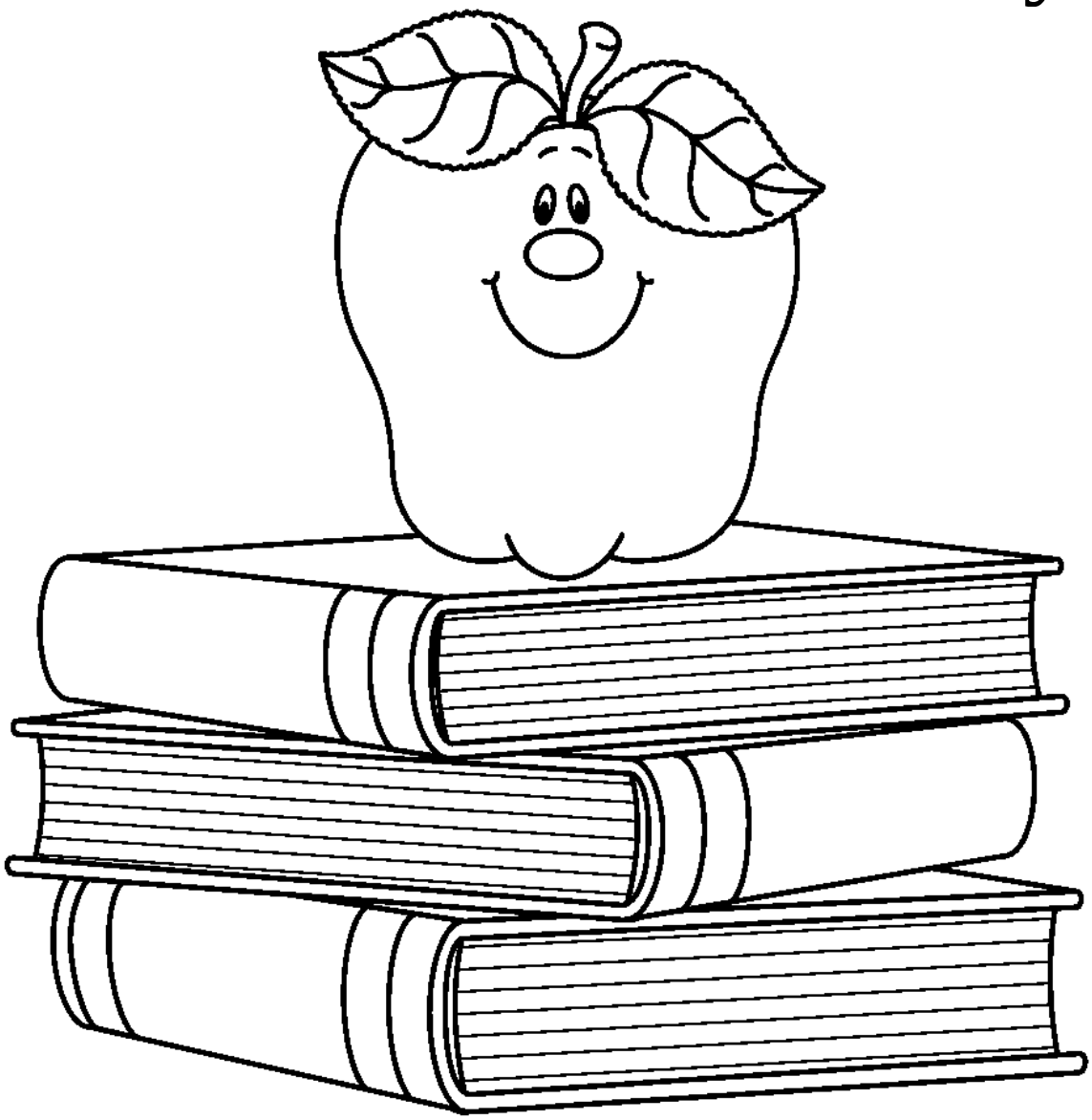
St. Clairsville Elementary



Preschool Handbook
2019-2020

Dear Parent(s),

We welcome your child to the St. Clairsville-Richland City School District Preschool Program. Our preschool program is specifically designed to meet the unique needs of identified children with a disability while addressing Early Learning Content Standards.

Our program is aligned to the Operating Standards for Ohio's Schools Serving Children with Disabilities and in compliance with the Ohio Department of Education's Preschool Licensing Rules. Both of these documents set forth rules and regulations, which govern our program. You can obtain copies of our inspection reports by submitting a written request to me. Throughout our handbook, there will be requirements/timelines that we, by law, are required to follow. In some cases, if documentation timelines are not met, the administration will evaluate the issue of non-compliance and make a ruling as to whether or not a student can continue in the program.

We ask that you read the handbook thoroughly and make note of required documents and a timeline of due dates.

St. Clairsville-Richland City School District takes pride in our program development and in the array of professional development opportunities provided to our parents and staff. We welcome you to become an active participant in your child's education. If at any time, you have a concern or wish to file a complaint pertaining to our program, please call me at 740-699-2219 to schedule a formal meeting.

We look forward to serving your child this year.

Yours in Education,

Diane Thompson
Director of Special Education

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Dear Parent(s)/Guardian:

The Preschool Handbook contains information concerning the rules and the regulations of the St. Clairsville-Richland City Preschool Program.

Please review the information carefully, sign, and return the bottom portion of this page within five (5) days.

If you have any questions, please contact the office at (740) 695-0884.

Thank you,

The Preschool Staff

I have read the preschool handbook and I agree to abide by all of the rules and the regulations of the St. Clairsville-Richland City Preschool Program.

_____

Parent/Guardian Signature Date

DAILY SCHEDULE

8:30 – 8:40	Arrival – **Do not bring your child before 8:30 a.m.** due to unscheduled adult supervision.
8:40 – 8:50	Morning Activities *Focus* – Home/School correspondence, daily counts, organizational skills
8:50 – 9:05	Breakfast *Focus* – Independent skills, fine motor tasks, and socialization
9:20 – 10:00	Circle Time *Focus* - Pre-academic skills related to the Early Learning Content Standards, songs, finger play, calendar, daily schedule, and seasonal/unit story
10:00 – 10:40	Morning Rotation *Focus* – Skills aligned to Individual Education Program goals and individualized curriculum (Independent Work, Social Development, Language Development, Cognition Development, Moto Skill Development)
10:40 – 11:15	Structured Play *Focus* – Social skills
11:15 – 11:45	Lunch *Focus* – Independent skills, fine motor tasks, and socialization
11:50 – 12:00	Afternoon Work *Focus*- Review of Content Learning
12:00 – 12:30	Large Group: sensory activity, oral motor therapy, show and tell
12:30 – 12:45	Music and Movement *Focus* – fine and gross motor skills, dancing, dramatic play
12:45 – 1:00	Literacy Lesson *Focus* - Language Arts, sharing books, responding to stories, and pre-reading skills
1:00 – 1:40	Playground *Focus* – Fine and gross motor tasks, taking turns, socialization, and environment exploration
1:40 – 2:00	Snack *Focus* – Independence, fine motor tasks, socialization, and sharing
2:00 – 2:45	Quiet / Nap Time – Children will rest in assigned space while music plays
2:45 – 3:00	Walker Pick-Up – students meet parents at double doors
3:00 – 3:30	Bus Departure – students taken to buses

*Preschool teacher lesson plans reflect restroom breaks and activity connection to Early Learning Content Standards.

PRESCHOOL SUPPLY LIST

- A complete change of clothing (winter and summer) including underwear and socks **
- A backpack that is **large enough to hold a folder and a lunchbox** **
- Lunchbox (for packed lunch purposes)**
- 1 Four section plastic rest mat **
- 2 boxes of tissues
- 2 folders
- 4 glue sticks
- 2 eight ounce bottles of glue
- 1 box of Crayola crayons
- 1 box of Crayola large markers
- 1 box of small *Ziploc* bags
- 1 box of large *Ziploc* bags
- 1 tub of wet wipes/baby wipes
- 1 large container of sanitizing wipes (ex. Clorox/Lysol wipes)

Special needs children who are not potty trained will also need to supply Pull-ups and baby wipes. All Pull-ups need to have re-sealable sides and wetness indicators.

Please clearly label with your child's first and last name their **rest mat, backpack, lunchbox and change of clothing only**.**

The Preschool Supply List is subject to change per teacher based on the needs of the classroom. Consult with your child's teacher prior to purchasing.

PRESCHOOL SCHEDULE

Preschool classes are in session Monday through Thursday 8:45 – 3:00. If your child does not ride a bus, arrival time is from 8:30 – 8:40. There will be a staff member positioned at the office entrance who will escort your child to the preschool classroom. Departure time is 2:45 for pick-up. A staff member will bring the children to the doors for pick-up. Students that ride the bus will depart at 3:00.

Friday is reserved for classroom organization, teacher planning, parent conferences and home visits. If you wish to conference with staff on Friday, please make arrangements in advance.

The Preschool calendar is subject to change. Parents will be notified in advance of a schedule change due to a special fieldtrip, activity, professional development opportunity, screenings, or as a make-up day.

SUPPLY FEE

All preschool students have a $25.00 supply fee. **The supply fee is due at registration**. Make checks payable to St. Clairsville Elementary School. If you are currently receiving funds from Aid to Dependent Children (ADC) and/or OWF, or Ohio's Disability Assistance Program you are eligible for a fee waiver associated with the supply fee. Fee waiver forms are available in the office.

SELECTION OF TYPICAL PEER GROUP

The district will conduct a yearly lottery drawing in March to determine who will be eligible for placement into the program.

The district will maintain a list of students whose parent(s) have submitted a Preschool Interest Form for enrollment into the program.

The district will give priority to children who will be eligible for kindergarten the following school year. St. Clairsville Richland City School District current guidelines for kindergarten eligibility state that children must be five-years of age on or before August 1st of the enrolling school year.

The staff/ parent team will determine continued placement of a child in preschool.

Parent(s) will be notified, by phone/letter, if their child's name was drawn. Parent(s) will be given 15 working days from the school notification date to submit **all** required forms to the office. Failure to submit the forms will negate your child's placement in the program.

All students must be potty trained at the start of the enrolling school year.

No more than 50% of the typical placements will be reserved for children of St. Clairsville School staff.

REQUIRED FORMS

All typical peers must have their forms completed before enrollment into the preschool program. Parents will be given 15 working days from the school notification date to submit forms. After this date the school will progress to the next name on the waiting list.

It is the responsibility of the parent/guardian to notify the school when changes need to be made on the forms. Current information is vital for the safety and well being of our students.

- Birth Certificate (to be copied)
- Driver's License (to be copied)
- Proof of Residency (to be copied)
- Emergency Medical Authorization (white)
- Oral Assessment (light blue)
- Immunization Record (white)
- Child's Medical Statement (pink)
- St. Clairsville Schools Student Registration Form (light green)
- Preschool Registration Form (yellow)
- Handbook Signature Page (white)
- $25.00 Supply Fee

The office staff will make a copy of your original documentation. A copy presented by the parent cannot be accepted.

CAFETERIA

St. Clairsville Elementary offers a breakfast and lunch program. Breakfast will be available until 8:55 a.m.

Free and reduced lunch forms are available the first day of school and during the school year at the office. Students previously on the free and reduced lunch program may continue receiving these for the first two weeks of school until a new form is received and approved. Any student receiving a free or reduced lunch must pay full price for milk when bringing a packed lunch.

Breakfast – All students will be offered a breakfast free of charge.
Note: Breakfast is NOT served when the school is on a two- hour delay.

Lunch – Prices are as follows: Full price: ($3.00) Reduced: ($.40) Milk: ($.50) (based on current 2018-2019 school year prices) This is subject to change.

PaySchools Central –Parents are asked to deposit money in their child's cafeteria accounts by sending cash or a check to school with their child. When paying by check, make the check payable to **"St. Clairsville Elementary Cafeteria"**. Please make sure the child's name is printed on the bottom of the check. Parents may also access the "PaySchools Central" option on the school's website (stcschools.com) to make lunch payments. Student numbers are given by the elementary office.

Students may not be permitted to charge for lunch or milk.

TUITION FEE

The tuition fee for typical children is $200.00 per month with a reduced rate for families that qualify, due on or before the 5th day of each month (total 8 payments). Parents who neglect to pay their child's tuition for two (2) consecutive months will automatically have their child withdrawn from the program. If a problem with the monthly payment arises, please contact Diane Thompson at 740-699-2219 immediately.

Checks are payable to St. Clairsville Elementary School.

ATTENDANCE

In the event of an absence, call/notify the secretary at the St. Clairsville Elementary School at (740) 695-0884 **before 9:00 a.m.**

Students are required to supply a written statement indicating the date of the absence signed by a parent/guardian/doctor.

FIELD TRIPS

The signed field trip form pre-approves all class outings. Parents will be notified in advance of all preschool field trips. It is the responsibility of the parent/guardian to notify the preschool teacher of any field trip concerns or limitations. This is to be done in advance of the field trip.

HEALTH AND SAFETY

The State of Ohio requires all children immunizations be administered in the proper sequence. Documentation must be on file with the preschool teacher, the nurse, and the elementary record's office.

All medication to be administered at school requires the completion of a special medical form. Please request a form from your child's teacher.

Any child who is suspected of being ill or of having a communicable disease will be isolated immediately. A child who becomes ill while at school will be discharged to the care of his/her parents/guardians as promptly as possible.

Due to the age of our students, children must be symptom free for 24 hours without the use of fever reducing medication.

DO NOT send your child to school with:

Diarrhea
Conjunctivitis (pink eye)
Vomiting
Untreated, infected skin patches
Unusual spots or rashes
Sore throat or difficulty in swallowing
Severe coughing
Difficulty in or rapid breathing
Fever
Stiff neck

All preschool children have the opportunity to play outside. We ask that you dress your child appropriately according to the weather conditions. It is the responsibility of the parent/guardian to notify the preschool teacher if a doctor has recommended your child stay indoors. Written documentation from your doctor must be provided.

GROUP MANAGEMENT PLAN

Our preschool program uses a color chart to manage behavior. Students start the day on green, showing they are "ready to learn." Students who go above and beyond expectations have the opportunity to move to blue and purple and earn special rewards. By making poor choices, students move to yellow or red and lose certain privileges based on student needs and expectations. This management plan is designed to reward and acknowledge good behavior, as well as encourage students to take responsibility for their actions.

POSITIVE BEHAVIOR SUPPORTS

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 situation, talking with the child about the situation, and praise for appropriate behavior.

BEHAVIOR MANAGEMENT/DISCIPLINE

The preschool center's 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 subject 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 development ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

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

PARENT INVOLVEMENT

Your input and participation can help support your child's progress and enjoyment of the preschool program. We welcome scheduled visits. Please call the office at (740) 695-0884 to schedule your visitation.

Starting in October, we will be sending home a monthly newsletter. It will keep parents informed of monthly themes, units, and special activities. The newsletter will also contain parent reminders.

Please use the Preschool Home/School Folder to communicate with us. Check your child's folder daily to receive school/classroom information and most importantly, your child's work from the day. Also, be sure to send all notes and money (in envelope clearly marked with purpose and child's name) in the folder.

CONFERENCES

The Preschool Program follows the Elementary School Parent/Teacher Conference Schedule. These dates can be found on the St. Clairsville-Richland City School calendar. There are typically three scheduled conference dates per year. The preschool teacher will contact parent/guardian with dates and optional times.

Students on IEPs may call an IEP review at any time through notification of the preschool teacher. Fridays are also available for conferencing. Again, we ask that you notify the preschool teacher in advance so that meetings can be scheduled at the convenience of the teacher and parent. Please do not conference with the teacher during instructional time due to our full academic schedule.

IEP meetings are held at the time of placement and annual IEP reviews are held at the end of May.

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Walter Skaggs, Superintendent……....740-695-1624

Amy Porter, Treasurer…….……740-695-2233

Diane Thompson, Preschool Director…….….740-695-2219

Amber Shepherd-Smith, Elementary Principal….…...740-695-0884

PRESCHOOL TEACHERS

Heather Foster…….…….……740-695-0884

Kristin Myser……...…….……740-695-0884

SUPPORT STAFF

Corey Heilman….……...…….…… School Psychologist

Kristen Koshenko……...……. Speech/Language Pathologist

Arrin Midei……. Speech/Language Pathologist

Maria Sommer……Occupational Therapist

Corrine Wheeler.…….……..…COTA

Amy Lewis……...…...……. Paraprofessional

Kim Skukan….……..…Paraprofessional

Tracey Games…….…… Paraprofessional