



# Family Handbook

## 2022-2023



**Tarhe  
Preschool**  
425 Whittier Drive  
Lancaster, OH  
43130  
(740) 687-7340

**Sanderson  
Preschool**  
1450 Marietta Rd.  
Lancaster, OH  
43130  
(740) 687-7354



# TABLE OF CONTENTS

Table of Contents	2	Attendance and Absence Policy	14
Early Childhood Vision and Mission Statement	3	Emergency and Medical Policies and Procedures	15
Hours and Contact Information	4	Communicable Disease Policy	16-17
Welcome from the Preschool Supervisor	5	Administration of Oral Medication	17
Early Childhood Philosophy	6	Safety Policy	18
A Day at Preschool	7	Bus Information and Safety	19
Preschool Personnel	8	Constructive Guidance and Discipline Behavior Management/Discipline from ODE	20
Staggered Entrance & School Conferences	9	Conflict Resolution Policy	21
Program Description	10	Tuition Policy and How to Pay	22
Curriculum	11	Lancaster City Preschool Calendar	23
Parent Involvement: Ways you can help	12		
Parent Responsibilities	13		



# Lancaster City School Preschool



## Mission Statement

**The mission of the Lancaster City School Preschool is to provide a caring and joyful environment for all children with an emphasis on social, academic, and physical growth.**

## Vision Statement

**We will create opportunities for students to discover the joy of life-long learning, partnering with families to build a strong foundation for future success.**

# ♥ Welcome to Preschool!

In order to provide a safe school environment we ask that all parents and visitors first come to the office and sign in to get a visitor's badge before going to the preschool rooms.

## Preschool Hours:

AM Session: 8:35 – 11:45

PM Session: 12:20 – 3:30

All Day: 8:35-3:30

Kids  
First!

## For Help or Assistance:

Jackie Casey, Preschool Supervisor

[j\\_casey@lcsschools.net](mailto:j_casey@lcsschools.net)

## **WELCOME TO LANCASTER CITY PRESCHOOL!**

**Dear Preschool Family,**

**We are excited to share our passion for Early Childhood Education with you. We know what a big step this is for the families we serve. The staff here at Lancaster City Schools Preschool is working hard to make this as smooth a transition as possible for you and your child.**

**In order for your child to enjoy and benefit from all of our learning opportunities, we invite you to partner with us by preparing them for each day. The following handbook will help inform you of what you can expect from us, and also how you can support your child through this very important learning experience. Please take time to review the handbook carefully as it will explain the policies and procedures that we follow.**

**We welcome your comments, questions and ideas. We are always looking for ways to improve our practice. Our preschool is a learning environment not only for children, but also for parents and staff. We look forward to partnering with you in your child's education.**

## **LANCASTER CITY SCHOOLS EARLY CHILDHOOD PROGRAM PHILOSOPHY**

- ✓ Every child is born ready to learn. Children are viewed as competent, curious, full of knowledge, potential, and interested in connecting to the world around them. Teachers work to provide a warm nurturing environment.
- ✓ Curriculum needs to be developmentally appropriate and child-centered. It should promote hands-on, active learning for children ages 3-5. Children learn best with purposeful play-based lesson plans that foster learning through exploration and encourage independence. Curriculum is responsive to the individual needs of students and enables children to develop positive self-esteem; social competency; essential skills in literacy, math, science, and social studies; and a love of learning.
- ✓ The learning environment is considered the third teacher. Teachers intentionally organize, support and plan various learning centers for children. The daily schedules are planned to ensure that there is a balance between individual, small and large group activities, child directed and teacher initiated activity and inside as well as outside experiences.
- ✓ Preschool education is crucial to a child's development. It provides important opportunities to ensure a smooth transition into kindergarten. The first five years are when children have proven to be most intellectually absorbent. We believe that any concerns staff have about a child's progress must be acted upon in a professional, prompt and compassionate manner.
- ✓ Education is experienced as a continuous interaction between those involved in school and the community. Collaboration takes place between children and teacher, children and peers, teacher and teacher, teacher and families, and school and the community. All are important in the education process.

## A DAY AT PRESCHOOL

A typical day at preschool includes a variety of activities that are fun as well as educational. A typical day includes large group, small group, a nutritious snack, gross motor activities, and learning center time. All activities are aligned with the Ohio Early Learning and Development Standards.

In each classroom you will find:

- **Literacy centers** which include a book area and a writing center. Here children explore the world of reading and writing with engaging materials that help them discover how fun and enjoyable reading and writing can be. Throughout the classroom you will find high interest reading material which enables children to connect meaningful reading and writing experiences with different topics the class is studying.
- **Dramatic play or housekeeping**: Children experiment with different roles as they explore the familiar and the unknown through pretend play. This area is filled with props and dress-up clothes to encourage imagination. One day it might be a kitchen with a play stove, sink and dishes; the next day it might be a post office, restaurant, or airplane. Children learn to work with other children, to share and to make compromises.
- **Art center** which includes materials for creativity – colored paper, play dough, crayons, markers, tape, glue, collage materials, safe scissors, etc., these items are set out on shelves and tables. Art projects may be done either independently or simultaneously as a class activity. Children are developing small muscle control and hand/eye coordination, as well as creativity.
- **Math center**: Students learn about number, geometry, and beginning algebra by manipulating materials and playing games in this center. In this center you will find dice games, different manipulatives, measuring tools, puzzles, and learning tools that help children develop problem solving skills.
- **Blocks**: Students explore the world of constructing and engineering. Wooden blocks of different sizes and shapes are arranged on shelves along with small cars and an assortment of “little people” to encourage children to build replicas of their world, or creations of their imaginations as they practice symbolic representation. They are developing an understanding of the relationships between size and shape, and the basic math concepts of geometry and numbers.
- **Science center**: Children may engage in projects that are interesting to them, such as how do plants grow, or what kind of animals will you find in a pond? The teacher puts out interesting objects from nature, such as leaves, rocks, and seashells, for children to examine with a magnifying glass, plus paper and markers to draw them.
- **IPad center**: Students have an opportunity to practice early math and literacy skills with different early-learner apps such as phonics or counting games.
- **Large motor skills**: Children crawl through tunnels, climb and balance, hop and jump, and bounce and dribble balls, developing coordination, balance, and large muscle control. Gross motor room and outdoor playground both have an area designed especially to encourage the use and development of large muscles.
- **Social Emotional Skills**: Children will learn to solve conflicts, develop coping strategies, and problem solve in a variety of different ways. Our program uses Conscious Discipline and Second Step to facilitate learning in this area.

**\*\*Please make sure that your child wears “play clothes” at preschool. Sometimes projects and play are messy. 😊**

## PRESCHOOL PERSONNEL

Our **teachers** are directly responsible for what your child experiences every day. They are supported directly by their **educational assistants**.

Our programs are also supported by:

- ◆ school health nurse
- ◆ school health assistant
- ◆ family and student support coordinator
- ◆ speech pathologist
- ◆ school psychologist
- ◆ adaptive physical education specialist
- ◆ occupational therapist
- ◆ physical therapist
- ◆ vision specialist
- ◆ audiologist
- ◆ intervention specialist
- ◆ other resource personnel when appropriate



We benefit from our **Family and Student Support Coordinator** whose job it is to help meet the needs of our families so that everyone benefits (children, families and school). They can link families with appropriate service agencies for: Health Care, Housing, Adult Basic Education, and/or assistance in a variety of other areas. Our support network provides comprehensive services so that the child and the whole family benefit from our early childhood programs.

Lancaster City Schools Preschool collaborates with Ohio University-Lancaster and Lancaster High School. Our site is used to train students that are completing their clinical experience. The university and high school students interact with the children and assist with classroom activities. Their presence allows teachers to give students additional attention. Lancaster City School staff supervises all University and High School students working in the Preschool.



## GETTING TO KNOW EACH OTHER

### Home Visits/Phone Conference (for returning students)

- WHO:** Teachers and classroom educational assistants visit student and family  
**WHEN:** To be determined  
**WHY:** #1 The State requires a plan for children to transition to preschool  
#2 The child gets to meet the teacher with family member support (comfortable, familiar)  
#3 The Parent(s) and Teacher form a team that bridges and supports the child as he/she moves from home to school

### Staggered Entrance

- WHO:** Teachers and classroom educational assistants, child and parent (and other members of family present)  
**WHEN:** First two days of preschool (child attends one or the other)  
**WHERE:** Lancaster City Schools Preschool located at the Old Tarhe building and Sanderson building  
**HOW:** Half the class attends on one day, the other half attends on the other.

### School Conferences:

- WHO:** Teachers, Educational Assistants, and/or Family Service Coordinator, Child and Parent  
**WHEN:** November, May and anytime throughout the year at the request of the parent or teacher.  
**WHERE:** Preschool building your child attends  
**WHY:** To discuss your child's progress in the program. Teachers and Parents share helpful information that will help the child's learning  
**HOW:** Information will be sent home late October and April to set –up an appointment



## PROGRAM DESCRIPTION



Our preschool programs are licensed and inspected by the Ohio Department of Education at least twice a year. Families are welcome to call to obtain a copy of inspection reports, or information about licensing. **Parents also have access to these documents located in the office, as well as each of the classrooms where they are posted.**

Our early childhood programs provide service to our families following the school year calendar of Lancaster City Schools. **The calendar for this school year is included at the back of this handbook.** Please keep this calendar in a convenient place so you'll know when school is in session for your child.

**Arrival and dismissal:** School hours are important. Please be **on time** when dropping off or picking up your child at school. Thanks for your cooperation!

<b>AM Drop-Off Time</b>	<b>8:35-8:45</b>	<b>AM Pick-Up Time</b>	<b>11:35 - 11:45</b>
<b>PM Drop-Off Time</b>	<b>12:20 - 12:30</b>	<b>PM Pick-Up Time</b>	<b>3:20 - 3:30</b>

- ✓Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle.
- ✓Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. When you arrive late, please make sure that you sign in at the office.
- ✓**It is important that all children be picked up on time.** Our staff members have responsibilities both before and after class sessions, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.
- ✓Late pick-up: Please keep the preschool's phone number, Tarhe Preschool: (740) 687-7340, and Sanderson Elementary: (740) 687-7354, programmed in your cell phone in case you are running late so that the teacher can let your child know that you are on your way.

**Parking:** You are able to park in any parking spot, except for the parking located in the bus lane. During arrival and dismissal time, ***only busses and cars with a marked handicapped sticker can enter the bus lane.***



**EMERGENCY SCHOOL CLOSINGS:** If Lancaster City Schools close, our early childhood programs will be closed. **If there is a two hour delay our AM preschool will be cancelled and the full day program will begin at 12:20 with the afternoon session.** If weather or another building emergency causes a school to close, you will hear that announcement through our One Call Now System. It will contact you by phone, text, or e-mail. We also announce on local TV and radio stations. Announcements will be made beginning at 5:45 a.m. on the following TV stations: WCMH TV 4, WSYX TV 6, WBNS TV 10. In addition the following radio stations will report weather related information: WTVN AM 1460/FM, B97, WCOL-FM 92.3, WNCI FM 97.9, WLVQ FM 96, WHOK FM 95, WAZU FM 107.1, WSNY FM 94.7, WBZX FM 99.7, and WLRY FM 88.5

# CURRICULUM

Available for parent review is the Lancaster City Schools' Early Childhood Course of Study and Curriculum Guide, based on Ohio's Early Learning and Development Standards. This course of study has been written to blend effectively with the way your child is developing. Lancaster City Schools is currently using The Creative Curriculum.

## ASSESSMENT

Our programs are required by the Ohio Department of Education to use specific indicators to show how your child is developing. Staff will do activities with your child at the beginning of the year (to establish a starting point) and again several times throughout the year (November and May) to see how each child is growing. Parents will receive these reports in writing at conference time and through home communications. All teachers are trained to administer the program assessments.

Here are the assessment tools that may be used and the timeline of when they may be administered throughout the year.

Assessment:	Timeline:	What data is used for:
Brigance Developmental Screening	Within 60 business days of the child's first day, and yearly thereafter.	This assessment is a screening tool and is used to determine if a child may need further testing to determine if they qualify for special services in any developmental area.
Early Learning Assessment- ODE Literacy, Math, Social, Adaptive- Aligned with ODE Standards	Fall: Between September 1 and November 15 Spring: Between Feb. 15 and May 14	This data is to be collected throughout the time frame and is used to drive instruction.
Teaching Strategies All curricular areas	Ongoing formative and summative assessment data that is recorded throughout the year. A formal report is generated in the Fall and Spring during conference time.	This data should be collected daily and should be used to drive instruction. Data should be uploaded into each individual child's portfolio, and used to help teacher know how to differentiate the learning in each center for students.
Teaching Strategies App for iPad	Ongoing	With the iPad teachers can take pictures, anecdotal notes/observations, classroom checklists, and videos to upload into each individual child's electronic portfolio.
Early Childhood Outcomes Summary Form Completed only on IEP students	Must be completed upon child's enrollment and once every year at the time of student's IEP.	COS forms summarizes the data from all other areas of assessment.
BESS	Within 60 business days of the child's first day determine the appropriate questionnaire	This questionnaire is designed to identify any students that might be having social-emotional issues. Students that miss the cutoff score need to be referred to our Family and Child support Counselor.
DECA	Administered as the result of missing the cutoff score for the BESS.	This assessment will generate reports to help teachers be able to target the skills that the student may be missing in order to be successful.

# PARENT INVOLVEMENT:

## Ways you can help. . .

**Parents** are their child's first and most influential teachers. We, in the school system, would like to combine our skills with yours and together help your child develop. As a 'Home / School Team' we hope to nurture each child's respect for one another and for this world in which we live. We ask you to participate a minimum of 10 hours in program activities this year for your child.

We welcome and need your participation in the following areas:



- ◆ **Conferences** - Communication between parents and teachers is vital for the child's success. Program parent-teacher conferences are held twice a year. A written learning update will be given twice per year. Please feel free to ask the teachers to arrange an appropriate time to discuss your child's progress at any time of the year.
- ◆ **Parent Meetings and Family Gatherings** - These are planned nearly every month during the school year. Some events involve the whole family in activities while other events provide a speaker for parents with child care provided for the children.
- ◆ **Fund-raising Events** - During the year, our Parent Fund-raiser Committee will organize efforts to earn dollars for our programs to provide extras (materials, special trips, etc.). Please help us by taking part in these efforts, either by working on the actual fund-raiser event or supporting the effort yourself.
- ◆ **Parent Advisory Council (PAC)** - The Lancaster City Preschool Parent Advisory Council's mission is to provide a nurturing and productive organizational structure in which parents and families can, individually and in concert with staff and Preschool administration, provide support for school activities that help fulfill the mission of the Preschool. The Board will meet once a month throughout the school year and meetings are open to all interested parents/guardians.
- ◆ **Parent Workshop/ Open Centers**- These are scheduled once a month on the preschool screening dates. Bring your children into the preschool to enjoy interacting and spending time in their preschool environment.
- ◆ **Volunteering** - *Note: No volunteer will ever be left alone with children without a staff person present.*
- ◆ **Volunteers can:**
  - a. Help in the classroom: help in the paint area, stuff book bags, help on the playground, set up snacks, set up activities, on/off with coats, bus time help, monitor sand/water table, interact with children, read books, help with the lending library, participate in songs and activities, monitor snack, help set up and monitor breakfast/lunch, help with clean-up.
  - b. Make things at home - snacks, classroom materials, etc.
  - c. Phone Tree: Call a small number of parents to share information, or to remind them of events, etc.  
*\*We ask that you make other arrangements for younger children while volunteering at school or on field trips, so that you can give your full attention to the students.*

In order for home and school to work together effectively to educate your child, there are certain responsibilities that parents have. Some are required by the state, some are strongly suggested by us, and however all are necessary!

## **PARENT RESPONSIBILITIES**

### **PRESCHOOL ENTRANCE POLICY AND EXCLUSION POLICY:**

**All Personal Record forms and permission forms must be turned in before the child can begin class.**

These forms need to be filled out by the parent or legal guardian and brought to the office:

- Birth Certificate or Birth Record
- Custody papers, if applicable
- Permission forms for:
  - Transportation
  - Field trips
  - Release of Information
  - Photographing and taking videos
  - Roster (class list available by request)
  - Authorized Pick-up Form
  - Emergency Medical Authorization
  - Shot (Immunization) Record
  - Physical Exam Form
  - Dental Record Form
  - Free or Reduced Lunch Application
  - Grant funding application (if applicable)

\*It is strongly recommended that the **Health Record Form** be in before the child begins class. However, this form (which **must be signed and dated by a physician** to assure that the child is free of communicable diseases) must be in **no later than 14 days from the first day of attendance**. If this form is not turned in by that date, the child will be excluded from class until the form is turned in to our Preschool office, or

until 10 days have passed. If in 10 days, no contact has been made, the child's space will be given to the next child on the waiting list.

The Health record includes health screenings that will benefit the overall health of your child. It is through checkups and tests that physicians can identify potential health problems. Many childhood health problems can be corrected before they become a health problem that the child carries into adulthood. Through health screening, healthy eating and regular physical activity you can help your child learn healthy living habits which last a lifetime.

If you need help accessing health services for your child please contact a preschool staff member and they will refer you to our Family Service Coordinator who can connect you to the appropriate resources.

### **Access to the child's records is restricted to:**

- The child's Lancaster City Schools Preschool administrator, teachers, educational assistants, Support Specialists and School Health personnel.
- The child's Parents/Guardians
- Specialists listed on or having signed the child's Individualized Education Plan
- Lancaster City School Early Childhood Coordinator, Special Education Supervisor, Elementary Building Principal, and Secretary
- State/Federal Personnel for Licensing and/or Grant Inspection, or Audit Records can be shared with other involved agencies if parent/guardian signs a Release of Information Form (included on application)



## ATTENDANCE AND ABSENCE POLICY

Lancaster City Schools' Early Childhood Programs believe that, although attendance is not required in a preschool program, children benefit the most when attendance is regular. Daily attendance records will be kept, including admission and withdrawal.

In fairness to all (families currently enrolled, staff, and families on our waiting list), the following guidelines have been established:

### ABSENCE POLICY PROCEDURES

1. The parent/guardian is asked to call or email the school **before class** to give the reason the child is going to be absent.

**Tarhe Preschool – 425 Whittier Drive – 740-687-7340**

[j\\_casey@lcsschools.net](mailto:j_casey@lcsschools.net)

**Sanderson Preschool- 1450 Marietta Road – 740-687-7354**



Examples of excused absences are:

- |   |                                |                                   |               |
|---|--------------------------------|-----------------------------------|---------------|
| a. Personal Illness   | b. Illness in immediate family | c. Death in immediate family      | d. Quarantine |
| e. Religious Holiday  | f. Court appearances           | g. Medical or Dental appointments |               |
| h. Emergencies in which parent can work out no other solution (subject to approval) |                                |                                   |               |

2. If the school is not notified of the student's absence, we are required to call you each time your child is absent. This policy is in compliance with The Missing Child Act, and is used to assure your child's safety. Failure to notify the school on or before the day of absence will be counted as an unexcused absence.

Examples of other unexcused absences are:    **a.** Shopping    **b.** Visiting    **c.** Oversleeping

3. After 5 consecutive class days of unexcused absence or 10 total unexcused absences, a letter will be sent to the home asking that the parent contact the school immediately to explain the situation regarding the absences.
4. If the school does not hear from the parents within the week after the letter is sent home then a home visit will be made during the next week.
5. If the school is not able to make contact with the family through a home visit, phone call, or correspondence then the school will send out a final letter explaining that the child will be removed from the program one week from the date of the letter. The child's place in our program will be given up and filled with the next child on our waiting list.

**Please help us by calling your child's school when your child is going to be absent.**



# EMERGENCY AND MEDICAL POLICIES AND PROCEDURES



## Emergency Information

- A. Each student must have on file an **Emergency Medical Authorization** form and a **Health Record Form** signed by the physician. This information must be **updated** as soon as any change occurs, because if an emergency should arise, current phone numbers, etc., are critical.
- B. Parents are responsible for informing the school of the child's medical problems, such as allergies to bee stings, or food allergies, etc. You need to let the school know what to do if such a medical problem should occur (special medicine to take, or special procedure to follow). The teachers will develop a list of medical alerts to share with appropriate personnel.
- C. All emergencies or major accidents shall be called to the attention of the person in charge (teachers or building supervisor). As needed, said person will call 911, and notify the parent.

## Medical Policies

- A. To enter preschool all children must have an up-to-date or current immunization record on file at the school.

### Required:

- 4 - DPT, DTaP, DT, Td** (Diphtheria, Whooping Cough or Pertussis, and Tetanus)
- 3 - Polio Vaccine**
- 1 - M M R** (Rubella, Measles, Rubella-German Measles, and mumps)
- 1 to 4 - HIB** (minimum of 1 dose if after 15 months, or 4 doses if starting at birth)
- 1 - Varicella (chicken pox)** - if you have not had the disease.

### Recommended:

- 3 - Hepatitis B** doses



- B. A Physical examination prior to the date of admission, and yearly thereafter, is mandatory to attend the preschool program.
- C. The Health Department will help with physicals and immunizations on a sliding fee scale if you do not have a family physician.
- D. Vision and hearing screenings will be provided annually to all preschool students in accordance with the requirements set forth by the Ohio Department of Health. Additionally, if a staff member, parent/guardian or a student has a concern about a student's vision or hearing, the clinic staff will screen the child upon request.

# COMMUNICABLE DISEASE POLICY

- A. A Communicable Disease Chart is posted in each classroom.
- B. Necessary staff members have completed the initial 6-hour training in Communicable Disease Recognition given by a licensed MD or an RN., and complete a 3-hour refresher course every 3 years. All staff members have been made aware of hand washing and disinfecting procedures and of the recognition of communicable disease or illness.
- C. The following precautions shall be taken for children suspected of having a communicable disease.
1. A member of the health services team, preschool administrator, or his/her designee shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
  2. A child with any of the following signs or symptoms of illness will be considered possibly carrying a communicable disease and shall be immediately isolated and discharged to his/her parents or guardian:
    - a. Diarrhea (more than three occurrences in a 24 hour period)
    - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
    - c. Difficult or rapid breathing.
    - d. Yellowish skin or eyes.
    - e. Pink Eye (Conjunctivitis)
    - f. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
    - g. Untreated infected skin patch(es)
    - h. Unusually dark urine and/or gray or white stool.
    - i. Stiff neck with fever
    - j. Evidence of untreated lice, scabies, or other parasitic infestations.

**If any of the previously mentioned signs or symptoms are observed at home, please do not send your child to preschool.** Call the school to let us know you are keeping your child home due to illness.

**Please call the bus department too, so they know not to come by to pick up your child, 740-687-7366**

3. A child with any of the following signs or symptoms shall be immediately isolated and observed for worsening conditions:
  - a. Unusual spots or rashes.
  - b. Sore throat or difficulty in swallowing.
  - c. Elevated temperature (100° auxiliary method)
  - d. Vomiting





Parents will be notified by phone or note about the child's condition so that the child can be evaluated medically before returning to preschool. Students with a temperature (100.0 or above) should not be sent to school. Your child must be fever free for 24 hours without the use of fever reducing medications before returning to school.

4. Programs shall follow The Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses and in collaboration with the local health department
5. Procedures concerning the management of communicable disease:
  - a. An adult shall be within sight or hearing of a child who is isolated due to illness. No child is ever left alone or unsupervised.
  - b. A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected appropriately.
  - c. The child isolated shall be discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
  - d. If the school has a known exposure to communicable disease, parents of all students in all classes will be notified as soon as possible by newsletter or a special note home.
  - e. The child will not be readmitted to the program until the symptoms are eradicated or until a physician's written permission accompanies the child that verifies that he/she is non-contagious.
  - f. Regarding mildly ill children, (children who have minor common cold symptoms but not signs of previously listed diseases): Please do not send your child to school if he/she is not feeling well enough to participate or if he/she could infect other children or staff with cold symptoms.
  - g. The personnel of the program may administer special diets and/or medications to a child *ONLY AFTER* the parent/guardian and/or physician have completed the proper forms (*Authorization for Dispensing of Prescription Medication* or *Dietary Accommodation Request Form*)
  - h. The personnel of the program will wear disposable gloves for their protection when coming in contact with any body fluids (blood, etc.)

## **ADMINISTRATION OF MEDICATION**

Lancaster City Schools encourages parents to give their child any needed medication at home. However, if it is absolutely necessary to give medication during the school day, the following guidelines must be followed:

1. The form (*Authorization for Dispensing of Prescription*) must be completed by the parent or legal guardian and the student's medical provider and on file at school before any medicine will be given. Records are kept confidential.
2. When the parent delivers the medication to the appropriate school personnel, the quantity of medication received must be verified by count or other method and the date verified. Medication must be in the original container.
3. A complete record of dispensing of medication will be kept on file, including who gave medication, the dosage, and what time.
4. The child's medical provider will be called in case of confusion or questions. The medication will be given only after all questions are resolved.



## SAFETY POLICY

Parents and/or guardians enrolled in the preschool program have unlimited access to the school during hours of operation to contact his/her child, evaluate the care provided by the program, or other purposes approved by the director. Parents/and or guardians must report to the school office upon arrival.

1. No child is to be left alone or unsupervised; our teachers and educational assistants oversee classroom and outdoor settings at all times.
2. Parents who bring their child to school must accompany their child into the school. Parents arriving late must sign their child in at the office before going to the classroom.
3. Parents must come to the office to pick up their child. Never leave with your child without informing the office first. Preschool staff will release no child to anyone other than the usual adult unless requested by the parent in a written note or other reliable means of communication. Said person must present ID and sign the sign-out board before leaving with the child. (An "Authorized Pick-Up Form" will be completed by each family following enrollment.)
4. Fire and tornado drills are conducted monthly throughout the year. Fire and tornado procedures are posted in each room, by the door. Lockdown drills are conducted three times throughout the year.
5. In case of fire, children will leave the building with teachers and assistants by the nearest exit, and the person in charge of the school is responsible for notifying the proper authority. In case of a tornado, teachers will take the children to the safest area of the building, as designated by authorities.
6. In case an accident or injury occurs, parents will be notified as soon as possible. The teachers will file an incident report and parents will be given a copy of the report.
7. The staff is required by Ohio Law to report to Fairfield County Children's Services real or suspected child abuse and/or neglect. Please inform teachers of accidents and/or injuries that occur while the child is not in school. If a child comes to school with bruises, etc., that were not there the day before, the parent should send a note explaining such. If suspicious marks or comments are observed, the staff member is required to report these observations and is not supposed to contact the parent/guardian. Please keep teachers informed. The school will keep parents informed as well.
8. Because of the Missing Child Act, the school is required to call the home if a child is absent and we have not heard from the parent. Please call the school before class if your child will be absent from school that day.  
***Also, if your child rides the bus, please call Transportation (740-687-7366) to stop Transportation. Call again when your child is well and returning to school. This second call starts Transportation again.***
9. Laser pointers are banned from all Lancaster City Schools.
10. No weapons (even toys) are permitted in Lancaster City Schools.
11. If your child rides our school bus, he/she must follow all safety regulations associated with our transportation system. If problems do arise, your child may lose transportation privileges.



## **BUS INFORMATION AND SAFETY FOR SPECIAL NEEDS STUDENT (STUDENTS WITH AN IEP)**



1. Special Transportation Forms and Emergency Medical Forms **MUST** be completed before transportation can begin for your child. It can take up to 3 days to process new or changed bus requests.
2. Please help the bus drivers stay on schedule by having your child ready five minutes before the bus arrives. The drivers cannot honk their horns. You need to help your child get on the bus and buckle in. If no one is in sight, or if your child isn't ready, the bus cannot wait, nor can it come back. You will need to take your child to school that day.
3. After school, when the child is returned to his/her home, an adult must be there at least one half (1/2) hour before the regular drop-off time. Time schedules will vary one way or the other on the preschool routes. An adult must get the child off the bus. If no one is at home when the bus arrives, the student will be taken back to school. **YOU MUST PICK UP YOUR CHILD THERE!** If you have not picked up your child by the time the school closes, school personnel will take appropriate action with other community agencies.
4. If your child is going to be **absent** from school, please call the Transportation Department, **740-687-7366**, to stop transportation service. (Call before 7:30 A.M. for A.M. class or before 10:30 A.M. for P.M. class). When your child is able to return to school, please call the Transportation Department to start transportation service again.
5. If your address or phone number changes during the year you must notify the school and the Transportation Department in writing (fill out a bus form). If you move or your arrangements change permanently, please give us a week's notice to make the bus route change. If you have temporary changes, you will need to provide your own transportation during that time.
6. Appropriate child safety harness, based upon your child's age and weight, will be provided to your child while riding the bus. (Replacement cost is \$115.00 if lost or damaged).
7. Help your child be safe outside the bus when waiting to get on (don't go near the bus until it stops) and when getting off (watch the bus driver for instructions on crossing the street).
8. In order to prevent choking emergencies, make sure your child is completely finished eating before boarding the bus. No food is to be brought on the bus.
9. Fasten your child's bus name tag to his/her book bag so that it is visible whenever he/she rides the bus. Please make sure you know your child's bus number and driver's name.  
Please talk with your child about good bus manners:
  - A. Buckle up and stay in your seat.
  - B. Be nice to the other people on the bus
  - C. Use a quiet voice on the bus
  - D. Listen carefully to what the bus driver tells you.
10. Be totally quiet at railroad crossings to help the driver listen for trains.
11. Do not give verbal messages to the bus driver to pass on to the teachers. Any message for the teachers should be put in writing and sent in your child's book bag. Tell your child you are sending a note so that he/she can give it to the teachers.

## **CONSTRUCTIVE GUIDANCE AND DISCIPLINE**

At Lancaster City Preschool, we believe it is our role as teachers and parents to teach children what we expect from them, support them when they try, and to praise them when they succeed. Our curriculum focuses on building positive relationships and on providing a supportive environment for children to learn social skills and emotional regulation. Children ages 3 – 5 need to learn how to be a positive member of a larger community. We are here to teach them how to do just that!

We use a variety of positive guidance and discipline strategies and techniques to encourage emotional regulation and the development of self-control, self-esteem, friendship making and social problem solving skills. Some of the techniques are:

- Spending one-on-one time with each child every day
- Guiding children's interactions in play
- Providing specific cues, phrases, and consistent language when directing children's behavior
- Praising specifically when a child follows directions, listens to others, or demonstrates positive social skills
- Providing consistent daily routines and schedules
- Providing interesting and, engaging activities
- Individualizing how we communicate with children (concise and clear verbal language, physical cues, picture communication, gestures)
- Redirecting children to appropriate choices
- Role modeling positive social skills
- Supporting problem solving between children
- Learning about and practicing social skills during group times
- Providing children with a calming space when they need to regulate their emotions before returning to the group

When a child experiences a particularly challenging time, the school encourages parents and teachers to work together and develop appropriate strategies. If a specific circumstance needs attention, the teacher will follow these procedures:

1. The teacher will observe and document a child's behavior.
2. The teacher will discuss the child's behavior with a parent and inform him or her of learning-based strategies the teacher will implement. The teacher will discuss options with the coordinator.
3. The teacher will follow up with the parent about how these strategies are influencing the behavior.
4. If concern persists, a conference will be held with teacher, parent, and coordinator to discuss options to help the child further develop appropriate social skills.
5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for teachers and the coordinator to seek support from our behavior specialist and family service coordinator.
6. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:  
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. The parent of a child enrolled in a center shall receive the center's written discipline policy.

## CONFLICT RESOLUTION POLICY

The staff at Lancaster City Preschool is committed to **working together** to meet the educational needs of our students. Good home-school relationships are important to the success of our students. If you have a concern that you would like to bring to our attention please follow these steps to ensure a timely resolution.



### Issues relating to the classroom:

- Talk to the teacher about the problem. Discuss the question or concern directly with the person involved, stating the problem clearly and objectively. Seek to resolve it in a way that respects the needs of those involved. Allow a reasonable timeframe for the issue to be addressed.
- Submit a copy of the problem in writing to the supervisor or coordinator.
- If the problem is not addressed, arrange a time to speak with the supervisor or coordinator.
- If you are still unhappy, please arrange a time to discuss the issue with the Director of Student Services 740-687-7360.

### Issues relating to school policy:

- Arrange a meeting time with the supervisor or coordinator to discuss your concern.
- Allow a reasonable timeframe for the issue to be addressed.
- If you are still unhappy arrange a time to resolve the issue with the Director of Student Services 740-687-7360.

### Issues relating to Individualized Education Plans:

- Concerns may be first shared with your child's teacher.
- If you are still unhappy, arrange a time to resolve the issue with the Preschool Special Education Supervisor or Preschool Special Education Coordinator.
- Any unresolved issues can be brought to the attention of the Director of Student Services 740-687-7360.

## TUITION POLICY

The State of Ohio has issued grant funds to our District to provide preschool programs. Although we can serve families of all income levels, we target those families who make too much income to qualify for Head Start, but not enough income to afford a private preschool.

The State grant funds cover most of the cost of our programs, but the source of those grant funds is weakening and the State expects the families to share in the responsibility of their child's preschool experience by paying tuition on a sliding fee scale based on income level.

(Note: Our Public Preschool is integrated with a preschool program for children with identified special needs. All school districts are required to offer a program for children, ages 3-5, with identified special needs, at no cost to the family. **Therefore, if a child has an IEP no tuition is charged.**

### **Sliding Fee Scale based on Federal Government Poverty Levels**

Your yearly gross income and the number of members in your family determine your tuition payment. The levels are as follows:

Level A: - Family income at 100% Federal Poverty Level - No Charge

Level B: - Family income at 125% Federal Poverty Level - \$4.50 a day (only applies to all day students)

Level C: - Family income at 150% Federal Poverty Level - \$5.00 a day (only applies to all day students)

Level D: - Family income at 175% Federal Poverty Level - \$5.50 a day (only applies to all day students)

Level E: - Family income at 185% Federal Poverty Level - \$6.00 a day (only applies to all day students)

Level F: - Family income at 200% Federal Poverty Level - \$8.00 a day (only applies to all day students)

Level G: - Family income at 201% and above Federal Poverty Level - \$9.00/day for a half day - \$18/day for the whole day.

### HOW TO PAY

- Your tuition schedule will be provided to you on the first day of school during parent orientation. Please make sure you keep a copy of your schedule in a safe place where you have access to it monthly.
- **Payments are due on the last school attendance day of each month. (You are essentially paying one month ahead)**
- Please make a check or money order payable to “**Lancaster City Schools**” and note on the memo “**Preschool Program**” and **your child's name.**
- You may **mail** or **bring** your payment in the envelope provided to:  
**Tarhe Preschool: 425 Whittier Dr., Lancaster, OH 43130**  
**Sanderson Preschool; 1450 Marietta Rd., Lancaster, OH 43130**
- Cash is accepted, however, any additional money (change) goes on a credit for the next month.
- **Important:** We appreciate your prompt tuition payments. After **three documented attempts have been made to collect late tuition, your child will be withdrawn from the preschool program.**
- **Please contact us immediately if there is a problem. We will try to work with you.**
- If your income changes you should also contact the school. They can refigure your tuition payment. It is based on your actual income. This helps many families who find themselves in a rough spot half way through the year.
- Please try to pay each month in full and on time

