

Overlook Elementary

650 Broad St.

Wadsworth, Ohio 44281



Preschool Handbook

2016-2017

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Preschool Philosophy

We believe that **all** young children can grow, learn, and succeed, no matter their race, gender or disability when they are provided with the opportunity to actively explore their environment. Our role as teachers is to foster curiosity, positive attitudes, and lifetime learning. We will provide the children with successful experiences that allow them to develop to their full potential physically, socially, emotionally and intellectually. We will provide and encourage diversified gender opportunities and encourage exploration, inclusion and celebration of various cultures.

Goals

LANGUAGE	To facilitate the development of the child's expressive and receptive language according to the child's individual ability.
MATH SKILLS	To facilitate the development of the child's ability to understand order, problem solving and logical thinking.
GROSS MOTOR	To facilitate the development, awareness, and efficient usage of large muscle skills and relationship of body to space.
FINE MOTOR	To facilitate the development, awareness, and efficient usage of fine muscles.
PERSONAL/SOCIAL	To facilitate the development of a good self image, ability to interrelate successfully in a group situation, and acceptance of human differences.

IMPACT OF FAMILY ENGAGEMENT

Parents and the environment they create at home are crucial factors – equally as important as the school – in determining children’s achievement. If you’ve ever wondered what impact your involvement and interest in your child’s educational process had, consider the following:

Your attitude concerning education will dictate how your child will approach learning. Parents who participate in their child’s educational process communicate a message to their children that education is important. A child who receives such a message has motivation to succeed.

Teachers cannot do the job themselves. The demand of a classroom of students prevents a teacher from providing all of the individual attention needed to stimulate each child to their fullest. Parent involvement is a must if the maximum benefits of education experiences are to be realized.

Differences in academic achievement and cognitive development can be traced to the parents’ reinforcement of school activities at home. Children who receive help at home achieve higher standards than those who don’t, despite the ability of the parent. Not even additional help from the classroom teacher is as helpful as assistance from the parents.

Praise and encouragement are recognized by educators as the most effective tools of teaching. When praising your child, praise the process and hard work rather than the end product. To encourage your child, rather than using the “practice makes perfect phrase,” tell them that practice makes them better! The child of parents involved in the educational process receives the benefits of reinforcement from the single most important source in their life, that of his/her parents.

No one knows your child like you do, what motivates them, their interests, their strengths, their desires, and their history. This is a wealth of information that is very useful to the classroom teacher. This information is useful if the parent has a positive, active relationship with the school and teachers.

A child’s education does not begin and end with the ringing of the school bell. Every experience for the child is a learning experience. Thus, every parent is involved in the education of their child on a daily basis.

As a parent, you play a vital role in planning and establishing the kinds of activities in your home that will stimulate and increase the intellectual skills of your child. The reward of your interest and involvement may not be immediate; however, your involvement makes a big difference in whether your child will succeed.

Wadsworth City Schools – Code of Conduct

BEFORE SCHOOL

1. Students should arrive at school at 8:55 A.M./12:40 P.M. Our starting time is 9:00 A.M/12:45 P.M.

HALLS

1. Everyone should walk on the right side of the hallway.
2. Everyone should walk up or down the stairs on the right side.
3. We all walk quietly in the halls.
4. We all walk with our hands by our sides.
5. All students will remove their hats upon entering a school building.
6. No running in the building.
7. No loud talking.

PLAYGROUND

1. There are boundaries on the playground and each of us play within those boundaries.
2. No climbing on or going under fences.
3. On days when the grounds are wet or icy, play on the blacktop only.
4. Students will be kept indoors during inclement weather at the discretion of the Principal.
5. Students must stay away from bicycle racks, driveways, and all parked cars.
6. All playground equipment must be used in a correct and safe manner.
7. Playground visitation by parents is ONLY PERMITTED if there is authorization from the main office. Parents and visitors should sign in at the office. They will be given a nametag to wear.
8. In accordance with Board Policy, and by state law, the Wadsworth Board of Education Student Conduct Code is posted in each building.

The above is only PART of the Code of Conduct, as not all matters pertain to Preschool.



GENERAL INFORMATION

Attendance

It is important that your child attend Preschool on a regular basis. Each child should attend every day unless they are ill. In the case of illness, parents **MUST CALL** the school by 8:50 A.M. each day the child is absent. Please call 330-335-1420.

You will be asked the nature of your child's illness. We are required by law to notify all parents in the case of a diagnosed communicable disease such as chicken pox, conjunctivitis (pink eye), strep throat, etc. These procedures are in place for the protection of everyone.

If a child must leave school before regular dismissal time, a note must be sent to the teacher signed by the child's custodial parent or legal guardian. You **MUST** go to the office to sign your child out at the appropriate time. The office will call down and have your child brought up to meet you in the office. This is for your child's protection.

Illness constitutes an excused absence. Other excused absences are family illness (if you are ill and responsible for driving your child to preschool), family emergencies, death in family and doctor or dentist visits as long as they are under 2 hours and you have a slip from the doctor/dentist office. Vacations are not excused absences. Lack of transportation does not constitute an excused absence. Excessive absence will result in a notification letter from the principal.

Cable TV Channel 16

Channel 16 is the Wadsworth Education Channel. It broadcasts all School Board Meetings and special events of elementary, middle and high school. The Sun Banner Newspaper publishes the WCTW cable schedule each Thursday for the coming week.

Communicable Disease

We take many precautions to ensure the health and safety of your child throughout the day. Communicable disease is a threat to everyone's health. If your child has come down with a confirmed case of communicable disease such as chicken pox, pink eye, strep throat, lice, scabies, fifth's disease, etc. please call the office at 330-335-1420 or 330-335-1424 and report it to us so that we may notify other parents in the class of the disease and the symptoms of the disease. We are required by law to notify parents and we do so aggressively to help ensure the continued health of all. We do not name children specifically – we simply notify parents that a case of (the communicable disease) has been confirmed in your child's classroom. Symptoms are then given, so that others can watch their children for symptoms.

Conferences

Parent teacher conferences are scheduled 4 times yearly: October, November, December, and February. Appointments are scheduled by the classroom teachers. Reminders of conference times and days are sent home in advance of the conference.

Progress reports will be made available at scheduled conference times. Interims will be sent as needed.

During the school year, additional conferences may be requested should a need, concern or problem arise. Parents need to make arrangements with your child's teacher for additional conferences.

Parents are encouraged to visit your child's class during the year and there will be many opportunities to do so.

Please try to not bring your children to conferences, if at all possible. This is a time for parents and teachers.

Days of Operation

Once the Preschool classes begin, they are in session Monday through Thursday. If Wadsworth elementary schools have a holiday break, preschool has the exact same break. This also applies to snow/calamity days.

The preschool children attend 2 hour and 30 minute sessions, mornings or afternoons, 4 days a week.

The hours for the morning session are 9:00-11:30 A.M. The afternoon session is 12:45-3:15 P.M. Your promptness in dropping off and picking up your child will help you avoid busses and other traffic.

Dressing for the Weather

The children will spend part of everyday outside unless the weather conditions are severe. Children should be dressed for indoor/outdoor play suitable for the weather conditions. Please label all clothing items: jackets, boots, sweaters, raincoats, etc.

Other clothing concerns

All children attending preschool should be potty trained. Procedures are in place for diapering needs under special circumstances. These accommodations are made through an Individual Education Plan (IEP). Occasionally it happens that a student may have an 'accident'. Each child needs to have a clean change of clothing at school. This should be in a labeled Ziploc bag and will be stored at school. If your child has an accident, they will be removed to the bathroom and given directions for self-care. Help is given if the child has difficulties. Most children do a great job of taking care of cleaning themselves given the tools and the directions.

Children will be given baby wipes to clean themselves off with, a pair of clean underwear and clothes. Soiled clothes are bagged (gallon Ziploc &/or pull string trash bag) and returned to you. We appreciate having the clothes laundered and returned the next day your child is in attendance.

If you find that you are uncomfortable in any way with this procedure, please notify your child's teacher with your concerns.

Emergency Closings

In the event of school closing due to snow or other emergencies, the following procedure will be followed:

Parents will receive a recorded message via phone call through our Alert Now system indicating that school is delayed or closed. Also, accurate information will be made available to the parents, pupils and staff through the following television stations:

WEWS Channel 5

Warner Cable Channel 16

The decision to close school will be announced as early as possible, by 10:00 pm on the day preceding closing, or at least by 7:00 am on the day the school will be closed.

The announcement will state "THE WADSWORTH CITY SCHOOLS". The Wadsworth City Schools System is NOT part of the Medina County School System.

The schools WILL BE OPEN if no announcement of closing is made on or before 7:00 am on newscasts.

Please DO NOT call the school offices, homes of school officials, or radio and television stations. Such calls only tie up the lines, which should be KEPT OPEN in order to cope with an emergency.

We do not like to dismiss school before the end of the school day for fear that parents may not be home. However, if necessary, announcements will be made over the same radio and television station as listed above.

Emergency Illness

In case of any emergency illness, the parent or guardian will be contacted immediately by the school. Parents or guardians will be called when a child shows signs or symptoms of the following:

Diarrhea	Stiff Neck	Conjunctivitis (Pink Eye)
Vomiting	Sore Throat	
Rapid Breathing	Wheezing	
Difficulty Swallowing	Yellowish Skin or Eyes	
Evidence of Head Lice	Temperature in excess of 100*	
Scabies or Other Infestation	Infected Skin Patches	
Severe Coughing	Suspicion of Communicable Disease	

If you are called to pick up your child before the regular dismissal time, please be sure to go to the main office to sign them out and pick them up. **If your child is sent home for fever, diarrhea or vomiting, they are not permitted to return to school until they are free of symptoms for 24 hours without the use of medicine.**

Moderately ill children will be taken to the main office to lie down on the cot in the infirmary. If 10 minutes of rest do not improve the student's malady, the secretary will call you to come and take your child home.

Forms – Required

Immunizations

According to the state of Ohio, a copy of your child's immunizations is required by your child's first day of attendance. The state of Ohio requires the following immunizations for Preschool:

4 DPT
3 POLIO
1 MMR
HIB series

The HepB series has been added for this year

Questions can be directed to the school nurse. See the school nurse, Mrs. Vaccaro or the Health Aide, for a copy of the Health Department Immunization schedule.

Physical Form

According to the state of Ohio, in order for your child to be eligible to attend Preschool, s/he is required to have a physical. The physical must be signed by a physician, is current to within a year and is due by the 30th day after your child begins school. If this presents a problem for you in anyway please contact the school (330-335-1420) as soon as possible.

Release Form and Information

Prior to your child's first day of class, you are required to fill out a Release Form. You may put as many people on this form as you feel necessary. List anyone who may be picking up your child. Please also put down the relationship of this person to your child (aunt, grandparent, neighbor, etc). It helps us to identify the person that has come to pick up your child. Please note: if the person picking up your child is not known to us, we may require them to produce a photo ID – i.e. driver's license. If we have any doubts we will not release – we will escort the person to the office and phone the custodial parent or legal guardian.

You may change this form at any time. To change it in any way, write the changes directly on your form and initial and date the change. Your classroom teacher has a copy.

For the safety of your child, we cannot release your child to anyone who is not on the release form. In addition, your child will only be released to adults age 18 and over.

Student Emergency Transport/Medical Authorization

In your packet of forms you will find a white form that has physician/dental information. This sheet will accompany your child on any field trips and will remain on file in the office throughout the year. In the event of an emergency, this is the form that will be pulled. Please be thorough! We are required to have the physician, dentist and hospital portion of this form filled in.

We must have your daytime contact number and the daytime contact of TWO OTHER people.

Student Roster

Each year we are required by the state of Ohio to create a student roster. The student roster is to contain the child's name, the parent's name and phone number. You will receive a student roster form. You may sign the form signifying that you would like to appear on the roster or signifying that you would prefer not to appear on the roster. The form must be signed either way.

Rosters are made available, upon request, to those parents in your child's class, who also appear on the roster. Access to the roster is limited to only those parents in your classroom.

Instructional Fee

Our Preschool students are NOT charged the student instructional fee

Licensing *(and access to Compliance Reports)*

The Wadsworth City School Preschool is licensed by the State of Ohio, Department of Education and is located at Overlook Elementary 650 Broad Street, Wadsworth, Ohio 44281. The director is Mrs. Erin Simpson, Principal. Her office number is 330-335-1420.

The Preschool is inspected each year. You may request to see the compliance reports, which are kept in the office. Please ask Mrs. Simpson to make them available to you.

Parking Lot

Our school parking lot is for staff and visitors. The entrance and exit are designed for one-way traffic. Cars should enter in the second drive and exit out the first drive.

Drivers should exercise patience, caution, and consideration since many cars are trying to pass through a small area and children are likely to be crossing in the crosswalk to the parking lot. Please respect the Safety Patrol Students and stop when flags are down. We are all busy and anxious to be on our way, so a spirit of cooperation and respect for each other is needed to provide the safety we all want for our children.

Parties

We are a part of Wadsworth City Schools and as such, we are subject to the rules set forth by the Wadsworth City Board of Education. Please note that in an effort to utilize maximum instruction time and to decrease religious objection to celebrations the Board of Education has eliminated classroom time for parties except for a Fall, Winter and Valentine's Day Celebrations. Calendar events recognized in our Preschool curriculum may also be included.

Safety

No child will be dismissed to anyone not on the release list

The Communicable Disease Chart I is located in the Clinic.

The following staff is trained/or are in the process of being trained in First Aid, CPR, Communicable Disease and Child Abuse:

Rachel Bendel	Preschool Teacher
Christen Eberhardt	Preschool Teacher
Mary Penrod	Preschool Aide
Karen Fuller	Preschool Aide
Cindy Gramuglia	Preschool Aide
Darlene Tittle	Preschool Aide

Emergency medical and dental sheets are posted in each room. First Aid Kits are available in each preschool room. All children's records are filed by name, by class, alphabetically in the file cabinets in the main office.

Teachers in the Wadsworth City School Preschool are required by law to report any suspected cases of child abuse or neglect to the Children's Services Department of Human Services.

School Pictures

Our Preschool is included in school picture day. More information will be sent home prior to pictures being taken.

Money for pictures is due **ON THE DAY THAT PICTURES ARE TAKEN**. Ohio School Pictures makes no exceptions on this matter.

Memory Books are available in the spring and are **ORDERED SEPARATELY** in the year.

Snacks

Nutritious snacks are part of each day. We are required by the Ohio Department of Education to request from parents, snacks that are good sources of Vitamin A and C. A list of suggested snacks is in your preschool packet. Every couple of months we will be asking all parents to send in enough snacks to cover two snack days. We will keep these snacks in the classroom and use what is available until our supply runs low. At that time, we will send out a request to send in more snacks. We serve water as the drink which is provided.

Please send in your child's first round of snacks within the first week of school. Any extra snacks are stored and used later to reduce the amount of times parents need to send snacks in.

Staffing

The teachers for our program are certified according to the preschool regulations established by the Ohio Department of Education. The preschool teacher will prepare developmentally appropriate instruction suitable for the age and special interests of the children in the class.

Student Services

Wadsworth students get special treatment from our system's Student Services Department.

This department oversees education, home instruction, tutoring, speech therapy, testing and kindergarten screening for the district's students (330-335-1316).

Toys

We respectfully request that children DO NOT bring their toys from home to school unless it is a special 'sharing day'. **Toys in the fashion of weapons are not permitted at school at any time.**

Visitors

Upon entering Overlook School, each person MUST report immediately to the main office. Please sign in and obtain a visitor's badge. Please attach the badge on yourself so that it is easily visible to staff and students. This badge identifies you as a welcome visitor in the building.

You are welcome to visit the building/program at any time.

Home/School Communication

The teachers strive to keep the lines of communication open with parents. If you need to contact us for any reason, you can call the school office at 330-335-1420 and ask to speak with us or leave a voicemail. You can also reach us at our school email addresses:

Rachel Bendel – rbendel@wadsworthschools.org
Shannon Fisher – shfisher@wadsworthschools.org
Christen Eberhardt – ceberhardt@wadsworthschools.org
Briana Glasgow – bglasgow@wadsworthschools.org

The teachers also send home weekly newsletters and post information on our homepage of the school website (www.wadsworth.k12.oh.us – select 'Overlook Elementary School', then select 'preschool.')

In addition, each student has a home/school folder they will carry in their backpack each day. This folder will contain any papers to go home, art work or other information. The folder is also a place where parents can send in a note to the teacher about something or the teacher to send a note home to the parents. It is very important that you check your child's notebook/backpack every day and remove any papers that have been sent home.

Admission Procedures

Children attending the Integrated Preschool Program are either identified as students with disabilities under the Individual with Disabilities Education Improvement Act and have an Individualized Education Plan or are typical role models and have completed a screening with the preschool staff. All students must have a current physical, up to date immunization records, two proofs of residency, birth certificate and custody papers (if applicable) on file in the office.

Withdrawal Procedures

If you are moving to another school district or voluntarily withdrawing your child from the program, please see the building secretary to complete a Student Withdrawal Release Form.

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 the child or the child's 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 written discipline policy.

Curriculum and Assessment

The Jump Start Preschool currently uses the AEPS (assessment, evaluation and programming system for infants and children) for our curriculum and assessment. The AEPS is a "comprehensive and linked system that includes assessment/evaluation, curricular, and family participation components for the developmental range from birth to 6 years." (Diane Bricker, 2002) The AEPS emphasizes an activity based approach to learning throughout the school day using small group instruction, large group instruction, routines, transitions and free choice play as learning opportunities. Teachers and classroom aides use these opportunities to prompt learning and to assess students in different parts of our day and in different settings. Assessment is recorded through anecdotal notes (observation), photographs, checklists and work samples. A formal assessment is completed 2 times per year (December and May) and sent home with the students to be shared with families. Informal assessments are completed ongoingly and

are shared at parent teacher conferences or available in their child's individual portfolio that can be reviewed by parents upon request. Skill areas assessed through the AEPS include: fine motor (small muscles), gross motor (large muscles), cognitive (math, reading, science), social (interactions with peers and knowledge of self and others), and adaptive (independent skills).