8. Permission for walking field trips
9. Yearly Physical and Dental examinations.
Reports of your child's progress (observations, checklist, etc.)

Health and Dental Examinations

A medical examination by a family physician and dental examination by the family dentist are required for each child before your child can start school. If your child starts mid-year, physical and dental must be returned before 30 days. The required medical and dental examinations forms can be obtained from the Administrative Assistant or Preschool Teacher.

Children are required to be immunized for diphtheria, measles, mumps, whooping cough, tetanus, and poliomyelitis, and Hepatitis B. Information regarding immunizations can be obtained from the Southern Local Wellness Clinic or the Meigs County Health Department at 992-6626.



Parent Involvement & Participation

Parents are the first and most important teachers in their children's lives. Parents have the right and the responsibility to be involved in their children's care and education. Our staff works in partnership with families to encourage participation in the program by providing opportunities for involvement that meets the needs of all families.

Unlimited Access

Any custodial parent or guardian of a child enrolled in the preschool program shall be permitted access to the classroom during its hours of operation for the purpose of contacting their children or evaluating the program or the premises. Parents should feel free to observe and interact with their children at anytime. You must sign in at the office upon arrival.

Conferences

Staff/Parent conferences will be held once every nine weeks. Parents will receive a written report of their child's progress for each nine week period. For those children identified as having a disability, there will be an additional conference to perform an annual program review and IEP development. Conferences shall be scheduled at the convenience of the parent. Additional conferences may be scheduled as needed either by the parent or teacher. Parents are welcome to visit the school at any time to observe or to discuss their child's progress and exchange information about the program. We are all working to make the preschool program a positive experience of the child. This goal can best be accomplished through cooperation between parents and staff.

Parent Involvement

Activities which provide additional opportunities for parent involvement include the following: newsletters, open house, parent meetings, progress reports, and volunteering in your child's classroom.

We ask that any parent who has a particular hobby, interest, talent, or career that would benefit our students to please contact the staff of his/her interest in sharing with the children. We regularly ask parents and or community members to come to the preschool classroom for an activity, to assist with field trips, etc... We welcome talents.

Arrival & Departure

We expect parents who are transporting their children to be punctual in both arrival and departure from school. Please sign your child out of the class upon departure. If you are unavoidable detained, immediately notify the preschool staff. Be sure to list on the emergency information form, all persons other than parents to whom we may release your child. We will not release your child to an unauthorized person under any circumstances.

Emergency Closing of School

In the event that school has to be closed because of weather conditions, Southern Preschool will use the following schedule:

- If Southern Local is cancelled, preschool will be cancelled.
- If Southern Local is on a two hour delay, AM classes will be cancelled for the day.
- Please keep your phone numbers up to date so the school's automated system can call you. Also listen to the following radio stations WYVK 92.1 WRYV 101.5 or watch WSAZ television channel 3.

Attendance

The success of the educational program offered by Southern Preschool Program relies upon the continuity of instruction. Attendance will be required of all students enrolled during the days and hours the school is in session or during the sessions to which he/she has been assigned.

The parent/guardian of each preschool student who has been absent from school or from otherwise assigned sessions shall provide either prior notification of the student's absence from his/her assigned session or a written statement of the cause for such absence. Repeated infractions of preschool attendance guidelines may result in a home visit, an IEP meeting to review services and or placements, including withdrawal from the program.

The following factors are considered to be reasonable excuses for time missed at school:

- Personal illness
- Quarantine of the home
- Death in the family
- Observation or celebration of a religious holiday

A student will be considered habitually truant if the student is absent without a legitimate excuse for 5 or more consecutive school days, 7 or more school days in one month, or twelve or more school days in one school year.

Safety

When an accident or injury occurs which requires emergency transportation of a child for medical treatment, an incident report will be completed. A copy will be given to the parent and a copy kept on file at the preschool site for the remainder of the child's attendance.

If a minor injury occurs to a child, the parent will be informed by the preschool staff.

There will be a preschool staff member in charge of a child or a group of children at all times. No child will ever be left alone or unsupervised.

Parents are responsible for signing their child out of the classroom and making preschool staff aware of their child's departure. A change in transportation arrangement will not be permitted unless written permission is given by the parent.

All preschool staff are required by law to report any suspicion of child abuse or neglect and will notify Children Services immediately of such suspicions.

Dress

Children should be dressed for play and appropriately for the weather. An extra set of clothing should be left at the school. Items should be clearly labeled with the child's name. Donations of spare clothing sizes 3-6, can be made to the teacher.

Class Roster

The preschool program prepares a class roster each fall. This roster will only be available to parents of other preschool children. Permission to have parents' name, phone number, and child's name on a classroom roster must be checked on the application form. Parent signatures on the application form will serve as verification of this statement.

Birthday Celebrations

If you would like to send in something for your child's birthday please let me know.



Discipline

Discipline is guidance involving the whole learning environment. Limits are essential for developing self-discipline, socially acceptable behavior, and safety. The child will learn the limits in the preschool room for his or her protection and that of the group.

Children are limited when they:

- Infringe on the rights of others.
- Are endangering themselves or others
- Are misusing materials or equipment

The methods of discipline used are:

- Supporting their feelings
- Helping them verbalize the issue
- Seeing that they are part of the consequences
- Physically stopping them when necessary
- Separation or “time out” for repeated infringement
- Conflict resolution

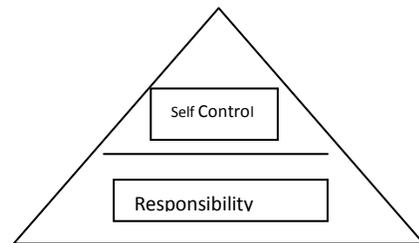


PRESCHOOL STUDENTS ONLY
BEHAVIOR PLAN

Students will be using an Accountability Pyramid. The purpose of the pyramid is to involve each child in the responsibility for his/her actions and work on self-control.

Each child will start each day with two pyramid pieces. He or she may lose a pyramid piece for the following reasons:

- Inappropriate language
- Physical Contact
- Defiance/Disrespect/
- Non-compliance
- Disruption Excessive Noise
- Fighting/ Excessive roughness
- Destruction of school/private property
- Bullying



In order for parents to be better informed about their child's behavior, Mrs. Smith will call if there are any problems.

Possessing a weapon on school grounds will be dealt with according to Board Policy and the Ohio Revised Code.

3301-37-10 Behavior Management/Discipline

I. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

II. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center 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.

III. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

I. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, shaking, spanking or biting.

II. No discipline shall be delegated to any other child.

III. 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.

IV. 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.

V. No child shall be subject to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.

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

VII. Techniques of discipline shall not humiliate shame or frighten a child.

VIII. Discipline shall not include withholding food rest or toilet use.

IX. 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.

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

IV. The parent of a child enrolled in a center shall receive the center's written policy.

V. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.



What Do We Do During Our Time Together?

Arrival and Greeting

Please bring your child into the room. This ensures that the teacher knows your child is present.

Circle Time

- Circle time is designed to practice counting, spelling, writing, reading, letter recognition, measuring, working with patterns as well as following simple directions and rules. We manipulate a calendar daily in which we discuss changes in day, month, season and weather. Each week the students will learn a new color shape or number. We also work on letter recognition and sounds during this time.

Center Time

- Each child will be given a choice of center and activities. These areas might include: Housekeeping Area, Science or Math Area, Music/Singing Area, Quiet/Reading Area, Reading/Language Area, Art Area, Drama Area, Sensory Table, and Block Area.

Clean-Up Time

Your child will learn to take responsibility for self as he/she learns to clean up after playing. This is a group effort in which the “clean up” song helps motivate.

Breakfast/Lunch

Southern Local has a free breakfast/lunch program.

Gross Motor Time (outside or gym)

We will play outside as often as possible. Please be sure that your child is dressed for the weather. If the weather does not permit us to go out we will play in the gym.

Dismissal

Please sign your child out in the main foyer. Please arrive at 10:30 for AM and 2:30 for PM. Please wait between the double doors and we will walk your child to you.

Learning Centers

In order to give children in a preschool program broad experiences and the opportunity to make choices about their activities, several centers should be a part of their preschool experience. Within each of the areas, many materials can be changed but the basic structure is retained. In this way the child's need for security and confidence can be balanced against the possibility of boredom resulting from a lack of new and stimulating materials and experiences.

The housekeeping area provides many opportunities for imaginative play and "trying-on" the lives of the people who are most important in the child's life. This also provides the opportunity to become a community helper or to imagine oneself as the important person they have observed. Children work on developing the concept of time and travel as well as developing organizational skills.

The block area provides activities in all areas of the curriculum. Children learn to work together, to experiment with size and shape, to plan to solve problems, to use large and small muscles, to develop patterns and to utilize imagination and language. Variety can be provided in this area with the addition of animal and people figures and models of different forms of transportation.

The reading/language area is not only the source for good books, but can also be a quiet place for a child who wants to be alone for a while. Materials are available which encourage children to create their own stories. Children can use tapes and headphones to enjoy a story they select.

The science/math area includes puzzles and games to introduce the concepts of sequencing, observation, and classification. Various plants, animals, and other environmental materials are available for the children to explore and discuss.

The sensory table allows the child to create by using math reasoning, small group interaction, and small and large muscle manipulation. At the sensory table, children learn the properties of sinking and floating objects through experimentation. At both the sand and water tables, children compare measurements of volume and the process of pouring develops eye to hand coordination. For each theme, the sensory table is changed to spark interest in the subject matter.

The art center includes easels, paints, and large brushes. Here children are given various art materials to create their own artistic treasures as well as practice letters.

The writing center includes various writing utensils, paper, stencils, stamps, cards, envelopes, etc. Children will write in various forms to develop writing skills to transition through the early writing stages.

The ipads are also available where the students are able to play educational games while becoming familiar with technology.

3301-32-08 Management of communicable disease.

(A) A person trained to recognize the common signs of communicable disease or other illness as required by paragraph (L) of rule 3301-32-02 of the Administrative Code, shall observe each child daily as the child enters the group.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The parent shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:

(a) Diarrhea (more than one loose stool in a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Conjunctivitis;

(f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other symptoms;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or grey or white stool; or

(i) Stiff neck.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately. Decisions regarding exclusion from the program either immediately or at some later time in the day shall be determined by the program coordinator or team leader and the parent(s). While isolated, the child shall be observed for the following symptoms as well as those listed in paragraph (B)(2) of this rule:

(a) Unusual spots or rashes;

(b) Sore throat or difficulty swallowing;

(c) Elevated temperature;

(d) Vomiting; or

(e) Evidence of lice, scabies, or other parasitic infestation.

(4) A child suspected of having a communicable disease shall be:

(a) Isolated in a room or portion of a room not being used in the school child program;

(b) Within sight or hearing of a staff member;

(c) Made comfortable in a warm, safe environment. All linen and blankets used by an ill child shall be laundered before being used by another child, and cots, if used, shall be disinfected; and

(d) Observed carefully for worsening condition.

(C) Each program shall have written policies and procedures for management of communicable disease consistent with the policies of the school district, county board of DD MR/DD, or eligible nonpublic school board, which shall include, but not necessarily be limited to, the following:

(1) Training of staff members on signs and symptoms, hand-washing handwashing,

and disinfecting equipment and materials;

(2) Isolating and excluding an ill child;

(3) Caring for a the mildly ill child;

(4) Receiving notification from the parent(s) within the same business day when a child has been excluded from school because the child is suspected of having a communicable disease; and

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(5) Placing the Ohio department of health's poster "child day care center communicable disease chart" (jfs.ohio.gov) or school's communicable disease chart in a conspicuous place for staff reference.

