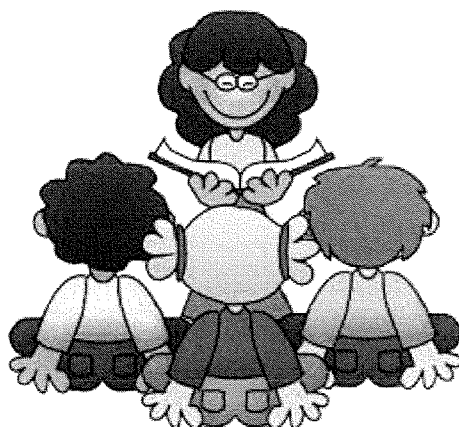


KENT CITY SCHOOLS PRESCHOOL HANDBOOK

2016-2017



DAVEY PRESCHOOL VISION STATEMENT

The Davey Preschool staff provides students with a variety of educational opportunities that enhance social, emotional, physical, cognitive, intellectual and creative abilities. We provide students with a safe, nurturing, language-based environment that addresses the needs of the whole child. Parent involvement is an integral part of each child's preschool experience.

Davey Elementary School
196 N. Prospect Street
Kent, Ohio 44240

Preschool Office 330-676-7415
Fax 330-676-7435
www.kentschools.net

2016-2017 Preschool Handbook
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Philosophy

Our philosophy in all of our preschool programs is designed to meet the developmental needs of each child. We strive to facilitate, encourage and enhance learning experiences for all children and to expand their knowledge of themselves and the world around them.

Our preschool programs are designed to focus on the child's need to explore, create, experience and socialize with other children. Each day is filled with creative experiences and activities to stimulate and challenge every child at his or her own developmental level.

Health and Safety

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms within 24 hours of the school day:

- temperature of 100° or above
- diarrhea
- vomiting
- severe coughing
- undiagnosed skin rash
- any evidence of a communicable disease as shown on the chart below.

SHOULD THESE SYMPTOMS BECOME APPARENT WHILE YOUR CHILD IS AT SCHOOL, IT WILL RESULT IN HIS/HER BEING IMMEDIATELY ISOLATED AND SENT HOME WITH HIS/HER PARENT, GUARDIAN, OR EMERGENCY SUPPORT PERSON.

DISEASE	INCUBATION PERIOD	SYMPTOMS	DURATION	WHEN CHILD MAY RETURN TO SCHOOL
Chicken Pox	14-21 day incubation period. Spread by air droplet, direct contact, articles freshly soiled by discharge from blisters.	Slight fever, small blisters that pop. Do <u>not</u> give aspirin. Consult your physician when treating the fever.	7 days or until the blisters are dry and scabbed over.	6 days from first appearance of rash or when lesions have crusted.
Impetigo	4-10 day incubation period. Spread by direct contact with draining blisters.	Itchy blisters that develop into crusted, yellowish sores on face, elbows, and knees.	Approximately one week.	24 hours after antibiotic treatment begins and all lesions are dry.
Pink Eye	1-3 day incubation period. Spread by direct or indirect contact with eye drainage.	Redness, swelling, burning, or itching of eye. Yellow drainage. Sensitive to light.	Depends on response to treatment.	May return after 24 hours of treatment.
Head Lice Kent has a "No Live Lice" policy	Incubation can be 3-4 weeks. Eggs hatch in 7-10 days. Spread by direct contact with infected person or indirectly with objects that are infested.	Itchy scalp. Redness and irritation of scalp. Presence of louse insects and/or nits (eggs) attached to hair shaft.	Gone as soon as shampooed and nits removed.	After shampoo treatment. Needs to be rechecked before returning to the classroom.
Ringworm	10-14 day incubation period. Spread by direct or indirect contact or from contact with articles of infected person. Can be found on feet (athlete's foot), scalp or body.	Ring-like areas on exposed skin. May be dry, scaling, moist, or crusted. May itch or burn.	Can last 2-3 weeks with treatment.	If on skin or scalp, exclude until after 24 hours of treatment.

Children who have been absent from school for illness may return when they are no longer contagious, have been **WITHOUT FEVER, DIARRHEA, OR VOMITING** for 24 hours, and are able to participate comfortably in all indoor and outdoor activities.

Please notify the school/teacher if your child has any condition, such as allergy, asthma, special diet, or special medical needs of which we need to be aware.

According to state law, no medication, vitamin or special diet is administered unless instructions to administer are written, signed, and dated by a licensed physician and parent. A prescription label with name, date, medication name, dose, method of administration, and time to be administered is required. The parent must complete a form which grants permission to administer the medication. These forms for administration of medication are available in the Preschool office. Parents must bring the medication to school; it cannot be sent with the child.

The parent must complete a form granting permission to administer insect repellents and sunscreen lotions.

Absences and Illnesses

If your child will be absent for the day, please notify the Davey Elementary Preschool office at 330-676-7415, or the absence Voice Mail Hotline at 330-678-7500. State law requires that each absent child be accounted for on a daily basis. Children who have been absent from school for illness may return when they are no longer contagious, have been **WITHOUT FEVER, DIARRHEA, OR VOMITING** for 24 hours, and are able to participate comfortably in all indoor and outdoor activities.

Medical Requirements

Every preschool student must have an up-to-date record of immunizations and an official birth certificate on file before starting school. In addition, a current yearly medical examination report from a licensed physician must also be on file in the preschool office. Current means no more than one year from the date on the physical. Any student that does not have his/her yearly medical on file by that date will be excluded from the preschool program until that physical has been completed and the report has been returned to the preschool office.

Hearing Screenings

All students who enroll in the Kent City School District Preschool will have their hearing screened within 60 days of enrollment. Parents will receive follow up information only if concerns were found during the screening.

Program Options

The Kent City School District operates a fully licensed program for preschool children ages three and four, and those turning five after August 1. All programs are housed in a specially designed preschool wing at Davey Elementary School. Transportation is provided by school bus.

The Kent City Schools Preschool Program offers half-day classes that meet Monday through Thursday, from 8:30 – 11:15 a.m. or from 12:30 – 3:15 p.m.

Our programs enroll typically developing preschoolers on a tuition basis. We also enroll children who are Head Start income eligible, who are functioning one or more years below age level, or who are identified with educational disabilities under IDEA, at no cost. An annual instructional fee of \$20 is charged to every preschool student.

What is the Cost?

Tuition rates for Typically Developing Preschoolers for 2016-2017:
Half-day \$2,645 (Monday - Thursday)

There is also a one-time annual instructional fee of \$20.

Transportation

Transportation Supervisor, Richard Lewis 330-676-7690

Your child will be transported to preschool on a Kent City School bus. Each bus is staffed by both a bus driver and an aide. Be ready at your door before the bus is scheduled to arrive. Please call the bus garage if your child is sick and not coming to school. Please reinforce the following bus safety procedures with your child each day:

- Stay seated with back against the bus seat
- Use good manners
- Use a quiet voice
- Do not distract the bus driver

Departure Procedure for Bus Riders

To ensure the safety of your preschooler, we expect parents and/or another responsible person to **BE HOME** for their child when the bus arrives. If you cannot be at home when your child arrives, please arrange for another responsible adult to meet your child. If no one appears to be at your home when the bus arrives, the driver will return your child to school. In either case, if this problem occurs a second time, you will be required to meet with the building principal to discuss possible transportation options. If you are unable to be reached when your child is brought back to school, we have an obligation to notify either the Department of Human Services or the Kent Police Department.

Children must go home in their usual manner unless the teacher receives a note or telephone message of alternative arrangements.

A child may be released only to parents, guardians, custodial parents, or to a person listed on the "Pick-Up Authorization" form which you filled out at enrollment, unless the teacher receives a note or telephone message authorizing another person to pick up the child. All children not riding the bus home must be signed out in the preschool office.

Discipline Policy – Bus

All children are expected to maintain age appropriate behavior on the school bus. If misbehavior occurs, the bus driver will fill out a "behavior referral" which will be taken to the building principal. The first referral serves as a warning; subsequent warnings may result in a child's bus privileges being limited or suspended.

Parent Transportation

If you choose to provide transportation for your child, please be on time when arriving, walk into the building with your child and make contact with the teacher or aide. If you are late, you must sign your child in at the preschool office. Please be on time when picking your child up at the end of the school day.

Arrival Procedures

To ensure a good start to your child's day, it is important to establish routines. These include: eat a good breakfast at home, be healthy and rested, be clean and ready to learn, and be on time. Arrival time for the morning session is 8:30 a.m. and for the afternoon session, 12:30 p.m. If your child does not ride the bus, please wait at the preschool entrance until these times. Please be on time. The class is disrupted and learning is interrupted when children enter the room late.

Curriculum

The comprehensive curriculum for the Kent City Schools Preschool is based on the requirements outlined in Ohio's Step Up to Quality and aligns with the Ohio Early Learning and Development Standards. Our program uses the Creative Curriculum which is research-based instruction and correlates to the Ohio Early Learning and Development Standards. We also have in place Kent City Schools board-approved courses of study for math, science, social studies, music and physical education.

The learning environment in our preschool programs provides content, materials, experiences and strategies that are both age and individually appropriate and that reflect the varying needs and backgrounds of the children. In our classrooms, you will see:

- Math and Science Learning Activities
- Computers
- Physical Education
- Literature and Library Experiences
- Housekeeping/Dress-up Play Area
- Music and Movement
- Sand and Water Discovery Center
- Field Trips
- Arts and Crafts
- Cooking Activities
- Large Motor Activities along with direct access to a fenced in preschool play area
- Small Motor Puzzles, Blocks, and Toys
- Participation in school assemblies and special programs that are part of Davey Elementary School

Parent/Teacher Conferences

Parent/Teacher Conferences will be scheduled for Monday evening, November 21, and all day Tuesday, November 22. Your child's teacher will be contacting you to schedule an appointment. **Second conferences** will be offered in March or April. Teachers will notify parents of the dates and times available for Spring Conferences.

Field Trips

A parent must give written permission for his/her child to participate in each field trip. Copies of emergency medical forms are taken by staff on all field trips. Preschoolers who cannot attend a field trip will remain home the day of the field trip.

Discipline

Our goal is to help your child become self-reliant and internalize rules for appropriate behavior. Emphasis is placed on acknowledging and encouraging positive behavior and generating ideas for solving social conflict problems such as how to share a toy. We expect that children will increasingly demonstrate responsibility for themselves, others, and their choices for the room and materials. Each child will accept natural consequences for the choices he makes. Some specific examples include helping to clean up after play, respecting others' work as well as their own, listening to others' ideas and to teacher directions, and making physical contact with others in gentle ways. Please help us reinforce behaviors such as walking indoors, using an indoor voice when inside, and using socially appropriate language (kind words) at school.

The following steps will be taken starting with using verbal and/or physical prompts to assist children to use appropriate behaviors:

1. Set clear limits.
2. State cause and effect when appropriate.
3. Modify the environment as necessary to encourage positive behaviors.
4. Redirect the child to another activity.
5. Remove the child from the situation to give him time to rethink his decision.
6. Physically direct/guide the child to assist him/her with participation.

If you have any questions about these discipline practices, please consult your child's teacher.

Preschool Behavior Management

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

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- 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, unless indicated in the child's individual behavior plan.
- 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.
- No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.

- 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.

Parent Involvement

Because we consider parents to be their child's first teacher, we encourage you to be actively involved in your child's preschool program. Ways to be involved include:

- parent-teacher conferences
- field trips
- class parties
- storybook parent program
- home visits
- home-school activity packets
- classroom helper
- share your special skills/interests
- Preschool Parent Organization

Visitations

Parents, custodial parents, or guardians of children enrolled in our programs are permitted unlimited access during hours of operation for the purposes of contacting their children, evaluating the care and education provided, or observing the program. We would appreciate your contacting your child's teacher to make arrangements for a visit or observation. Visitors must first sign in at the preschool office and pick up a visitor badge from the secretary before proceeding to the classroom. Return the badge to the preschool secretary after your visit. Other visitors to the preschool are welcomed by appointment.

Non-Custodial Parents

Non-custodial parents have access to all written school information about their children including school records, progress reports, and IEP's.

Snacks/Lunches

A nutritious snack is provided daily. If your child is diagnosed with a food allergy, a written request is required to alter the snack. A treat from home is welcome for birthdays or special occasions. Advanced notice would be appreciated. Cost of lunches and breakfasts will be available at the end of August. The monthly elementary/preschool menus will be available online at www.kentschools.net. Free and/or reduced fee lunches and breakfasts are available for eligible families.

Pupil Dress

A child's dress and appearance become of concern if and when that dress and appearance tend to disrupt the work of the class. Parents will be contacted if inappropriate dress or unusual appearance detract from the effectiveness of work in class or in other ways are an undesirable influence upon other children.

See-through shirts or shirts that expose the midriff area are not permitted. Clothing that contains inappropriate pictures or words are not permitted. Close-toed shoes with backs are required (no flip-flops, open-toed sandals, shoes with high heels, etc). Sneakers or tennis shoes would be appropriate for Physical Education class. Our consistency, in the area of appropriate dress, will help us maintain a good learning environment/atmosphere during the warmer months.

Winter Clothing

Please dress your child in clothing appropriate for the weather. We go outside everyday if the temperature/wind chill is 20° or above. A winter coat, mittens, hat, boots, and snow pants will ensure your child's comfort.

Weather-Related School Closings

The Preschool Programs follow the Kent City School District's schedule regarding school cancellation due to weather conditions. School closings will be announced on television and radio, along with a pre-recorded message sent to your home phone using our Parent Broadcast system. You may also call the Kent City Schools Hotline number (330-678-7500) for information about school closings.

Withdrawal from School

You are required to come to the Davey Elementary School office in order to withdraw your child from the preschool program.

Licensing

Our programs are licensed to operate by the Ohio Department of Education (614-466-0224). The laws and rules governing our programs are available for review from the Davey Elementary Principal upon request.

Our licensing record includes compliance reports from the Department of Education and inspection forms from the Health, Building, and Fire Departments. These items are available for review.

A roster of names and telephone numbers of parents, custodial parents, or guardians of children attending our programs will be provided to you upon request. You must sign a permission form for your name to be listed on this roster.

As required by law, we will report suspected abuse or neglect to the Department of Human Services.

Filing a Complaint with the State Department

You may contact the Ohio Department of Education, Office of Early Learning and School Readiness, 25 South Front Street, Columbus, Ohio 43215-4183, or by calling 1-877-644-6338.

Additional Information

Additional information about our preschool programs can be found in The Kent City Schools Board of Education Policies and Administrative Guidelines. These are available for review at the Board of Education, 321 N. DePeyster Street, Kent 44240.

Preschool Program 2016-2017 Calendar

AUGUST 2016				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER 2016				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER 2016				
M	T	W	TH	F
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17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER 2016				
M	T	W	TH	F
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14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2016				
M	T	W	TH	F
			1	2
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12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 2017				
M	T	W	TH	F
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16	17	18	19	20
23	24	25	26	27
30	31			

FEBRUARY 2017				
M	T	W	TH	F
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20	21	22	23	24
27	28			

MARCH 2017				
M	T	W	TH	F
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13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

APRIL 2017				
M	T	W	TH	F
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10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 2017				
M	T	W	TH	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2017				
M	T	W	TH	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Registration & Orientation	Wednesday, Aug. 17, and Thursday, Aug. 18, 2016
First Day of School.....	Monday, August 22, 2016
Labor Day	Monday, September 5, 2016
Inservice Day	Tuesday, November 8, 2016
Parent/Teacher Conferences.....	Mon. Evening, Nov. 21 & Tuesday, Nov. 22, 2016
Thanksgiving Recess	Wednesday, November 23 – Friday, November 25, 2016
Winter Vacation	Thursday, December 22 – Tuesday, January 3, 2017
Inservice Day	Wednesday, January 4, 2017
School Reopens	Thursday, January 5, 2017
Martin Luther King Day	Monday, January 16, 2017
Presidents Day.....	Monday, February 20, 2017
Spring Vacation	Monday, March 27 – Friday, March 31, 2017
Good Friday	Friday, April 14, 2017
Last Day for Preschool Students	Wednesday, May 24, 2017

- School not in session
- Teacher Work Days; school not in session for students
- Parent/Teacher Conference Day
No School Tuesday, Nov. 22nd

Early Release Day
 HS/MS ELEM.
 Wed., Dec. 21 12:15 PM 1:00 PM

*Contingent upon approval from the Ohio Department of Education.