

Wayne Local Schools

PRESCHOOL PROGRAM



**Parent and Student Handbook
2024-25 School Year**

www.wayne-local.com

**Send forms or checks to:
WLS Elementary or pay
online through PayFort.net**

**First day of Preschool
August 26, 2024**

**Wayne Local Preschool Program
659 Dayton Rd Waynesville 45068
513-897-2761 ext.2120**

All policies included within this handbook were board adopted.

Frequently Asked Questions (FAQs)

When does Preschool start?

For the 2024-2025 school year, PRESCHOOL will begin on August 26, 2023. Monday - Thursday; AM hours: 8:45 to 11:32; PM hours: 12:45 to 3:32

What are the fees for preschool? When and how do I make payments for the preschool program?

For typical peers there is a \$70 non-refundable enrollment fee to offset the costs of materials. Tuition is charged in monthly installments. Tuition is \$2,700 for the school year, or \$300 per month. Parents are required to sign the Preschool Tuition Agreement, accepting financial commitment for the entire school year.

Your first monthly payment is due by the first day of the month, beginning in September. Payment not received by the 5th will be considered past due and assessed a late fee of \$25.00. Payment more than 30 days past due will result in dismissal from the program.

Payment is accepted by the Elementary Office in person by cash/check or with a credit card online through a PayForIt.Net account. You will be given instructions from the elementary office on how to set up an account to make payments.

My child just had a physical and insurance only covers one per year. What should I do?

Take our form to your pediatrician and ask them to fill it out with the date of your child's last physical. Be sure to include immunizations! Mail to WLS Preschool, 659 Dayton Rd., Waynesville OH 45068 or fax to 513-897-9605. If you need a copy of the preschool physical form, please email Omalee Stephenson at ostephenson@waynelocal.net

How can I help my child get ready for school?

Children often mirror their parents' responses to events. If you are happy about your child's next opportunity for learning, your child will be more comfortable. Voicing or showing anxiety about your child attending preschool may result in your child showing discomfort. Activities such as reading books that talk about school, telling stories about when you were a child, driving by the school or even stopping by the classroom for a brief visit are helpful in everyone having a better comfort level. If this is a concern, please let your teacher know.

When can we meet the teacher and paraprofessional?

Your child's teacher will contact you sometime before the start of school. In addition, an Open House for preschool takes place prior to the start of the school year. One on one preschool assessment dates will occur prior to the start of school, as well, for your child to meet one on one with their teacher.

What does my child need to have for preschool?

Please provide a backpack with an extra set of clothing (seasonal). Clearly label the INSIDE of the backpack with identifying information- your child's full name, address, and phone number. In addition, each teacher will send home a list of supplies needed and a "wish list" of extra supplies that parents may choose to donate. Please do not send any toys, electronic equipment, etc to school with your child.

What are the specifics - start/stop times, calendar year, days in school, vacation, etc.?

Each parent will receive a district calendar from their teacher that they can reference for days off, holidays, spring break, etc. District calendars can also be accessed through the district website at <https://www.wayne-local.com/> or at the end of this handbook. A calendar of events specific to preschool will be sent home by your child's teachers.

My child will be sick/out from preschool. Who should I call?

Please call your child's teacher and the transportation office at the school district (if your child rides the bus). **Preschool # 513 897-2761 Ext 2120
Transportation Office 513 897-8511.**

How can I be involved in my child's classroom? Can I spend time in the classroom?

We welcome any and all efforts of parent support and help. The classroom teacher will contact parents to survey their areas of talent, support and assistance. All volunteers are required to have a background check and attend a parent volunteer meeting at the elementary. Background checks are processed in the Central Office at the cost of \$60. Please contact the elementary office at (513) 897-2761 in regard to the parent volunteer meeting.

The classroom is open for any parent to stop by for brief visits or to assist the teacher in a designated way. We hope and expect parents to respect the educational process and allow the teachers to keep the routine of the day. Any questions or conversations for the teacher/aide should be conducted prior to or after class to avoid interruptions of instruction and to allow teachers and aides to focus on child safety during the transition from classroom to bus or car. At this time in their life, your children are learning independence and exploring new settings. It is important for them to be given the opportunity for self confidence in separation from you as their parents. During the first few weeks of school, parent time in the classroom should be very brief and approved by the teacher to insure successful child transition into the program.

How do I contact my child's teacher?

Your child's teacher will notify the parents about the best method to reach them for an emergency or for routine questions and responses. Please note that while students are in the building, the teacher will not be available to take calls or answer emails. Your child's teacher will contact you as soon as possible.

Will there be opportunities for the parents to network with each other?

Parents are given the option to have their names listed on a class roster for sharing. You will be provided with a form providing you with the option to be included in the parent roster or to decline. Parent rosters are available at any time by contacting Kevin Wright @kwright@waynelocal.net. We hope to continue hosting family activity nights, as well as classroom scheduled events for families.

How will I know how my child is progressing?

Individual progress notes for all children will be sent home at established intervals, at least two times per year. Parent teacher conferences will be held twice a year. If you have concerns regarding your child's progress, please contact your child's teacher. At the beginning of the year, your child will participate in a screening process for preschool. Progress is measured by the Early Learning Assessment, an assessment that measures progress in the Early Learning Standards, teacher observations, and student work samples. In addition, if your child has an Individualized Education Plan, you will receive progress monitoring updates throughout the year on their progression with their IEP goals and objectives.

Preschool Program

We have three classrooms in the morning and three classrooms in the afternoon. All classrooms are an integrated model, with up to eight children identified as special needs and eight typically developing peers attending in each classroom.

Preschool operates Monday through Thursday with half day services and the school district calendar will be followed for all holidays.

Additionally, we offer itinerant services for children that need support in the home environment or in a public/private community based setting, including Early Learning Centers (Head Start), or on Fridays at the Waynesville Elementary.

Our curriculum for the preschool program follows the Ohio Department of Education (ODE) Early Learning Content and Development Standards, and we use this to guide the progress of children. Our district has also worked to develop curriculum and assessment related to the standards with ODE in development of the Kindergarten assessment.

Our preschool philosophies and program goals are as follows:

- Ensure all children have access to multiple, varied learning opportunities; typical routines, activities and settings; and general education curricula
- Use Universal Design for Learning (UDL) principles and technology to ensure and expand access
- Ensure all children are active, independent participants in their families, classrooms and communities
- Use a range of instructional practices to ensure all children have opportunities to engage, participate, and learn.

- Use adaptations to promote active participation and a sense of belonging for all children.
- Emphasize the needs of the individual child and his or her family
- Supports Provide broad, infrastructure-level support to administrators, teachers and staff
- Ensure all adults involved have access to high-quality professional development; effective, ongoing assistance; and support for collaboration
- Develop and implement effective policies that promote high-quality preschool inclusion

The Preschool teacher is licensed/certified by the Ohio Department of Education in the areas of Special Education/Early Childhood Education. The related services staff hold degrees/certifications in their respective areas and must maintain a minimal level of ongoing training to continue their certification.

Eligibility for Preschool Program

Wayne Local Schools operates the preschool program following the guidelines of the Ohio Department of Education. Referrals to our preschool program for special needs children come from Help Me Grow or parents in the community who contact the district with concerns for their child's development. Determination of the preschool child's eligibility is the responsibility of the district of residence. Typical children are enrolled in our program by parent choice or by referral from a school district. Children may be eligible for center-based preschool services or itinerant services (teacher consults with private preschool/parent/child). If you have questions or concerns regarding eligibility for preschool services, please contact Laura Collier at lcollier@waynelocal.net

Related Services

A variety of related services are available to our children based on their individual needs as identified by their Individualized Education Plan (IEP). These services can include speech/language therapy/consultation, occupational therapy/consultation, physical therapy/consultation and nursing.

A student may be referred for a specific related service evaluation upon request from the teacher, the parent, member of the IEP team or related service staff member.

There are three basic models of related services delivery: direct, monitoring and consultative. The type of delivery model is determined by the IEP team and the intervention needs of the student. It is our practice that related services should be incorporated within the goals for each student in appropriate natural settings. As part of this comprehensive program, therapists may also consult with the teachers/support staff working with your child. In addition, physical therapists may also consult with your family physician during the assessment process.

Communication and Involvement

Communication between preschool and home is an important link and building block for learning with your child. During the school year, parent conferences are scheduled to discuss your child's progress twice a year. Additionally, periodic updates/progress reports are given by the teacher to gauge ongoing learning and development. Staff may also keep you informed by class newsletters, notes, telephone calls and/or student notebooks. Your participation is critical in the IEP development as you are your child's first teacher. Significant incidences of behavior or needed medical attention will be documented on a form known as the Incident Report. Copies of the incident report are sent home to parents for review/signature. A written documentation log of all incidents will be kept on file in the licensing book.

Emergencies

For emergencies, please call Waynesville Elementary School 513 897-2761 Ext. 2120. The WES office is open from 8 am to 4:30 pm Monday - Friday. Additionally, your child's classroom will have a contact number for you to reach.

It is vital that we have alternate phone contacts in case we can not reach you. Please notify your teacher and our office if any change in phone numbers occurs. Emergency medical forms must be completed and returned before any programming can begin.

Sign in/Sign out Procedure

Parents, guardians who provide daily transportation need to make arrangements with the classroom teacher for site procedures. When students are picked up or dropped off for other reasons such as doctor or dental appointments, etc., please make sure to notify the teacher. **STUDENTS WILL NOT BE RELEASED TO ANYONE OTHER THAN THE PARENT/GUARDIAN WITHOUT SPECIFIC WRITTEN CONSENT.**

Dress Code

The preschool program encourages comfort and independence. The Preschool classroom will do many different projects involving many different types of materials. Therefore, we encourage parents to outfit their children in comfortable clothing that is easily washed and changed. It is important for parents to provide a seasonally appropriate change of clothing for your child. Additional underwear should be sent along with diapers. We do not provide diapers or wipes and you are required to maintain an adequate supply at school, if applicable.

Grievance Policy / Resolution of Conflicts / Filing a Complaint

If you have concerns about our program, we would like to offer the following procedure for resolution. First, approach your child's teacher or therapist to discuss your concern and seek resolution. Should a solution not be found, parents should reach out to the Special Education Coordinator, Laura Collier. llcollier@waynelocal.net If resolution is not able to be reached, parents have the opportunity to contact the Ohio Department of Education with their concerns. The process for doing this can be found in A Guide to Parent Rights

in Special Education at this link:

https://education.ohio.gov/getattachment/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education/ODE_ParentRights_040617.pdf.aspx

Parents can also request a copy of this booklet by contacting their child's teacher or Laura Collier, the Special Education Coordinator.

Licensing for Preschool Program

The Wayne Local Preschool program is licensed through the Ohio Department of Education. A copy of the license and an inspection report for the program is displayed in each preschool classroom. Should you wish to receive a copy of the inspection report for preschool, please contact Laura Collier at lcollier@waynelocal.net

Program Cancellation/Emergency Closings or Delays

The Education Connection is Wayne Local's notification system used to contact students and school staff quickly and effectively by phone and/or text. Your phone numbers will automatically populate based on student information in our database. Cancellations due to bad weather or other emergencies will also be announced on the district website, local radio, and TV stations. Do not bring your child to school during inclement weather without making sure classes are being held in the building.

School closings are made at the discretion of Wayne Local. **Full fees for typical students will be assessed despite any district decisions to close, or family decisions to vacation.** Wayne Local closes in consideration of student safety across the entire district.

Birthday/Holiday Celebrations

During the school year, there may be opportunities for you to send in special snacks/treats in celebration of your child's special day or holiday. Please check with the teacher to note any allergies or special needs prior to sending in any food items.

Snacks

Children in the program will be provided a daily small healthy snack and drink. If your child has any food allergies, please alert the staff. Children in our program will be encouraged to try different foods at snack time.

Reporting Changes

All personal data changes such as address change, phone number, contact information, drop off/pick up must be changed in Final Forms. Please contact the elementary office at (513) 897-2761 if you need assistance.

Transportation

Any questions related to transportation need to be directed to the district transportation department. Preschool transportation is not a guaranteed service.

Confidentiality

Our preschool program follows procedures consistent with the Family Education Rights and Privacy Acts of 1975. Records and files are available only to staff directly involved with your child, direct district personnel and others as permitted by the law. All other access requires written parental permission. You may review and receive copies of any reports maintained.

Attendance

Attendance is important in preschool programming to provide consistency of learning and development of skills. Please notify your classroom teacher if your child will be absent or late to school.

Photographs

Classroom documentation of progress and events is an important component of our program. Please initial the permission space on your enrollment form to allow teachers to include your child's picture in our program. This permission is optional.

Child Abuse Policy

Ohio law requires that school personnel report any unusual injuries or marks that could be a result of abuse and/or neglect to the proper authorities. We do this without judging or making accusations in order to protect your child, you and staff who are responsible for the child's safety. Should an accident occur that might raise questions or concerns, please contact the teacher before your child arrives at school. The investigating authorities prefer to call parents directly for further follow-up.

Discipline

It is our primary goal that each child feels good about him or herself and has a good learning experience with peers and adults. Children require direction and guidance as they grow into adulthood. We believe that this direction and guidance must be provided in a positive manner and should promote healthy learning and self-confidence. With that in mind we will adhere to the following guidelines:

- a. Children will be spoken to positively.
- b. Limits will be established so that each child knows what is expected.
- c. The environment will be designed to give the child room to grow and learn acceptable behavior.
- d. Parents are an important part of their child's team and will be consulted if a decision is made related to ongoing disciplinary intervention.
- e. Staff will serve as positive role models.
- f. No corporal punishment will be used.

Our policy for behavior management and discipline, in accordance with State of Ohio Preschool Guidelines, is as follows:

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

- (B) 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.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (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, and 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 center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

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

Behavior Management

Sometimes students in our program demonstrate challenging behaviors. We use a variety of proactive strategies to help our students cope with the demands of a typical school day.

Proactively:

1. Organize the environment
2. Use visual supports
3. Monitor task demands
4. Ignore some non-threatening behaviors
5. Are consistent with follow through of demands
6. Recognize and intervene early when a student is becoming anxious
7. Meet sensory needs
8. Use direct teaching strategies

At times our students become a threat to their own safety or the safety of others. The staff will make every attempt to de-escalate the behavior. Altering the environment that are non-threatening to the student and least disruptive to the routine of other individuals is preferable when possible. A crisis situation exists when there is one or more of the following:

- Danger to others: when there is physical violence toward other sufficient to cause bodily harm.
- Danger to self: when there is sufficient acting out or self-abuse to cause bodily harm.
- Destruction of property: when misuse of property leads to or could leave bodily harm.

In the event of a crisis there may be the need for implementation of physical restraint or seclusion. The WL Program staff are trained and certified in Non-Violent crisis Intervention Prevention. These techniques provide for the care, welfare, safety and security of the students and staff. Staff may use physical prompts, escort students from one place to another, and/or provide a safe place for calming. To ensure the safety of each student, the minimal amount of control required will be applied.

Please refer to the Wayne Local website (www.wayne-local.com) for the policy on the appropriate use of seclusion and physical restraints in our educational programming.

Immunizations

Immunization of all students must be in compliance with Ohio Revised Code. Written evidence of immunization must be presented within fifteen days of enrollment. Failure to do so is cause for exclusion from school per the Ohio Department of Health until presented. If for any reason you object to immunizations, please request an exemption form from us which you may complete and return.

Medical Needs

The Ohio Department of Education requires all enrollees to obtain an annual physical medical examination indicating the child is free and clear of any communicable disease. Immunizations must be up to date. If your child has already had a physical during the past year, your pediatrician needs to fill in the WL form with that information, including immunizations, and return to us at WL Elementary Office, 659 Dayton Rd., Waynesville 45068 or FAX 513 897-9605.

The physical medical examination must be updated annually. We will notify parents/guardians before the current physical examination form expires that an updated physical is required. The parents/guardians will be given 30 days from the date of expiration to obtain an updated physical examination and submit the updated form. Failure to comply will prevent the child from attending school.

This year, the Ohio Department of Education is requesting the blood work section of the physical form to be completed in order to ensure all children have had a comprehensive screening.

Children will be excluded from preschool programming upon evidence of:

- a. unexplained rash
- b. diarrhea/vomiting
- c. colored or foul smelling discharge (nose, eyes, wounds, etc.)
- d. productive cough
- e. elevated temperature of 100 degrees or more
- f. head lice (live or nits)
- g. other conditions considered a risk to self or others

If your child's temperature is 100 degrees or greater, he or she must remain home until he or she is without fever for a full 24 hours. In addition, your child must remain at home until they are free of vomiting and diarrhea for 24 hours.

When a child returns from an absence, he/she may need to bring a doctor's note, especially when the illness or incident may pose a risk of infection to other students or further risk to the child. A doctor's release is required whenever surgery or significant injury occurs so that the program can be aware of any special needs affecting the child's participation.

If the child appears to have a communicable disease, the parent or guardian should take him/her to be evaluated by a physician and inform the classroom staff of any diagnosis.

Re-admittance to school depends on the specific illness. Procedures for re-admission to school following a communicable illness will follow the Ohio Department of Health Communicable Disease Chart guidelines.

Ill child at school

If a child becomes ill or injured at school or appears to have a communicable disease, he/she will be isolated and attended to by a designated staff member. The classroom staff will contact the parent or person listed on the Emergency Medical Authorization form by telephone to pick the child up from school. Your

child must be picked up from school if they become ill or injured at school. Additionally, the preschool staff will consult with the WL nurse to determine if further steps are warranted. At all sites, a cot is available for the child to be comfortable until being picked up.

In the event of an incident that requires emergency medical services, the classroom staff will call the emergency number (911) then call the parents/guardians listed on the Emergency Medical Authorization form. If the parent cannot be reached, the staff will call the emergency contacts listed on the Emergency Medical Authorization form. A staff member will go with the child and stay with the child until the parent/guardian arrives at the hospital.

Bloodborne Pathogens and Communicable Diseases

The district provides reasonable protection against the risk of exposure to communicable disease for all employees and students, All school district employees are required to receive annual training about safety issues associated with blood borne pathogens and other communicable diseases. Students and staff who contract these diseases will have their status safeguarded in accordance with Federal and State statutes regarding confidentiality and their civil rights will be respected.

Additional Medical Forms

The preschool has special forms for administration of medicine or for medical tasks or procedures during the time your child is in school. These forms must be signed and dated by a doctor as well as a parent or guardian and must be renewed each school year. Please call our offices if you need these forms for your child. If your child requires emergency medication be available at school or has food allergies, please call our office to obtain the proper forms for your child.

Transition

The transition into preschool will include a visit to the preschool classroom during open house. Open house gives each family and child an opportunity to meet the teacher and ask questions. Students will see where their cubbies are located and will have his/her name on each slot.

The preschool program will work with district staff to provide transition services for entering Kindergarteners. Visits to the class, conferences with district teachers and meeting with parents are all vital to a successful preschool to school age program.

Preschool Assessment

Each child upon entering the preschool classroom will be assessed within 60 days using the Brigance Inventory of Early Development-III. The Brigance is a formal checklist of preschool age appropriate skills (ages 3,4, and 5). Data is maintained throughout the year for ongoing informal assessments (observations, check lists, work samples) with individualized child goals developed dependent on each child's needs. In addition, the preschool uses the Early Learning Assessment as a standardized measure of student progress.

Field Trips

Field trips can be an important component of an educational program for our youngest learners. Field trips are subject to administrative approval. After approval from the principal and superintendent, the teacher will send information home to parents and parental permission will be granted, prior to students taking the trip. Teachers and paraprofessionals will provide supervision of students on field trips at all times. The field trip is viewed as an extension of the classroom, where all school district policies and rules are to be enforced.

Mutual Respect Policy

Waynesville Preschool Program values and respects children, families and educators of all ethnic, cultural background and abilities. Our goal is to work collaboratively with all entities in an atmosphere and environment of mutual respect.