

East End Elementary School
Preschool Program Guide

IMPORTANT!

Please tear off this page and return it to school.
Keep the handbook at home for your references.

I have received and read a copy of the East End Elementary School Preschool Program Guide, which includes the Wilmington City Schools Behavior Management Policy.

Student's Name: _____

Preschool Teacher: _____

Parent's Signature: _____

Date: _____

Wilmington City Schools District
East End Elementary School

PRESCHOOL
PROGRAM
GUIDE

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Philosophy

Knowing that each student is unique, with an individual pattern of growth and development, the Wilmington City Schools District's preschool curriculum, materials and staff are responsive to the needs, abilities, and interests of each student. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities. The preschool program is designed to meet the needs of young students, age three to five. It provides experiences that enrich and enhance each student's creative, language, social, emotional, daily living, physical (both motor and physical), and cognitive development.

Within the center's daily schedule, each student has opportunities to create, to explore the environment, to learn problem solving and personal interaction skills, and to grasp concepts through supervised play and other structured and unstructured activities.

Students develop positive self-concept through a balance of teacher-directed and self-directed activities. Opportunities for individual work are provided through the use of playtime and group activities.

Staff members serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each student's individual needs.

Related services are provided by specialists either within the classroom or removed from the classroom as each student's needs require.

Parents are respected as the primary and most important provider of care and nurturing. Preschool emphasizes and promotes parent-teacher partnerships in childcare and education.

Program Description

The Wilmington City School District preschool offers an integrated preschool setting with a ratio of eight (8) students with special needs

to four (4) typically developing peers. Students with developmental disabilities will be working and playing, side by side with their non-disabled peers through the preschool curriculum and Early Learning and Development Standards. Tuition is required for non-disabled students. Preferential placement will be given to four (4) year olds. (State and federal funding supports the education of disabled children beginning at age three (3), so there is no fee for children with disabilities.) In the event that the program becomes full (12 maximum per class), parents will be able to place their non-disabled children in a lottery for any openings that occur.

Requirements for participation

1. The student must be at least three (3) years old but not six (6) by September 30th.

2. Typically developing students only are required to be potty trained by the start of school. Other eligibility requirements exist when identifying students with developmental needs, and are listed in Rules for the Education of Preschool Children with Disabilities Served by The Public Schools and County Boards of Developmental Disabilities (Chapter 3301-31 of the Ohio Revised Code).

Program Objectives

Objective 1:

School staff will continue to learn about and implement best practice principles regarding preschool early intervention through a variety of ongoing professional development opportunities.

- School staff will attend college courses, seminars, and/or workshops regarding the Ohio Early Learning Content Standards and Preschool Early Intervention (special education), including state and/or local Early Childhood Conferences.
- Teachers will have opportunities to meet with other local Early

Childhood Preschool Intervention Specialists to problem-solve and to share skills, knowledge, and ideas with each other.

- The Speech and Language Pathologist (SLP) will communicate with other SLP's throughout the county to meet, problem solve, and share ideas in order to increase quality of service to the children.

Objective 2:

- Increased communication will be fostered between preschool staff and families of our students.
 - Teachers will initiate personal contact with families at least four times a year via home visits and/or phone calls to establish and maintain open communication.
 - Teachers will utilize a digital platform called Dojo to communicate with families multiple times per week.
 - Information regarding curriculum and classroom activities will be sent home via newsletters and Dojo.
- Parents will be encouraged to participate in their student's conferences, IEP/ETR meetings, field trips, programs, special school activities, and informative workshops which may be applicable to their student's specific needs.
 - The school staff will host annual parent education events to provide information and to foster active parental involvement in their student's education.

Objective 3:

School staff will increase communication amongst teachers, aides, and Service providers in order to provide better instruction for our students.

- Teachers will meet on a monthly basis to discuss curriculum and assessments, and to allow for collaborative planning.
- Teachers will meet with aides on a monthly basis to discuss student progress, lesson plans, observations of students, and

reflections of student learning.

Preschool Parent Involvement and Participation

A good preschool program enables parents and teachers to work together to share talents, knowledge, and energy for the benefit of their students. Parental involvement is vital to the success of our program.

There are three (3) areas in which a parent may contribute knowledge to benefit the overall preschool program:

1. Each student's parents serve as the most informed expert for their student. Preschool staff members encourage each parent to share important knowledge about their student to enable the most individually tailored program possible.
2. Parents are a child's first teacher; young children are constantly learning and the cooperative effort of the staff, volunteers, and parents allow the child to grow and learn most effectively in all settings.
3. Parents are asked to attend family night activities throughout the school year.

Parents are welcome to contact or visit the preschool site at any time to discuss ideas, ask questions, or share a concern. All visitors are required to sign in at the school office and obtain a visitor's badge before proceeding to the classroom.

Parents are informed and encouraged to attend/volunteer for various preschool functions such as PTO meetings, parent meetings, parent training sessions, special meetings, field trips, Family Nights and other opportunities provided within each preschool classroom or in cooperation with the preschool.

Parent-teacher conferences are scheduled throughout the school year to address any concerns or update the student's progress. If additional

time is needed please contact your student's teacher.

Preschool Schedule

Program hours Monday through Thursday:

AM classes - 9:05 - 11:50

PM classes - 1:00 – 3:45

Fridays are set aside for assessments, program planning, conferences, and in-services for the preschool staff.

Preschool Attendance Plan

Good attendance is one of the most important factors in your child's education. If your child will be absent from preschool, please call the attendance hotline at 382-4669, ext. 2, between 8:30 and 10:00 a.m. If the school does not hear from you by 10:00, we will attempt to contact you by phone. If we do not hear from you it will be marked as an "unexcused absence".

Transportation

Transportation will be provided for all students identified with a disability. Non-disabled students are transported by their parents or guardians. In order to ensure the safety of your student, a staff member will be waiting to greet and supervise him or her when you bring him or her to the appropriate school door. Children being transported by the district will be escorted to and from the bus by a staff member. Parents dropping off or picking up their child must park their car and walk their child to the door. At dismissal, preschool students are NOT dismissed unless the parent comes to the door. We ask that parents remain parked while the bus is loading and unloading to ensure the safety of all students.

Snacks

Students will have snack time each day. These snacks will be provided through our food services due to the regulations and guidelines we must follow for preschool programs. We may also have

special snacks due to special events such as parties, birthdays or along with literature.

Field Trip Information

Whenever students are transported or escorted away from the preschool center for field trips or other outings, the following requirements will be met:

1. A first aid kit and a person trained in first aid will be available.
2. Each student's emergency authorization form shall be available on the trip or outing.
3. The health record of any student who has allergies, handicapping conditions, or health conditions such as special procedures or precautions that may be indicated must be available.
4. Preschool teachers, assisted by other preschool staff members, are responsible for supervision. No child will ever be left alone or unsupervised.
5. Student/staff ratio requirements shall be met.
6. Only preschool students, staff members, and chaperoning parents are permitted to ride the bus. No siblings will be permitted to ride the bus.
7. The State of Ohio shall license each vehicle that is owned, leased, or hired by the preschool center that transports children.
8. All field trip fees, when required, are to be paid in advance. Upon return from a field trip, a particular area will be designated for parents to pick up the children.

Inclement Weather Plan

During inclement weather, please tune to local radio or TV stations in your area for school closings, delays, or early dismissals. Preschool classes will follow the same operating schedule as Wilmington City Schools. If there is a two-hour morning delay the morning session will be cancelled. If there is a one hour delay students will still attend. If there is a two-hour early

dismissal the afternoon session will be cancelled.

Clothing and Diapering

Students should be dressed appropriately for having fun and learning. We bake, paint, make mud pies, and do other messy activities. Don't worry if your child comes home a little messy from time to time - this is part of learning and experiencing new things. We also play outdoors (weather permitting) so please do not send your child to school in sandals, jellies, thongs, dress shoes, or other shoes with slick soles or minimal support. Please label all clothing items, including boots, mittens, hats, coats, backpack and toys with your student's name.

Diapers and supplies must be supplied by each parent whose child is not potty trained. If possible, pull-ups with tabs have been helpful in working on toileting with students. A diapering policy is posted in each classroom. Extra clothing is requested for all children in case there is an accident. Please keep one set of extra clothes in your child's backpack at all times.

Safety

We take the safety of your child seriously. Please help as needed to assist us with the following:

1. No student shall ever be left alone or unsupervised.
2. Smoking is not permitted on school property, including parking lots and playgrounds.

Monthly fire drills will take place and records of these events will be maintained in the office. At least one person trained in First Aid and Common Childhood illness shall be with the students in the preschool and while on field trips or other outings. An incident report will be completed when an accident or injury occurs. A telephone is located in each classroom at East End Elementary. All parents and guardians are required to leave contact information so they can be reached at any time while their child is at school. If you contact information

changes throughout the year, please make sure you update that information in Final Forms. No toys or pets are to be brought to school unless a special day is designated by the teacher. The district policy regarding weapons prohibits the carrying and or use of any weapons including toy weapons. Please do not allow your student to bring toy weapons to school. Minor scrapes and scratches will be cleaned and bandaged if appropriate. Those injuries that are more serious will be brought to the attention of the parent. If the parents cannot be contacted, directions as indicated on the emergency medical form will be followed.

Release of Student from School

Parents or guardians who bring their student to school after 9:00 a.m. must sign in at the office. A student will not be released to anyone other than the parent or guardian unless the school is notified (based on the Transportation Release Authorization Form). A driver's license will be needed to verify adults whom the teachers do not recognize. We do this to ensure the safety of all students and your cooperation in this effort is greatly appreciated.

Reporting of Child Abuse or Neglect

The staff of Wilmington City School District are required by law to report suspicion of child abuse or neglect to the proper agency. The following information is given in such a report:

1. The name, age, and address of the student suspected of being abused or neglected.
2. The names of the student's parents or guardians, and the names and ages of other people living in the child's home.
3. The nature and extent of the student's injuries, abuse, or neglect,

including evidence or previous abuse or neglect, if known.

4. The reason for suspecting abuse.

Enrollment Forms and Documents

The school must have the following items on file before your student can attend the preschool program:

1. General Information Form
2. Emergency Medical Form
3. Transportation Release Authorization Form
4. Physical Form (within first 30 days)
5. Dental Form (within first 30 days)
6. Class Roster Permission Form
7. Media Release Form
8. Birth Certificate
9. Proof of residency
10. Immunization Record
11. Social Security Card
12. Divorce agreement or other court documents establishing custody, if needed.

A roster of names and telephone numbers of the parents and guardians of preschool children attending the center is given to each parent or guardian with permission.

Communicable Disease Policy and Procedures

The preschool staff will conduct a daily health check as students enter the classroom. Parents will be notified immediately if a staff member suspects any illness.

Students will be isolated if they display the following symptoms and should

not be sent to school with the following symptoms.

1. Head or body lice, scabies, or other parasitic infestations.
2. Fever or temperature over 100 degrees Fahrenheit within the past 24 hours.
3. Diarrhea within the past 24 hours.
4. Vomiting within the past 24 hours.
5. Sore throat that persist more than 24-36 hours.
6. Severe coughing (coughing that causes the child to become red or blue in the face or to make a whooping sound.)
7. Conjunctivitis (pink eye)
8. Yellowish skin or eyes
9. Untreated infected skin patches
10. Infected or draining ears
11. Green, thick mucus from the nose
12. Difficulty breathing or rapid breathing
13. Stiff neck

While the student is isolated, he or she will be carefully monitored for additional symptoms as well as any of the following:

1. Unusual spots or rashes
2. Sore throat or difficulty swallowing
3. Vomiting
4. Evidence of lice, scabies, or other parasitic infestation

A student isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion of a room not being used for other students.
2. Within the sight and hearing of an adult at all times.

3. Observed carefully for worsening conditions.
4. Discharged to a parent or guardian, or person designated by the parent or guardian, as soon as possible.

NOTE - An exclusion notice will be sent home with a child if a communicable disease is suspected. An attending physician must sign a readmission statement before the student can attend school again.

The preschool staff shall follow the Wilmington City Schools Policy for appropriate management of Suspected illness.

Tuition and Fees

Students who are identified with a disability attend preschool at no charge. Typically developing students pay monthly tuition fee.

Tuition is due the first week of each month. A late charge will be added to the monthly tuition amount if it is paid after the fifteenth of the month. A student will not be permitted to attend the program until payment or arrangements are made after the 15th. If there is a circumstance making it impossible to pay tuition on time please contact the office and we will work with you.

Preschool Discipline Policy

The Wilmington City School Preschool Staff will use positive reinforcement and Positive Behavior Supports to help children develop acceptable behavior. Physical punishment of any kind is prohibited.

Staff and volunteers will:

1. Set positive limits and communicate limits clearly to students and adults.
2. Assist students in making smooth transitions between activities.
3. Schedule activities in ways which are comfortable and which

consider the total needs of the student.

4. Encourage the development of social skills by providing a favorable environment for mutual respect, sharing, and cooperation.
5. Encourage students to recognize, accept, and respect the feelings and rights of others by providing support and assistance when needed.
6. Respect each student as an individual and consider his or her feelings and thoughts.
7. Work with students to help them resolve problems (instead of solving problems for them).
8. Anticipate problem areas and take actions to avoid them.
9. Always be within sight and hearing of every student. A student may be removed to a quiet spot with an adult when necessary.
10. Hold a student to quiet him or her if injury to the child or others is likely. The adult will then talk to the student and help the student work through the problem.
11. Encourage students to express their feelings and provide assistance and support as **needed**.

Behavior management

1. A preschool staff member in charge of a student or group of students shall be responsible for discipline.
2. The Wilmington City Schools Preschool methods of discipline shall apply to all persons on the premises and shall be restricted as follow:
 - (a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 - (b) No discipline shall be delegated to any other child.
 - (c) No physical restraints shall be used to confine a child by any means other than holding a student for a short period of time,

such as in a protective hug, so the child may regain control.

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

(e) No student shall be subjected to profane language, threats, or derogatory remarks about himself or his family or other verbal abuse.

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

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

(h) The preschool shall not abuse or neglect students and shall protect students from abuse and neglect while in attendance in the preschool program.

Parent Assurances

The Wilmington City Schools Preschool Program is responsive to the individual abilities and interests of students. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities.

You may be assured that every effort will be made to serve the students by providing them with enriching experiences to enhance cognitive development.

Additionally, the preschool program will emphasize and promote parent-teacher partnerships in child care and education. We recognize that preschool education can have a positive effect on a student's life both at home and at school. Our staff understands that each student develops at

his or her own rate and that each student is an individual.

The preschool program does not discriminate in the acceptance of students on the basis of race, color, religion, gender, national origin, or disability. The application process is available from the Wilmington City Schools website, www.wilmingtoncityschools.com or from Wilmington City Schools Central Office.

The Ohio Department of Education issues each Preschool Center a license that is posted in each center. The center's licensing record includes compliance reports and evaluations from the Health, Building, and Fire Departments that inspect the center. These are available from the office upon request.

2020-2021 Preschool Goals

1. Staff will create a Google Form with possible topics to host during the annual events. Based on feedback from the form, the staff will create professional development on the topics that parents are most interested in learning more about for their child.
2. Wilmington City Schools Preschool will improve family partnerships by involving families in the planning of Parent Education Events. By completing this goal, we will have helped families build relationships with other families in the area as well as create a support system for families of preschoolers with disabilities.
3. Community Outreach - Wilmington City Schools Preschool will coordinate a family outing with community partners.
4. Wilmington City Schools Preschool will create opportunities for students to have a smooth transition from preschool to school-age.
5. Wilmington City Schools preschool will increase parent volunteer opportunities.