

Norton City Schools Developmental Preschool Handbook



Welcome!

2023 / 2024

Program Accreditation

As part of the public school system, Norton Developmental Preschool complies with the "Rules and Regulations for Preschool Programs" set forth by the Early Childhood Division of the Ohio Department of Education. Our program meets all health and safety requirements necessary for licensure as a preschool.

Our program is licensed to serve preschool age children in a regular early childhood setting as identified under the Delivery of Services/Least Restrictive Environment in OAC 3301-51-11 (J)(1-5). Our program services students found eligible for Special Education Services as well as typically developing peers. Suspected violations or complaints should be reported to the classroom teacher by the Preschool Director, Eric Morris, at 330-825-5133 ext. 532300. If you feel this is not being resolved or handled, you may call the State of Ohio Department of Education at 614-466-0224.

Norton Developmental Preschool's licensing records are open files to our parents and contain compliance forms, as well as, health, fire, and building permits. We are pleased with the quality that comes from providing the small group sizes and high teacher/child ratios that are well within or under state guidelines.

You may obtain a copy of our preschool compliance report by calling the Education Department Ombudsman at 877-644-6338.



Tuition

Annual Tuition [Peers only]: \$1170 paid in nine installments of \$130/mo

(Payments Due: by the 5th of each month September - May)

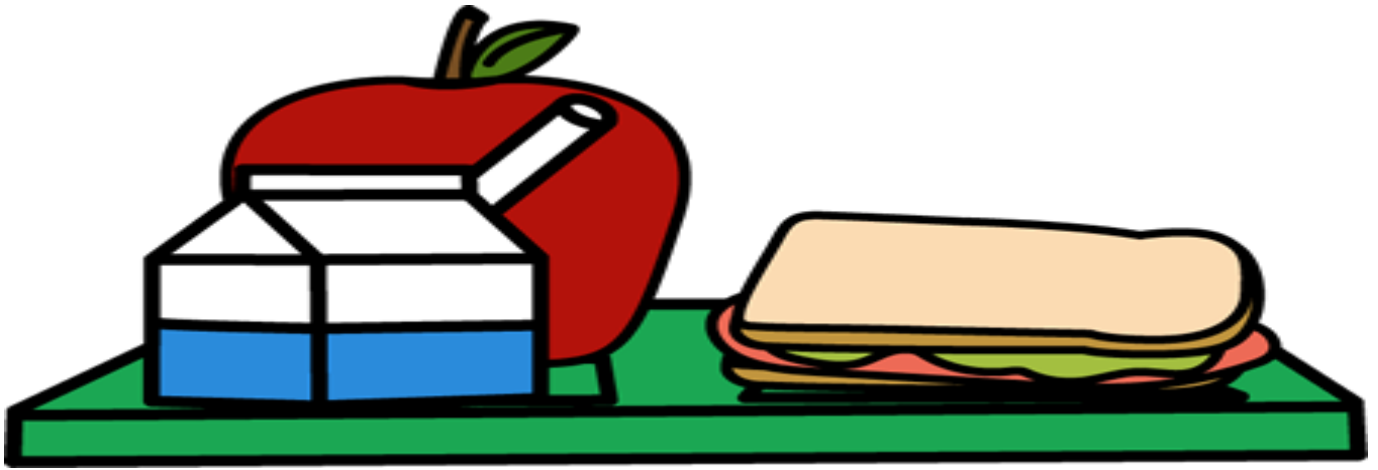
Pre-Paid Tuition Discount [Peers only]: \$1080 if paid in full by September 5th (\$90.00 annual savings)

****Children who qualify for free school lunches (with approved free lunch application) will receive free preschool tuition. Additionally, children who qualify for reduced cost school lunches will pay reduced tuition of \$65.00/month. No additional discounts are provided on reduced cost tuition (i.e., there is not a prepayment discount for reduced tuition).****

The success of our preschool program depends on the prompt payment of tuition/fees to maintain the daily operations of the program. Failure to remit payment by the 15th of the month for your child's tuition will result in a late charge of \$15.00. Failure to remit payment by the last day of the month will result in removal of your child from the program.

The District accepts exact cash, check, or money order for payment of tuition and fees. All fees must be clearly marked.





School Meals

Breakfast – \$2.00

Lunch – \$3.00

Free/Reduced applications will be online only at
<http://www.nortonschools.org/FoodServices.aspx>

You should only complete this application if you are enrolling a new student or
Your income has changed and you think you might qualify for free/reduced tuition

School meals are mandatory - you may pack a daily snack for your student
and you will have the option to purchase milk (white only) from the cafeteria



Registration

Registration for Preschool is through Final Forms. After you have been accepted into the program, you can go to this link and complete the enrollment process:

<https://www.nortonschools.org/FormsEnrollmentRegistration.aspx>

Registration must be complete with ALL forms uploaded PRIOR to beginning of the program. Exceptions cannot be made.

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 the Primary School at 330-825-5133

You will be asked the nature of your child's illness. Due to licensing requirements (Ohio Admin. Code 3301-37-11), we are required 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. The person designated to pick up the child should report to the office to sign the 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.

Withdrawal Procedures

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

Records Transfer Policy

Norton Developmental Preschool staff provides the following information when the records are transferred to the kindergarten staff:

- 1) Permanent record
- 2) Attendance record
- 3) Health record
- 4) Academic record (to include ETR, IEP, Behavioral documentation)
- 5) Transition skills summary
- 6) Assessment data to EMIS coordinator (i.e. COS, ELA, ASQ:SE)



Philosophy

Norton Developmental Preschool is dedicated to providing a warm, nurturing environment where children can learn and grow. Our skilled teachers will help your child learn and develop through both group play and adult interaction.

We respect and value the differences in each child as to her or his interests, developmental needs, and personality. We appreciate and value different family, cultural, racial, and ethnic backgrounds.

Our curriculum is based on the premise that children are naturally curious about their environment and that play is the essential ingredient of our preschool program. Through play in a well arranged and regularly enriched environment, children learn about themselves, their capabilities, and develop their cognitive, social, and emotional capacities. Teachers create a challenging environment in which information is available through a variety of materials.

We provide experiences that foster a sense of self as a competent individual, an internalization of self-control, and a positive pattern of interaction with others. While nurturing and supporting each individual child, teachers also strive to encourage a sense of community and the importance of each child as a participating member of a group.

We work to ensure a childhood experience filled with adventure, play, investigation, and friendship. We care very much about the children and families of Norton Developmental Preschool.



Program Overview

Norton Developmental Preschool provides a preschool experience for children who are ages three through five. The program provides a model of typically developing peers and students who receive Special Education Services.

The program provides Specially Designed Instruction for students who have been determined eligible for intervention in one or more areas. The activities in the program reach the children across all developmental levels through differentiated instruction and tiered activities. The students are provided with opportunities to interact with students of all abilities while being personally challenged on their goals.

Admission Procedures

Children attending the Developmental 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.

School districts with children who meet the definition of "homeless" under the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.) are to comply with division (F)(13) of section [3313.64](#) of the Revised Code.

Local Liaison: Amy Olivieri

State Coordinator: Susannah Wayland, ODE

Training occurs through Federal Conference in Fall and Spring, Public Schools Work annual training, ODE Training with Susannah Wayland, Project RISE, and CoOhio Training.

If your family lives in any of the following situations: in a shelter, in a motel or campground due to lack of an alternative adequate accommodations, in a car, park, abandoned building, or bus train station, doubled up with other people due to loss of housing or economic hardship your eligible child(ren) have rights to:

- Receive a free, appropriate public education. Enroll in school immediately, even if lacking documents normally required for enrollment, may enroll in school and attend classes while the school gathers needed documents.
- Enroll in the local school or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled, of that is the preference, if the school district believes that the school you select is not the best interest of your child, then the district must provide you with a written explanation of its position and inform you of your right to appeal its decision.
- Receive transportation to and from the school of origin, if you request this.
- Receive educational services comparable to those provided to other students, according to your children's needs.

Peers

A limited number of typically developing three, four, and five-year-old peers are enrolled in the general education preschool program. Parents apply through the Student Services Secretary and complete the application and screening process as outlined by the Preschool Program. Once accepted into the program, parents will be given the information guiding the fees and enrollment process.



Preschool Special Education Eligibility

Children are identified according the federal and state rules and regulations set forth under Public Law 94-142 (Education of the Handicapped Act, 1975) and Public Law 99-457 (Education Amendments, 1986).

Assessments to determine if a child qualifies for Special Education Services are completed prior to entrance into the program.

In order to qualify for special education services, a child must have a documented deficit in one or more of the following areas:

- Cognitive Ability
- Motor Functioning
- Communication Skills
- Social-Emotional/Behavioral Functioning
- Adaptive Behavior
- Sensory Impairment

Once a child has been referred and a need has been identified, the assessment process is as follows:

- An evaluation plan is developed by the team (including the parent) and parent consent for evaluation is obtained.
- Evaluation to be completed by School Psychologist, Related Services Personnel (OT, PT, SLP) and Early Childhood Intervention Specialist (ECIS).
 - Assessments to be included:
 - Standardized, norm-referenced, criterion-referenced, curriculum-based, parent interview, observations, meeting to review evaluation and determine eligibility.
- Team meeting to review evaluation results of the Evaluation Team Report (ETR).
- If the child is determined to be a child with a disability, the team will schedule and conduct an Individualized Education Program (IEP) meeting to review the child's goals and educational program.
- Services will be implemented in accordance with the IEP.



Special Education Services

Transportation Services-Transportation may be provided as part of the services created in the IEP. The buses used to transport preschool students have a driver and an assistant to manage the needs of the students. Students from other grades do not ride the bus during preschool routes.

Speech Language Services-A Speech & Language Pathologist provides the services, outlined in the IEP, in a variety of settings and delivery methods. The Speech & Language Pathologist works with the Preschool Team to develop language-based lessons with developmentally appropriate goals.

Occupational Therapy and Physical Therapy- These therapies are implemented in accordance with an individual IEP. These services are provided inside and outside of the classroom to best meet the needs of the students.

Intervention Services-Students receiving services in more than one area come under the care of an Intervention Specialist. The Intervention Specialist will act as case manager. If a child has needs in pre-academics and/or behavior, the Intervention Specialist will address and collaborate on these goals.



Transition Plan

Transition within Program (i.e. between districts or to another classroom).

If the family moves to another district that is part of the consortium:

- If a child is on an IEP and receiving itinerant services, a transfer ETR and IEP will be conducted from one district to another. If the location of the itinerant services has changes, IEP amendments may need to be made to reflect change of location. Adjustment of personnel may occur if location of services has changed. An IEP meeting can be held to make amendments, to introduce new staff providers, and update the Community Preschool Letter of Agreement or the Parent Introductory Letter, if needed.
- If a child is on an IEP and receiving center-based services, a transfer ETR and IEP will be conducted from one district to another. An IEP meeting may be held to review the IEP, make any necessary amendments, and for the family to meet the new teacher and visit the classroom. The Director will assist in setting up transportation with the new district.

Transition into the Program After Moving from Out of State or Another District Outside the Consortium:

If a child is moving into the District and is on an IEP:

- The ETR and IEP are reviewed by the ETR and IEP team. If needed, another ETR is conducted to determine eligibility. If not, a transfer ETR is done. If needed, the IEP is re-done or amended. If not, a transfer IEP is done.
- If the child needs itinerant services, the IEP team works with the family on setting up a location for itinerant services, such as community preschool, home therapy setting, or other community setting.
- If the child requires center-based services, the parent has the option to visit the preschool classroom and meet the teacher. Registration through the preschool is reviewed, as well as start and end times, preschool handbook, and supply list. The Director will set up transportation with the district, if needed.

Preschool to Kindergarten Transition.

- Throughout the school year, activities are sent home to families for children who will be transitioning to kindergarten. Activities include: On Track to Kindergarten Handouts, "Transition Day", Kindergarten Readiness Kits, Kindergarten Parent Night, and various resources and links.
- The District schedules transition meetings with the kindergarten team in the spring during the school year prior to the child entering kindergarten. At this time, the children are reviewed by the district to begin to plan for placement for fall (Transition Day- Parent Letter)
- During the spring months, the District sends information to families regarding registration, open houses, and question/answer sessions.
- Other activities that may be scheduled based on-site and in-district include visits to the kindergarten hallway and visits from the kindergarten teachers at the preschool hallway. The preschool and kindergarten classrooms are both located at Norton Primary.
- If a child is on an IEP, there is a collaborative effort between the Preschool Program and the kindergarten staff to provide a thorough evaluation and service plan (Transition Planning Conference)



Health Screening Process

1. As part of the registration, it is mandatory that all children complete the Medical Statement (from a licensed physician) and dental form.
2. On the medical statement, the required screenings consist of: Vision, hearing, speech, height, weight, lead screening, and hemoglobin.
3. Upon completion of the registration process, the medical staff will follow up with the family to ensure both forms are completed and turned in. They will also follow up regarding any additional screening or re-screening in these areas.
4. Once the child is registered, vision and hearing screenings are completed within 60 days. If the child fails, a notification is sent home to the parents.
5. The screenings are done annually.

School Health

- Absence - Please notify the building secretary if your child is going to be absent from school, preferably prior to the absence. Voicemail is available during evenings and early morning hours for your convenience in reporting your child absent.
- If it is necessary for the student to be absent a portion of the day, please notify the teacher, if possible, the day before.
- Also, please note the following:
 - When a student arrives later than 9:35 a.m. or 1:05 p.m., he/she is to report to the office.
 - Students who must leave the building during the day must bring a written excuse. The parent will report to the office to sign out the student. Building procedures for release of students will be explained at this time.
 - A parent may be asked for identification for the protection of the student. Every attempt will be made to validate early dismissal requests.
 - Please notify the teacher if the child is not to be placed on the bus, for that day. Otherwise, the student will be placed on the bus.

Management of Communicable Disease, Illness

Maintaining a healthy school environment is very important to us. To ensure the health of your child as well as other children and staff members, the following policy has been adopted:

- There is always at least one staff member who has been trained in First Aid, Child Abuse, and Communicable Disease.
- All staff members have been trained in signs and symptoms of illness, hand washing procedures, and disinfecting procedure.
- Children who have a communicable disease, as classified by the Ohio Department of Health, or who have the following signs or symptoms of illness need to be excluded from school and are advised to contact a physician:
 - Diarrhea (two or more times in the same day)
 - Severe coughing
 - Difficult or rapid breathing
 - Yellowing skin or eyes
 - Conjunctivitis (pink-eye)
 - Elevated temperature of 100F degrees or above
 - Untreated infected skin patches
 - Unusually dark urine and/or gray or white stool
 - Stiff neck
 - Evidence of lice, scabies, or any other parasitic infection
 - Norton City Schools has a "no nit" policy. This means that only children whose hair is free of all signs of lice and nits (eggs) will be permitted back to school. Students may be checked for the presence of insects and/or eggs when there is reason to believe that they have been in contact with someone who has head lice. Procedures recommended by the Summit County Board of Health will be followed.
 - Vomiting
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing

Children who become ill, or injured during the day, or are suspected of having a communicable disease will be isolated from the other children and made as comfortable as possible on a cot. The student will be observed for worsening conditions while we are contacting the parents/guardian/emergency contact. An adult will attend to the child until a parent or person authorized by the parent/guardian arrives to take the child home. The clinic is disinfected after every child leaves the premises or returns to class. A child is considered mildly ill when he/she does not feel well enough to participate in preschool activities, but does not have symptoms that may be indicative of a communicable disease. When a child appears to be mildly ill and does not feel well enough to participate fully in our activities, we will inform the parent/guardian and give them the option to pick up their child.

Returning to School - Students can return to school under the following conditions:

- Child's temperature has been normal for 24 hours
- Child is free from any contagious skin rash
- No vomiting or diarrhea for a 24-hour period
- Clear nasal discharge

****Please notify the school if your child is absent with a communicable disease so we may alert other parents. Parents will be notified in writing if their child is exposed to a communicable disease, such as chicken pox.**

Medication

- If medication must be given at school, the parent and physician must complete and sign the medication form. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
- A staff member, delegated by the principal, will secure, store, dispense, and keep necessary records concerning the child's medication. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children. The prescription must be in its original container.
- Both Parent and Prescriber signatures are to be on file before any prescription or non-prescription medication is administered. This includes all medications including such as over the counter products as Tylenol, Advil, Topical ointments, etc.

Injury, Medical Dental Emergencies

- There is always at least one preschool staff member on duty that is trained in First Aid.
- First Aid supplies are available in the preschool room and in the school clinic.
- A telephone is available in the classroom and office.
- Medical and dental emergency procedures are posted.
- In case of severe emergency, the following steps will be taken:
 - Provide immediate necessary First Aid
 - Contact 911 if necessary
 - Contact parents
 - Follow procedure indicated on child's emergency form
 - For minor injuries, standard Red Cross First Aid procedure will be followed. Parent will be notified, and an incident report will be sent home with the child.

Health Records and Immunizations

Each child must have on file an up-to-date health record, a physical examination and list of immunization dates, a medical statement form provided by the school office must be dated and signed by the physician. Students enrolled as a peer are required to submit a current physical prior to the first day of attendance and each year thereafter. *This form is in the Registration Packet.

Vision Screening Notification

Student:_____

Date:_____

Dear Parent:

Under the Guidance of the Office of Early Learning and School Readiness, the Norton Developmental Preschool routinely performs vision screenings on all students enrolled in the program. The screening is done to identify students who may have vision problems or might be at risk for vision problems. The vision of students is vital, especially for classroom learning, so it is important to identify any barrier to learning that can be corrected.

Pass_____ Observation, distance acuity and stereopsis.

Fall_____ Referral letter to follow. Comment:_____

Unable to screen_____ Referral letter to follow. Comment:_____

Ohio Department of Medicaid
HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET

HEALTHCHEK – CHECK IT OUT!

Did you know Ohio's Medicaid program includes **Healthchk** services for children up to 21 years of age? (These services are also called EPSDT sometimes.) **Healthchk** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchk** services are free. You can get help and information by contacting your county Healthchk Coordinator or your managed care plan and by going to <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchk.aspx>

Screening Services

Doctors want children to have well-child check-ups (screenings) while they are growing up so that health problems can be found early. Check-ups covered by **Healthchk** include:

- Physical check-ups
- Vision checks
- Dental checks
- Hearing checks
- Nutrition screenings
- Mental health screenings
- Developmental screenings
- Immunizations, if needed

Mothers should have at least one prenatal exam and children should have exams at birth, 3 to 5 days of age and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

Treatment Services

If the doctor finds a problem during a check-up, the doctor may provide the treatment or may refer you to another doctor. **Healthchk** covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchk Coordinator for more information.

Support Services

The names, addresses and phone numbers of Healthchk Coordinators for all counties can be found at <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchk Coordinator can give you a list. Your Healthchk Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchk Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchk Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <http://medicaid.ohio.gov/CONTACT.aspx>.

Ohio

Department of Medicaid

fact sheet

OVERVIEW

Healthcheck services are required by the federal government. These services include a comprehensive health and developmental history to assess physical and mental health, screenings for potential health problems – including vision, hearing, and dental screenings.

Healthcheck also covers:

- » necessary laboratory tests,
- » vaccines,
- » blood lead screening, and
- » health education and nutritional advice.

Providers may make referrals to other health providers for more specialized care. Healthcheck services are also available to individuals covered by a Medicaid managed care plan or who are on a Medicaid home and community-based waiver.

Additional Services

If a screening reveals a medical condition, Ohio Medicaid can be billed for any necessary follow-up services provided to treat the child's medical condition.

HEALTHCHECK: OHIO'S EPSDT PROGRAM

Healthcheck is Ohio's Early and Periodic Screening, Diagnostic, and Treatment (EPSDT) service package. These are comprehensive and preventative services for babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid.

A CLOSER LOOK AT HEALTHCHECK IN OHIO

WHEN SHOULD A CHILD GET HEALTHCHECK SERVICES?

Babies should have at least 8 Healthcheck exams by their first birthday. Children should have Healthcheck exams at 15, 18, 24, and 30 months. After 30 months, one exam per year is recommended until the age of 21.

HEALTHCHECK COORDINATORS

Every county department of job and family services has a coordinator responsible for informing Ohioans covered by Medicaid about available Healthcheck services. The person supports the coordination of non-medical Healthcheck support services when requests are made.

Examples of these services include:

- » assistance making appointments,
- » transportation,
- » referrals to food pantries, clothing, and heat assistance, and
- » referrals to lead-free housing options.

For a list of Healthcheck Coordinators, visit: <http://medicaid.ohio.gov/Healthcheck>

HEALTHCHECK PROVIDERS

Any doctor who accepts Medicaid can provide Healthcheck services. Individuals can ask their doctors for Healthcheck services at their next appointment. Sometimes, a provider may refer a patient for specialized care. Some services may need prior approval.

HEALTHCHECK AND MANAGED CARE

Healthcheck services are a part of the benefit package every managed care plan offers its members. Managed care plans and county Healthcheck coordinators work together to ensure Healthcheck services are available.

PREGNANCY RELATED SERVICES

In many counties, the Pregnancy Related Services (PRS) and Healthcheck coordinators are the same. The county's PRS coordinator can explain the importance of Healthcheck services to a mother before a baby is born. They can also assist pregnant women with services like arranging transportation, making prenatal appointments and explaining the importance of attending these appointments to increase the likelihood of a healthy pregnancy and a healthy baby.



Dress Code

- Preschool students follow the District Dress Code.
- Some preschool-specific suggestions are as follows:
 - Washables are best since a lot of messy "projects" are done at preschool.
 - Buttons and zippers should allow for independence in toileting and dressing habits (try to avoid belts and suspenders).
 - Boots should be easy to manage. They should be large enough so that the child can put them on with a minimum of help.
 - Closed-toe shoes with rubber soles are preferred for safety on large motor equipment and protection from slipping.
 - It is important that you keep at least one complete, clean change of clothes at school in case your child's clothes become soiled or wet.
 - A complete change of clothes includes: underwear, socks, pants, and shirt. Please check your child's bag at the end of the day to make sure that soiled clothes are taken home and laundered.
 - Please be sure to return a clean set of clothes the next day your child is in attendance. All clothing brought to school must be marked with the child's name.

Schedule

The preschool day consists of circle time, free play, clean-up, snack, restroom breaks, story time, music and movement, and fine and gross motor activities. Play materials are arranged so children may select, remove, and replace materials with a minimum of assistance. A large portion of the daily schedule allows for student-selected activities with centers such as dramatic play, science/sensory, blocks, small manipulatives, art, sand/water, library, and writing.

The activities in the classroom reflect the pre-school philosophy and goals. Nutritious snacks are provided in the preschool class (two food groups daily). Children may provide a snack on their birthdays. Please coordinate this with the teacher. A weekly menu will be sent home by the teacher. Notify the school/teacher of any food allergies and treatment of these allergies.

Sample Schedule

- 9:30-9:45 Children arrive. Children place coats and bags in their locker, use the restroom, and wash hands
- 9:45-10:15 Circle time-may include, story, calendar, Pledge of Allegiance, weather, music, stretching/motor movement, discussing the day's plan, pre-academic practice
- 10:15-11:25 Small group time. Children are divided into two or three groups that work in centers on Skill based activities. Children may rotate through two or three short activities.
- 11:25-11:40 Free Play/Choice Time
- 11:40-11:50 Restroom and hand washing
- 11:50-12:00 Pack up and prepare to go home



Parent and Family Involvement

Volunteering

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by Norton Developmental Preschool, the premises or for other purposes approved by the director.

Upon arrival, the parent will sign in with the office, obtain a Visitor's Badge, and show identification before gaining access to the office or classrooms.

Parents are encouraged to volunteer in their child's classroom to assist with special projects, cooking activities, or with holiday programs. Parents may sign up to volunteer through personal communication with the classroom teacher or the classroom website for specific events.

Preschool Class Event and Parties

Party	Location	Who Is Invited
Halloween Party	Primary School	Registered Parent Volunteers
Winter Holiday Celebration	Primary School	Registered Parent Volunteers
Valentine's Day	Primary School	Students Only
Field Day (End of Year)	Columbia Woods Park	Parents Welcome
Graduation	Grace Church Norton	Families Welcome

There may be other activities that the teachers will ask for specific donations of time or materials. We understand parent work schedules and understand if you are unable to donate your time while your child is in the classroom. However, we feel that volunteering materials is just as important as donating your time!

Birthday Treat / Food Policy

In regard to birthdays, our building policy is that you do not send in food items/treats due to allergies. Families are welcome to send in a non-food item for the class, if desired (i.e., pencils, erasers, stickers).

Education and Entertainment

There will be multiple opportunities throughout the year that involve your child and their family. The activities will range from Educational events (Literacy Night) to entertainment events (Movie Night, Fall Back to School Party). Parents will gain this information through flyers being sent home and posts being made on the classroom website. Parent and family participation from the preschool is welcomed and encouraged!

Student Goals

Whether your child receives Special Education Services or is a general education peer, your input for their education and well-being is extremely important to the Preschool Team. You will be invited to participate in reviewing your child's progress, any needs, and accomplishments, throughout the year. The Preschool Team will meet with parents/guardians at least two times per year. Multiple attempts and forms of communication to gain your participation will be used. Each family will have the opportunity to contribute and create goals for your child. For our students on IEP's, your goals will be created at their annual IEP meeting and progress is sent home every 9 weeks. For the general education peers, goals will be written in the fall, after the completion of the curriculum assessment, and will be reviewed in the winter and spring. Please feel free to contact your child's teacher, at any time, with any concerns, successes, progress, or questions!

Behavior Management & Discipline

"One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional."

The preschool teacher that is in charge is responsible for the child's classroom discipline. As part of the District implementation of PBIS, each classroom has a color chart to encourage positive behavior choices. Students have their name moved up or down based on the choices that they make. Moving to the top of the chart means the child is sent to the office to get a prize and recognition from office staff. Students whose clip is moved down will be given a warning, lose a privilege, then be removed from the activity or be referred to the Principal. If a child is removed, notification is given to the parents.

Behavior Management & Discipline Continued

Our goal is for each child to remain engaged in the classroom, with their peers, as long as their safety and the safety of others are maintained. If a child begins exhibiting behavior that harms or interferes with the wellbeing himself or others, staff will intervene. Steps are taken to deescalate the situation and calm the child or children involved. Multiple staff members are trained in Crisis Prevention and Intervention and use this as a last resort. If nonviolent intervention is performed, parents are notified of the situation and given the paper summary.

In accordance with the Ohio Department of Education and Licensing Rules, you must be notified of the following:

- (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, and food shall not be used as a reward for behavior.
- (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.

Norton Developmental Preschool Parent Handbook

2023-2024 School Year

I have read the Parent Handbook and understand its content.

Student's Name (please print)

Parent/Guardian Signature

Date

PLEASE SIGN AND RETURN THIS PAGE ONLY AT YOUR EARLIEST CONVENIENCE! THANK YOU 😊