



Preschool

Parent Handbook

2023-2024

Read...Write...Play...Every Day!



Philosophy and Goals

Warren City Schools believes that all children are born ready to learn. Because language is the foundation for all learning, our preschools are literacy based and rich in talking, listening, singing, reading, and writing. Classrooms are arranged to promote a community of learners. Skilled teachers use developmentally appropriate materials to provide a variety of experiences designed to create future young learners that are ready for school success.

Because learning thrives in a caring environment, our teachers actively encourage positive personal connections and healthy relationships with their students and among classmates. In fact, building and maintaining social skills and good interpersonal relationships are a fundamental part of our preschool's curriculum.

Developmentally Appropriate Activities

The Ohio Department of Education Early Learning Content Standards establishes a framework for instruction to meet the needs of all children. Our preschool curriculum addresses the development and growth of the whole child. Your child's preschool teacher has a full understanding of child development and provides daily instruction in a child-friendly environment. Our behavior management and discipline plan is also developmentally appropriate and encourages positive behavior through guidance, redirection, separation, conversation and praise for good choices. All policies and procedures ensure the safety and the physical and emotional well-being of all students and staff. Our preschoolers are never corrected, disciplined or punished using cruel or harsh measures. (Board Policy #2280.05 PUBLIC SCHOOL PRESCHOOL PROGRAM BEHAVIOR MANAGEMENT/DISCIPLINE CODE.0

Family Involvement in Preschools

Preschool orientation, parent meetings, conferences, newsletters, open house/meet the teacher events and classroom visits are available to all our preschool families. Family members may also participate in the program by preparing classroom materials or helping out in the classroom on special days. Families are encouraged to communicate with staff about any and all parts of the preschool program, both verbally and in writing. Any parent of a child shall be permitted unlimited access to the school during hours of operation, to contact his or her child, to evaluate the care provided by the program, the premises, or for other purposes approved by the director. All parents shall sign in upon entering the main office, as well as upon entering the preschool classroom.

Safety

Your child's safety and security is of the highest priority. Our preschoolers are always under adult supervision. Whether it is a parent, teacher, teacher's assistant, bus driver, secretary or administrator, children are with adults at ALL times. There is a First Aid Kit and telephone in every preschool classroom.

All teachers and teacher's aides attend approved courses to maintain their certification in First Aid, CPR, Communicable Disease Recognition & Management, and Child Abuse Recognition & Management. School staff is required by law to report suspected neglect or abuse. Emergency evacuation routes are posted and practiced. Preschool is closed if the school is closed. In cases of bad weather in the middle of the day, afternoon preschool will be cancelled. Please listen to the local TV and radio stations or call the school.

The use of spray aerosols is not permitted. Only spray pumps with approved solutions may be used.

Health

Our preschool facilitates and supports the healthy development of our students. As such, medical and dental exams are required for participation in the program. A medical statement must be completed each year. This medical statement (provided) is due within the first 30 days of school. A dental statement (provided) is due within the first 60 days of school. Children who begin school late have 30 and 60 days from the first day of their attendance to return these forms. Allergies are listed on your child's enrollment form. An emergency medical form must be completed and kept on file in the classroom with your child's teacher.

Management of Communicable Disease

Our preschool program follows the Preschool Licensing Rules, the Ohio Department of Health Communicable Disease Chart and the Board of Education's Policies. All preschool staff attends Communicable Disease Training every three years. To prevent common childhood illnesses, all children and staff wash their hands upon entering the classroom and at other appropriate times during the school day.

Your child's teacher will send students home who require more care than usual due to minor symptoms of illness or injury. Parents/guardians will be called to pick up an ill or injured child, as these children may NOT ride the bus.

Your child will be welcomed back to school once they have recovered. For instance, your child must be free of vomiting, diarrhea, and or fever for 24 hours before being allowed back to school. Sick children should be kept home so they do not make others ill. Children cannot return to school until they are well and no longer contagious to the other children, in the case of a very contagious disease, a doctor's statement may be required.

Management of Communicable Disease Continued:

The school nurse must check children who are sent home due to head lice before being readmitted to school. If your child is exposed to a contagious disease at preschool, you will receive a phone call or note explaining their exposure.

The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms shall be isolated immediately and discharged to the parent:
 - a. Diarrhea (more than one abnormally loose stool within 24 hour period);
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficult or rapid breathing;
 - d. Yellowish skin or eyes;
 - e. Conjunctivitis (Pink Eye)
 - f. Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and/or grey or white stool;
 - i. Stiff neck; or
 - j. Evidence of lice, scabies, or other parasitic infestation;
 - k. Unusual spots or rashes;
 - l. Sore throat or difficulty swallowing;
 - m. Elevated temperature;
 - n. Vomiting.
3. The program shall notify parents/guardians that children have been exposed to a communicable disease, such as pink eye, strep, etc. via letters for exposure notifications developed by Akron Children's Hospital.

Any child isolated due to suspected communicable disease shall be:

1. Cared for 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 times. No child shall ever be left alone or unsupervised;
3. Made comfortable and provided with a cot. All linens and blankets 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, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

Management of Communicable Disease Continued:

Any child who is mildly ill, experiencing minor cold symptoms, but not exhibiting any of the symptoms listed previously, or does not feel well enough to participate in activities will be:

1. Monitored for a developing fever;
2. Within sight and hearing of an adult at all times in order to continuously monitor developing symptoms;
3. Encouraged to use proper coughing etiquette and hand washing procedures;
4. Assisted in keeping the nose clear of mucus (if necessary);
5. Encouraged to drink fluids and
6. Parent/guardian will be informed immediately of the situation.

Food and Medication

We are proud to serve only meals that meet the USDA Nutritional Standards. We encourage you to take advantage of this service. Make your child's teachers aware of any concerns or food issues that you have for your child. Food allergies are monitored very carefully through nursing services and school dietitians. If there is an allergy or other medical condition requiring a special diet, please have your pediatrician complete a medical care plan. Your teachers will help you obtain proper forms through the school nurse. If you do pack a lunch, it must meet 1/3rd of the daily nutritional requirements or we must substitute what is missing. Please consult your child's teachers before sending any food as food allergies of all children must be monitored and respected.

Inspection Reports

You may request a copy of the Ohio Department of Education Preschool Inspection Reports. A copy will be displayed in the classroom with the program license.

Behavior Management/Discipline Code

It is the goal of the Warren City School District Preschool Program Behavior Management/Discipline Code to encourage positive behavior through relationships with children and their families. To reinforce positive behavior, staff members make use of appropriate guidance and management techniques, including redirection, separation from the problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior. A child may be directed to a quiet area for no more than two (2) or three (3) minutes to self-regulate emotions.

Behavior Management/Discipline Code Continued:

Any other discipline or management procedure other than those described in the paragraph above must be discussed with the child's parent or guardian in a face-to-face meeting with the child's teacher and the program director.

The outcome of the meeting and behavior plan, if needed, must be documented in writing and signed by a parent, guardian, teacher and supervisor before any other behavior management/discipline techniques are used.

In addition, the Warren City School Policy 5600, *Student Discipline*, is followed for students in the Public Preschool Program.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center.

This written policy shall be on file at the center for review.

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

Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

The center's actual methods of discipline shall apply to all persons on the premises and according to the Ohio Code 3301-37-190 the following IS NOT PERMITTED:

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, and 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.

Behavior Management/Discipline Code Continued:

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.

The parent of a child enrolled in a center shall receive the center's written discipline policy.

All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Medication Policy

Warren City Schools collaborates with **Akron Children's Hospital**, and all of their procedures and regulations are followed at all times.

Medications, vitamins or special diets may be administered to children only under the following conditions:

1. The medication must be prescribed by a licensed physician and filled by a pharmacist, and in the original container.
2. The label must be legible and contain the physician's name, name of the pharmacy, name of the child, date and must specify time and exact dosage to be given, including how -- orally or topically.
3. Medication and vitamins may not be given beyond the expiration date verified by the physician.
4. The staff member responsible for giving the medication or vitamin must sign the medication administration record each time the medication is given.
5. Medication must be brought to school by a parent or guardian.
6. All medication will be kept in a locked box in the child's classroom along with all medication forms and the medication administration record. If medication requires refrigeration, it will be stored in the classroom refrigerator in a locked bag.
7. Diaper rash creams- OTC diaper rash creams can be administered with a non-prescription form provided by the school. Prescription diaper rash creams must be on a prescription form.
8. Have your pediatrician complete a new medicine form for the child if the medicine or dose changes.

Medication Policy Continued:

Additionally, all prescription medication requires an ODE Preschool Medication Form. Please see your child's teacher for this form. This form requires a physician signature as well as a parent signature for it to be administered in the school setting.

All expired medication or medication that is not picked up at the end of the school year will be properly disposed of by the school.

With the exception of diabetes care covered under Policy 5336, provided they have completed the requisite training, the following staff are authorized to administer medication and treatment to students:

1. Principal
2. Teacher
3. School nurse
4. Building secretary
5. Aide
6. Others designated by student's IEP and/or 504 plan
7. Any other person designated in writing by the principal

With the exception of diabetes care covered under Policy 5336, the Board shall permit the administration by a licensed nurse or other authorized staff member of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both medication and the procedure are prescribed by a licensed health professional authorized to prescribe drugs and the nurse/staff member has completed any and all necessary training.

All dental disease prevention programs, sponsored by the Ohio Department of Health and administered by school employees, parents, volunteers, employees of local health districts, or employees of the Ohio Department of Health, which utilize prescription drugs for the prevention of dental disease are exempt from all requirements of this policy.

The Superintendent shall prepare administrative guidelines, as needed, to address the proper implementation of this policy.

Warren City School Students with Diabetes Policy

The Board of Education is committed to ensuring that each student enrolled in the District who has diabetes receives appropriate and needed diabetes care in accordance with an order signed by the student's treating physician.

Diabetic Policy Continued:

The diabetes care to be provided includes any of the following:

1. checking and recording blood glucose levels and ketone levels or assisting the student with checking and recording these levels;
2. responding to blood glucose levels that are outside of the student's target range;
3. in case of severe hypoglycemia, administering glucagon and other emergency treatments as prescribed;
4. administering insulin or assisting the student in self-administering insulin through the insulin delivery system the student uses;
5. providing oral diabetes medications;
6. understanding recommended schedules and food intake for meals and snacks in order to calculate medication dosages pursuant to the student's physician's order;
7. following the physician's instructions regarding meals, snacks, and physical activity; and
8. Administering diabetes medication, as long as the conditions described below are satisfied.

Within fourteen (14) days after the District receives an order signed by the student's treating physician, the Board will inform the student's parent or guardian that the student may be entitled to a Section 504 Plan regarding the student's diabetes.

With regard to the administration of diabetes medication:

1. The diabetes medication may be administered by a school nurse, or in the absence of a school nurse, such medication can be administered by a school employee who has received training provided by the Board that complies with the Ohio Department of Education's training guidelines, and complies with the following requirements:
 - a. the training must be coordinated by a school nurse, or if the school does not employ a school nurse, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes.
 - b. The training will take place prior to the beginning of each school year or, as needed, not later than fourteen (14) days after the Board receives a physician's order related to a student with diabetes.
 - c. Upon completion of the training, the Board will determine whether each trained employee is competent to provide diabetes care.
 - d. The school nurse, medical or osteopathic doctor, registered nurse, or licensed practical nurse that provided the training will promptly provide all necessary follow-up training and supervision to an employee who receives training

Warren City School Students with Diabetes Policy cont.

2. The principal of a school attended by a student with diabetes will distribute a written notice (see Form 5336 F1) to each employee containing the following information:
 - a. A statement that the school board is required to provide diabetes care to a student with diabetes and is seeking employees who are willing to be trained to provide that care.
 - b. A description of the tasks to be performed.
 - c. A statement that participation is voluntary and that the school district will not take action against an employee who does not agree to provide diabetes care, including that the employee will not be penalized or disciplined for refusing to volunteer to be trained in diabetes care.
 - d. A statement that training will be provided by a school nurse, a medical or osteopathic doctor, a registered nurse, or a licensed practical nurse with expertise in diabetes to an employee who agrees to provide care.
 - e. A statement that a trained employee will not be subject to disciplinary action by the Board for providing care or performing duties to students with diabetes.
 - f. A statement that a trained employee is immune from liability for damages in a civil action for injury, death, or loss to person or property allegedly arising from providing care or performing duties (unless the act or omission constitutes willful or wanton misconduct).
 - g. The name of the individual to contact if an employee is interested in providing diabetes care.

The school nurse and/or the school employee can only administer diabetes medication as described above if the requirements of Policy 5330 are met.

A student's diabetes medication will be kept in a locked bag in the refrigerator in the preschool classroom or in the medication lock box in the preschool classroom.

Diabetic Policy Continued:

The Board will provide training in the recognition of hypoglycemia and hyperglycemia, and actions to take in response to emergency situations involving these conditions, to both of the following:

- a. A school employee who has primary responsibility for supervising a student with diabetes during some portion of the school day, and
- b. A bus driver employed by the Board who transports a student with diabetes.

By December 31 of each year, the Board will report to the Ohio Department of Education the following information regarding students with diabetes:

- a. The number of students with diabetes enrolled in the District during the previous school year, and
- b. The number of errors associated with the administration of diabetes medication to students with diabetes during the previous school year.

Dress Requirements

Your child will work and play in preschool every day! Please dress them in play clothes and sturdy shoes. Pull-on clothing is required for children who cannot do buttons, snaps, zippers, buckles, or other fastener. Slip-on shoes or shoes with Velcro fasteners are required for children who cannot yet tie shoes.

Your child's clothing may become wet or dirty at school. Please send an extra set of clothing for the exclusive use of your child.

Outdoor play is almost always a part of your preschooler's day. The children go out for brief walks and for gross motor play. Please dress your child for the weather. During cold weather your child should have hats, mittens, boots and a warm coat. When boots are worn, please send a pair of shoes for indoor wear.

Attendance

Attendance Matters! For your child to get the full benefit of preschool, punctual daily attendance is required. To establish first-rate school habits, please have your child prepared for a good day. Wake your child up with plenty of time to wash, dress, brush teeth and welcome the new day with a positive attitude. These routines should be practiced daily to build good personal habits. Your child's thoughts and feelings about school will be a direct reflection of your thoughts and feelings about school, so stay positive.

Children are absorbing new knowledge and developing new skills every day. Missing just a few days of school can put a child behind. However, sometimes situations arise where your child is not able to attend school. Absences of **12 CONSECUTIVE days** will be reviewed, and may result in your child being withdrawn from our program. Therefore, communication is key! Keep in touch with your child's teacher or the family liaison and notify us of long-term situations that require absence. A written notification (note, email, or REMIND message) is always required to excuse an absence.

What should I do if my child is sick and has to miss a day or two?

Parents must call the teacher and bus personnel before the start of the school day if your child is not coming to school. (**Community Busing 330-369-6060**) Other phone calls should be made to your child's teacher before the children arrive in the morning or after 4:00 pm, unless there is an emergency. The teacher's full attention is needed for the children throughout the day.

How to call your child off:

1. Call Community Busing at **330-369-6060**.
2. Call your classroom teacher and leave a message if there is no answer.

Jefferson	Mrs. Roberts	330-675-6990
Jefferson	Ms. Judd	330-675-6991
Lincoln	Ms. Bell	330-373-4578
Lincoln	Mrs. Williams	330-373-4577
Lincoln @ Willard	Miss Readman	330-675-8659
McGuffey	Mrs. Gilligan	330-675-6971
McGuffey @ WGH	Ms. Hernandez	330-675-8601
Willard	Mrs. DeJean	330-675-8657
Willard	Mr. McKenzie	330-675-8660
Willard	Mrs. Drotar	330-675-8658
WGH	Miss McKinstry	330-675-8600

3. ***Send in a written excuse for your child the day they return to school***

Admission, Withdrawal and Student Records

Preschool students are enrolled and withdrawn, and records kept according to the District's Policy. Registration must be complete before the start of school.

Parents/guardians must report changes in name, address, phone number, or custody status to the school office as soon as the change occurs. School staff will advise parents whether or not to contact Student Services at the Warren City Schools' Board of Education. This ensures your child's safety and security while at school.

Preschool Progress Reports

A preschool literacy assessment, AGES and STAGES-3 and AGES and STAGES: SE-2, collected work or work samples and teacher observations are compiled for each child. A report on student progress will be given to families several times this year.

Conferences

Conferences are held twice a year. Parents/guardians are required to attend both of them. Additional conferences may be scheduled at the request of the family or the teacher. Your preschool teacher will make every effort to schedule conferences at convenient times for your family.

Naptime Procedures

Children attending our program longer than 5 hours will be offered a rest time, which is flexible according to student need and shall not exceed one and one-half hours. Each child will have their own individual mat for exclusive

Solving Problems

If there is ever a concern or question that you have about any part of this Preschool Program, please discuss them with your child's teacher. If a good solution cannot be reached with them, call the PK-2 principal:

Jefferson	Ms. Carrie Boyer	330-675-6960
Lincoln	Mrs. Treva Pytlik	330-373-4500
McGuffey	Mrs. Jeanne Reighard	330-675-6980
Willard	Ms. Carly Polder	330-675-8700

Additionally, the WCS Preschool Coordinator, Kelly Hutchison, may be reached at **330-841-2321 ext. 7205**. Anyone who has a complaint about this program may call the Ohio Department of Education Ombudsman at 614-466-4839 or the Office of Early Childhood Education at 614-995-9974.

Acknowledgements

Our thanks to the Ohio Department of Education for the development of the Early Learning Content Standards (2008) and the Preschool Licensing Rules (2014), as well as the Trumbull County Educational Service Center. We use information from their documents as a framework and as guidance for the Parent Handbook. The Ohio Department of Education website at www.ode.state.oh.us has information about early childhood education and all public education in Ohio. All families are invited to access this information.

The Warren City School District website at www.warrenschoools.k12.oh.us has information about the District, as well as policies and procedures which govern its programs. All families are invited to access this information.

