



# Minford Local School District Preschool Parent Handbook 2021-2022



# Welcome!!!

Welcome to Minford Local School District Preschool Program. We are very excited to get things up and running for the school year. We are very proud to have the opportunity to offer preschool services to our community. This will be a great educational beginning for many of our area children and what a great way to begin here at Minford Primary. We hope to fulfill all of your educational needs and expectations.

Our preschool curriculum will be following the Ohio State Early Learning Content Standards to ensure your child the best possible developmentally appropriate educational experience.

We would like to thank you for choosing to include your child in this exciting new program.

**Thank you!**

## **District Educational Philosophy**

We recognize that children are different and must be accepted as individuals. The educational program for our school will accept the child where he/she is and meet as nearly as possible the needs, interests, and abilities of each child.

We believe the following objectives are consistent with our philosophy.

1. Exercise attitudes of good citizenship and community awareness
2. Formulate values of their life that will lead to continued growth and self-fulfillment
3. To promote the development of adequate communication
4. To develop computational skills

## **DISTRICT MISSION STATEMENT**

Our mission is to provide a learning environment that empowers and challenges all students to reach their maximum potential as lifelong learners and productive citizens with high moral character.

## **DISTRICT VISION STATEMENT**

We believe that every child matters and that learning should be engaging, meaningful, challenging and aligned to 21st Century skills.

### **Preschool Goals**

\*To involve children in developmentally appropriate curriculum that supports each child's needs and interests and encourages creativity, imagination and curiosity.

\*To instill a love for learning through a wide variety of physical, social and aesthetic experiences.

\*To prepare children for future educational and real world experiences.

### **Hours of Operation**

8:30 a.m. -3:20 p.m.

Monday - Friday (**no school for students on Friday**)

### **Potty Training**

Students must be potty trained upon entering the preschool program. There will be a two week adjustment period, recognizing that some students may experience setbacks during this new experience. Pull-ups are not an option but rather an indication that potty training has not yet been successful. If, after two weeks, the child is not potty-trained, the parents will be asked to withdraw their child from the program.

### **Classroom Capacity**

Each preschool unit is licensed to serve 23 students according to State Licensing Regulations. Classroom capacity is determined by square footage available.

### **Staff Coverage**

There is two staff members with children at all times, either a teacher and one teacher aid or two teacher aids.

### **Food Service License**

The food service program is operated by Minford Local School District and follows the USDA required daily allowance meal patterns to ensure that the daily nutritional needs of the child are met.

### **Non-Discrimination**

No child will be discriminated against for any reason, regardless of gender, race, religion, or national origin. All children will be provided a full range of learning opportunities and enrichment activities unless otherwise requested by a parent for religious or personal belief reasons. However this program is for typical students without disabilities due to the Multi Handicap Preschool services provided here at Minford Primary.

### **Child Abuse**

Any staff member of the preschool program who suspects an incidence of child abuse is required by law to report his or her suspicions to the Scioto County Children's Services Board.

### **Confidentiality**

Each family has the right to expect confidentiality from the staff. Children are never discussed outside of school and parents are discouraged to exchange information about children in the program. Staff is never to exchange personal information about one child to another child's parent for any reason unless consent is given by the parent. Staff is not to speak in front of children about other children.

### **Communication**

Parent/Teacher communication is of utmost importance for a successful education. Teacher communication will include weekly newsletters and formal/informal parent/teacher conferences. Formal parent/teacher conferences will follow the Primary School conference schedule. Parents are encouraged to be as much a part of their child's education as possible.

### **Newsletters**

Weekly newsletters will be sent home with each child containing information about events and lessons from the current week and an overview for the upcoming week. It will also include any important information about upcoming school or class events.

### **Progress Reports**

Progress Reports will be sent home at the end of each nine weeks grading period. Progress Reports will identify the child's individual progress, each child is worked with individually and according to development thus, should not be compared to other classmates.

### **Authorization for Photos and Video Recording**

With parent permission teachers may take pictures or videos of children in class or during special events. Children who are declined by parents from having pictures or videos taken, will be excluded from all picture taking to support your rights and the child's safety.

### **Medical, Dental and General Emergency Plans**

General Emergency Plans are posted in each classroom and include numbers for the hospital, police department, fire department, emergency squad, poison control, and public children's services agencies.

### **Injury**

It is the responsibility of the teacher to inform parents of an injury of their child if it requires first aid treatment or is a bump or blow to the head.

### **Hand Washing**

Staff and children registered in preschool will be washing their hands frequently. Proper hand washing procedures are posted on the wall next to the sink. All staff is required to wash their hands before and after eating, before and after rest rooming, after contact with bodily fluids, after cleaning and before and after handling food.

### **Fire Drills**

Fire drills will be conducted at regular intervals throughout the year.

1. Stay in single file.
2. Move to assigned area orderly and remain quiet.
3. Wait in assigned area until you are told to re-enter the building.

### **Tornado Drills**

Tornado drills will be conducted at intervals throughout the year.

1. Go to your assigned area.
2. Assume the Tornado Position.
  - a. sit on floor
  - b. remove glasses
  - c. place hands behind your head and put your head between your knees

### **Personal Toys**

Personal toys should be left at home. Sometimes toys are a distraction from the classroom learning objectives. Also, toys may be damaged or lost at school.

### **Class Rosters**

Class rosters are available to any parent upon request. Signed approval for parents' names, addresses, and telephone numbers on the roster is intended to increase communication opportunities among parents. This information will be excluded at the parent's request and noted as denial on that checklist.

### **Calendar**

Minford Preschool follows the same schedule as the rest of the school district. Each parent will be provided a schedule upon entrance of the program.

### **Attendance**

Each child is required to attend all day every day, attendance will be recorded on a daily basis.

### **File Updates**

Parents are required to inform the teacher about any changes of address, phone number, or any other important information.

### **Withdrawals**

Any parent choosing to withdraw their child from the program is required to inform the classroom teacher upon making this decision.

### **Outdoor Play**

Licensing rules require that children spend time outdoors daily, weather permitting. Therefore, parents are responsible for sending children to school with appropriate clothing for the day such as; jackets, coats, gloves/mittens, boots, etc.

### **Celebrations**

All holiday celebrations will follow the regular school party schedule. Parents will be given the opportunity to help plan parties and party committees will be planned by the teacher according to parent interest. Parents are encouraged to provide healthy snacks during parties minimizing the amount of sugary foods and chips. Birthdays are another exciting time for children. If you wish to celebrate your child's birthday at school you may do so, please inform the teacher in advance.

### **Transportation**

School bus transportation is provided for all children. Students are to conduct themselves properly while riding the bus. Bus drivers have the authority to enforce transportation regulations. Disciplinary problems resulting from student's failure to observe regulations will be referred to the proper school authorities.

No student will be allowed to ride a different bus than the one assigned without prior approval from the principal. To receive approval, a student must present a written request from his/her parents.

Children who walk to school or are transported by their parents are not to arrive before 8:30 A.M. or leave prior to 3:12 P.M.

## **Curriculum**

Our preschool curriculum is aligned with and follows the Early Learning Content Standards adopted by the Ohio State Board of Education as well as Creative Curriculum. Children attending the program will be participating in many activities and lessons centered around English language arts, math, social studies and science.

## **Daily Schedule**

<b>8:30-9:00</b>	Student arrival, unpack, morning work, attendance
<b>9:00-9:20</b>	Breakfast in cafeteria
<b>9:20-9:30</b>	Restroom
<b>9:30-10:15</b>	Carpet Time (story, morning message, songs, calendar, alphabet, counting, shapes, colors, etc.)
<b>10:15-11:15</b>	Center Time
<b>11:15-11:25</b>	Clean Up & Story
<b>11:25-11:40</b>	Restroom/Wash hands for lunch
<b>11:40-12:15</b>	Lunch
<b>12:15-12:25</b>	Restroom
<b>12:25-1:00</b>	Recess (outside weather permitting/ classroom weather not permitting)
<b>1:00-1:10</b>	Restroom
<b>1:10-2:10</b>	Rest Time
<b>2:10-2:30</b>	Snack Time
<b>2:30-3:00</b>	Whole Group Activity
<b>3:00</b>	Prepare for dismissal
<b>3:05</b>	Parent Dismissal
<b>3:20</b>	Bus Loading

(subject to change)

## **Clothing to Suit the Curriculum**

Children should be dressed in comfortable clothing that allows for active play and often messy projects (painting, sand, etc.). A child's clothing will be changed if a toilet accident should happen or if clothing becomes wet or very dirty during the day. This requires that your child should have a complete change of clothing at school at all times; i.e. socks, underwear, shirt, pants. Staff will be responsible for informing parents when an additional set of clothing is needed. Please label your child's belongings; especially hats, coats, mittens, and boots. Any soiled clothing will be sent home for parents to launder.

## **Rest Time**

Each afternoon there will be a quiet time for all children as defined by child care licensing. Each child will have a mat for their use in class, and they are expected to rest quietly on their mat or engage in quiet activities during rest time, allowing time for those who need to sleep the opportunity to do so. Children may bring a small blanket, pillow or stuffed animal to class to be used at rest time, however, these items will be sent home at the end of the week for laundering purposes.

## **Snacks**

Snacks will be provided by parents. Snacks provided shall be of nutritious value, for example; carrot sticks with dip, fresh prepared fruit, fruit cups, popcorn, graham crackers, etc., juice or milk will also need to be provided with snacks.

## **Lunch**

Lunch will be provided by the school and all students will be expected to go through the lunch line and pick up a tray. We feel that this will be good experience for the children to prepare them for Kindergarten. Meals from home (packed lunches) are not permitted in preschool unless previous arrangements have been made due to dietary restrictions. Menus will be provided at the beginning of each month and is always posted in the classroom.

## **Food Allergies**

It is the responsibility of the parent to notify the school of any food allergies.

## **Medications**

Prescription and Non-Prescription

If your child must take prescription or nonprescription medication at school, a physician's statement (available from the school) must be completed by the physician before the school may distribute the medication. The medicine must be brought to school in its original container and left in the principal's office.



## **Communicable Diseases**

### **Symptoms for Discharge**

Any child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs or illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies or other parasitic infestations.

Children with any of these conditions will be sent to the school nurse and isolated there until a parent picks them up.

### **Communicable Disease**

Each classroom is required to post the ODHS Communicable Disease chart which identifies diseases, symptoms, methods of transmission, and control measures. As a preschool center licensed by the state of Ohio, it is required that the procedures concerning communicable disease be strictly followed at all times to protect the health and safety of all children and staff members. Any child or staff member exhibiting any of the symptoms identified on the chart is considered a possible carrier and may not be in attendance at school during that time.

If a staff member identifies a child with symptoms of communicable disease, the child will be sent to the school nurse, isolated from other children. Parents will be expected to pick the child up as soon as possible.

If a communicable disease has been identified, parents will receive a written notice of exposure within 24 hours. That notice will include the date of suspected exposure and the symptoms that may occur.

### **Discipline Policy/Classroom Management**

It is our goal to strive for excellent behavior and prepare our students for Kindergarten expectations. Classroom management is a very important part of our daily learning experiences. Without good classroom management it is impossible to reach our daily learning goals.

Each class will have their own set of rules which the students will have the opportunity to participate in creating. The classroom rules will be posted in the room and a copy will be sent home along with the complete Discipline Policy.

In accordance with Ohio's Preschool Program Licensing Rules, the staff of the Minford Preschool programs adheres to the following discipline policy:

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

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

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

(5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.

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

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

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

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

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

## Student Discipline Plan

### Rules

Rules will be made with the class the first week of school. A copy will be sent home within the first week.

### Rewards

1. Praise
2. Extra privileges
3. Treats and prizes

### Social Skills Development

The preschool teachers try to model different types of behavior management techniques. Each teacher may use different techniques, some examples are:

- \*turning off the lights to gain attention
- \*Saying: "1 2 3, look at me.
- \*Clapping a rhythm waiting for the children to join in
- \*Saying chants with the expectation of children joining in

To help children gain self-control and gain social skills such as cooperating with one another, sharing, negotiating, and communicating properly, the staff is encouraged to:

- \* **Stay Calm**
- \* **Be Understanding**
- \* **Teach New Behavior**
- \* **Give Choices**
- \* **Redirect**
- \* **Explain Consequences of Actions**
- \* **Time-Out Space**

If a child's behavior or actions become harmful or emotionally hurtful to others the child will be placed in time-out. There will be a designated place in the room for time-out and the child will be expected to remain there for a few minutes. If the child is 3 years old, he/she will sit in time-out for 3 minutes. If the child is 4 years old he/she will sit in time-out for 4 minutes. If behavior occurs that requires time-out consequences a note will be sent home to the parents explaining the behavior.

Most discipline issues will be dealt with in the classroom unless, the teacher feels that it is necessary to involve the principal.

\*\*\*Parents will be notified of poor behavior by note or telephone call, so that the parents and the teacher may work together to correct the behavior.

\*\*\*Each teacher may have different behavior management strategies that she may use in her own classroom and parents will be informed of the Behavior Policies for their child's classroom.

\*\*\*This handbook is intended to be a guide to support successful experiences for everyone involved. No handbook can anticipate every circumstance or question about the program policies or procedures. As circumstances or state mandates change, the program reserves the right to revise, supplement or withdraw information in the handbook when necessary. To obtain any further information not included in this handbook, please refer to the Minford Elementary School Handbook. Also, to obtain copies of inspection reports of the program and how to file a complaint, please see the program director.