

BUCKEYE CENTRAL LOCAL SCHOOLS

Bitty Bucks Preschool



Parent and Family Handbook

2021-2022 School Year

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June 2021

Dear Families,

The Buckeye Central Bitty Bucks Preschool offers half-day and full-day program options. Classes are scheduled Monday - Thursday for typically developing children and children with special needs, ages three through five. Children must be at least three years of age to start preschool.

Classrooms are staffed with outstanding early childhood teachers and teaching assistants with specialized skills in meeting the needs of young children in an integrated preschool environment. Teaching teams will provide an inviting and exciting learning experience for young children.

This handbook provides an overview of the Bitty Bucks Preschool Program. We invite you to be an active participant in your child's preschool experience. If at any time you have questions or concerns, please contact your child's teacher or me at (419) 492-3275.

For our children,

Diane Ervin
Director of Education/Preschool Director
Buckeye Central Local Schools

BUCKEYE CENTRAL SCHOOL DISTRICT
BITTY BUCKS PRESCHOOL
938 South Kibler Street
New Washington, Ohio 44854

Preschool Phone Number: 419-492-3275

Buckeye Central offers half-day morning and full-day preschool options for our families. Classes are held Monday through Thursday. The following schedule will be in place for the 2020-2021 school year:

Morning Session	8:45 a.m. - 11:15 a.m.
Afternoon Session	12:15 p.m. - 2:45 p.m.
Full Day Session	8:45 a.m. - 2:45 p.m.

PRESCHOOL STAFF

Teachers/Assistants

Maranda Blanchard
Vicki Carr
Bri Clady
Courtney Meyers
Renee Tyrrell
Marcia VanEerten
Rebecca Miller
Theresa Rager
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Related Service Providers

Occupational Therapist
Physical Therapist
Nurse
Speech Language Pathologist

Rachel Fix
Jaime Christie
Beth Hiler
Cindy Riley

Administration

Preschool Director
Secretary
Special Education Director
PK - 4 Principal
Superintendent

Diane Ervin
Amanda Pace
Lisa McGinnis
Leah Filliater
Mark Robinson

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BUCKEYE CENTRAL LOCAL SCHOOLS DISTRICT VISION, MISSION, BELIEFS

Our VISION

Inspire students to be passionate learners and thinkers assuring success as confident and creative builders of their future.

Our MISSION

To nurture, inspire, and empower our students to be resilient lifelong learners and successful, contributing members of society.

Our BELIEFS

1. Children are at the center of everything we do, and our actions should reflect their best interests.
2. Learning thrives in a safe, welcoming, and nurturing environment.
3. Learning is optimized when staff and students partner with parents and community.
4. We must prepare our students to think nimbly so they successfully face the challenges unique to their future.
5. Good teachers positively impact students' lives.
6. Sound decision-making and fiscal stewardship is a priority for today and in the future.
7. Innovative instructional practices promote a culture of inclusive excellence and alleviates barriers to learning.

INTRODUCTION

Buckeye Central Local Schools preschool program is licensed by the Ohio Department of Education. The licensing component requires inspections by the health, building and fire departments as well as licensing evaluations from the Ohio Department of Education. The preschool will participate in the Ohio Department of Education Step Up to Quality preschool improvement system and will be rated after the first year of implementation.

The staff at Bitty Bucks Preschool is certified and licensed and will participate in continuous child development professional learning opportunities. Our staff includes preschool teachers and classroom assistants, as well as a school psychologist, school nurse, speech and language pathologist, occupation therapist and physical therapist. These specialists address the needs of children with disabilities but may work with small groups of children including those without disabilities. The staff of Buckeye Central Bitty Bucks Preschool welcomes you and your child to our program. We hope you find this handbook helpful.

OUR MISSION and PHILOSOPHY

Consistent with the district belief statements listed earlier in this handbook, we believe that building a positive, supportive connection between home and preschool sets the foundation for and influences future success in school and life. We will strive to promote positive relationships between children and adults. Through interaction with materials, we will foster the development of the whole child by providing natural experiences which are relevant to the child's world. We will accommodate and support individual differences as we strive to help each child become an observer, investigator, explorer, discoverer, problem-solver, and life-long learner.

Developmentally Appropriate Practices

A developmentally appropriate curriculum is one that can be experienced by children at different stages of developmental growth. There are predictable sequences to children's growth and development, yet each child moves through these stages at their own pace and with their own learning style.

All children in a group are at different stages of development at any given time. Developmentally appropriate activities allow for all children to be actively and meaningfully involved in all areas of the classroom. All materials and equipment are developmentally age appropriate and inspected to ensure safety within the school setting so that children can develop their intellectual, physical, social, and emotional needs with these resources.

Preschool Program and Curriculum

Buckeye Central Bitty Bucks Preschool has adopted a curriculum that includes the Creative Curriculum. This curriculum is aligned with the Ohio Department of Education Early Learning Content Standards. The preschool program includes individual, small group, and whole class instruction that is developmentally and chronologically age appropriate. With a balance of quiet and active play for both indoor and outdoor activities, the daily schedule reflects a preschool program that promotes developmental growth in learning for children.

The selection of preschool equipment, materials, resources, and activities are based on child development stages, and with a focus on the needs and interests of the children. Through the use of equipment, materials, resources, and activities, children are observed in their developmental stages during play and assessed along a continuum of progress. The results are utilized by the teachers to improve their instruction and to improve their students' learning, thus meeting the individual child's intellectual, physical, social, and emotional needs.

Curriculum Goals

Language Arts - The children will gain skills necessary for the development of listening, comprehension, oral and written language that promotes life-long literacy.

Math - The children will become problem-solvers and mathematical thinkers by making connections between mathematical concepts that relate to the world around them.

Science - The children will investigate and interact with concrete objects in order to develop an understanding of scientific concepts.

Social Studies - The children will learn how people live, work, get along with each other and solve problems.

Art/Music/Physical Education - The children will gain an appreciation for art and music, and develop motor skills necessary for creative expression and movement.

Preschool Program Goals

- Promote children's initiative, curiosity and motivation to participate in new experiences and challenges.
- Help develop attention, engagement and persistence while involved in developmentally-appropriate activities and tasks.
- Develop relationships of mutual trust and respect with adults and peers.
- Develop an increased awareness and acceptance of individual differences.
- Encourage each child to care for their own personal needs.
- Support the child in developing comprehension and expression of thoughts, ideas, needs and feelings in order to communicate effectively with others.
- Encourage children's innate sense of curiosity and construction of knowledge.
- Encourage the development of critical thinking and problem-solving skills.
- Strengthen the development of each child's acquisition of gross and fine motor skills.

A Typical Preschool Day

Our space consists of 3 - 4 main classrooms with a common extended learning area. The completed Early Childhood addition will house three (3) Kindergarten classrooms, four (4) preschool classrooms, two (2) extended learning areas and a large flex area for gross motor activities and family activities. A dedicated PK/Kindergarten playground will be completed Fall 2021. A typical day usually includes the following:

DROP OFF and PICK UP: Children riding the bus will be greeted in the morning and taken into the building by preschool staff. Families bringing their child to school and picking their child up after school must personally connect with preschool staff.

Arrival: Typically, when the children arrive, they make simple choices in the room to work until all of their friends arrive.

Greeting: The children sit together to do opening activities that their teacher has planned (ex. say hello to each other, sing a song(s), talk about the events of the day/schedule, interactive reading, shared reading, interactive writing, shared writing/news, story).

Snack: The children have a snack together in their room. Staff members promote manners, social conversation, and communication skills during snack.

Choice Time/Centers: The children make choices to work with specific materials in the classroom and/or work in small groups or individually with the teacher or teaching assistant.

Circle Time: This is usually focused on a specific activity for the children to target certain skills or content. (This may involve project work, interactive reading, shared reading, interactive writing, and/or shared writing.)

Gross Motor: We go outside to the playground for movement and exercise (weather permitting). If the weather isn't cooperating, we move and exercise to music on CD's and sometimes use the common area or school gym when it's available.

Lunch: Children attending the full day preschool program will share lunch together in a Family Style Dining approach. Staff members eat lunch alongside their children promoting self-help skills, manners, social conversation, and communication skills.

Rest & Quiet Time: Children participating in the full day preschool program will have a flexible nap/rest time in the afternoon. Individual cots will be assigned to each child and cleaned/sanitized each day. Children may bring their own blanket in a sealable plastic bag. (*Please write your child's name on the blanket with permanent marker.*) Blankets will be washed by preschool staff every Friday and clean for your child's return on Monday.

Choice Time/Centers: For full day children, this is the second time dedicated to making choices to work with specific materials in the classroom and/or work in small groups or individually with the teacher or teaching assistant.

Closing: The children gather with their class to end the day with a small activity, reflection of the day, and/or song.

Related Services: We have a Speech Therapist, Occupational Therapist, and Physical Therapist who service the children both individually and in the classroom. They are a great resource to have and help with many of our activities!

REGISTRATION

The Buckeye Central Schools' Bitty Bucks Preschool enrolls children who are 3-5 years of age. Unless the child qualifies for an Individualized Education Plan, he/she must be 3 years old and toilet trained to attend. Families living in the school district are given first priority on the enrollment list. Families living outside the school district are welcome to apply; enrollment will be determined by class size. Students will be assigned to a classroom that accommodates their needs by the Preschool Director and teachers.

Prior to the child's first day in the preschool program, all forms in each child's file need to be complete along with payment of the tuition fee. The following are requirements for enrollment:

- Enrollment Form
- Copy of Birth Certificate
- Current Immunization Record - all of the child's immunizations must be up to date
- Immunization Refusal Form, if applicable
- Physical Exam: The parent shall provide, prior to the date of admission or not later than 30 days after date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for the enrollment in the program. The child will be excluded from the preschool program if there is no current physical as stated above.
- Dental Examination Form
- Custody Agreement, if applicable
- Parent permission form - pictures and class lists
- Transportation/Bus Authorization Form
- Communicable Diseases and Illnesses Form
- Language Usage Survey
- Ethnicity Form
- Emergency Medical Authorization
- Acceptable Use Policy
- Family information/Step up to Quality Program (SUTQ)
- Prescription Medication Form, if applicable
- List of current medications, food supplements, modified diet, chronic physical concerns, history of hospitalizations and any diseases
- Lead and Hemoglobin Refusal Form
- Pickup Authorization Form
- Receipt of Handbook
- Service Contract (typical students)

SCHOOL FEES

There is no tuition fee for children under an IEP, whose admission is determined by state and local criteria. Tuition is \$1260 per year for full day preschool and \$810 per year for half day preschool. Nine (9) monthly installments of \$140 for full day and \$90 for half day.

1. The first installment is due on August 10th. Monthly installments are due on the 10th of each month, payable to Buckeye Central Local Schools.
 - a. **If you choose to pay in full for the year by August 10th, you will receive a discount of one month's installment.**
 - b. Monthly payment envelopes will be provided for your convenience.
 - c. Tuition will be prorated for children enrolling during the school year.
2. Tuition may be paid at the preschool office by cash, check, or money order. A delinquent account (late one month) will result in your child's exclusion from school. **Parents who pay tuition are required to sign a service contract.**
3. If you choose to pay by check, please make the check payable to: **Buckeye Central Local Schools.** The child's name and the month covered should appear on the face of the check. Post-dated checks will not be accepted. Please save your receipts for income tax purposes because we do not give yearly payment reports.
4. Please present the exact amount if you are paying in cash. We do not keep cash at the school site.
5. There will be no refunds of tuition for early withdrawals or for snow delays or closures.

LICENSURE

Our preschool program is inspected at least annually by the Office of Early Learning and School Readiness Department of the Ohio Department of Education. Compliance reports should be received by us following each inspection. Our license certificate is posted in the preschool office and in each classroom. Parents are welcome to request a copy of the compliance report.

ILLNESS, EMERGENCIES and COMMUNICABLE DISEASE

ILLNESSES AND EMERGENCIES:

It is our desire to keep the children and the school staff as healthy as possible. We need your cooperation.

If your child has symptoms of illness such as a runny nose, red or runny eyes, fever, vomiting and/or diarrhea, we ask you keep your child at home. Home rest will help your child regain his/her health and also prevent spreading of the illness to others. Please contact Amanda Pace at 419-492-3275 or apace@bcbucks.org if your child is absent from preschool.

In case of a sudden illness or serious accident, a parent or legal guardian will be notified immediately. Be sure the emergency number is current at all times. **A child may not attend preschool without at least two current emergency numbers.** If a parent, legal guardian, or family doctor cannot be located when a severe emergency develops, the child will be taken to the hospital emergency room by ambulance. Buckeye Central Bitty Bucks Preschool will not assume responsibility for the payment of hospital, doctor, or ambulance fees.

COMMUNICABLE DISEASE:

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as s/he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases.

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

A. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness, or has been exposed to a communicable disease.

B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

1. diarrhea (more than one (1) abnormally loose stool within a twenty-four (24) hour period);
2. severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
3. difficult or rapid breathing;
4. yellowish skin or eyes;
5. conjunctivitis;
6. temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
7. untreated infected skin patch(es);
8. unusually dark urine and/or grey or white stool;
9. stiff neck;
10. evidence of lice, scabies, or other parasitic infestation.

C. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the teacher and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph B of this rule as well as the following:

1. unusual spots or rashes
2. sore throat or difficulty in swallowing
3. elevated temperature
4. vomiting

D. Programs shall follow the Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses.

E. A child isolated due to suspected communicable diseases 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, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
4. observed carefully for worsening condition;
5. discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.

Training shall be provided for all preschool staff in signs and symptoms of illness and in handwashing and disinfection procedures. In each building in which a program is operated there shall be readily available at all times at least one preschool staff member who has completed a course approved by the State Department of Health in (1) first aid and (2) prevention, recognition, and management of communicable diseases.

The parent or guardian shall be notified immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

The parents of all enrolled children shall be notified when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

LICE POLICY:

Periodic head checks are made in the classroom throughout the year. If it is found that your child has head lice, then you will need to pick him/her up at the school immediately. Please make sure to have current emergency contact numbers on file at all times. Your child will need to be treated with the appropriate shampoo and all nits (eggs) removed from his/her hair. Before your child may return to school, he/she must be brought in and checked by the nurse or designated personnel and found to be lice free.

MEDICATION:

The Preschool Program discourages the dispensing of medication to students while at school. In those cases where medications must be administered during the school day the following restrictions apply:

PRESCRIPTION MEDICATION:

By Ohio Law, prescription medicine can only be administered when a physician's order is on file at the school. This form must be signed by both the physician and the parent/guardian. **New medication forms, available from the Preschool office, must be submitted each school year, as well as any changes in medication orders.** Please note that inhaled medications, such as those used in the treatment of asthma, are considered prescription medicines, and require a signed form. Also, remember that:

1. Students are not allowed to administer medications to themselves. The school nurse, preschool teacher, Preschool Director, or their designee will perform this task in accordance with physician's instructions.

2. Medication must be in the original container with the student's name and directions for administration clearly visible.

NON-PRESCRIPTION MEDICATION:

The use of over-the-counter medications is discouraged in the preschool and will only be dispensed upon completion of appropriate paperwork (see above).

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

1. prior to administration, secure written instructions of a licensed prescriber as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement and
2. each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one (1) year.

All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towel or an air hand dryer shall be available at all times.

PRESCHOOL HEALTH AND SAFETY

Your child's safety is our top priority. The health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children.

The program shall adhere to Governing Board policies and administrative guidelines concerning immunization; emergency medical authorization requirements; providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills (including keeping records of such drills or dismissals); and providing procedures for written notification to parents in the event of a child being injured and maintaining a log of injury reports. Medical and dental emergency procedures will be posted in each preschool classroom and by each telephone, and shall be made available to school personnel, children, and parents. Emergency numbers shall be posted by each telephone. Grounds, play areas, and other facilities shall be supervised when scheduled for use by children. First aid facilities and materials shall be provided.

1. Children are supervised by at least one faculty member at all times throughout the day.
2. Fire drills, tornado drills and lock down drills are held on a monthly basis.
3. Procedures for emergency situations are provided and posted in the classrooms and by each telephone in the event of a tornado, fire, or medical/dental emergency.
4. Emergency numbers are posted by each telephone.
5. A faculty member trained in first aid, CPR, and recognition of communicable diseases is available at all times. A first aid kit is kept on site at all times.
6. The preschool provides written notification to parents in the event of a child being injured. A log of injury reports is maintained.

7. In each building in which a program is operated, there shall be readily available at all times at least one (1) preschool staff member who has completed a course in child abuse recognition and prevention based on an approved curriculum. Consistent with State law and Policy 8462, preschool staff shall complete at least four (4) hours of in-service training in child abuse recognition and prevention within two (2) years of employment and every five (5) years thereafter.
8. If an employee suspects that a child has been abused or neglected, they are required by law to report concerns to Crawford County Children's Services.

DIAPERING/TOILETING:

The expectation is that a typically developing peer will be toilet trained prior to entering preschool.

The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- A. The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
- B. The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.
- C. If an infant's diapers are to be changed in his/her crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
- D. The central diaper-changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with the manufacturer's guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- E. Any product used during diaper changing on more than one (1) child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- F. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three (3) months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- A. A clean supply of diapers stored in a specifically designated area shall be available at all times.

- B. Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- A. Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
- B. Soiled diapers to be disposed of by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.
- C. Soiled disposable diapers shall be discarded daily.

FOOD ALLERGY AWARENESS:

The incidence of food allergies in our student body continues to increase. Every year we enroll more students with peanut, nuts, and other severe allergies that may be life threatening. Therefore, Buckeye Central Local Schools has adopted food allergy guidelines and procedures.

Please contact your child's teacher before sending any food items to school for birthday, school parties, etc. The teacher will be able to give you allergy information relevant to your child's class.

If you have a child who has food allergies, it is very important that you contact your child's teacher and the Preschool Director.

SNACKS:

The district provides a daily snack is provided for both morning and full day preschool classes. Families will receive a monthly snack calendar.

LUNCH:

Lunch is provided for full day preschool children no additional cost. Because of the skills and other benefits of the Family Style Dining approach used at Bitty Bucks Preschool, packed lunches are not permitted. Families will receive a monthly lunch calendar.

TOYS FROM HOME

Students are not to bring balls, toys, and novelties to school unless the teacher permits it for a specific activity and they must remain in the classroom. Such playthings can create classroom disruptions and/or cause serious injury to other students. No toy guns, knives, swords, etc. are permitted at school. All items brought to school are the sole responsibility of the student and will be confiscated if unallowable or misused. Parents must claim these items. We provide all equipment necessary for your child's enjoyment at outdoor play.

DRESS CODE

Preschool is an active environment so please dress your child in play clothes. The children will be exploring all kinds of art and other materials that may be messy. Children wear protective smocks for art but accidents and spills still happen. The children will be climbing on play equipment that can be slippery so gym shoes are recommended for safety.

Please provide an extra set of clothing for your child in case of accidents, spills, etc. Place the clothes in a zip-lock bag labeled with your child's name that can be kept at school. Should your child need to change clothes at school, please remember to return an extra set for the next day.

Outdoor play will be provided as often as weather permits so dress your child for the weather each day. On sunny days, we recommend that you apply sunscreen prior to sending your child to school. Gloves, mittens and hats are recommended during the colder months.

PARENT PARTICIPATION

FAMILY PARTICIPATION:

The preschool encourages family visitors and volunteers. Family members are always welcome to share their time, hobbies, or talents in the classroom. Parent conferences, family workshops, and socials will be planned throughout the year. When you spend time with your children at school, you are demonstrating your interest and commitment to their education.

OPEN DOOR POLICY:

Any parent of a child enrolled in the program will be permitted access to the school during its hours of operation to contact his/her child, to evaluate the program environment, or for other purposes approved by the Preschool Director. Please sign in upon entering the premises, then sign out upon leaving.

ATTENDANCE:

Regular attendance by all students is very important and is strongly encouraged. Please refer to the school calendar. In keeping with compliance with the Missing Child Act, please call to report your child's absence and the reason why. In many cases, irregular attendance is the major reason for poor achievement.

If irregular attendance occurs, the student's parent(s) or guardian(s) shall be contacted. If the child's lack of attendance is the result of an accident/injury or illness, then please contact the preschool and arrangements will be made for your child.

NOTICES SENT HOME:

Sending a backpack or book bag (with your child’s name written on it) each day will help insure that children’s work and important messages from the teacher get to you safely.

PARENT CONFERENCES:

Conferences with parents about their child’s educational growth and social development will be held during the evening in the fall and in the spring. Please consult your child’s school calendar for these dates. If you require a day conference, please speak with your child’s teacher to schedule. Additional conferences may be scheduled at the request of the parent or teacher. IEP conferences for children with special needs will be scheduled at least annually.

RELEASE POLICY:

When not riding the school bus, we will only release your child to you or persons who are designated by you on your child’s Pick-Up Authorization Form. If you desire someone other than these designated persons to pick up your child, you must notify the school in advance. Please ask the designated person to report to the classroom with a photo ID. Please do not bring children early. Please pick up promptly. We do not have staff or facilities for taking care of children beyond the designated times. Parents must enter in to the Preschool with their child when arriving for class and escort them to their classroom.

TRANSPORTATION:

The times of pick up and drop off are very important in maintaining a schedule convenient for all participants. **Please have your child ready 15 minutes before his/her scheduled pick up, and make sure you are available 15 minutes prior to his/her scheduled drop off.**

In the event, that there is no response at a designated pick up, drivers will wait 10-15 seconds and look for a signal from the adult at home. To remain on schedule, bus drivers cannot wait longer at each home.

Buckeye Central Transportation	419-492-2864
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The preschool will be contacted if the driver is unable to deliver the child after school. If the parent or emergency number contact cannot be reached, New Washington Police Department may be contacted. Any child receiving transportation for preschool will receive Buckeye Central Local Schools’ Transportation Policy.

EMERGENCY PRESCHOOL CLOSINGS:

Closing and delays for the **Buckeye Central Local Schools** will be shared with local media outlets. Please watch for your school district’s closures or check the district’s website. Text and phone alerts are also available by signing up on line.

There may be an occasion when the preschool will need to close for an unforeseen reason, such as a water main break or power outage. In these types of situations, you will be contacted by the staff.

BEHAVIOR MANAGEMENT POLICY

PURPOSE:

The behavior policy of Buckeye Central Preschool Program is to consistently reinforce positive social behavior and encourage a spirit of learning. We encourage parents to take an interest in children's efforts to learn in an environment of respect and cooperation. We believe that children expect and want limits. The purpose of behavior support is to promote a safe and healthy environment for the protection of the students and staff. The overall goal is to provide the students an environment conducive for learning.

GENERAL INTERVENTION STRATEGIES:

Within the school environment, Buckeye Central Preschool Program will use a variety of teaching strategies throughout the day, which act to increase or decrease behaviors. The staffs' first goal is to prevent inappropriate behaviors from occurring by giving the child more choices in his/her setting and by providing interesting and meaningful activities in their learning environment. Secondly, the preschool staff wants to develop and maintain appropriate behaviors by using positive approaches.

The Buckeye Central Preschool Program'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, 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 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 school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

At times, inappropriate/disruptive behaviors continue and require additional intervention strategies. The purpose of these intervention strategies is to decrease inappropriate behaviors. Sometimes problem behaviors may require highly restrictive procedures because the behavior is a danger to the child or to others. These strategies will only be used when the other three elements have been ineffective. Some of these strategies include:

- Time outs in which a staff member moves the child to another area or room;
- Withholding of routinely given activities;
- Protective hold, which could include picking a child up.

If any of these three restrictive strategies are used consistently, the parent will be contacted and a behavior plan will be developed. If you have any questions or concerns about Buckeye Central Schools' Preschool Program's behavior management guidelines, please consult the classroom teacher or preschool director.

NONDISCRIMINATION:

The Governing Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment.

Further, it is the policy of Buckeye Central Local Schools to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the school, or social or economic background, to learn through the curriculum offered in this school.

PARENT COMMENT and CONCERN PROCEDURE:

We welcome your comments. Please contact us if you have any concerns or questions regarding our preschool and/or your child's early childhood program.

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please contact us so that we may help resolve them.

COMPLAINT PROCEDURE:

Section I:

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a written complaint with the Superintendent for Buckeye Central Local Schools and may be reached at 419-492-2864.

If any person has a complaint regarding policy, curriculum, services, or procedures, phone contact can be made to the Preschool Director at 419-492-3275 or the Superintendent at 419-492-2864.

PRIVACY/CONFIDENTIALITY: The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Preschool Policies and Procedures

Preschool policies and procedures are consistent with applicable statutory requirements contained in the Ohio Revised Code and Rules that are adopted by the State Board of Education. The Buckeye Central Local Board of Education is the governing body that approves all district policies and procedures. Parents may access a copy of the district policies by contacting the Preschool Director or may go to the district website buckeye-central.k12.oh.us.

Ohio Department of Education

This preschool program is licensed by the Ohio Department of Education and follows Ohio's Early Learning and Development Standards.

http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre_K-Learning-and-Development-Standards

Department personnel are available to discuss any concerns or complaints you have as a parent. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call (614) 466-0224 or toll-free (877) 644-6338. Ask for Preschool Program Licensing.

If your child has an IEP and you have concerns about your parental rights or your child's program, please call (614) 466-0224 or toll-free (877) 644-6338 and indicate you have a concern about your child's Individualized Education Program.

Child Find

Federal and State Laws require school districts to evaluate children who have suspected disabilities. These laws affect all preschool and school-aged children throughout the school district. Buckeye Central Local Schools continuously participate in "child find" activities, hoping to help support children not currently being served by the district for delays or difficulties in:

- Speech and language
- Motor skills
- Social-emotional behavior
- Cognitive development
- Adaptive/self-help skills

If you have concerns about your child's ability or skills, and suspect there may be a disability, please contact your child's teacher, principal, or in the case of a preschool child, the Buckeye Central Local Schools' Director of Special Services. For more information, please contact Lisa McGinnis (419) 492-1022.