



Harrison Central Preschool Handbook

2021-2022





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This Handbook is to help you familiarize yourself with our school and our preschool program. Some concepts covered in the elementary parent handbook do not always apply to the preschool program. Please take the time to familiarize yourself with both the elementary parent handbook and the preschool parent handbook.

If you should have any questions, please feel free to contact the school at 740-942-7600. Cooperation and communication between home and school are most important.

PRESCHOOL POLICIES AND PROCEDURES

The Harrison Hills City School District has adopted the Policies and Procedures for the Early Childhood Education Program to address the needs, interests, and abilities of each child through active and quiet play.

DEVELOPMENT SCREENING PROCESS

- Upon entry to preschool each child must have a developmental screening.
- Teachers, Speech Pathologists, and School Psychologist conduct a developmental screening for adaptive, personal-social, motor, cognitive and communication domains using the Battelle Developmental Inventory, 2nd Edition, screening instrument.
- Students who are retested and do not meet the cutoff score for each area they fail will be eligible for special education services and will have an IEP implemented. A meeting with the team members will be scheduled to develop the IEP.
- Students who have an IEP will be retested in the areas that qualified them for special education services prior to exiting preschool to transition into kindergarten.

CURRICULUM

The adopted curriculum in the preschool classroom contains developmentally appropriate activities, learning environment and approaches, which meet the individual needs of children and is aligned to the early learning content standards adopted by the Ohio Department of Education. The activities will be presented in a small and/or large group setting, individual setting, or during play time activities. The classroom will be organized in a fashion of different centers for the children to play in. Each center will have a variety of activities for the children to participate and interact with other children.

The preschool curriculum is also based on activities that will improve gross and fine motor skills, cognitive skills, social/emotional skills, adaptive skills, and communication skills. These skills will be presented in small and/or large group setting, individual setting, or during play time activities.

PROGRESS REPORTS

Progress reports are sent home 3 times (beginning, middle, and end of the year) with the preschool students. The preschool students will not have an interim report sent home. The reports contain how your child is doing in preschool and also contains teacher comments. Concerns with the progress reports can be discussed with a conference requested by the parent or teacher. The parent will need to sign and return the progress report. At the end of the year the progress report will be sent home with the student for you to keep.

COMMUNICATIONS

At the beginning of each month a breakfast, lunch and snack menu will be sent home with each student for that particular month. The teacher will also send home a newsletter on a weekly basis letting you know of classroom activities and other important information. If at any time you have a concern about your child please call the teacher or send a note in the child's folder

CONFERENCES

This office is always open to anyone who wishes to confer with the Principal or teacher(s) about school business. However, we do appreciate you calling first, if possible, so that a suitable time can be scheduled for all concerns. Contact the secretary who will schedule a specific time and date at 740-942-7660.

There will be 2 conferences held each year. There will be one held around the end of the first nine weeks and also one at the end of the year to discuss transition to kindergarten, IEP goals, or educational concerns for following school year. If at any other time you would like a conference please let the teacher know so that one can be arranged.

ATTENDANCE

Parents wishing to have their children excused from school will send in advance a written excuse to the office. The excused note should include student's name, date(s) of absence, nature of absence, and parent or guardian's signature. If the absence is because of illness, the parent needs to call the school and report their child(ren) off of school in the morning. The student must then bring a note signed by the parent or guardian stating why their children were absent

ACCIDENT-SICKNESS—Parents will be notified if their child should have an accident or become sick during the school day. Parents will be requested to come to the school and pick up their child. Each child is required to have an emergency medical card on file (ONEVIEW) in the school office that states a course of action in case of emergency.

ABSENCES- Student attendance is based on hours, tardy is past 8:10AM and dismissed early is before 2:30PM.

TARDY- Students will be counted tardy if he/she is not in the homeroom by 8:10AM.
The child must have a tardy slip from the office if he/she is late.

EARLY DISMISSAL—Any student leaving the building must have a written permission to the office. An early dismissal from school will be limited to illness, emergency, or professional appointment. Early dismissal will be treated as other absences. Request for early dismissal must be made before school begins in the morning. The student dismissed from school for a professional appointment (doctor, dentist, orthodontist, human services, court, eye doctor, or professional counseling), will bring a slip back to the office upon returning that day or before school the next morning. Students who become ill during the day must report to the Nurses's office for permission to call the parent or guardian to go home. The call must be made by the Nurse.

TRANSPORTATION

BUS- Preschool students will ride the buses to and from school the same as elementary students.

Bus Arrival Time: 7:30

Bus Departure Time- 2:45

The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus drivers and other drivers on the road and to ensure safety and proper maintenance of school buses.

Students will:

1. be careful in approaching bus stops, walk on the left facing oncoming traffic and be sure that the road is clear both ways before crossing the road.
2. be on time at the bus stop in order to permit the bus to follow the time schedule.
3. sit in assigned seats. Bus drivers have the right to assign a student to a seat in the bus and to expect reasonable conduct similar to conduct expected in a classroom.
4. reach assigned seat in the bus without disturbing or crowding other students and remain seated while the bus is moving.
5. obey the driver promptly and respectfully and recognize that he/she has an important responsibility and that it is everyone's duty to help ensure safety.
6. keep the bus clean, refrain from chewing gum or consuming candy, food or drinks on the bus at any time.
7. use quiet voice when talking
8. keep head, arms, and hands inside the bus at all times
9. be courteous to fellow students and bus driver
10. treat bus equipment as one would treat valuable furniture in his/her home

11. remain seated until the bus stops, wait for the signal from the bus driver and cross in front of the bus

Failure of a student to follow these regulations may result in a write-up on a bus conduct report. Students are not permitted to change buses or ride buses to which they are not assigned. If an emergency situation arises and the parent is unable to contact the transportation supervisor, the parent must contact the building principal. Any problems other than those above should contact the transportation supervisor.

CAR PICK-UP- Doors will open at 7:30AM. Parent drop off entry will enter from Route 9 entrance. Parent drop-off will be until 8:00AM at the elementary entrance, if possible but if dropped off with high school sibling, the elementary WILL be directed to the elementary entrance. PS-6 will NOT enter into the high school doors. Students will go directly to the classroom. Afternoon dismissal begins at 2:40PM.

Walker Arrival Time- 7:30-8:00
Walker Dismissal Time- 2:40

EMERGENCY SCHOOL CLOSING

Due to adverse weather conditions or other emergencies it may become necessary to close or delay school. Please listen to: WTOV-TV, WTRF-TV, WWVA, WOVK, WRKY, WEIR, WOMP, WJER, WTUZ, and WCDK. On days with a 2-hour delay start, the students should not arrive to school before 9:30AM.

In the event of an early school dismissal, parents should discuss with their child where they should go for an alternate site if the parent is working or not at home.

REQUIRED FORMS

EMERGENCY MEDICAL FORM— At the beginning of each school term, the parent/guardian must complete the OneView form. OneView allows parents/guardians to view, complete, and sign electronic forms such as emergency medical, student demographic, and parent contact information forms. This is for when your child may become ill or injured while under school authority, or when the parents or guardians cannot be reached. This form also enables you as a parent or guardian to refuse permission to the proper school authorities to carry out any emergency treatment. This is not local school policy, but one prescribed by Ohio Law Section 3313.712. It is important that each parent or guardian complete all information requested.

PRESCHOOL RREQUIRED FORMS:

All forms must be completed prior to entry of preschool.

- Preschool Screening
- Enrollment and Racial Ethnicity Form
- Transportation Form
- Health History
- Dental Form

- Birth Certificate
- Shot Record
- Social Security Card
- Tuition/Income Form
- Income Verification Form
- Cumulative Record
- SUTQ- Family Information (JFS 01511)
- SUTQ- Transition Plan
- SUTQ- Educational Goals
- OneView- District Forms Online
- Physical and Lead Test- Your child will only be permitted in school for 30 days without a physical form and lead test. **After 30 days your child will not be allowed to return to school until the physical form is turned in.** All physicals are good for 1 year from the date of the exam. New physicals must be completed within 7 days of the expiration date.
- Proof of Residency
- Driver's License

MEDICAL AUTHORIZATION

For purposes of this policy, "MEDICATION" SHALL INCLUDE ALL MEDICINES PRESCRIBED BY A PHYSICIAN, ANY PATENT DRUG OR ASPRIN.

Before any medication may be administered to or by any student during school hours the Board will require:

1. The written request of the parent which shall give permission for such administration and relieve the Board and its employees of liability for administration of medication, and
2. The written order of the prescribing physical which shall include the pupil's name and address, the school name and class, the purpose of the medication, the dosage, the time at which or special circumstances under which medication shall be administered, the length of period for which the medication is prescribed, the possible side effects of the medication, and the doctor's emergency phone number. Both documents shall be kept on file in the office of the school nurse and building Principal.
3. The medication must be brought to the school in the container in which it was dispensed by the doctor or pharmacist and labeled with the student's name, contents, dosage, and schedule.
4. WE CAN NOT GIVE YOUR CHILD ANY MEDICATION UNTILL ALL PAPERWORK HAS BEEN COMPLETED.

COMMUNICABLE OR NUISANCE DISEASES

All students with signs of symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated. Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. The Department of Health "child day care communicable disease chart" for appropriate management of suspected illness will

be followed. The parents will be notified by phone of the child's condition when he/she has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24-hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis
6. Temperature of 100.4 degrees
7. Untreated infected skin patch(es)
8. stiff neck
9. Evidence of lice, scabies or other parasitic infestation
10. Unusually dark urine and /or grey or white stool
11. COVID 19

Any child with the following symptoms of unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, and vomiting shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the school nurse.

If a child is isolated due to suspected communicable disease shall be cared for in the following manner.

1. Cared in a room or portion of a room not being used in the preschool program
2. Within sight and hearing of an adult at all time. No child shall ever be left alone or unsupervised
3. Made comfortable and provided with a cot. All linens and blanket used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent
4. Observed carefully for worsening conditions
5. Discharged to parent, guardian or person designated by the parent or guardian as soon as practical

Re-admission is dependent upon the decision by a physician, school nurse or public health nurse. In case of doubt, the school physician is consulted.

In the case of a child who is mildly ill the child will be sent to the school nurse. The child will then stay in the nurse's office while being monitored for worsening conditions until the child feels well enough to return to the classroom.

The preschool staff will complete a six-hour class on prevention, recognition and management of communicable disease. After the completion of the six-hour class each preschool staff will take 3-hour review class every three years.

Parents are informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptom can be observed and appropriate preventive measures can be instituted. A letter will be sent home with each child in the classroom to inform the parents of the communicable disease.

Please keep your child at home when any of the following symptoms are present or have been present in the last 24 hours:

1. Flushed face—elevated temperature of 100.4 degrees or more
2. Pain in stomach
3. diarrhea
4. Nausea-with or without vomiting
5. Sore throat
6. Extremely runny nose, coughing, sneezing
7. Eye discharge
8. Unknown skin eruptions—spots or rashes

Students with diarrhea, fever, vomiting, etc. will be sent home and required to remain home at least 72 hours.

The school must be notified any time your child develops a communicable disease such as chicken pox, strep throat, measles, scarlet fever, whooping cough, ringworm, COVID 19, ect.

Lice or scabies must be reported to the school if you suspect your child may have either condition. Children determined to have lice can return to school when checked by Health Dept. Personnel (nurses or other so appointed). Readmission upon no evidence of head lice or nits. (Nit Free Policy- removal of all nits)

SCHOOL LUNCH AND BREAKFAST

PRICES: Lunch---FREE Reduced Lunch---FREE Lunch Milk--\$.50
 Breakfast---FREE Adult Lunch---\$3.00 Snack/Milk--\$.50

Breakfast and lunch are provided by the cafeteria and is free to all students.
Afternoon Snack and Milk is provided by the school and is \$.50 a day.

BREAKFAST WILL NOT BE SERVED WHEN SCHOOL IS DELYED.

DAILY SNACK BREAK

The preschool students will have a snack break daily. The snack will consist of milk and a small snack provided by the school. The cost of the milk and snack is additional to the milk at lunch. The cost the snack and milk is \$.50. It can be paid on a weekly, or monthly basis. This snack and milk money is kept separate from the milk bought with a packed lunch. The snack and milk money will go in the envelope provided at the beginning of the year. This snack and milk money will go into a different account than the lunch money. The teacher will keep track of the days paid and let you know when more snack and milk money will be needed. The snack and milk fee is required to be paid and is not based on income.

FIRE-TORNADO DRILLS

Fire and tornado drills will be held periodically during the school year. On the sound of an alarm students will move orderly through the nearest exits and stairways to a safe distance from the building during a fire drill or to their assigned area during a tornado drill. Teachers have specific drill instructions for each emergency and will direct their students accordingly.

SCHOOL GROUNDS

PARENTS-VISITORS ARE TO REPORT TO THE OFFICE AT ALL TIMES UPON ENTERING THE BUILDING. If you are here to pick up a student for early dismissal appointment, conference, etc. office personnel will notify the student or teacher involved. **DO NOT GO DIRECTLY TO THE CLASSROOM.**

If any person other than the parent or guardian is to pick up the child, the school must have a statement for the parent specifying the necessary information. **PARENTS ARE REQUIRED TO SIGN OUT STUDENTS IN THE OFFICE BEFORE LEAVING.**

While school visitation and observation by the public is welcome, guidelines have been established to assure that an atmosphere conducive to learning is maintained.

1. While parents are always welcome, we ask that you notify the teacher/office prior to your visit.
2. All visitors must first report to the office upon arrival.

PARENT INVOLVEMENT

The Board believes that parent involvement is an important part of the educational program. Current research indicates that a home-school partnership and greater involvement on the part of parents in the education of their children generally results in higher achievement scores, improved student behavior, and reduced absenteeism. All parents are encouraged to take an active role in the education of their children.

1. encourage strong home-school partnerships
2. provide for consistent and effective communication between parents and school officials
3. offer parents ways to assist and encourage their children to do their best
4. offer ways parents can support classroom learning activities
5. provide opportunities for parents in the parental involvement program

VOLUNTEERS

Current and prospective volunteers who have or will have unsupervised access to children on a regular basis may, at any time, be subject to a criminal check (BCII). Any and all information obtained by the Board or persons under this policy is confidential and shall not be released or disseminated. An applicant not hired because of information received from the record check shall be assured that all records pertaining to such information are destroyed.

CLOTHING

Clothing worn should be comfortable and clean. Make sure your child wears a coat, hat and gloves when the weather dictates. We may go outside to play on days that are above 40 degrees and when it is not too wet outside. **ALSO, AT THE START OF THE YEAR PLEASE SEND IN A CHANGE OF CLOTHES FOR YOUR CHILD THAT WE MAY KEEP AT THE SCHOOL. THIS WILL INCLUDE UNDERWEAR, SOCKS, SHIRT AND PANTS/SHORTS.**

Your child will have gym class once a week, so please make sure your child wears tennis shoes on that day. Wear clothes that will be appropriate for gym class. If for some reason your child is not to participate in gym class be sure to send in a note to the teacher.

LOST AND FOUND

Take all found articles to the office. You may inquire about lost articles there. NEVER send a great amount of money to school. Please do not allow the children to bring toys from home. They may get lost, broken or have problems sharing the toys with others. All items in the lost and found will be disposed of at the end of the year.

REST TIME

Each child will have a nap/rest time in the afternoon. A small blanket and travel pillow, instead of a full size one, is mandatory. The blanket will be kept at school and sent home weekly for washing. The blankets and pillows must be returned in a small bag labeled with your child's name. We cannot permit homemade blankets because of our fire and safety regulations.

BOOK BAG

Please send a full-size book bag with your child to school everyday. Many important and colorful papers come home every day that your child will want to share with you. Also, there might be a note from your child's teacher or a note from the school office, so please make sure that you check your child's book bag everyday. The blue folder needs to be packed in the book bag daily also. Please put your child's name on the book bag.

SCHOOL PICTUES

School pictures are usually taken in the fall and again in the spring. More information will be sent home when the time comes.

BEHAVIOR PLANNING

As part of a child's total learning experience in preparation for future challenges, it is sometimes necessary to correct inappropriate behavior in a constructive manner. Some constructive, corrective measures used may include verbal redirection, separation from problem situations, talking with the child about the situation, praise for appropriate behavior, timeout, or restriction of privileges. Teachers are encouraged to take such action in a positive, progressive manner that benefits the child. The methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. No cruel, harsh, corporal punishment or any unusual punishment 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 himself or his 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 staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program

Parental conferences may be held at the discretion of the teacher or principal when necessary. Parents may arrange for a conference at any time by contacting the school office or teacher.

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school and classroom regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive, or inappropriate behavior by its students. It is hoped that school discipline will be reinforced at home to ensure consistency for the benefit of each child.

PERMANENT RECORDS

When a student enters school a record of the student’s history is started. This record follows the student through school until he withdraws or graduates from high school. It generally contains the student’s academic accomplishments and other related information that may assist the present as well as the future teachers to better help the student in a learning situation. The accuracy of certain information, namely: exact name (legal name). Birthday and parent’s names are very important. An emergency number is also important in case of an accident or sickness.

WITHDRAWING FROM SCHOOL

Any student withdrawing from school must report to the school office and turn in all school supplies used at home. Parents are to give the secretary the date of withdrawal and the name and address of the new school you plan to attend. A transcript of your grades and health records will be forwarded to the new school after a release is signed by the parent or guardian. All outstanding fees must be paid for these records to be released to the new school.

DIVORCED PARENTS OR CUSTODIAL PARENTS

The school wants to cooperate with the parents of our students, but we must do so according to Ohio Law. Sometimes parents have disagreements and make request of school personnel regarding releasing children during the school day. If custodial arrangements, which have been court ordered, restrict access to the child or his/her records, a copy of that order must be on file in our office. This court-issued document directs the school.

INSPECTION REPORTS AND COMPLAINTS

Parents may request copies of the program compliance report at any time. The reports will be posted in the school office for parents to view. If a parent would like a report sent home they will need to contact the school in writing requesting a copy of the compliance report.

During the course of the year if the parent has a complaint there would be a series of steps the parent would need to follow. The steps are as follows:

1. Parent present complaint to teacher.
2. If the teacher and parent cannot resolve the complaint then the parent would complete a formal written complaint to principal.
3. If complaint still is not resolved with principal, the parent would take the complaint to the Superintendent by phone call or written letter.
4. If parent still is not satisfied with Superintendent's resolution, then the parent would take their complaint to the school board by attending a school board meeting.
5. If complaint is still not resolved then parent would take their complaint to Ohio Department of Education.

Dear Parent/Guardian,

As the new year begins, we know you are overwhelmed with paper work, but we are asking you to please read and acknowledge your understanding of the Parent Handbook. It is very important that we have an open communication with parents and families of our children. The handbook has been written to help you understand the policies and procedures of our school. Please read the information, it will probably answer most of your questions about our school, but if you have any questions please do not hesitate to call the school at 942-7600.

Below is an acknowledgment stating that you have read the handbook and understand our policies & procedures. Please sign the form and return it to the school as soon as possible.

Thank you so much for your cooperation. We are looking forward to a great school year.

Child's name _____

_____ Yes, I have read the Preschool Handbook and understand the Policies & Procedures of the school.

Parent/Guardian Signature _____

