

East Guernsey Local School District Preschool Parent Handbook

**65555 Wintergreen Road
Lore City, Ohio 43755
740-489-5005**

East Guernsey Local School District Preschool provides free appropriate educational programs for children who are three (3) or four (4) years old (or five (5) years old and not yet attending Kindergarten) and have a special need in one or more developmental areas:

- ❖ **Communication**
- ❖ **Large or small muscle movement**
- ❖ **Getting along with others**
- ❖ **Taking care of own needs**
- ❖ **Hearing**
- ❖ **Vision**
- ❖ **Thinking and problem solving**



East Guernsey Local School District Preschool

Philosophy

We believe that ALL children are diverse and unique individuals who have strengths and are naturally curious. Children need to be provided with an organized, child-directed learning environment that emphasizes mutual respect, fun, discovery, literacy and addresses sensory needs. A supportive, developmentally appropriate environment will provide the conditions for all children to construct knowledge, focusing on the learning process rather than the end product.

Mission

As a dedicated and supportive staff, it is our mission to:

- ★ Continue to grow professionally in order to better serve children and families.**
- ★ Provide appropriate services to ALL children.**
- ★ Utilize strengths and challenge weaknesses.**
- ★ Foster self-esteem while celebrating children's successes.**
- ★ Establish a fun and safe learning environment.**
- ★ Enable children to make discoveries and realize their potential.**
- ★ Support and build a trusting relationship with parents, children and other professionals.**
- ★ Align the curriculum with the Early Learning and Development Standards.**

Developmentally Appropriate Curriculum

A developmentally appropriate curriculum has two critical components: age appropriateness and individual appropriateness. Age appropriateness is guided by the universal sequences of development. That is, children typically learn particular concepts and abilities during preschool years. Individual appropriateness means that activities are specifically designed to help your child grow and develop based on his or her strengths and weaknesses.

East Guernsey Local School District Preschool strives to meet the following curricular components:

- **aligning activities with Ohio's Early Learning and Development Standards;**
- **addressing all areas of development;**
- **responding to and building upon children's interests and ideas;**
- **providing opportunities for children to make choices, make and follow through on plans and develop problem-solving approaches;**
- **integrating learning throughout daily activities and routines. Learning is NOT an isolated event;**
- **incorporating large blocks of time for children to be actively involved in indoor and outdoor activities;**
- **offering small group activities as well as individual activities;**
- **offering nutritious snacks and/or meals and nutrition related activities;**
- **offering active times and quiet times including naptime for full day classes;**
- **providing developmentally appropriate materials that are convenient for children to find, use and put away;**
- **highly valuing the role of teachers as facilitator and play partner;**
- **highly valuing children's, teachers and specialists active involvement as "floor time" partners;**
- **highly valuing playfulness;**
- **highly valuing the child as initiator;**
- **continually assessing children's progress and responding to their needs through adaptation and daily lesson plans;**
- **offering activities (itinerant and center-based options) or interest centers (center-based option) that include: *creativity, pretend play, making and building, science and cooking, rhythm and music, social problem solving, sensory exploration, making friends, large muscle activities, literary experiences, small muscle activities and cultural experiences***

The Curriculum, the Individual Education Plan, Play and Your Child

The curriculum components and Individual Education Plan (IEP) objectives are embedded in play-based activities that are both child initiated and teacher facilitated. These activities are aligned with Ohio's Early Learning and Development Standards and the Step Up to Quality rating system guidelines. Extended periods of active involvement in play is encouraged. Ongoing observation and play partnering by the teacher guides facilitation and expansion of children's interests and ideas. Children learn best through play and play is encouraged, facilitated and taught in a naturalistic manner.

Parents

Parents are a child's first and most powerful teacher. We as teachers and specialists are available to be your partner as you encourage your child's growth and development. Parents and teachers make a terrific team!

You are welcome and encouraged to participate in your child's home visit session and/or visit your child's class to observe or help. Please schedule with your child's teacher to arrange a visit time.



The Ohio Valley Educational Service Center provides a Parent Mentor to assist families who have children with special needs. Stacey Currey is available for support, information, resources, assistance with educational issues and to listen. She can be reached at (740) 439-3558.

Parent Communication

Parent communication is a two-way street. The staff will keep in touch with parents as often as possible. Parental cooperation greatly helps the staff in knowing how best to serve your child. Our preschool staff shall make every attempt to involve parents or guardians in all aspects of programming and services being received by their child. Written progress reports will be provided during a scheduled visit at a minimum of two (2) times per year. Please refer to your school calendar for specific dates. The final progress report for the school year is documented on the IEP and reviewed during the annual IEP review meeting. Teachers maintain close contact with parents a variety of ways throughout the school year including home visits, notes, emails and telephone calls. If at any time you wish to have a conference with your child's teacher or another staff member, please call the school office at (740) 489-5005.

Inspections

All East Guernsey Local School District Preschool classes are licensed through the Ohio Department of Education, Office of Early Learning and School Readiness.

The most recent classroom inspection reports may be viewed within your child's classroom. Prior inspection reports may be viewed by contacting the preschool director at 740-489-5005. If at any time you have any questions or concerns about the preschool program, feel free to contact the preschool director. We strive to provide high quality, educational experiences for ALL of the students in our program. However, if a problem arises and a resolution cannot be reached, you may contact the Ohio Department of Education, Office of Early Learning and School Readiness for further assistance.

Services Available

Itinerant Teacher Services

The Early Childhood Intervention Specialist works with the child and the family in their current setting (home, nursery school, Head Start, etc.). The services include but are not limited to referral, direct teaching, consultation with others who work with the child, provision of materials and activities, assessment and observation.

Center-Based Classes

Small consistent groups of children meet on a regular basis to participate in developmentally appropriate preschool activities. Children attend a center-based class at least 10 hours per week. Home visits/progress reports are provided a minimum of two (2) times per year.

Physical Therapy, Occupational Therapy and Speech and Language Therapy

These services are provided on a regular basis when appropriate.

Psychology Services

These services can be provided when needed.

Nursing Services

These services can be provided when needed.

Special Education Eligibility

All children referred with a suspected disability are evaluated, with parent permission and participation, to determine if they qualify for early childhood special education services.

Parents receive a booklet (A Guide To Parent Rights in Special Education) that describes resources, educational process information, in addition to parent and school rights and responsibilities in children's education.

The evaluation of preschool children typically occurs in a play based format and involves the child, parent, teacher and any specialist that may be appropriate. The evaluation not only provides eligibility information but forms the basis for the Individual Education Plan (IEP). Children learn best through play, and they reveal what they know through play. Assessment may include one or more of the following: observation of your child at play, interview with you or his/her teacher, checklists or questionnaires for parent or teacher to complete, testing by the specialists, a review of records or other activities that would help us plan for your child's education. All areas of development will be reviewed.

ECE Grant Eligibility

The Early Childhood Education (ECE) funding provides high quality learning services to financially eligible preschool children in targeted school districts. Eligibility is determined based on age and family income.

Tuition Assistance Program Eligibility

A tuition assistance program is available for financially eligible preschool children that do not qualify for the ECE Grant. Children that qualify for the tuition assistance program will be eligible to attend based on a sliding fee scale.

Individual Education Plan (IEP)

An IEP will be developed for each child who qualifies for services. Parents, teachers and specialists work together to develop individual learning goals and objectives for each child. Parents are a vital part of the IEP team and are encouraged to be actively involved in the process.

Admission, IEP Services and Withdrawal

For children who qualify for preschool services, the parent or guardian must provide or complete a variety of required paperwork, which will become a part of your child's school record. This includes (but is not limited to) a parent questionnaire, emergency care card, immunization record, physical examination completed by a physician, dental exam, birth certificate, custody

papers (if applicable), permission to release your child to certain adults other than parent, permission to have child's name on the class roster and permission to have the child's picture/video taken.

Children qualify for preschool special education services based on developmental need. After an evaluation and IEP development, services (as stated in the IEP) will begin. Preschool Special Education services must be available to children; however, it is not mandatory that children who qualify must participate. The services are voluntary, and families may choose whether or not to participate and may withdraw at any time. If parents withdraw the child, they must contact the preschool director and complete the appropriate paperwork. A copy of the child's records will be forwarded to another school district, if applicable.

Immunizations

All children attending a center-based class must be immunized unless written opposition to this on religious or medical grounds is on file.

In some rare cases, a child may be admitted to a preschool special education program if he is in the process of completing the required immunizations. In the process means the child already has a minimum of 1 DTP, 1 Polio, and the MMR, and must complete their immunizations in a medically sound but timely manner (Law 33.13.571). Failure to do so could result in expulsion from the center-based program.

Attendance

It is very important for all students to attend their scheduled class regularly. If for any reason your child needs to miss a day of scheduled class time, please call your child's teacher to inform her of the absence.

For children with home visit services, it is very important to keep the scheduled visit time with the teacher. If you are unable to keep a planned home visit, please notify the teacher to reschedule.

In extreme cases of consistent absences, the following actions will be taken. After three (3) days of consecutive absences the teacher will make a phone call to the parent/guardian urging attendance. After three (3) additional missed days, the teacher will send a letter to remind the parent/guardian of the attendance policy. After a total of four (4) weeks of missed classes (without notification to teacher) an IEP meeting will be scheduled to discuss other options in which to deliver services effectively.

Field Trips

From time to time children may participate in a field trip. Parents must provide written permission, must accompany their child on the field trip and provide transportation (unless other arrangements have been made). In the past, field trips have included going to the pumpkin patch, the library, the park or the bowling alley.

School Delays and Closings

In case of inclement weather, parents will receive an automated call from the school district. You can also check our web page, listen to local radio stations and view local television stations for announcements, delays and closings.

Guidance and Discipline

Preschool teachers provide developmentally appropriate environments in which children are actively and meaningfully involved. This approach in itself is a powerful tool in prevention of behavioral problems. Social problem solving and developing relationships is a priority in the preschool programs. Within that, self-discipline is critical. With positive techniques, teachers will encourage children to learn self-discipline and practice a variety of social problem solving strategies. Techniques could include modeling, redirection, verbal prompts, self-talk, planned ignoring, shared responsibility for developing simple classroom or play rules, frequent review of established rules, quiet discussion, reminding children to “use your words”, facilitating peer mediation, time away from the group so the child can “pull himself together”, holding the child calmly without anger in an effort to help him regain control, consultation with parents for insight and suggestions, consultation with the school behavior consultant and other staff to map out a course of action to help the child practice appropriate problem solving strategies. Corporal punishment is not used.

The actual methods of discipline will apply to all persons on the premises and will be restricted as follows:

- There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.**
- No discipline will be delegated to any other child.**
- No physical restraints will 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.**
- No child will be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.**

- **No child will be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.**
- **Discipline will not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.**
- **Techniques of discipline will not humiliate, shame or frighten a child.**
- **Discipline will not include withholding food, rest or toilet use.**
- **Separation, when used as discipline, will be brief in duration and appropriate to the child's age and developmental ability and the child will be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.**
- **The center will not abuse or neglect children and will protect children from abuse and neglect while in attendance in the preschool program.**

Child Abuse

Ohio law mandates the reporting of suspected child abuse or neglect to the local Children's Services Department. We know that children are active and accidents happen. If your child has a bruise or injury, please make your child's teacher aware of the cause.

Medical and Dental Emergency Procedures

The emergency care card containing parent directions and permissions will be required for enrollment. In the event of an emergency, the parents will be notified immediately and the emergency care card instructions will be followed. In the event of an emergency during a home visit or day care visit the emergency care procedures in force at that agency or location will be adhered to.

Medication

Medications should be given at home if at all possible. If medications must be given during school hours, a written statement from the physician must be brought with the medication. This statement must include the child's name and address, school and classroom, name of medication and dosage, time to be given, date administration is to begin and cease, and any adverse reactions and any special instructions. This medication must be in the original container. A medication administration form can be obtained from your child's teacher.

Illness and Communicable Disease

The following symptoms could indicate illness or communicable disease:

- **fever of over 100 degrees (auxiliary)**
- **skin rash**
- **diarrhea**
- **vomiting**

- earache or ear drainage
- evidence of lice
- persistent cough or yellowish nasal discharge
- irritated, red or watery eye, drainage from eye
- unusual behavior, irritability, listlessness, crying more than usual

If your child is experiencing any of the above symptoms, please keep him or her home from school or reschedule your home visit. If he/she gets sick at school, you will be notified and asked to pick him/her up as soon as possible.

If your child is determined to have a contagious disease, please notify your child's teacher immediately. You may be asked to provide a doctor's statement before your child comes back to school.

Transitions

When children are ready to go to kindergarten, to another program, change educational settings or add another program to the day, it is critical that those changes go smoothly for both parents and children. Your child's teacher will help you with those transitions both formally and informally (visitations, transition plans, sharing records, making recommendations, meetings, transition ETR reports, etc.).

Transportation

Preschool Special Education Programs are provided to meet the needs of children with disabilities, ages three (3) through five (5). Each school district shall make a free appropriate public education (FAPE) available to each eligible child residing in the school district by the child's third birthday. Related services include developmental, corrective and other supportive services necessary to assist a child in benefiting from special education. These services may include transportation. For typically developing peers, the local school district is not required to provide transportation. If you need transportation, contact your local school district's transportation director for more information.

Additional Information

For further information about the East Guernsey Local School District Preschool, please contact:

Cindi Johnson

East Guernsey Local School District Director of Student Services

65555 Wintergreen Road

Lore City, Ohio 43755

740-489-5005

**East Guernsey Local School District Preschool Parent Handbook
Signature Form**

I, _____, parent/guardian of _____,
Parent/Guardian Name Child's Name
**have read and understand the information contained in the East
Guernsey Local School District Preschool Parent Handbook.**

Parent/Guardian Signature

Date