

OLD FORT PRESCHOOL

PARENT HANDBOOK



2021-2022

Stockader Pre-Kindergarten Academy
&
Lil Stockader Preschool

118 Washington St
Bettsville, OH 44815
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Old Fort Local Schools Board of Education

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PURPOSE

The purpose of Old Fort's Early Childhood Program is to provide a safe, developmentally appropriate, nurturing environment that promotes student development toward their full potential.

PHILOSOPHY

Old Fort Local Schools believes an effective early childhood program recognizes each child as a whole person, whose growth occurs in developmental stages that are uniquely individual and continuous. Young children learn most effectively when they are engaged in an environment where teacher-child, child-child, and child-environment interactions are all at high levels. Learning is seen as an active process where knowledge is constructed as well as acquired. The curriculum and instructional strategies are based on developmentally appropriate practice for young children. These strategies provide a balance of child-initiated and teacher-initiated activities, which enhances the social, emotional, physical and intellectual development of each child.

KEY PRINCIPLES

- The children are members of the Old Fort Local School community that celebrates the uniqueness of each child – color, culture, religion, gender, age, and ability. Differing levels of ability, learning styles, and development are expected, appreciated, and used to design appropriate learning activities which are motivated by the child's interests and individual growth.
- Play promotes joyful learning that fosters self-regulation, language, cognitive and social competencies as well as content knowledge across disciplines.
- The contributions of all are valued as we work together to give children time to fully celebrate childhood. Positive relationships and communication between children, families, and school are emphasised to fully support our students and families.

CURRICULUM

Scholastic PreK *On My Way* is rooted in research based instructional practices. The materials and resources support our belief in how children learn and the importance and responsibility of staff and parents/guardians in their children's development. They provide early childhood staff with the knowledge and resources to create opportunities and environments for children to be active participants in their own learning. We firmly believe that the Pre-K years are critical in your child's successful transition to a formal school environment. Our teachers' implementation of the Scholastic PreK *On My Way* curriculum helps your child reach these goals while fostering a sense of independence and self-worth in this world.

PROGRAM DAYS AND HOURS OF OPERATION

The preschool school day is 7:45 am-2:45pm.

Old Fort Preschool offers two program options for students.

- Stockader Pre-Kindergarten Academy- This is our four day program that runs Monday-Thursday. Enrollment priority for this class will be given to students who will be entering Kindergarten the following school year.
- Little Stockader Preschool- This is our two day program. It is offered on Monday/Wednesday or Tuesday/Thursday. These classes will be determined based on student ages and developmental levels. Requests for either for M/W or T/TH class will be taken by the school administrator, but specific requests cannot be guaranteed due to limited program availability and specific instructional decisions that influence the quality of the program.

PROGRAM REQUIREMENTS

The program is guided by written policies of the Old Fort Local School District Board of Education that are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio Revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education, Division of Early Childhood Education at (614) 466-0224.

While group sizes vary the preschool maintains a minimum ratio of two staff members per no more than sixteen children in the Stockader PreK Academy and no more than 14 students in our Little Stockader Preschool classrooms. Any increase in this number is approved by ODE and affected families are notified in writing of the change. The school's licensing record, including compliance report forms and evaluation forms for the health, building, and fire departments is available upon request.

The Ohio Department of Education requires that all Preschool students must have a physical and immunization records on file within 30 days of starting school. Once the 30 days have expired and the school does not have these records, your child will be removed until all records are up to date.

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is means of combating the spread of disease, the Board of Education requires all students to be immunized against polio myelitis, diphtheria, pertussis, and tetanus -DPT; and rubeola (measles), mumps, and rubella (German measles) -MMR in accordance with the state statutes. Enforcement of this policy shall be the administrative responsibility of the building principals. In accordance with the state statutes students shall not be permitted to attend school beyond 30 days from the first day of school or the day they enter, if they are not in full compliance with the requirement. The Ohio Department of Education requires that all preschool students must have a physical and immunization records on file within 30 days of starting school. Once the 30 days have expired and the school does not have these records, your child will be removed until all records are up to date. (RC 3313.65, 3313.671, and 3323.05 AC 3301-02-02 (P) (4), 3301-07-01 (W))

OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND CHILD ASSESSMENT/OUTCOMES

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

The preschool program participates in Ohio's mandated assessments of all enrolled preschoolers and assesses all enrolled children using formal and informal methods on an ongoing basis to inform instruction.

A pre-reading assessment test for early literacy skills will be administered in the fall and spring. Results are shared with parents/guardians and reported to the Ohio Department of Education.

All preschoolers will be given the ASQ Assessment. This is a social-emotional measure called the Ages and Stages Questionnaire: Social-Emotional (ASQ:SE). The ASQ:SE is a survey completed by teachers and parents/guardians on the preschooler's ability to independently demonstrate self-regulation, compliance, autonomy, communication of feelings, and interactions with adults and peers. Results of the ASQ:SE will be shared with parents/guardians and reported to the Ohio Department of Education.

Children with disabilities are also provided a rating using the Early Childhood Outcomes Summary Form (ECOSF). This assessment summary is used to give a rating for 3 federal student outcomes relating to positive social-emotional skills, acquisition and use of knowledge and skills; and use of appropriate behaviors to meet their needs. These ratings, when reviewed based on child entry into and exit from preschool, provide a way to determine student outcomes after their preschool experience.

As required by the Ohio Department of Education (ODE), the program ensures that all children receive a vision and hearing screening, as well as a comprehensive developmental screening that is valid and reliable within 60 business days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Referrals may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility.

Results of these assessments and screenings are discussed with and shared with parents/guardians.

TRANSITION PLAN

Early childhood staff believe communication and knowledge are crucial components in successful transitions for children, parents/guardians, and staff. These transitions include, but are not limited to, preschool to kindergarten/school-age programs, home and out-of-home care programs to community programs, within programs to new classroom and 0-2 programs to preschool.

Activities provided to support children and their parents/guardians which might include, but are not limited to:

- opportunities for parents/guardians and children to visit potential preschool classrooms during a school day, Open House/classroom visit prior to start of school, kindergarten, or other school-age classrooms; spending time in another classroom in same program prior to a formal transition;
- written information regarding registration and screening dates; classroom activities such as “all about me” for all/new students,
- choosing a cubby/locker and/or a name symbol to decorate and identify their space;
- books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers visit toddler programs or preschool classrooms.
- Children leaving a program may receive cards, pictures, letters from peers wishing them good luck, etc.
- Visiting the elementary school cafeteria, exploring a school bus; enrolling in safety town; visiting with a school principal, etc.

Each child transitioning from one program to another shall have a written transition plan (IFSP or preschool transition plan) in place which will involve input from parents/guardians, teachers, and other members of a child’s team as appropriate. Responsibilities for transition activities will be delineated on the written plan. Information about registration and screening will also be shared with the community through the use of media such as press releases and flyers. Sending and receiving staff shall communicate to determine the student information which shall be shared after receipt of any required parental consent.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental choice.

The program will also hold at least one annual Preschool screening and parent/guardian orientation before school begins. Letters or phone calls will be implemented in August notifying parents/guardians of meeting dates and time.

A child's team, including the parents/guardians, meets to complete a transition planning form when a planned transition is coming (to another classroom, site, program) to detail the activities that will be completed in order to assist and support the child and family in the next environment as well as the party responsible for completion. The completed form is signed, dated by all applicable team members present, and copies made for all team members.

The above activities will assist children, parents/guardians, and staff in achieving a seamless transition as young children move from one program to the next.

NON-DISCRIMINATION STATEMENT

It is the policy of the Old Fort Local School District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, gender, sexual orientation, religion, handicap, age, place of residence, or social or economic background.

PARENT COMPLAINTS

Resolving parent questions and complaints in a timely manner is a priority for our preschool staff. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

- First, discuss the concern or complaint with the preschool staff.
- If you have not received a satisfactory response from the preschool staff, schedule a meeting with the Old Fort Elementary Principal or Director of Student Services . Continuing concerns can be brought to the Old Fort Local Schools Superintendent for consideration.
- The Ohio Department of Education offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

TUITION AND SCHOOL FEES

Preschool tuition rate are as follows:

- Stockade Pre Kindergarten Academy (4days/week) - \$300 a month
- Little Stockader Preschool (2days a week) - \$150 a month

****Please make checks payable to Old Fort Local Schools**

Typically developing children in the Old Fort Preschools are charged tuition. State law does not allow the program to charge tuition to those children who qualify as a Preschool Child with a Disability and who require special education services.

SUPPLY FEE

A one-time supply fee of \$36.00 will be due by the first day of attendance.

BILLING PROCEDURES

Preschool tuition is due by the 20th of each month for the upcoming month. Payments may be mailed/delivered to the Old Fort Elementary Campus or Paid Online by going to PaySchool on the Old Fort School district website.

Payments may be mailed or delivered to:

Old Fort Elementary School
Attn: Preschool Tuition
118 Washington St P.O Box 6
Bettsville, OH 44815

****Please do NOT give tuition or school fee payments to your child's teacher.**

Payments not received by the 20th of each month could result in your child's enrollment being terminated, and the next child on the waiting list could be enrolled in his/her place.

Invoices are mailed at the beginning of each month to charge for the upcoming month. For example, billing will be sent in the first week of August for the months of August/September. Your child will not be permitted to attend until the supply fee and the August/September fee has been paid. The second monthly payment

must be received by September 20th, and so on. Please pay the exact amount on the invoice.

Tuition is charged monthly whether or not the student is present. There will be no credit given for sick, vacation or calamity days. Days missed may not be made up due to daily attendance limits imposed by licensing rules.

ENROLLMENT/WITHDRAWAL PROCEDURES

Enrollment includes students from Old Fort Local School Districts who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities (Chapter 3301.31).

Enrollment for children not meeting the eligibility criteria is available to residents of the Old Fort Local School District and surrounding communities. Parents must complete the online application and submit the \$36 supply fee for enrollment. Please call the Elementary office if you need assistance completing the online application forms.

Applications are dated as they are received and children are accepted by age, residency, and date of application. In the event that the program has reached its capacity, your child's name will be placed on a waiting list until such time there is an opening in the program.

The enrollment packet and Emergency Medical Authorization must be completed before your child may begin attending the preschool. The Child's Medical Statement must be completed within 30 days of enrollment and completed by a physician, physician's assistant, clinical nurse specialist, or certified nurse. A new physical form is required for returning students every 13 months from the date of the most recent examination.

If you need to withdraw your tuition student, please call the Old Fort Elementary Office at 419-986-5166 to officially withdraw your child from the Stockader Preschool Program. A records request should be sent to Old Fort Elementary School from any new program of enrollment and records can then be transferred.

Records will not be transferred without parent permission. If we do not receive a call, you will be charged for each month the office is not notified.

If you need to withdraw your student that is on an IEP, please contact the Director of Student Services at 419-986-5166 to withdraw your child from the Old Fort Preschool Program. If transferring to another district, please provide the new district's contact information, so that records can be transferred.

Toilet Training

All students enrolled in the program must be toilet trained. We understand that students of this age have the occasional accident, and with your cooperation we can deal with these issues as they arise. In some instances, Old Fort Preschool will allow non-toilet-trained children to be enrolled in the program. Parents are to provide an adequate supply of disposable diapers and diaper wipes for use by your child when in school. These supplies are stored in a space assigned exclusively to your child's belongings.

Diaper changing in school takes place in a space that contains a hand washing facility. Soiled diapers are disposed of daily. Any soiled clothing will be placed directly in a plastic bag, sealed tightly and sent home with your child. If your child requires topical ointments or creams, written instructions must be provided to the preschool in order for them to be administered. These instructions should include the name of the ointment, cream or lotion, name of the child, birth date of the child; parent signature and date of signature. These written instructions are valid for three months only. Parents can cancel their authorization by submitting a request to do so at any time to your child's teacher.

MISSING CHILDREN

The following information will be required for any new student enrolling in any program:

- Academic records/report card from the school most recently attended
- Immunization records
- Birth Certificate
- Social Security Number
- Certified copy of a court-ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if appropriate)
- Name, address, and telephone number of the school most recently attended
- The address and telephone number of the new residence within the service district

Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearing House and the proper law enforcement agency.

PROGRAM CALENDAR AND WEATHER CLOSINGS

Old Fort Preschool Programs follow the same academic calendar as Old Fort Elementary School. Our preschool programs start on a staggered schedule. This means during the first week of school your child will attend $\frac{1}{2}$ of their scheduled days. For example if your child is in the four day program they will attend on two days during the first week of school. If your child attends the 2 day program they will attend for one day during the first week of school. More information will be provided to parents regarding their child's schedule for the first week of school at the beginning of August.

In case of extreme weather conditions, school closings and delays will be announced using local media, the Old Fort Schools app, and the automated phone messaging system. If early dismissal must take effect due to weather, it will also be announced in the same manner. Please do not call the school for information on weather related closings or delays. If you would like to be included

in the calling system, please sign-up on our district web site under "One Call Change Form."

EMERGENCY PROCEDURES

Our staff is prepared to take prudent actions should any emergency arise during the school day. Fire, tornado, and other emergency evacuations drills are conducted periodically to give staff and students the opportunity to practice procedures. In the event of an actual emergency, it is in the best interest of both you and your child for you to refrain from driving to school to pick up your child. In addition to the danger involved in being in a car during certain emergencies, it is extremely disruptive to the emergency procedure being implemented to have persons unfamiliar with our plans "on the scene" as it may take away from the safe and reassuring environment we are attempting to provide all students during this time. Under these conditions, no students are to leave the premises without procedural releases.

If staff and students would ever need to evacuate the building, we would walk to the American Legion. If we were unable to return to the school campus, students would be dismissed from the American Legion. In the case of a true emergency with early dismissal, you would be notified using the automated phone messaging system. These calls should still go through to cell phones, even if landlines are down.

Please remember that only custodial parents, legal guardians or those listed as emergency contacts in Final Forms can sign-out a student in an early dismissal situation. You should know who you listed as emergency contacts in Final Forms and ensure that they are aware of any medical needs of your child. They must have a photo ID to sign-out your child. It is imperative that we have a way to contact you during the school day. Please keep your Final Forms information updated with any changes to home, cell or work phone numbers so that we always have up-to-date contact information for you.

ATTENDANCE, ARRIVAL, AND DEPARTURE PROCEDURES

Parents who transport their children to school are asked to drop their child off at the main entrance at the Elementary School. Students may be dropped off between 7:45am and 8:00am. Preschool students will be dismissed at 2:40pm.

Parents may pick students up at the end of the day from their teachers in front of the Elementary School.

If your child will be arriving late please accompany your child to the Elementary office upon arrival. If your child will be leaving early please check-in with the Elementary office upon your arrival to sign your child out.

Regular attendance is essential for maximum response to school routine and progress in the program. A good night's sleep and adequate breakfast are also essential. Adjusting to school is sometimes difficult. If your child shows symptoms of illness, please keep him/her home. If you decide to keep your child home, please notify the school secretary by calling 419-986-5166. If there is not an answer, please leave a message. If your child has a contagious disease such as measles, mumps, etc., please contact the school nurse AT ONCE so that other parents/guardians may be informed and we can take precautionary measures to prevent the spread of disease. When your child is absent, please send a note on the day of his/her return.

A CHILD WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON!

A note written and signed by the parent/guardian must be sent to the Preschool Teacher if someone other than the parent/guardian is picking up the child. Please be sure the unauthorized person has proper identification. A child will not be released without it. Parents/Guardians are asked annually through Final Forms to provide written approval of having their name, phone number, and child's name on any group/program roster. This roster is not furnished to any person other than parents/guardians.

DAILY PROGRAM SCHEDULE

The Old Fort Preschool Program 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, be a part of a group of children working together, explore the outdoors and prepare and consume a daily snack.

Learning Center Time

Children are free to choose a learning center activity such as role-playing in the dramatic play center, experimenting in the science and nature center, working on puzzles in the manipulative center, painting in the creative art center, building in the block center, or experimenting with movement in the gross motor center. The teacher/assistant uses this time to work with individual children on skill development or with small groups of children on a particular activity. Children are offered new challenges, asked thought-provoking questions, and encouraged to try new things.

Small & Large Group Time

Children join their teacher for a story time that includes movement and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. The teacher also uses this time to present activities that are developmentally appropriate for the children in the group(s). These activities revolve around themes for the week and might include math concepts, language activities, learning about ourselves, etc.

Gross Motor Play Time

Outdoor and or gym activity is planned daily so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. Preschool staff monitors weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet. If you feel your child is too ill to participate in the outdoor playtime, then possibly he/she should not be in attendance. A student restricted from outdoor/gym play will require a physician's note.

Lunch & Snack Time

An important part of the children's day is lunch & snack time, not only for their eating enjoyment, but also because nutrition affects their mental functioning and physical well-being. See more information below regarding snack.

Rest Time

There will be a rest time after lunch for all preschool classrooms. We are aware that many children may not be able to sleep, however, we only ask at this time that they lie down for awhile. Some children rest better if they have a pillow or blanket. We do not have the storage space for full size blankets or pillows so please send in small blankets and pillows if you so choose. If your child wishes, they can rest with their stuffed animal from home. Please write your child's name on their nap items.

SNACK GUIDELINES

For all of our programs, we ask that once a month each family sends in snack items for the whole class in lieu of sending a daily snack with your child. We encourage simple healthy snacks. Please avoid snacks that are high in sugar or chocolate. Below you will find some snack ideas. We realize that everyone is on a tight budget, so please do not feel it is necessary to provide name brand products. Please let us know if your child has food or other allergies. In addition to providing nutrition, we use snack time to practice math, reading and fine motor skills.

According to our licensing rules issued by the Ohio Department of Education and Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups: meat/meat equivalent, bread/bread alternative, milk, and fruit/vegetable.

Some suggestions for a nutritious snack are:

- Cream cheese or cheese cubes with crackers
- Apples, celery, or bananas
- Popcorn and orange slices or pineapple chunks or grapes (must be halved)
- Fresh vegetables plain or with a low fat dip or yogurt
- Fruit Snacks or Roll-Ups
- Fresh Fruit
- Yogurt, applesauce, jello, or pudding cups
- Pretzels and cheese snacks
- Granola Bars

- Fruit Bars or Fruit Muffins
- Mixed dried cereal served in cups or baggies
- Fruit juices – 100% real fruit juice
- Milk

LUNCH

The preschoolers may purchase their lunch at school or you may pack your child's lunch. Please mark your child's name on his/her lunch container. Free and reduced lunches are also available to those who qualify. For the 2021-2022 school year all Old Fort Students, including preschoolers, will be eligible to receive a free lunch each day in which they attend.

CLOTHING

Dress and grooming are rightfully the responsibility of the individual student and his/her parents/guardians. To be proper for school, dress should be clean, neat, and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational process.

DRESS CODE AND APPEARANCE

General Guidelines:

- Dress and appearance should be appropriate for the school setting.
- Students are encouraged to have neat and clean appearance.
- Clothing, shoes and hairstyles should be conducive to the learning environment.
- If there are any questions as to the appropriateness of any type of clothing, hairstyle/coloring, and/or personal adornment, the building principal should be contacted in advance.
- The waiving of the dress code can be done by the administration only.
- All final decisions involving dress code lie with the building principal.
- In the event that a student has unacceptable dress or appearance, it is the responsibility of the family to make arrangements to immediately remedy the situation.
- When possible, students should bring a change of shoes when wearing snow boots to school.
- It is important that students dress appropriately during cold weather for recess (hat, gloves, winter coat, boots etc.)

Acceptable dress would include:

- Sweat pants, jeans, and shirts that are neat in appearance
- Shorts and skirts that are not excessively tight or short
- Shoes and sandals that have a back or strap to cover the heel to ensure student safety

- Tank tops with straps at least two fingers wide with no undergarments showing
- Clothing worn so that no skin is showing between pants and shirts when standing or seated

Unacceptable dress would include:

- Clothing and jewelry with obscene, profane, pro-drug/alcohol/tobacco, racial or sexual implications
- Pants with excessive holes
- Any jewelry, shoes or clothing which may present a safety hazard
- Hats, head coverings, or bandanas without permission of the principal, this includes head coverings attached to clothing. (Example sweatshirt hoods may not be worn in the hallways or classrooms)
- Plunging necklines (Shirts must have a modest neckline or buttoned to a modest height.)
- Undergarments showing
- Shirts or dresses with spaghetti straps
- Extreme Hair Styles are those that cause distraction to the education process and are not allowed at the elementary school level. An extreme hairstyle can be defined as hair coloring (blue, pink, purple, etc.) that is not a natural-born color or any other style that can be deemed a distraction to the education process at the discretion of the administration. Students who choose to color their hair will need to restore their hair to a natural color within a reasonable amount of time as per the principal's discretion.

Children should wear comfortable clothing that allows them to run, paint and play. Soft soled shoes are to be worn every day. When selecting your child's clothing, please keep in mind that many of the daily classroom activities involve working with paints, clay, sand, water, food, etc. Staff are not responsible for clothing that becomes stained or extremely soiled.

Staff encourage children to help themselves whenever they can. This gives them a sense of accomplishment and control over their environment. It would be helpful if parents/guardians would select coats, pants, sweaters, Velcro closure shoes, boots, etc. that the children can manipulate themselves. Clothes that can easily be pulled off/on such as sweatpants are ideal for toilet training purposes. Clothes with tight fasteners or other clothing items that are hard to manipulate are not suitable for children learning to use the toilet.

ALL CLOTHING MUST BE LABELED! Many times children do not recognize their own belongings.

By the first day of school, it will be necessary for parents/guardians to send an extra pair of underpants, socks, pants, shirt, slippers, or shoes for your child. If your child's clothing becomes extremely soiled or wet, we will change the child into the extra set of clothing and the wet or soiled clothes will be sent home in a bag. Please wash and return the extra set of clothes to the class as soon as possible.

BIRTHDAY CELEBRATIONS

Every child's birthday is a big event at the preschool. Even birthdays that fall in the summer or during breaks will be celebrated. Parents/Guardians are welcome to come and celebrate the child's birthday with us. You are welcome to send a pre-packaged treat (no frosting please) or a non-food treat for a birthday. Please notify the teacher in advance if you plan to do this.

TOYS, BOOKS, GAMES, BLANKETS, OR OTHER POSSESSIONS BROUGHT FROM HOME

Toys – Each class is equipped with educational toys. Children are discouraged from bringing toys from home except on sharing or show-and-tell days.

On special occasions, toys from home will be encouraged in order to promote a certain theme. At these times, a note will be sent home beforehand. Please do not send weapon toys to the preschool.

Please place your child's name on all personal property such as tote/book bag, school supplies, coats, boots, hats, mittens, etc.

Tote/Book Bag – Please supply a bag to hold school papers to arrive home in tact. Please no wheels.

School Supplies – A supply list will be posted on our school's website and made available at local stores.

FIELD TRIPS

Field trips that enrich the preschool curriculum may be organized occasionally. When appropriate, children will be transported in approved child-restraint systems as required by law. PARENTAL PERMISSION IS REQUIRED FOR INDIVIDUAL

FIELD TRIP PARTICIPATION. Parents/Guardians are welcome to join in the outing, but will be required to drive in their own vehicle or complete all necessary paperwork to ride on school transportation.

SAFETY OF CHILDREN

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

- No child is left alone or unsupervised at any time.
- A telephone or intercom is located in the classroom and is available for use in the event of an emergency. The teachers must have access to a telephone.
- Fire drills are held in conjunction with the elementary schedule and the school staff, and children practice threatening weather drills. A record of these drills is kept in the school's office.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
- The use of spray aerosols is prohibited when children are in attendance.
- Old Fort Elementary has a school nurse available on a daily basis who may provide basic first aid or health assessments as necessary.
- If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid while another school staff member contacts the local rescue squad and the child's parents/guardians. Remaining staff members will care for the other children. If the parents/guardians cannot be reached, only the people listed as emergency contacts on the child's Emergency Medical Authorization in Final Forms will be notified. A staff member will accompany the child to the hospital, if necessary.
- In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
- When an accident or injury occurs, staff will complete the injury report form provided by the OFLS. A copy of this form will be given to the parent/guardian and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
- In accordance with Section 2151.421 of the Ohio Revised Code, all OFLS staff are required to report any suspicions of child abuse or neglect to the

Seneca County Department of Human Services. All preschool staff members will have completed an approved course in recognizing signs of child abuse and neglect.

- All staff members are aware of the safety rules for both indoor and outdoor activities, and the class and playground areas are surveyed continuously for possible safety hazards.
- At least one preschool staff member is trained in first aid, infant and child CPR, and recognition of communicable diseases. A first aid kit is always on site.
- Preschool staff members shall have a medical statement as required upon employment/assignment to preschool. Updates recommended every three (3) years.
- Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- Preschool teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.
- A signed permission slip is needed for each field trip. Adequate chaperones will accompany the classes at all times.
- Each child will wear an ID tag on all field trips with their name and school information.

PARENT/GUARDIAN PARTICIPATION POLICY

According to the Ohio Department of Education (ODE) Preschool Licensing Rules, parents/guardians of children enrolled in the class have access to the class during class hours for the purposes of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. A parent/guardian of a child enrolled at the center who is not the child's residential parent/guardian shall be permitted access to the center and be afforded the same rights as the residential parent/guardian unless there is court documentation limiting access and conditions of the nonresidential parent/guardian. Please report to the school office before going to your child's classroom/play area.

Classroom visits should be arranged with your child's teacher at least 24 hours in advance.

While parents/guardians can observe at any time, they are not permitted to hinder the learning process.

Parents/Guardians are also welcome to participate in the daily program as often as they wish. Please notify your child's teacher prior to the day you want to volunteer. Volunteers are often asked to read stories, assist in the art center, or play games with the children. Any parent/guardian wishing to volunteer must adhere to the OFLS Volunteer Policy. This policy requires a completed application, BCI and FBI background checks paid at the volunteer's expense, and OFLSD Board approval before any volunteering occurs.

If you need assistance with a problem or have a complaint related to the class or its program, you are welcome to take your concerns to your child's teacher or the Elementary principal. Staff members are always open to suggestions for improving the program.

A calendar is sent home every month. The calendar highlights themes, snacks, special events, and important dates. Information helpful to parents/guardians will be sent home periodically. If you would like to contribute to the newsletter, please let us know! Parent/Guardian meetings, information regarding local/regional workshops, book fairs, parties, and other special events may also be provided for parents/guardians.

Parents/Guardians are encouraged to make suggestions for meetings/workshops, daily schedule, curricular topics and activities. Parents/Guardians are also encouraged to share any special appropriate talents with the students (play an instrument, art skills, etc.).

Parent/Guardian-Teacher conferences will be held during the year. You will be notified of such conferences in advance. Parents/Guardians who may have concerns or questions before this date are asked to contact the teacher for an

individual conference, and if this is not acceptable, please contact the Administrator.

Play dates may also be scheduled by your child's teacher. The students, their parents/guardians (or responsible adults if parents/guardians are not available), and staff meet at a community site (example – farm, bowling, pizza, etc.) for learning and social activities.

DISCIPLINE POLICY (RULE 5101:2-12-22)

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety and rights. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom during which time the staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation and praising the child for appropriate behavior.

Physical punishment and verbal abuse will not be used. Discipline will not be imposed on a child for failure to eat, sleep or for toileting accidents.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

Based on ODE Preschool Licensing Rules and Old Fort Local School District policies, staff members follow these discipline guidelines:

- Preschool staff member(s) in charge of child(ren) are responsible for discipline. Policies are in effect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
- All preschool staff members shall be informed of and receive a copy of the Old Fort Local School District's discipline policies upon employment and annually in the handbook.
- The preschool staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: -
 - There shall be no cruel, corporal punishment or any unusual punishments or any 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 for a short period of time. This may include a protective hug so the child may regain control. Physical restraints/a temporary hold will be used only to ensure the safety of the child or others in the classroom
 - No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a small cubicle.
 - No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
 - Discipline shall not be imposed on a child for failure to eat, 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.

- Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Old Fort Local School District's preschool staff members receive on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention© & Positive Behavior Intervention Supports to ensure the care, welfare, safety, and security of all individuals on the premises.

RELEASE OF NAMES, PICTURES, AND ACHIEVEMENTS

On occasion, student names, pictures, and achievements may be published in newspapers, programs, school websites, and other forms of publications. Permission forms permitting the release of this information may be completed on Final Forms.

When you are taking pictures or video of your child at school, be aware that not all parents/ guardians have granted permission for the release of their child's image. Please be sensitive to the rights and expectation of privacy of your child's classmates when displaying the images on social networking sites and other public venues

RECORDING – VIDEO/AUDIO

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of Center activities are not permitted unless permission has been granted by the Program Director. Said permission will be in the form of a signed authorized statement on Center letterhead. Again, any distribution or posting of an approved recording is prohibited in order to protect the privacy rights of OFLSD students and staff.

FERPA – CONFIDENTIALITY POLICY

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's home district receives a request for access.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - OFLS may disclose appropriately designated "directory information" without consent, unless the parent/guardian has submitted a written refusal by the end of the second full week of school.
 - Directory information is defined by OFLS as the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by OFLS to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW Washington, DC 2020

MANAGEMENT OF COMMUNICABLE DISEASE

The preschool staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. The "Child Day Care Center Communicable Disease Chart" is posted to help staff in recognizing illnesses. Parents/Guardians are welcome to view this chart at any time.

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

As children arrive, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms listed below, you will be asked to take the child home.

SIGNS & SYMPTOMS OF COMMUNICABLE DISEASE

SIGNS AND SYMPTOMS OF COMMUNICABLE DISEASE Any one of the following symptoms is cause for immediate dismissal:

- Diarrhea
- 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 ("pink eye")
- Temperature of 100° F (or more) taken under the arm, or temperature of 101° F (or more) taken with an ear thermometer, especially in combination with any other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unusual spots or rash
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, lice nits (eggs), scabies, or other parasitic infestation.

REMOVAL OF SICK CHILD

If your child becomes ill while at school and exhibits any of the symptoms listed in the previous section, he/she will be cared for by a staff member in an area not being used by other children. You will be contacted immediately to come and pick up your child. If you cannot be reached, only the people listed as emergency contacts on your child's Emergency Medical Authorization in Final Forms will be notified and asked to come to pick up your child. Your child will not be readmitted until symptoms are no longer present. In some cases of illness, a written note from your child's physician may be required.

Children must be free from diarrhea and fever for 24 hours before they will be readmitted to school.

Please no runny noses, sore throats, fevers, or upset stomachs. Do not send your child back to school after an illness until he/she is well enough to go outside or the doctor has given permission.

When your child returns, please provide a written letter explaining the absence. If medical attention was required, please provide a doctor's excuse.

A child with minor cold symptoms or a child in the final stages of recovery from an illness may attend if the child has seen a physician and has been diagnosed as non-contagious and/or is on medication. The child shall be carefully observed for signs and symptoms of a worsening condition. Should any of the symptoms listed occur, you will be notified immediately and be asked to pick up your child.

In the event that your child is exposed to another with a communicable disease, you will be notified in writing that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms.

The preschool staff will not administer any medication to children enrolled without the required Physician's Request for the Administration of Medication in School form completed by your physician and on file at the preschool classroom.

When a staff member is ill, the staff member will not be in attendance and a qualified substitute will be called to assume the responsibilities of that person.

MEDICATIONS AT SCHOOL

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication. Please obtain prescription and over the counter medication forms from the Elementary School office.

Before any medication or treatment may be administered to any student during school hours, a written authorization from the child's physician and parent is

required on the Old Fort Local School District adopted form. This form shall be kept on file in the student's cumulative records.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered. Medication must be transported to the school by the parents delivered to the school's main office or nurse's office, where it will be stored in a locked area.

Medication cannot be transported in the child's bookbag. A parent/guardian wishing to discontinue the administration of medication at school must send a signed note to the office/nurse requesting the medication be stopped.

MEDICAID SCHOOL PROGRAM BILLING STATEMENT

Old Fort Local School District participates in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. OFLS uses a third party billing agency to submit MSP claims. This agency is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with the billing agency: student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, case management and psychological evaluations.

It is the parent/guardian's right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of the billing agency's privacy policy are available upon request. Please contact the OFLSD Treasurer's office for more information