

THE RED RAIDER PRESCHOOL



PARENT HANDBOOK

Painesville City Local School's Red Raider Preschool Program has received a five star rating, the highest available, through a rating system developed jointly by the Ohio Department of Education and the Ohio Department of Job and Family Services. The "Step Up to Quality" rating system assesses the program's curriculum, qualifications of staff, assessment process, and family collaboration. Highly rated programs, such as Red Raider Preschool, focus on whole child development to prepare children for kindergarten. Pre-Academic skills, social-emotional development, motor skill development, language development and "soft" skill development such as persistence and creativity, all have equal importance in preparing children for elementary school.



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PROGRAM PHILOSOPHY

All children are born ready to learn. Children from birth are meaning makers. Each day and in every way they are set on a course to figure out and make sense of their world. (Bruner, 1996; Elkind, 1993; Katz, 2000) This principle is so widely held that no research exists to the contrary. In fact, the last few decades of brain research has deepened our understanding of the extraordinary strengths of young children.

The Preschool staff believe that young children are America's greatest resource. Childhood is a necessary and important phase of life in its own right. Childhood sets the stage of who a child can be. It is important to focus on the "whole child." Our program accomplishes this by providing a safe and nurturing environment which encompasses the following domains: physical, social, emotional, aesthetic, cognitive, motor, language and self-help. Parents are the first and primary teachers of their children and are viewed as equal partners in the education of their young children.

Our curriculum is based on the ideas and theories that promote developmentally appropriate practice. We believe children **actively** construct their own knowledge from their experiences and interaction with objects and people in their world (Piaget). Much of this interaction involves physical experiences with objects. For children, the most effective means for this interaction is through **play**. While following Ohio's Early Learning and Development Standards, we strive to continually identify content that is of interest to children and that leads them to discover things for themselves.

As children develop an understanding of the world, they build a collection of ideas about how the physical and social world works. The early foundation we provide them will benefit them as they move on through each stage of the educational system and beyond.

GOALS OF THE RED RAIDER PRESCHOOL PROGRAM

1. To facilitate the development of independence and creativity.
2. To aid the child in learning about social relationships through an encouraging and cooperative spirit.
3. To foster an awareness and curiosity of the world around us.
4. To promote an appreciation of self and others.
5. To encourage good work habits.
6. To expose the children to a variety of experiences in art, music, literature and science.
7. To aid in the development of communication skills
8. To develop a positive attitude toward school.
9. To enhance and facilitate development in all domains:
Cognitive, Language, Social, Motor, Emotional and Physical
10. To incorporate the Early Learning and Development Standards as set by the Ohio Department of Education

OBJECTIVES FOR PRESCHOOL CHILDREN

Learn key concepts and skills as set in the Ohio Department of Education's Early Learning and Development Standards.

Development of the senses
Development of eye-hand coordination
Development of gross motor skills
Development of receptive language skills
Development of expressive language
Development of fine motor skills
Development of social skills

Development of visual memory
Development of listening skills
Development of print awareness
Development of attention to task
Development of a positive self concept
Development of self help skills
Learn how to function as part of a group

Red Raider Preschool Staff

Red Raider Preschool is part of Painesville City Local Schools.—Each classroom is staffed by a Master's Level, certified teacher as well as a trained paraprofessional. Staff members are routinely trained in Pediatric First Aid, CPR, Recognition of Child Abuse and Communicable Disease.

Staff Member	Phone	Email
Christine Young-Director	440-392-5067	christine.young@pcls.net
Karen Capretta-On Site Director and Teacher	440-392-5629	karen.capretta@pcls.net
Annie Zahradnik- Itinerant Teacher	440-392-5613	annette.zahradnik@pcls.net
Sarah Starr- Teacher	440-392-5617	sarah.starr@pcls.net
Stephanie Renner- Teacher	440-392-5614	stephanie.renner@pcls.net
Josie Wlodyka-Teacher	440-392-5612	josie.wlodyka@pcls.net
Brenda Kalina--Aide/Secretary	440-392-5610	brenda.kalina@pcls.net
Amanda Olvera--Spanish Translator	440-392-5615	amanda.olvera@pcls.net
Paula Knapp - Paraprofessional	440-392-5610	paula.knapp@pcls.net
Briana Skidmore - Paraprofessional	440-392-5610	briana.skidmore@pcls.net

CHILD/STAFF RATIO

The required child/staff ratio will be maintained throughout the daily schedule. Below are the current child/staff ratios as set by the Ohio Department of Education:

4 year olds: 1 adult to 14 children
3 year olds: 1 adult to 12 children

Red Raider Preschool ratios are typically less than these state guidelines.

CLASS SESSIONS

MORNING session: 8:30 am--11:00 am
AFTERNOON session: 12:30 pm--3:00 pm

Both sessions are Mondays through Thursdays. Children who qualify for free or reduced tuition under the Early Childhood Education Grant (ECE) may have different hours/days of attendance.

Red Raider Preschool follows the Painesville City Local Schools' district calendar. A current PCLS calendar is provided in the Parent Folder.

SAMPLE CLASSROOM SCHEDULE OF ACTIVITIES

Young children learn best in a play-based setting that is developmentally appropriate. There will be a combination of teacher-directed and child-directed learning that occurs each day.

Arrival/Sign In Procedures
Group Circle Time (fingerplays, stories, songs, discussions)
ABC Helper, Calendar
Puzzles, games, Lego's
Doll house, Dress up
Block area
Library area
Writing Center
Art activities
Readiness and Language activities
Sensory play (water, sand)
Cooking experiences
Gym/Playground
Snack
Dismissal

POSSIBLE THEMES/PROJECTS/UNITS

Themes will be selected based upon the interests and developmental needs of the children in each class.

Families	Homes	Community Life
Transportation	Zoo Animals	Fire Safety
Bears	Space	Insects
Nursery Rhymes	Quilts	Sea Life
Water	Construction	Dinosaurs
Weather	Seasons	Plants
Manners	Nature	Farm
Rain Forest	Reptiles	Feelings/Emotions
Foods	Holidays	Fairy Tales

Teachers implement the Early Learning and Development Standards as set by the Ohio Department of Education as the basis for all activities regardless of theme chosen. The teachers also use The Creative Curriculum as a basis of the curriculum presented.

CURRICULUM AREAS

The following curriculum areas will be included in the preschool program in order to achieve the goals and objectives for early learners.

Art: Creating individual work with paper, crayons, paint, clay, glue, collage materials.
Use the senses to enjoy color, form and texture.

Language/Listening: Opportunities for listening and speaking, books, puppets, finger plays creative dramatics, visual and auditory memory.

Large Motor Development: Body awareness, body movement, body parts, balance, coordination, directionality, spatial awareness, creative movement.

Math: Classifying, sorting colors, shapes, sizes, counting, one to one correspondence, recognition of numerals, comparison of groups of objects, seeing patterns.

Music: Songs, rhythm activities, instruments, marching, dancing.

Relationships: Socialization skills, appropriate interactions with adults and peers
friendship skills

Science: Problem solving, experiences with the natural world, water, air, sound, light, magnets, plants, animals.

Small Motor Development: manipulation of objects with fingers, hand-strengthening activities such as Play-Doh, drawing, painting, cutting.

Social Studies: Learning about self, family, community and world. Becoming part of a group.

Quiet and active play are promoted in our program on a daily basis. The curriculum followed is developmentally appropriate, research-based and designed to prepare young children for the demands of kindergarten.

SCREENING ASSESSMENTS

Each year your child attends Red Raider Preschool, an *initial screening* will be completed.

These screenings include:

- Brigance Early Childhood, which includes cognitive, language, math, gross and fine motor items.

- Ages and Stages Questionnaire -Social/Emotional, which is a parent reporting tool assessing social/emotional skills.

- Teacher-based Assessments, which help teachers develop a baseline of beginning skills.

- Speech/Communication Screening, which will screen a child's communication skills.

- Vision and hearing screenings.

Screening is required by the state of Ohio. Your child does **not** have to know specific things before attending preschool. Screening assists teachers in planning instruction based on student needs, allows teachers to demonstrate student growth, and assists teachers in determining if a referral for further evaluation and/or services is needed. You will be notified of screening results by letter.

Development and learning are tied to the health and wellbeing of children. Risk factors, such as birth weight, health conditions, nutrition, oral health, and social and emotional support, can impact children's development and learning. The early detection of risk factors through health and developmental screenings can improve outcomes and reduce a child's need for special education services. Ohio's Early Childhood Education programs require health and developmental screenings of all children within 60 business days of starting the program. Referrals are completed within 90 days of identification of need, as determined by the appropriate professional.

At parent teacher conferences, usually held in November and March, you will get information regarding your child's progress. In addition, you can also schedule an appointment with your child's teacher anytime throughout the year.

SNACK

Snack time in preschool is a great opportunity for children to practice manners and to converse with each other in a relaxed way. Children are encouraged to become independent with hand washing, pouring their own water and cleaning up after themselves. **Parents are asked to provide a healthy snack with their child each school day.** The program will provide cold water to drink each day. If your child forgets snack, we will have a snack available. The following are suggestions for snacks that you may provide: String cheese, fresh fruits, fresh vegetables, yogurt, whole wheat crackers, applesauce, mini bagels, jello, fruit cups, etc. Your child's teacher will notify you if there are any food allergies in the classroom and if certain foods are prohibited. Please communicate any dietary concerns for your child to staff prior to the school year starting.

MEALTIME SAFETY PROTOCOLS

All staff in each classroom will be made aware of known food allergies.

Food that requires refrigeration needs to stay cold until served (there are mini fridges in each classroom).

Food that is brought in for special occasions (birthdays, party days) needs to be either whole fruits or commercially prepared packaged foods in sealed containers.

Drinking water is available to children throughout the day.

Hot liquids and foods hotter than 110 degrees Fahrenheit are kept out of the reach of children.

The following foods will not be served: Hot dogs (whole or sliced into rounds), whole grapes, nuts, popcorn, hard pretzels, spoonfuls of peanut butter, meat larger than can be swallowed whole.

SANITARY PROCEDURES

Hands must be washed prior to snack by both children and adults.

Tables must be washed before setting up for a snack.

Gloves must be worn by adults who are serving food.

Paper products or dishes that can be washed in the dishwasher will be used to serve food.

BIRTHDAYS

We encourage parents to share some of their family's celebrations and traditions with us.

Birthdays are at a time when the child may treat the class if the parent wishes to do so.

Please let your child's teacher know a few days in advance that you will be bringing something in for the class snack. **No homemade treats are permitted.** Store bought treats must be used. Please ask the teacher if there are any food allergies to keep in mind before buying.

RED RAIDER WAY

Positive Behavioral Interventions and Supports (PBIS) is a program-wide system that is implemented throughout all Painesville City Local Schools. It is a framework that promotes teaching and re-teaching expected behaviors, acknowledging positive behaviors, and responding to challenging behaviors. We refer to it as the **Red Raider Way**.

The Red Raider Preschool strives to promote a positive and enjoyable learning experience for every child enrolled. We are proactive in *teaching* children the expected behaviors at school. Just as children need to be taught academic skills in order to master them, children need to be taught social behaviors in order to master them.

We create and promote an environment that increases the likelihood of desired behaviors. We make each child feel valued and special through a positive relationship with their teachers built by daily interactions including; greetings, conversations, getting to know individual interests and preferences, high fives, hand shakes, pats on the back, and interactive play with individual children.

Your children will be exposed to **The Red Raider Way** at school which includes our **Big Three Expectations: *Be Kind, Be Safe, Work Hard***. Throughout the year, lessons will be taught, rules reinforced and successes celebrated. For example, “I need to walk with my class in the hallway to be safe”; “I need to be kind to my friends and share materials”; “I need to work hard by taking care of my own belongings”.

Acknowledging children for their efforts when they are being safe, being kind or working hard is an important way for them to know they are doing the right thing. We do this by verbally acknowledging them (ex. “I like how you worked hard putting all the caps on those markers!”) and we also acknowledge their efforts by sending home a “**Red Raider Card**.” A Red Raider Card is a small slip of paper that is red in color and the teacher will indicate which of the Big Three Expectations the child demonstrated that day (See below). If your child receives a Red Raider Card, please praise their efforts and tell them how proud you are of them! As students earn Red Raider Cards, they are also helping their class earn a special celebration. Each time the students in the class reach a total of 100 Red Raider Cards, the class will have a special celebrations which may include, but are not limited to: hat day, stuffed animal day, wacky socks/mismatched sock day, milkshake day, bubbles day, movie day, crazy hair day, sports team day, favorite story character day, cooking in class, shaving cream play day, outdoor snack day, or dance party day. You will be notified of your child’s class celebrations through your teacher’s newsletters that are sent home in your child’s backpack.



Name: _____

- Be Kind**
- Be Safe**
- Work Hard**

How You Can Use the “Red Raider Way” at Home

At preschool, all the adults in our program (teachers, aides, therapists, bus drivers, etc...) use the **same language** to let kids know they are doing the right thing. This helps them understand the behaviors we expect and also acknowledges their efforts so they will continue doing the right thing!

Some examples of the language we may use as school includes;

“You are **being safe** when you stay in your seat on the bus”

“You are **being kind** when you asked Jonas if he was ok when he fell on the playground.”

“You are **working hard** getting your coat on all by yourself in the hallway”

At home, you can use the same type of language to help your child learn the behaviors you expect. What you may say should include:

- 1) one of the expectations (be kind, be safe or work hard);
- 2) describe what the child did;
- 3) describe where the child did it.

Examples:

“You are **being safe** when you hold my hand in the parking lot”

“You are **being kind** when you let your sister take a turn on the swing in the backyard”

“You are **working hard** when you help put the dishes in the kitchen sink.”

Used consistently, this small practice will help you impart these important characteristics to your child and help you manage the day to day challenges of parenting!



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Painesville City Local Schools

Red Raider Preschool Behavioral Expectations Matrix

**P.
R.
I.
D.
E.**

Expectations → School Settings ↓	Be Kind	Be Safe	Work Hard
Classroom	<ul style="list-style-type: none"> • Help others • Take turns/ share • Take care of classroom materials 	<ul style="list-style-type: none"> • Walking feet • Hands and feet to self 	<ul style="list-style-type: none"> • Do your best • Keep trying
Hallway	<ul style="list-style-type: none"> • Looking eyes only • Quiet voices in the hall 	<ul style="list-style-type: none"> • Listen to adults • Keep your body in the group 	<ul style="list-style-type: none"> • Take care of your things (placing items in cubby and bringing items to class)
Bathroom	<ul style="list-style-type: none"> • Respect others' privacy • Keep bathroom clean 	<ul style="list-style-type: none"> • Listen to adults (lights stay on, children stay in area) 	<ul style="list-style-type: none"> • Take care of yourself
Playground	<ul style="list-style-type: none"> • Invite friends to play • Take turns and share 	<ul style="list-style-type: none"> • Listen to adults (keep mulch and rocks in area) 	
Bus	<ul style="list-style-type: none"> • Hands and feet to self • Quiet Voices 	<ul style="list-style-type: none"> • Listen to adults (stay in seat, quiet at railroad tracks) 	
Gym	<ul style="list-style-type: none"> • Take turns and share 	<ul style="list-style-type: none"> • Listen to adults (adults move equipment) • Hands/feet to self 	<ul style="list-style-type: none"> • Keep trying

P.R.I.D.E = Perseverance * Respect * Integrity * Determination * Empathy

DISCIPLINE POLICY

Red Raider Preschool strives to promote a positive and enjoyable learning experience for every child enrolled. Specific strategies for guidance include:

1. Teaching “friendship skills” that provide children with key phrases to use to get their wants and needs met in a socially acceptable way (“Can I play with you?”; “Can I use it next?”; “You can have it when I’m done.”).
2. Using redirection and diversion rather than negative reinforcement.
3. Setting clear, consistent and reasonable limits and following through on expectations.
4. Stating the expected behavior vs. using negative statements (“Please walk” vs. “Don’t run.”).
5. Stating the cause and effect of behavior (i.e., “If we leave the cap off of a marker, it will dry up and we can’t use it”)
6. Emphasizing positive behavior with frequent acknowledgement.
7. If a child’s behavior involves hitting, pushing, biting, kicking, and/or harm to her/himself or other children, the child will be removed from the area with a staff member to help the child de-escalate and discuss alternative ways of dealing with negative feelings.
8. Parents will be informed by the teacher of any behavioral concerns.
9. Constructive, developmentally appropriate guidance and management techniques will be used at all times.

DISCIPLINE REGULATIONS PER PCLS BOARD POLICY AND THE OHIO DEPARTMENT OF EDUCATION

Discipline methods 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 restricted to, pinching, punching, shaking, spanking or biting.
- 2) No discipline will be delegated to another 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 any other verbal abuse.
- 6) Discipline will 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. 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 them from abuse and neglect while in attendance in the preschool program.

SAFETY POLICY

- 1) Children will be supervised at all times. At no time will a child be left alone.
- 2) Procedures for fire and tornado drills are posted near each doorway. Fire drills ,tornado drills and lockdown drills are conducted throughout the school year. Parents are given a copy of the Lake County Emergency Management Plan in the event of an accident at the Perry Nuclear Power Plant.
- 3) If a child is hurt at the preschool, an accident report will be sent home to the parents as well as verbal notification. A copy of the report will be kept on file at school.
- 4) Spray aerosol cans will not be used when children are present.
- 5) Early childhood staff are trained in child abuse/neglect identification.
- 6) Children will be allowed to leave the center only with persons designated by the parent. If someone other than who the parent listed is to pick up the child, written or verbal permission from the parent is required.
- 7) Equipment will be sturdy and well-maintained. The number of children using equipment at one time will be limited to prevent accidents.
- 8) Children will be shown how to use equipment and toys correctly and safely.
- 9) Scissors, pencils and paper punches must be handled with care. Children will be taught how to use these tools properly.
- 10) Electrical outlets are covered with protectors.
- 11) Spilled liquids or food will be wiped up immediately to prevent slippery spots on the floor.
- 12) No child will be allowed to use, or bring from home, dangerous articles such as pocket knives or matches.
- 13) All chemicals and potentially dangerous materials will be kept out of the reach of children.

WATER PLAY

Water tables may be a part of preschool classrooms. Water play fosters learning in all developmental areas. It provides opportunities for children to experiment with math and science concepts, strengthen their physical skills, advance their social and emotional skills, and enhance language development. To protect and prevent the spread of infectious diseases through water play, staff will follow the following procedures:

The water play container and toys will be cleaned and disinfected daily between classes.

Children will wash hands before and after water play

If a water table toy would be put into a child's mouth, that toy would be removed and disinfected before use by other children.

The water play area will be at a location away from the snack area.

OUTDOOR PLAY

Children in each class will spend time outside, weather permitting--temperatures above 25 degrees and not raining. **Please be sure your child comes to school to stay warm and dry while playing. In the winter, many of the teachers designate one day of the week for outdoor play so children should be prepared with snow pants, boots, gloves, hats, etc.** Please mark items with your child's name. We do not have staff available to stay inside with children.

TRANSPORTATION/DROP OFF AND PICK UP

Preschool children may opt for Painesville City School transportation by utilizing one of two drop off areas at Elm Elementary School or Maple Elementary School. Pick up and drop off times are not finalized until the week before school starts. Students with disabilities may have transportation to/from preschool if designated in their IEP.

Parents may choose to transport their child to and from preschool each day. **All children must be brought directly to their classroom to be checked in.** Please make sure a teacher or a paraprofessional is aware your child is now in their care. **Never allow a preschooler to walk in the building alone.**

Please make sure that the transportation form that was completed at enrollment designates who is allowed to pick up your child. Please make sure to update this form if you are adding/removing an approved adult from your list. **Staff cannot release a child to an adult unless they are indicated on this form.** At pick up time, please wait in the hallway until the session has ended. The teacher or paraprofessional will dismiss children to you in the hallway. Doors to classrooms will open 5 minutes prior to the start of each session.

Staff will make a significant effort to contact the parent and all emergency contacts if a child is left at the preschool. However, if no approved adults are able to be reached, contact may be made with the Painesville City Police and/or the Lake County Department of Job and Family Services.

FIELD TRIPS

Field trips are usually included in the curriculum several times throughout the school year. All field trips are based on the curriculum as well as the Early Learning and Development Standards. Field trips may include visits to various locations throughout Lake County as well as having instructors come to the preschool to provide hands-on experiences. In order to participate, each child will be required to have a signed permission slip for each event. Transportation will be provided by Painesville City School buses. Teachers will inform parents how many chaperones will be needed for each trip and if you are able to assist please inform the teacher. **No siblings or other children are permitted on field trips.**

ABSENCE/ATTENDANCE POLICY

When your child will be absent from school, please call the teacher to inform them of the absence. Ongoing absences/non-attendance may result in withdraw from the preschool program. Special consideration may be given to a family where the child has experienced a long-term illness. Communication is vital so please discuss any attendance issues with your child's teacher or the director. Encouraging regular school attendance is one of the most powerful ways you can prepare your child for success—both in school and in life. When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school.

TOYS FROM HOME

Please do not let your child bring any toys from home unless asked to do so. Most classrooms will have opportunities for a Show and Tell type of activity. A notice will be sent home when this is part of the schedule. If a child needs a particular item from home for comfort, this can be arranged with the classroom teacher.

DRESS

Red Raider Preschool children **do not** follow the Academically Dressed code of the rest of the district. Children should come dressed in suitable clothes for play and the weather. Comfortable, washable play clothing permits children the necessary freedom to participate in all activities without undue concern for spills, spots, rips and tears. Smocks are provided during messy activities, but accidents do occur. Please make sure your child wears sturdy shoes they can run safely in. Flip flops and sandals can be hazardous when running or climbing on the outside equipment. **A complete change of clothes should be available for your child on a daily basis.** Your child's teacher will inform you if they prefer the extra clothing to be kept in the child's backpack or in the classroom.



PARENT PARTICIPATION

Parents are encouraged to participate in the many functions throughout the year that the preschool offers. These may include:

- 1) Parent Education Programs
- 2) Family Night Programs
- 3) Fundraising for Enrichment Activities
- 4) Safety Committee Participants

Through program newsletters and Alert Now messages, you will be kept informed of opportunities. Please contact Karen Capretta, Director of the Program to volunteer.

CLASS OBSERVATIONS

Parents are welcome to observe in the classroom throughout the year. We suggest observations begin after the first month of school so a classroom routine can be established. If observations become frequent (weekly) the state of Ohio would consider you a "volunteer" and fingerprinting and background check would be required.

PARENT/TEACHER CONFERENCES

Two conference nights will be held in the fall and spring. Parents will have the opportunity to sign up for a scheduled time to meet with their child's teacher. Teachers will provide information on your child's progress in the classroom environment. If you have any questions concerning your child's progress, please feel free to call your child's teacher at any time. In addition, the preschool director, is available to discuss any questions or concerns you may have regarding the program (please refer to contact information on page 3).

CUMULATIVE RECORDS

Cumulative records are kept on each child during the school year. The records include periodic assessments, health records, birth certificate, enrollment forms, and conference forms. These records may be viewed by the parents at any time. All records are kept confidential and are viewed only by appropriate personnel in the preschool program. When applicable, custody records will be part of a child's file.

CONFIDENTIALITY

Student records are confidential. In order to share any information on a student with another agency, written parent permission will be secured first. Please remember that confidentiality also applies not only to records but to sharing knowledge verbally. Our staff have been trained to maintain confidentiality, not only in the school setting but the community as well. Upon request, parents may have access to class rosters which will include those children whose parents have given permission to share this information.

PRESCHOOL ENROLLMENT GUIDELINES/PROCEDURES

- Enrollment for each school year will begin by April of the previous school year.
- Enrollment of new students is done by appointment only.
- Children need to be toilet trained (except for children with disabilities).
- Children need to be 3 years of age by the start of the school year.
- All required forms need to be turned in prior to the start of school.
- A limited number of spots are available each school year. Families who are currently enrolled are given an opportunity in March to re-enroll for the next school year prior to enrollment opening up in April to the general public.
- A waiting list will be generated once spots are filled.
- A letter will be sent out in the beginning of August verifying the child's enrollment and designating an AM or PM slot. Although every effort is made to grant parents' wishes regarding classroom placement, there is no guarantee for specific sessions or teachers.

PRESCHOOL TUITION

Although most students attend four days a week, parents have the opportunity to enroll their child on a reduced day schedule. The fee schedule for reduced days is:

2 days per week----\$70.00 per month

3 days per week----\$85.00 per month

4 days per week----\$100.00 per month

*** A \$5.00 per month additional charge is added to out-of-city students.***

Payments are due by the 15th of each month. We do not offer on-line payments. Exact cash, check, or money orders made out to **Painesville City Local Schools** should be brought into school in the payment envelope that will be provided. All calculations are based on a 9 month basis (Sept-May) There is no charge for the partial month of August.

If you prefer, you may also mail payments to the school at:

Red Raider Preschool

Attn: Mrs. Kalina

350 Cedarbrook Drive

Painesville, OH 44077

Monthly fees are paid whether or not your child is in attendance. Parents will be notified in writing if there are outstanding fees. Please discuss any payment concerns with Mrs. Kalina or Mrs. Capretta in a timely fashion so issues can be resolved. If payments are not kept up to date, and there is no just cause communicated, your child may be withdrawn from the preschool.

Based on your family income and certain age requirements, your family may qualify for reduced tuition or no tuition through the Early Childhood Education (ECE) grant program by the Ohio Department of Education. Please contact Brend Kalina at 440-392-5610 with any questions about this program. ECE grant recipients may have different hours/days of attendance.

WITHDRAWAL PROCEDURE

You may withdraw your child from the program at any time. Parents should contact Mrs. Kalina or Mrs. Capretta to begin this procedure. Student fees must be made current. Student files will be sent to a new school with written permission from the parent.

ABUSE REPORTING

Schools are **required by law** to report any suspected situations of child abuse/neglect to the local Department of Job and Family Services, which will investigate any concerns as appropriate.

PRESCHOOL NEWS

A program-wide newsletter will be sent home monthly. Classroom teachers send home class news as needed. Please read the information sent home so you don't miss information on upcoming events.

PARENT CONCERNS

Teachers and administrators are always willing and available to meet with parents. If a concern arises about your child and/or the program, please contact your child's teacher first to attempt to resolve the issue. If you feel that the situation has not been resolved to your satisfaction, please contact the on-site Director, Karen Capretta 392-5629 then the Director of Student Services, Chris Young at 392-5067.

This program is licensed and inspected by the Ohio Department of Education. Copies of the current license are posted on the hallway bulletin board as well as in each classroom. The Ohio Department of Education Ombudsman phone number is listed on the license.

Parents are also encouraged to use the Red Raider Preschool suggestion box which is located on the wall near the entrance door.

MEDICAL INFORMATION/CHILD ILLNESS

1. A current (within the past year) medical examination by a licensed physician is required for each child. Physicals must be updated as they expire (ex: your child's last physical was dated March 12 of last year so a new physical must be submitted to the preschool within 30 days of expiration).
2. The physical examination form must be signed by a physician certifying that the child is free from communicable disease, including tuberculosis. The medical form must also include a record of all immunizations required by state law: diphtheria, pertussis, tetanus, polio, rubella, rubeola, and mumps.
3. Parents are asked to keep their child home any day they show signs of illness. When all signs and symptoms of communicable disease subside, the child may return to school. **Children need to be fever-free and diarrhea free for 24 hours before returning to school.**

The following signs of illness will be used to isolate and send children home:

- (a) *Diarrhea (more than one abnormally loose stool within a 24 hour period)*
- (b) *Severe coughing*
- (c) *Difficult or rapid breathing*
- (d) *Yellowish skin or eyes*
- (e) *Conjunctivitis*
- (f) *Temperature of 100 degrees taken by auxiliary method in combination of other signs of illness*
- (g) *Untreated infected skin patches*
- (h) *Unusually dark urine and/or grey or white stool*
- (i) *Stiff neck*
- (j) *Evidence of lice, scabies or other parasitic infestation*

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

- (a) Unusual spots or rashes
- (b) Sore throat or difficulty swallowing
- (c) Elevated temperature
- (d) Vomiting

A child who is isolated due to suspected communicable disease shall be

- (a) Cared for **in a room or portion of a room not being used** in the preschool
- (b) **Within sight and hearing of an adult** at all times. No child shall ever be left alone or unsupervised.
- (c) Made comfortable and **provided with a cot**. All linens and **blankets used by the children shall be laundered** before being used by another child. After use, the **cot shall be disinfected** with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- (d) **Observed carefully** for worsening condition
- (e) **Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.**

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Policy regarding mildly ill children at preschool:

- (a) "Mildly ill" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in the above paragraphs.
- (b) Children who are playing and participating in the daily activities with mild cold symptoms are able to remain at school.
- (c) Children should be taught and reminded to use frequent hand washing, tissues, coughing in elbow to reduce the spread of germs.
- (d) Parents or guardians will be contacted if the child has no desire to play or participate in the program's daily activities and a determination will be made by the parent and director if the child should remain at school or go home.

4. The Ohio Department of Health Communicable Disease Chart is posted in classrooms.
5. If a child has been exposed to a communicable disease, a notice will be sent home.
6. Children who become ill during class time will be isolated (with adult supervision) and arrangements made for the parent to pick up the child. Superficial cuts and bruises, which can be safely cared for at school, will be reported to the parent at the end of the session.
7. No medication, vitamins or special pills are administered unless there is written permission signed and dated from a physician and prescribed for a specific child.
8. Painesville City Local Schools have registered nurses on staff that provide the preschool medical assistance as needed.

9. Teachers and paraprofessionals are provided with training in Communicable Diseases on a regular basis.
10. If your child has developed an illness or communicable disease as listed on the Ohio Department of Health communicable disease chart, the district nurse will be contacted prior to your child's admittance back into the program. Parents must notify the program if their child has developed any communicable disease.
- 11. Children who have had a fever or diarrhea may be readmitted to school once they have been free of these symptoms for 24 hours.**
12. Frequent hand washing is part of the daily routine by both staff and the children, and is required before snack.
13. Equipment at preschool will be disinfected as often as possible, using a bleach solution or other disinfecting solution provided by the district.
14. Tables, sinks and bathrooms will be disinfected daily and when needed throughout the day.
15. Each classroom is supplied with a First Aid kit.

Medication Administration

If a child requires medication, food supplement, modified diet, or fluoride supplement, the program shall:

*(i) prior to administration: secure the **written instructions of a licensed physician** or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement, and*

*(ii) each time medication is administered, a **written record or log** including dosage, date, and time shall be made. That record or log shall be **kept on file for one year.***

*(iii) 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.*

*(iv) Medication shall be **stored in a designated locked storage** place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.*

Building Security

Red Raider parents will enter the building through Door #2. Parents will be given a card to show to staff members as they approach the door. Two cards will be given per family. Additional cards are available on request. Please notify all friends/relatives who may pick up your child of the procedure. ***The Red Raider Preschool entrance is only monitored during regular drop off and pick up times.*** If you need to enter the building at other times, you will need to buzz in at the main door and Head Start staff will admit you. Please stop at their office to sign in on the Red Raider clipboard.

Please do not hold the door open for other people UNLESS YOU KNOW THAT IT IS A RED RAIDER PARENT. It takes all of us to help keep our building safe.

During the school day, our classroom doors are kept locked at all times, and our classroom door windows are tinted.

Safety drills are conducted throughout the school year and include fire drills, tornado drills, lock down drills and shelter-in-place drills.

Parking Lot

Please be aware that Cedarbrook houses two separate programs- Painesville City Local Schools' Red Raider Preschool and the Lake-Geauga Head Start. Arrival and dismissal times are staggered for each program in order to alleviate as much traffic congestion as possible in the parking lot. Please be courteous and patient in the parking lot.

**THERE IS NO PARKING/STOPPING AROUND THE CURVE ALONGSIDE THE BUILDING.
This area is reserved for busses at all times.**

Transportation Safety--Please use the proper child restraint system in your car for the age/weight of your children. NEVER leave children alone in your car while bringing in or picking up your preschooler.

