



Green Local School District Early Childhood Education/Preschool Program



2018-2019 Handbook

John Biggs, Principal

**Green Elementary
46 Braunlin Road
Franklin Furnace, OH 45629
(740) 354-9330**

Green Local Early Childhood Education Center

Welcome:

Our program is established on the belief that positive early learning experiences build a firm foundation for a child's future. We want you to look inside our busy, happy, and creative classrooms and observe your child experiencing purposeful play. We want you to appreciate the value of your child's play and growing curiosity. We want you to understand our philosophy and policies because it is through our partnership that your child will have the best opportunity to grow and develop to his or her potential.

Mission Statement:

The mission of Green Local Schools is to ensure the highest quality education by helping each and every student to realize his or her fullest potential and become a productive and responsible citizen through innovative and diversified academic programs, which will be provided in a caring environment conducive to learning and in concert with our community.

Preschool Hours of Operation:

Monday – Friday 8:30am – 2:15pm

Governing Board/Green Local Board of Education:

Sandy Cherry • Keith Otworth • Rusty Gleim • Amber McCalvin • Sandi Poe

Program Overview:

Green Local Early Childhood Education Center is located at 4057 Gallia Pike, Franklin Furnace, Ohio. The Early Childhood Center provides an excellent foundation for young children preparing to enter Kindergarten. The program offers opportunities for children to explore through developmentally appropriate play while using Ohio Early Learning Content Standards as the focal point for your child's curriculum foundation. The head teacher of the preschool is a highly qualified professional with a minimum of a bachelor's degree in the field of early childhood education. The staff-to-child ratios are less than licensing standard of 1:12, which will ensure that your child receives the very best learning environment to be successful in school and life.

Philosophy:

Green Local Early Childhood Education Center provides an environment that nurtures the cognitive, emotional, physical, and social growth of young children. We believe it is essential for children to interact with meaningful curriculum through intentional learning experiences within our early childhood environment. Green Local School District believes in reciprocal relationships with our children, their families, our schools, and our local communities. These relationships nurture a team building approach resulting in an optimal learning environment for children to develop and grow.

Curriculum:

Young children learn through creative play by actively exploring and manipulating their environment. Concrete experiences contribute to concept development in the preschool age child. Through creative play, the stage is set for self-discovery and self-realization. Play is the major vehicle for the development of the whole child.

Green Local Early Childhood Center is geared toward a happy first experience away from home. Emphasis is on the development of socialization and language skills while building essential reading and mathematics skills through art, drama, music, and discovery centers. The program incorporates a readiness curriculum using manipulatives, games, and hands-on experiences in a low stress setting. The curriculum is aligned to the Early Learning Content Standards and guides the teachers' instructional decisions. In addition, children will be assessed using the DIG Curriculum.

Curriculum Goals:

Developmentally appropriate experiences enhance the growth and development of each child:

- To gain a sense of self-respect as a special part of a community
- To become independent and self-motivated
- To express himself or herself as an individual through language development and creativity
- To become a creative thinker and problem solver by encouraging thinking, questioning, and experimenting
- To function successfully in a group of peers such as cooperation, sharing, and friendship values

All of the above curriculum goals will be met through the following:

- A daily schedule planned by an early childhood professional to meet the individual needs and interests of each child while following the program's philosophy and Ohio's Early Learning Development Standards.
- Developmentally appropriate experiences centered on the areas of socialization to develop oral language skills, language arts, math, art, music, science, drama, social studies, large muscle development, and small motor development.
- Availability of a variety of age appropriate materials and equipment
- Provision in the daily schedule for a balance of activities in the following dimensions:
 - Quiet/Active
 - Individual/Group
 - Large Muscle/Small Muscle
 - Indoor/Outdoor
- Emphasis on many opportunities for child selected experiences
- Fostering interaction between child and child, adult and child, adult and children, as well as children and children
- Providing realistic goals for the children based on the individual needs of the children
- Handling routines such as center rotation, snack and lunch, following daily schedule
- Continual flexibility on part of the staff in planning and changing learning experiences based on the needs and interests of each student

Cumulative Records:

Information on all children registered and attending Green Local Early Childhood Center will include, but not be limited to the following:

- Child's name, date of birth, and address
- Parent(s) or guardian's name, address, and phone number
- Names and phone numbers for emergency use when parent or guardian is not available (minimum of 2 on file)
- Names and phone numbers of persons to whom your child may be released
- Parent authorization for transport
- Parent authorization for participation in field trips

Staff and Parent Interaction Goals and Policies:

Green Local Early Childhood Center staff will work in partnership with parents communicating regularly to build mutual understanding and greater consistency for children. This relationship is based on the concept that parents are and should be the dominant influence in their children's lives.

Information about the program will be given to new and prospective families. This includes written descriptions of philosophy and policies.

Provisions are made to orient the children and parents to the program. These are to include, but not be limited to, an orientation and open house.

- Parents are welcome visitors at all times and must report to the office prior to entering the classroom.
- Parents are informed about the preschool through a classroom newsletter, Green Local website, bulletin boards, notes, phone calls, email, and personal conversations
- Conferences are held as needed to discuss children's progress, needs at home, or school. Parent/Teacher conferences will be scheduled twice a year.
- The staff invites suggestions, questions, and comments concerning the program
- Home visits will be scheduled at the beginning of each school year; there will be 2 per year

Assessment Procedure:

Preschool students will be assessed several times during the year in order to measure academic and/or social-emotional growth. These assessments include, but are not limited to: Early Learning Assessment (ELA), Ages and Stages: Social-Emotional, Brigance, Teaching Strategies Gold (Creative Curriculum), Hatch (computer-based assessments), and teacher-made assessments. You will receive periodic updates during parent/teacher conferences, home visits, and regular grading periods.

If you or your child's teacher suspect a disability (speech delay, developmental delay, etc) communication should take place immediately in order to determine and/or provide early intervention. Parents/Guardians will be asked to participate in a planning meeting to discuss "next steps" to screen or formally assess the student. Please contact the school psychologist for more detailed information: 740-354-9330 extension 3104.

Complaint Procedure:

If you have a concern, please bring it to the classroom teacher's attention immediately. If you feel your concern needs further attention, contact John Biggs, Principal, at 354-9330 or email at jbiggs@greenbobcats.org. If you feel the issue needs further consideration, contact Jodi Armstrong, Superintendent at 354-9221 or email at jarmstrong@greenbobcats.org. We are committed to the children and the families we serve. Should you ever have a question or concern, we will attempt to work with you to remedy the situation. All employees are to follow the same procedure should a concern arise with a child or another staff member.

Discipline Policy:

Our goal for discipline focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment.

- Encourage children to do their own problem solving through reflective listening
- Emphasize desirable aspects of behavior
- Give child opportunities to make appropriate choices
- Explain reasons behind expectations
- Use a variety of methods to communicate expectations

Discipline will be fair, immediate, and consistent. We will let your child know it is the *action* which is unacceptable, *not the child*. Problem solving skills will be introduced and redirection to another activity may be valuable and necessary. If a child becomes too disruptive for the rest of the class, the child will be asked to have a time out until the child has gained self-control.

If it is found that a child's behavior is consistently inappropriate, the child will be dismissed. This will only be done after an exhaustion of methods has been tried and conferences with a parent or guardian have taken place. The principal and the teacher will discuss the situation and will be available for parent conferences. Dismissal will be conducted only in the best interest of the individual child and the other children in the program.

Administrative Code: 3301-37-10 Behavior management/discipline

- (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, 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.

Suspension Policy:

The Green Local Early Childhood Center reserves the right to suspend children for any of the following reasons:

- a. Repeated disciplinary problems; particularly those that may be harmful to your child or other children
- b. Repeated incidents of late pick-up of children
- c. Forgery of documents required by the Center
- d. Other situations, actions, and/or conditions, which could constitute a disruption in program operation or risk to other program participants, including staff members

Fees and Tuition:

The Green Local Early Childhood Center has been approved to receive funds for Early Childhood Education services (Preschool). Tuition rates are calculated by using your provided income documentation, Federal Poverty Guidelines and the county-adopted tuition schedule. Payment is due the first of each month. Fees for half-day preschool are as follows:

- 200% and below Free – Fully Funded
- 201%-249% \$100.00 a month
- 250% \$150.00 a month
- 300% \$200.00 a month
- 350% \$250.00 a month
- 400% \$300.00 a month

Age:

Green Local Early Childhood Center serves 4 year old children. Children entering the program must be 4 years old by September 30 of the current year and toilet trained. A copy of the original birth certificate is required to establish the child's age. Children cannot be eligible for Kindergarten and attend the Green Local Early Childhood Center.

Admission Requirements:

All children are eligible for enrollment, regardless of race, religion, gender, disability or national origin. All children will be provided a full range of learning opportunities and enrichment activities unless otherwise directed by the express permission of the parent or guardian in accordance with religious practices and/or personal beliefs.

Parents are required to complete the following forms:

- Preschool application
- Child's Medical Statement –within the first 30 days of school (updated every 12 months)
- Emergency Medical Form
- Permission to Release Child/Roster Permission with at least two alternate contacts
- Video/Audio/Photo/Internet Waiver of Privacy

- Field Trip Permission Slip
- Request for Administration of Medication (as needed)
- Medical care plan (reviewed annually if applicable)
- Child Information Sheet
- Transportation Form
- THESE ARE ALL FILLED OUT ELECTRONICALLY IN FINAL FORMS. A link to FINAL FORMS can be found on the Green Local School District webpage.

Parents are required to provide the following forms:

- Birth Certificate
- Social Security Card
- Proof of Income
- Proof of Guardianship/Custody (if applicable)
- ODJFS Eligibility Document (if applicable)
- Current IEP (if applicable)

Parents are asked to complete a Free/Reduced Lunch Form on Final Forms

Absence:

Please notify the school at 354-9330 if your child will be absent. If the parent does not call, he or she will be contacted by the school. A note of excuse stating the reason for a child's absence should be sent to the school office upon return of the child. The excuse must be turned in no later than 2 days after the absence.

Transitions

Home to Preschool:

The first day of school may be difficult for your child. A few tears are normal for the first few weeks of school. Please reassure your child that you love him or her. It may be helpful to send a picture of you and/or your family for your child's backpack. Preschool staff will conduct beginning and end-of-year home visits to answer questions, communicate expectations, set goals, and build relationships. An orientation/open house will be conducted at the beginning of each year for students and their families to visit the preschool classroom. Classes will begin on after all home visits have been made.

Preschool to Kindergarten:

Our children will visit the Kindergarten classrooms at Green Elementary School. These visits will include collaborative activities involving our children, their families, and our Kindergarten program. Parents and students will have a "ride-the-bus together" event before school begins. Incoming students (K-6) have the option of attending a "Jump Start" program for two hours each day for one week before school begins. Preschool staff and parents will create a transition plan during spring home visits to better prepare children. Kindergarten classrooms operate on a staggered start schedule to promote a smooth and efficient transition to our all-day kindergarten program.

Professionalism:

Staff has appropriate credentials and meets the Highly Qualified Teacher criteria. The head teacher of each classroom has a PreK-3 teaching license in early childhood education as outlined in the Administrative Code: 3301-24-05. The Preschool staff members will complete fifteen annual clock hours of professional development as a part of their professional development plan. The annual completion of PD refers to the school year, from July 1 to June 30.

Staff Coverage:

Each class shall have one head teacher. There are a minimum of 2 staff members with children at all times including a degreed teacher and a teaching assistant (aide). The program will follow the Ohio Department of Education child/staff ratio and the maximum group size by age category. For 4 year olds and 5 year olds not in kindergarten or school: 1 to 14 (maximum size 28).

Potty Training:

Children are required to be potty trained upon admission. A maximum two-week adjustment time will be allowed, recognizing that children may experience some setbacks and/or regression during this transitional experience. Pull-ups are

not an option but are rather an indication that potty-training has not yet occurred. If, after two weeks, it is clear that the child is not potty-trained, they will be asked to withdraw until that occurs.

Food Service License:

Green Local School's food service license is posted in the Green High School Cafeteria. Our food service site meets the state and local health and safety codes. The snacks are of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with the required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. If you have any questions concerning your child's snack program, feel free to contact the cafeteria supervisor, Myra Clark at 740-354-9150 (extension 3509).

In accordance with Federal Law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Confidentiality

Each family that is enrolled at the Green Local Early Childhood Center has a right to expect confidentiality from the staff. Children are never discussed outside the center and exchanges of information are not encouraged between parents. Even in a classroom setting, the child's name, gender, or description are not used to describe a situation. At no time will a child's name be used in public.

The goal of all discussions or information seeking must be to serve the student and/or their family. Information shared with you by parents must be held in the strictest confidence. Confidentiality implies trust and respect. Practically speaking, confidentiality means that thoughts, views, opinions, and anecdotes that are shared at team meetings stay within the group. A breach in confidentiality occurs when:

- Personal information/records are passed without student/parent consent
- Staff speak in front of children about other children
- Information draws undue attention to the child's weaknesses/disability rather than the child's strength/ability
- Staff speak with other children's parents about issues
- Information has the potential to negatively impact the students' welfare or services

Communication:

Every building a person enters communicates a message about its occupants. We want the concern and interest in the children we are caring for and educating to be immediately evident. When people enter our building, we would like you to be aware of our respect for children's work and our belief that beauty and orderliness are important aspects of children's learning experiences. In addition to the children and the children's work, our words, our countenance, our receptivity, our actions, our work areas will be a visible demonstration of our philosophy and program goals.

Communication in general is the responsibility of the entire program staff. However, make it a practice to communicate child and program concerns through the teacher and director. Teacher communication includes daily notes home, weekly newsletters, and formal/informal parent conferences. Parenting workshops and family activities are part of the program. Parents are encouraged to be as much a part of the Green Local Early Childhood Center as they have a desire to be and as their schedule allows.

Daily Notes Home:

Children receive a daily note home that indicates general information about their day. Please check your child's backpack daily.

School Updates:

The Green Local School District frequently updates the website with pertinent information. The web address is www.green.k12.oh.us. In addition, school notices are sent home with each child.

Progress Reports:

Progress reports become part of the child's portfolio, identifying benchmarks or progress. Children are worked with individually and developmentally and, thus, should not be compared with classmates or siblings. The progress report will include the testing results and goals for each child.

Parent Participation:

If you have a special interest, hobby, or talent to share with the class, i.e. playing a musical instrument, speaking a foreign language, cooking a special dish, etc., please inform the child's teacher. Parents are also invited to periodically read stories to the children; however, they are required to complete State and Federal Background Checks at the South Central Educational Service Center. More information is available in the Elementary Office.

Parent Involvement:

Because of the belief in a strong parent partnership, custodial parents/guardians are always welcome at the Green Local Early Childhood Center. Whether that is being a part of the classroom, observing, or volunteering for special projects and/or field trips, there is a place for you at the Green Local Early Childhood Center. Advance notification is a courtesy to teachers so they can adequately accommodate parent requests.

Field Trips:

The school will provide transportation to and from all activities. Each student is required to ride the approved transportation. The principal has the right to exclude any student from field trips due to excessive behavior problems.

General Emergency Plan

Fire Drills:

Building evacuation is one of the most important aspects of a program. In all emergencies, the priority is to keep the children safe and calm. State fire regulations require monthly fire drills and periodic emergency drills during tornado season (March – May). Evacuation procedures for evacuating the building are posted in each room. Teachers are responsible for familiarizing children/program guests with the procedures.

Teachers are responsible for the safe and orderly dismissal of their children during a fire drill. Doors and windows should be closed with arrangements made for assisting children with disabilities out of the building. A room sweep should be conducted to be sure there are no children in restrooms, cubbies, etc.

Tornado Drills/Guidelines:

The frequency of tornadoes in the past five years has increased the awareness of and the necessity for plans to minimize the effects of a tornado and to provide maximum protection for students and all staff. Procedures are posted in each room. These drills are required March-May of each school year; however, they are practiced more frequently.

- *Tornado Watch* – an alert or forecast issued whenever conditions are favorable for the development of severe weather.
- *Tornado Warning* – a tornado/funnel cloud has been sighted and there may be danger to life or property if protective measures are not taken immediately by people who are in its path.

Lockdown Drills:

Lockdown Drills are required by the state of Ohio. These are unfortunate, yet necessary, in today's society. Lockdown Drills are situational. They will prepare students in the event they need to escape, barricade, and/or seek immediate shelter within the room.

Loss of Electricity/Heat/Water:

In the event of loss of heat, electricity, or water access for an extended time, Green Local Early Childhood Center will contact parents that the Center will be closing and children must be picked up. Please listen to the radio and television for emergency school closings. Closings will also be communicated via *School Messenger* (all-call) and *Remind 101* (text service).

Required Photo I.D.:

Until the staff gets to know you, it is a requirement that staff ask you for a picture I.D. Please inform family not to be offended by this practice. The safety and security of your child is paramount.

School Closings:

The Green Local Early Childhood Center will follow the same schedule as Green Elementary in regard to 1-hour delays and early dismissals. The morning (AM) class is cancelled in the event of a 2-hour delay. Schedule changes will be communicated through *School Messenger* (all-call system), text service, and local television/radio stations.

Parent Access:

Parents/Guardians must have 2 working telephone numbers so they are reachable in the event of an emergency. If at any time there is a change in your phone number, address or working location, contact the office at Green Elementary (740-354-9330). Parents/Guardians must provide two additional contacts in the event of an emergency. Primary contacts will be notified first; secondary contacts will be notified only if primary cannot be reached.

First Day Items:

Label the following items with permanent marker and bring them on your child's first day of attendance:

- Backpack
- Complete change of labeled clothing including shirt, pants, underwear, socks
- Box of tissues/Roll of paper towels
- Class-size bottle of alcohol-free hand sanitizer or antibacterial liquid soap
- Favorite blanket and pillow for nap time

Personal Toys:

Personal toys should be left at home so as not to detract from the classroom learning objectives. In addition, children have a natural curiosity and personal items could be unintentionally damaged or lost with no mechanism for replacement.

Daily Nap Materials:

Each child shall bring one clean pillow and one clean blanket/covering for daily nap time on Monday (or first day of return of the school week). All nap materials must brought home on Friday (or last day of the school week), laundered and returned back to the school on the following Monday (or first day of return of the school week).

Class Rosters:

Class rosters are available to any parent upon request. Signed approval for parents' names, addresses, and telephone numbers on the roster is completed upon enrollment of your child. This is intended to increase the networking opportunities between/among parents. This information will be excluded at the parents' request and noted as "denial" on that checklist.

NSF Checks:

If a check is returned for non-sufficient funds (NSF), a \$25.00 NSF fee will be charged to your account. The \$25.00 should be paid in cash along with cash in the amount of the NSF check. Childcare services may be withdrawn if more than two NSF checks are returned. Parents are not refunded for days missed due to illness, vacations, or disciplinary reasons.

Contracts:

Contracts are legally binding and define the term dates and tuition rates. Tuition is payable monthly. The length of the contract coincides with the school term.

Calendar:

The Green Local Early Childhood Center follows the regular school calendar. A copy is provided in the enrollment packet and made available annually to parents.

Emergency Pick-ups:

Those identified as emergency contacts must be age 18 and over and must be identified as transporters on the application form; it is a common practice to ask for a picture I.D. Please inform family not to be offended at this practice. At the Green Local Early Childhood Center, the safety and security of your children is paramount.

Custody Agreements:

If there is a custody issue involving your child, the custodial parent must provide the Center with official court documentation indicating who has custody of the child. The Center may not deny a parent access to his/her child without the proper documentation.

Drop Off/Pick-Up Procedures:

Children must be escorted to the office for sign-in. A staff member will then assume responsibility for the child. Under no circumstances should a parent leave a child in the building or classroom until certain that the staff member is aware of the child's presence. **Early drop-offs and late pick-ups are not acceptable.** At departure, the parent/guardian should sign-out the child and receive a classroom pass from the office. Families must designate, in writing, if another adult is to pick up a child routinely or on special dates. Signing in and out is a requirement of licensing and is necessary for record keeping, billing purposes, and most importantly for safety. The teachers are responsible for making sure these things occur.

Partial Bus Transportation:

The Green Local School District will provide bus transportation. Pick-ups and drop-offs remain the responsibility of parents/guardians. Please refer to "Drop Off/Pick-Up Procedures" in the above paragraph for detailed information. Parents must complete a permission form in order to ride the bus. If no documentation is on file, the Green Local School District assumes you will provide all transportation. **Buses will follow the elementary schedule dropping off students at 8:30 A.M. and departing school at 2:15 P.M.** The bus is an extension of the classroom. Appropriate behavior is expected. Bus privileges may be revoked due to repeated behavior issues.

Tracking Children and Child Checklists:

Child checklists will be used daily, every time the children enter and exit the classroom. A child checklist is a list of all children present. Staff will use this list to ascertain that all children are present when exiting the classroom, when arriving at the destination (e.g. recess) when leaving the destination point, and when arriving back at the classroom.

Safety Procedures:

No child is ever left alone or unsupervised with the exception of a child in an actual restroom stall. In that situation, adults are stationed outside the main restroom door to monitor.

Withdrawals:

If a parent feels it is necessary to withdraw his/her child, written notification should be given to the principal and a conference should be scheduled a week in advance of the withdrawal date.

Removal from the Program:

Failure to comply with the existing policies and situations that present a risk to the health, safety, or well-being of children, staff, or the program are grounds for removal from the program. This does not relieve the party responsible from their contractual obligations.

Early Learning Development Standards (ELDS):

Sound theory is foundational to the Ohio Department of Education's (ODE) Early Learning Development Standards. Brain-compatible learning, inquiry-based, differentiated, and integrated instruction are developmentally appropriate practices focused on the whole child. Children are offered experiences that match their developing abilities as well as experiences that challenge them to progress to the next level of learning. Our preschool curriculum is based on and aligned with the Early Learning Development Standards adopted by the State Board of Education. More information can be obtained at the following website: www.ode.state.oh.us,

Emergent Literacy:

The curriculum can best be described as "emergent literacy". While teachers have a thorough understanding of Ohio's competency-based models including language arts, math, science, social studies, art, music, and foreign language, they pay close attention to the interests of children, capitalizing upon them to build a well-rounded program that addresses all areas of learning. There is an emphasis on early literacy skills as well as scientific discovery. While content knowledge is important, here at the Green Local Early Childhood Center we teach children not subjects.

Developmentally Appropriate Classroom:

A developmentally appropriate classroom is like a good home, where children can learn through playing, cooking, watching, listening, acting, reading/pretend reading, and writing or pretend writing. It is a place where they can explore

their environment by asking and answering questions. It is a place where the teacher is like a parent—reading to the children and talking about the stories they read, writing for children and allowing them to write for different purposes, taking time with the children to explore their community on field trips, and talking about those experiences together. It is a place where children clean up after themselves, learn more about familiar and unfamiliar topics (usually called themes), and learn more about what interests them most—theirself. Most importantly, it is a place where children learn that reading provides both enjoyment and information, and they develop the desire to read and write.

Outdoor Play:

Licensing rules require that children spend time out-of-doors each day in suitable weather. Parents are responsible for sending clothing that suits the weather conditions such as jackets, mittens, boots, etc. Sunscreen should be considered in warm weather and applied before the child comes to school, as it should be applied 20 minutes before children go outdoors. Sunscreen requires signed permission for its reapplication during the school day.

Celebrations:

As a part of our multicultural, anti-bias curriculum, we like to include holidays celebrated by children of various groups. Sometimes, we make our own celebrations like Pajama Day or Teddy Bear Day. Families are welcome to initiate the ongoing study of their family tradition, customs, languages, and celebrations. Please inform us should we be aware of ethical or religious considerations. Also, feel free to share family traditions and holidays that are important to you.

Birthdays:

If you wish to provide a special treat for your child's birthday, please let the teacher know in advance. Pre-packaged items are required due to known and unknown food allergies that exist within the classroom. **Consideration should be given to providing a healthy treat as an alternative to traditional birthday cake or cupcakes, recognizing that health and nutrition are elements of a quality early childhood program.**

Fairness:

To be fair, we want every child to have a similar experience, and simple is better. Gift bags, toys, horns, etc. are discouraged. Parents are welcome to join in the celebration if their schedule permits. A very special part of the celebration might be a parent visiting the class and sharing something about the child's birth or other memorable moments in their child's journey.

If you wish to hand out party invitations for your child's birthday, we request that an invitation be given to each child within your child's classroom. Otherwise, if only inviting certain children please hand out invitations off school grounds.

Clothing to Suit the Curriculum:

Children should be dressed in comfortable play clothes that allow for active and often messy projects. Pants and T-shirts prove the best, even for girls, since dresses may hamper climbing or other active play. Cowboy boots, dressy flats, flip-flops, or sandals sometimes get in the way of a child's easy movements and may often be the cause of falls, slips, and injuries.

A child's clothing will be changed if it becomes wet or very dirty during the day. For this reason, your child should have a complete change of clothes at the Center at all times; i.e. socks, underwear, shirt, pants. Staff will be responsible for reminding parents when an additional set of clothing is needed. Please label all of your child's personal belongings; especially hats, coats, mittens, and boots. If your child comes home for any reason with Center clothing, please launder and return the clothing within one week.

All bedding materials will be returned home each Friday to be laundered and returned back to school on Monday of the next week.

Allergies and/or Restrictions:

It is the responsibility of the parent to notify the Center of any environmental/food allergies or restrictions (including diabetes). It is our responsibility to post and honor them. Food allergies/restrictions are posted in the classroom and cafeteria.

Cafeteria/Special Diet:

School Lunch Price List:

Lunches	\$2.90
Reduced price lunch	\$0.40
Free lunch for those who qualify	FREE
Breakfast	\$1.00

There will be no more than two regular lunch charges permitted; after that your child will receive an alternative lunch. There are no a la carte charges.

In cases of special diets due to medical reasons where an entire food group needs to be eliminated, parents need to provide a doctor's statement. The teacher will then inform the Cafeteria Supervisor of the need for a substitute snack. Your child's physician will need to complete a waiver when a food group is eliminated.

Child Guidance:

As Parents/Caregivers, we encourage you to:

- Choose your issues
- Set clear, consistent and reasonable boundaries
- Help children gain self-control
- Understand developmental milestones
- Expect age-appropriate, developmentally appropriate behavior (they are preschoolers not older children or adults)

Children need:

- Strategies like ignoring, negotiating, preparing, anticipating
- Limited choices: "Do you want me to help you with your coat or can you do it yourself?"
- Boundaries and knowledge of that which is safe, allowed, and expected as well as why
- Help in organizing their time and energy
- Rituals around activities to give them a sense of control
- Preparation for what will happen next (picture schedules, "we will do this, then this")
- Motivation – "Where does your coat go?" rather than "hang up your coat". Pretend you forgot where the coat goes, make a game of things, sing songs to accomplish tasks, count
- No ultimatums ("You must or I will...")
- Occasionally removed from the situation

Social Skills Development:

The teachers at the Green Local Early Childhood Center model different types of behavior management techniques. Some ideas in order to get the children quiet:

- Say... "Stop. Look. Listen."
- Without saying a word, clap out a rhythm with your hands. The children will join in.
- Say the following: "1, 2, 3, look at me."
- Bring their voice down low and whisper your instructions. Change the pace by singing a quiet song.

Child Guidance and Management Guidelines:

The Center strictly adheres to the child guidance and management set forth by Ohio Childcare Licensing in accordance with 5101:2-12-22 of the Ohio Revised Code; Rules 22 applies to all employees of the Center, including the following restrictions:

- An absence of cruel, harsh, or corporal punishment such as shaking or spanking.
- Discipline shall be delegated to the staff only and never to another child.
- Physical restraints will never be used to confine a child.
- Children will never be placed in locked, confined, or enclosed areas.
- An absence of profanity, threats, derogatory remarks, shame, fear, fright and/or verbal abuse.
- Discipline shall not be imposed for failure to eat or for toileting accidents.

For the safety of the children:

- Children are appropriately supervised.
- Monthly fire/tornado drills will be held.
- Children will be instructed in emergency procedures, which are posted in each classroom.
 - Staff members are trained in first aid, CPR, the prevention and recognition of communicable disease and child abuse.

Green Local Early Childhood Center staff has had classes and in-service hours in child management. In cases where the child's behavioral or emotional problems prove extremely disruptive to the general program and/or if one-on-one supervision is required on a long-term or consistent basis to ensure the health of safety of the child or other children, parents may be asked to withdraw the child from the Green Local Early Childhood Center. A referral for therapeutic intervention would accompany such a request.

Childcare Licensing Disciplines Guidelines:

The Center adheres to the discipline guidelines set forth by the Ohio Childcare Licensing Code.

Child Abuse:

Any member of the Green Local Early Childhood Center who suspects an incidence of child abuse is required by law to report his or her suspicions to the Center Director who will in turn report to the Scioto County Children's Services Board. The staff is mandated reporters and trained in Child Abuse Prevention, First Aid, Communicable Disease, and CPR.

Accidents/Incidents:

Staff members will complete an accident report (ODJFS01299) on the day of the occurrence for:

- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Bump or blow to the head
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff

An incident report will be filed in the case of behavioral concerns on the day of the occurrence, and staff will:

- File a copy of the report with the director;
- Share a copy signed by the reporting staff and the administrator/administrative designees with the parent within 24 hours. The original will be kept in the child's file and a copy given to the parent. Accident/incidents of serious nature are defined on the state licensure form and require filing an additional report with the state licensing authorities within 24 hours.

Medications:

The professional staff of the Green Local Early Childhood Center will administer medications, topical treatments (sunscreen/lotions), and special diets only when requested by a parent under the direction of a physician or nurse practitioner. Ohio law requires the completion of form ODHS 1217 in order for medication to be given. A copy of the appropriate form is in your parent packet and additional copies should be secured from the secretary prior to a doctor/dentist visit.

The completed "Administration of Medication" must accompany any medication, prescription, or over-the-counter drug to be administered. This form is also necessary for any child who is on a special diet and/or has allergy medications that are prescribed by a physician. The form must be completed and filed with the secretary each time a child changes/adds a medication. The child's name and the time the medication is to be administered must be written on the form provided in order for the medication to be administered. Each time a staff member administers the medication, it is noted on the bottom of the form and kept in the child's file.

Medical/Physical Care Plan:

A child with health conditions or requiring medical procedures must have a Medical/Physical Care Plan (ODJFSS0123) signed annually that includes:

- Name of child
- Instructions for any medical procedure to be performed

- Name of staff members trained by the parent of guardian
- Signed parent permission for the procedures to be performed
- An explanation of additional education/therapeutic services the child is receiving
- Records release for the Center to contact other service providers

Disinfecting and Cleaning:

All materials and toys in the classroom are cleaned on a regular basis. Please see the principal for documentation of the routine cleaning in the classroom. Green Local Early Childhood Center uses Bleach, Envy, and Germ Control products when disinfecting and/or cleaning in the classroom.

Symptoms for Discharge:

Staff will observe children upon arrival and during the school day for signs and symptoms of illness. Some of the following may indicate possible illness:

- Unusual spots or rashes
- Yellowish skin or eyes
- Red or discharging eyes
- Severe coughing, causing the child to become red in the face or to make whooping sound
- Elevated temperature (above 100.0 degrees Fahrenheit) taken by auxiliary method
- Evidence of lice, scabies or other parasitic infestation
- Stiff neck
- Difficult rapid breathing
- Sore throat or difficulty in swallowing
- Unusually dark urine and/or gray white stool
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Vomiting
- A child who does not feel well enough to participate but who is not exhibiting the above symptoms

Any child who is ill upon arrival will not be permitted to enter the Center:

A child's temperature must be normal for a minimum of 24 hours before she/he returns to the program. The child who is experiencing minor cold symptoms (but is not experiencing any of the symptoms mentioned above) and who feels well enough to participate fully in activities will be observed closely for development of any of the above symptoms. The appearance of any of these symptoms will warrant an immediate call for parents to pick up the child.

Please do not send your child to school if he/she has experienced any of the following symptoms within 24 hours:

- Elevated temperature (above 100.0 degrees Fahrenheit) taken by auxiliary method
- Vomiting
- Diarrhea (more than one abnormally loose stool within a 24-hour period)

Isolation Precautions:

Any child who becomes ill while participating in the program will be separated from the other children and may rest on a vinyl cot. A staff member will stay with the child and make him/her as comfortable as possible until a parent or guardian can arrive to take the child home. When a parent or guardian cannot be reached by phone the individual designated on the emergency form will be called.

Sanitizing Procedures after an Illness:

All linens, cots, and materials used to care for an ill child until picked up by a family member will first be cleaned with soap and water, followed by sanitizing with our Hospital Strength Germ Control Agent. The same procedure is also followed for all communicable diseases.

Family Notification of Exposure:

In the event that a child and/or adult working in the classroom should be diagnosed as having a communicable disease (listed on the Department of Health Child Day Care Communicable Disease Chart) and upon notification to the Center, parents of all children in the program will be notified in writing of their child's possible exposure to the disease. This

information will be posted on the bulletin board outside of each classroom. Only the communicable disease and possible symptoms to look for will be shared. Names of the children and/or families will never be shared.

In the event of a staff member's illness, a qualified substitute will perform his/her duties until the staff member can return to the classroom. Should a staff member become ill during class, he/she will leave the classroom in the charge of the Director or another staff member until a qualified substitute can arrive.

Immunizations/Waiver:

This Immunization Waiver was developed under the direction of ODJFS licensure agent with approval by the District Representative from the Ohio Department of Health. Immunization requirements may be waived for religious reasons upon submission of the parent or guardian's written request or for medical reasons upon submission of a physician's or certified nurse practitioner's written request for exemption. The waiver is stapled to the child's medical and is updated annually.

Immunizations for Pre-School Attendance:

Ohio Revised Code 5104.014, Division B:

Each child's³ caretaker parent shall provide to the cent, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process⁴ of being immunized against all of the following diseases:

1.	Chicken Pox;	6.	Influenza;	11.	Poliomyelitis;
2.	Diphtheria;	7.	Measles;	12.	Rotavirus;
3.	Haemophilus influenza type b;	8.	Mumps;	13.	Rubella;
4.	Hepatitis A;	9.	Pertusis;	14.	Tetanus.
5.	Hepatitis B;	10.	Pneumococcal disease;		

Ohio Revised Code 5104.014, Division C:

A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:

- Immunization against the disease is medically contraindicated for the child;
- The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
- Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D:

The medical statement shall include all of the following information:

- ** The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
- ** Whether a child is subject to any of the exceptions specified in division (C) of this section.
- ** The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

***	Vaccine doses are only considered valid if administered according to the most recent version of the <i>Recommended Immunization Schedules for Persons Aged 0 Through 18 Years</i> or the <i>Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind</i> , as published by the Advisory Committee on Immunization Practices.
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***	Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
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***	"Child" includes both of the following: 1)An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.
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***	"In the process of being immunized" means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).
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Communicable Disease:

Each classroom is required to post the ODHS Communicable Disease Chart, which identifies diseases, symptoms, methods of transmission, and control measures. As a preschool licensed by the State of Ohio, it is required that the procedures concerning communicable disease be strictly adhered to at all times to protect the health and safety of all children and staff members. Any child or staff member exhibiting any of the symptoms identified on the ODHS Communicable Disease Chart is considered a possible carrier and may not be in attendance at the Center (Chapter 5104, Ohio Revised Code). If a preschool staff member identifies a child with symptoms of a communicable disease, the child will be offered his cot and separated from the other children. A staff member will be assigned to stay with the child with an expectation that the parent will pick the child up immediately (allowances will be made for travel time). The child or staff member will be readmitted to the Green Local Early Childhood Center when he/she is symptom-free for a period of 24 hours, or until a physician’s written permission verifies that there is no risk of contagion.

If a communicable disease has been identified, Center parents will receive a written notice of exposure within 24 hours. That notice will include the date of the suspected exposure and the symptoms that may occur. Multiple copies of the notification will be placed on the secretary’s counter next to the children’s sign-out sheet.

Children’s Medications/Inhalers:

Children’s medications/inhalers will be properly labeled and kept in a secure location in the classroom and administered by the staff according to the child’s Health Care Plan.

Hand Washing:

Staff and children engage in hand washing with regularity. Proper procedures are posted by each sink and hand washing is required by all staff upon entering the building in addition to before and after eating, before and after rest rooming, after contact with body fluids, after cleaning, and before and after food handling.

The water is preset to not go beyond a certain temperature at any of our sinks; however, it is the fiction more than the water temperature that is responsible for killing bacteria. For this reason, singing a hand washing song or counting to 20 will help the children meet the required time for cleaning.

Smoking:

The Green Early Childhood Center is a smoke-free facility. Smoking is not permitted on the premises or the surrounding grounds and because of licensure can only be tolerated away from the school campus and out of sight of the children.

Handbook Revisions:

No handbook can anticipate every circumstance or question about program policy or procedures. As circumstance, state mandates, or school requirements change, policies must accompany them. The Center, therefore, reserves the right to revise, supplement, or rescind portions of the handbook when necessary. The handbook is intended as a guide to support successful programming for children and successful partnerships with families.

Tax I.D. Number:

You may obtain Green Local’s tax I.D. number through our Treasurer’s office at 740-354-9221 extension 4503.

ODJFS Ohio Administrative Code Information

***The following information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.**

JFS 01237 (Rev. 9/2006)

Green Elementary in the Green Local School District is licensed to operate legally by the Ohio Department of Job and Family Services. The license is posted on the bulletin board in the office for review. A toll-free telephone number is listed on the license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request or at the ODJFS web site.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's service agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operations for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall go directly to the office, sign in and notify the Director of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone of any parent who requests that his/her name or telephone number not be included.

The licensing inspections and compliance reports for the current licensing period are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaints investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family services. The department's website is <http://jfs.ohio.gov/cdc>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32,42 U.S.C. 1201 et seq.

This information must be given in writing to all parents, guardians, and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.