



**Danbury Local Schools  
Preschool  
Parent & Student Handbook  
2023-2024**

*Updated June 1, 2023*

*The DLSD Preschool Program Parent Guide is used with the Danbury Elementary Student Handbook. The Program Parent Guide and Student Handbook together identify rules and regulations of the DLSD Preschool Program.*

*Danbury Local Schools will instill within each student a drive for personal excellence, lifelong learning, and a distinct set of core values that positively impact family and community.*

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## **PURPOSE**

The purpose of the Danbury Local School District Preschool Program is to provide a comfortable and enriching environment that respects each child's qualities and nurtures development toward his or her full potential.

## **PHILOSOPHY**

Children are naturally curious and eager to learn when they are able to follow their own interests through play. The program provides developmentally appropriate activities that will initiate this learning process. The teacher's role is to facilitate the learning. The classrooms are designed for the child to explore and discover. Our program provides opportunities for the physical, emotional, intellectual, and social growth of each child. We maintain a flexible and loving environment. Our goal is to be a supplement and complement to the experience a child has with his/her family. Research has proven that young children learn by doing.

Children select activities from a variety of learning centers including a block area, puzzles, book and music area, creative area, dramatic play center, hand manipulatives, and a science area. The child's participation in these areas is most importantly the hands on process and not the finished "art project". Each child is viewed as an individual with unique characteristics and an individual pattern and timing of development, which may be unrelated to chronological age.

Parents are invited to confer with the teacher or building principal. It is best to call and set a time so the teacher/principal will be able to give their undivided attention to you and the situation. Parents are allowed to visit their child's classroom and volunteer at any time. Volunteers are encouraged, but they may not disrupt the educational process with personal matters. If you wish to volunteer, please sign in at the office and follow Danbury Local School District procedures.

## **KEY PRINCIPLES**

- The children are members of a community that celebrates the uniqueness of each child – color, culture, religion, gender, age, and ability. Differing levels of ability, learning styles, and development are expected, appreciated, and used to design appropriate learning activities which are motivated by the child's interests and individual growth.
- Play encourages children to learn by active exploration through hands on discovery. Learning is the result of interaction between the child's thoughts and experiences with people and with materials and ideas which are real and relevant to their lives. These experiences match the child's developing abilities while also challenging the child's developing interests and understanding.
- A blending of children, families, and staff to create a nurturing environment for those we serve is a major focus throughout the program. The contributions of all are valued as we work together to give children time to fully celebrate childhood.

## **PRESCHOOL CURRICULUM**

The Danbury Local School District Board of Education's adopted preschool curriculum consists of the following:

- Frog Street
- Heggerty (Phonemic Awareness)
- Foundations (Phonics)

Frog Street for PreK is a proven effective comprehensive early learning program that embraces children's natural curiosity and encourages them to explore and connect to the world around them. Frog Street Pre-K 2020 is a comprehensive, dual-language curriculum designed to meet the needs of diverse learners while supporting 10 learning domains! Features include:

- Research-based scope & sequence for literacy, math and content domains
- Conscious Discipline® strategies that build a strong social-emotional foundation for solving conflicts and managing emotions
- Strategies for differentiated instruction, special needs adaptations, cultural responsiveness, and English Language Learner support
- Flexible & easy-to-use weekly instruction to ensure implementation fidelity

Frog Street Pre-K is organized around 9 thematic units integrating literacy, math, science, social studies, social-emotional connections, STEAM, technology, assessment, and family engagement. All print pieces in Frog Street Pre-K 2020 have a companion digital component for quick and easy access to support virtual learning environments.

Frog Street Pre-K is designed to celebrate the joy of learning while children travel down the road to success.

As your child's most important teacher and to assist us in establishing independence and developmental growth in your child, we ask that you encourage your child to follow all classroom routines, activities, and expectations. Examples of this might include, requiring your child to enter the classroom and hang up his/her coat, remove applicable items from book bag and give to teacher, etc. When your child arrives home, he/she should be expected to complete the same or similar routine. By expecting your child to be as independent as possible, we can all do our part to prepare him/her for kindergarten and beyond.

The materials and resources support our belief in how children learn and the importance and responsibility of staff and parents in their children's development. They provide early childhood staff with the knowledge and resources to create opportunities and environments for children to be active participants in their own learning.

We firmly believe that the Pre-K years are critical in your child's successful transition to a formal school environment. Our teachers' implementation of the Scholastic Big Day for PreK system helps your child reach these goals while fostering a sense of independence and self-worth in this world.

## **PROGRAM DAYS AND HOURS OF OPERATION**

Danbury Preschool offers an AM (morning) and PM (afternoon) session daily. The AM session operates 8:30-11:45 am Monday through Friday. The PM session operates 12:45-3:30 pm Monday through Friday. All Danbury residents are guaranteed an AM or PM placement for their child(ren) if they meet registration deadlines. Requests for either AM or PM will be taken by the school administrator, but specific requests cannot be guaranteed due to limited program availability and specific instructional decisions that influence the quality of the program. Once assigned to AM or PM, changes will not be made unless an extreme situation has been presented to administration.

## **PROGRAM REQUIREMENTS**

The program is guided by written policies of the Danbury Local School District Board of Education which are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio Revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education, Division of Early Childhood Education. Any complaints and reports concerning the operation of programs regulated by ODE under Administrative Code 3301.52 and 3301.59 of the Revised Code may also be reported to the department ombudsman or the Ohio Department of Education, Division of Early Childhood Education. The phone number is (614) 466-0224.

While group sizes vary during each half-day session, Danbury Local Schools 3-year-old Preschool Program is licensed by the Ohio Department of Education to provide care for 20 students per session. Danbury Local Schools 4-year-old Preschool Program is licensed by the Ohio Department of Education to provide care for 25 students per session. The license is posted in the classroom in accordance with Ohio Revised Code. The laws and rules are available for review upon request. Any increase in this number is approved by ODE and affected families are notified in writing of the change.

The school's licensing record, including compliance report forms and evaluation forms for the health, building, and fire departments is available upon request.

The Ohio Department of Education requires that all Preschool students must have a physical and immunization records on file within 30 days of starting school. Once the 30 days have expired and the school does not have these records, your child will be removed until all records are up to date.

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is means of combating the spread of disease, the Board of Education requires all students to be immunized against polio myelitis, diphtheria, pertussis, and tetanus – DPT; and rubeola (measles), mumps, and rubella (German measles) -MMR in accordance with the state statutes. Enforcement of this policy shall be the administrative responsibility of the building principals. In according with the state statutes students shall not be permitted to attend school beyond 30 days from the first day of school or the day they enter, if they are not in full compliance with the requirement. The Ohio Department of Education requires that all preschool students must have a physical and immunization records on file within 30 days of starting school. Once the 30

days have expired and the school does not have these records, your child will be removed until all records are up to date. (RC 3313.65, 3313.671, and 3323.05 AC 3301-02-02 (P) (4), 3301-07-01 (W))

## **OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND CHILD ASSESSMENT/OUTCOMES**

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

The preschool program participates in Ohio mandated assessments of all enrolled preschoolers and assesses all enrolled children using formal and informal methods on an ongoing basis to inform instruction.

A pre-reading assessment test for early literacy skills will be administered in the fall and spring. Results are shared with parents and reported to the Ohio Department of Education.

An additional assessment is administered to preschoolers with disabilities. This is a social-emotional measure called the Ages and Stages Questionnaire: Social-Emotional (ASQ:SE). The ASQ:SE is a survey completed by teachers and parents on the preschooler's ability to independently demonstrate self-regulation, compliance, autonomy, communication of feelings, and interactions with adults and peers. Results of the ASQ:SE will be shared with parents and reported to the Ohio Department of Education.

Children with disabilities are also provided a rating using the Early Childhood Outcomes Summary Form (ECOSF). This assessment summary is used to give a rating for 3 federal student outcomes relating to positive social-emotional skills, acquisition and use of knowledge and skills; and use of appropriate behaviors to meet their needs. These ratings, when reviewed based on child entry into and exit from preschool, provide a way to determine student outcomes after their preschool experience.

As required by Ohio Department of Education (ODE), the program ensures that all children receive a vision and hearing screening, as well as a comprehensive developmental screening that is valid and reliable within 60 business days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Referrals may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility.

Results of these assessments and screenings are discussed with and shared with parents/guardians.

## TRANSITION PLAN/PROCESS

Early childhood staff believe communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to, preschool to kindergarten/school-age programs, home and out-of-home care programs to community programs, within programs to new classroom and 0-2 programs to preschool.

Activities provided to support children and their parents which might include, but are not limited to:

- opportunities for parents and children to visit potential preschool classrooms during a school day, Open House/classroom visit prior to start of school, kindergarten, or other school-age classrooms; spending time in another classroom in same program prior to a formal transition:
- written information regarding registration and screening dates; classroom activities such as “all about me” for all/new students,
- choosing a cubby/locker and/or a name symbol to decorate and identify their space;
- books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers visit toddler programs or preschool classrooms.
- Children leaving a program may receive cards, pictures, letters from peers wishing them good luck, etc.
- Visiting the elementary school cafeteria, explore a school bus; enroll in safety town; visit with a school principal, cook, etc.

Each child transitioning from one program to another shall have a written transition plan (IFSP or preschool transition plan) in place which will involve input from parents, teachers, and other members of a child’s team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

Information about registration and screening will also be shared with the community through the use of media such as press releases and flyers. Sending and receiving staff shall communicate to determine the student information which shall be shared after receipt of any required parental consent.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental choice.

The program will also hold an annual Preschool screening and parent orientation before school begins. Letters will be sent in August notifying parents of meeting dates and time.

The above activities will assist children, parents, and staff in achieving a seamless transition as young children move from one program to the next.

A child’s team, including the parents, meets to complete a transition planning form when a planned transition is coming ( to another classroom, site, program ) to detail the activities that will be completed in order to assist and support the child and family in the next environment as well as the party responsible for completion. The completed form is signed, dated by all applicable team members present, and copies made for all team members.



## **NON-DISCRIMINATION STATEMENT**

It is the policy of the DLSD that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, sexual orientation, religion, handicap, age, place of residence or social or economic background.

## **PARENT COMPLAINTS**

Resolving parent questions and complaints in a timely manner is a priority for our preschool staff. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

- First, discuss the concern or complaint with the preschool staff.
- If you have not received a satisfactory response from the preschool staff, schedule a meeting with the Principal or Director of Special Education.
- Continuing concerns can be brought to the Superintendent for consideration.
- Ohio Department of Education offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

## **FEES**

The fee for Danbury Preschool is \$850 per school year, per child, payable in September of each school year. You may also pay in 4 installments of \$250 by October 2, \$200 by December 17, \$200 by February 19, and \$200 by April 19. To do this, please see the elementary secretary. Please make checks payable to Danbury Local Schools.

## **BILLING PROCEDURES**

Make checks payable to Danbury Local Schools.

### **Please mail or deliver payments to:**

Danbury Elementary School  
Attn: Preschool Fees  
9451 E. Harbor Rd.  
Lakeside-Marblehead, OH 43440

Please do NOT give fee payments to your child's teacher.

Fees are charged whether or not the student is present. There will be no credit given for sick, vacation or calamity days. Days missed may not be made up due to daily attendance limits imposed by licensing rules. All fees must be current and paid on schedule in order to keep your child enrolled. Parents or guardians will be notified if enrollment has been suspended or terminated due to late fees.

## ENROLLMENT/WITHDRAWAL PROCEDURES

Enrollment includes students from Danbury Local Schools who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities (Chapter 3301.31).

Enrollment for children not meeting the eligibility criteria is available to DLSD residents and staff of the DLSD. Parents must complete an application for enrollment. Applications are dated as they are received and children are accepted by age\* and date of application. In the event that the program has reached its capacity, your child's name will be placed on a waiting list until such time there is an opening in the program.

*\*All Danbury students who are 4 by August 1, toilet trained, and not yet age eligible for Kindergarten may attend Danbury Preschool.*

*\*All Danbury students who are 3 by August 1, toilet trained, and not yet age eligible for Danbury Preschool may attend Danbury Daycare.*

All students enrolled in the program must be toilet trained. We understand that students of this age have the occasional accident, and with your cooperation we can deal with these issues as they arise. For the safety, welfare, and education of all students, we cannot and will not toilet train children. If a child has repeated accidents, the administration reserves the right to remove the student from the program.

We will not enroll any students for our 3rd-year-old program after January 31. All early enrolled families will sign a form indicating that they understand that their child will complete 2 1/2 or even 3 years of PreK based on enrollment date to comply with our entrance age for Kindergarten. Our early enrolled 3-year olds will complete multiple years in the 3-year-old program and one in our 4-year-old program. Any exceptions must be approved by the Elementary Principal and/or Director of Special Education.

The enrollment packet and Emergency Medical Authorization must be completed before your child may begin attending the preschool. The Child's Medical Statement, physical and immunization records must be completed and on file within 30 days of enrollment and completed by a physician, physician's assistant, clinical nurse specialist, or certified nurse. A new physical form is required for returning students every 13 months from the date of the most recent examination.

Your first step in our registration process requires you to complete all of our online forms via [Final Forms](#) which is located on our Danbury Local Schools website. Please be sure to complete the entire registration process using our FinalForms system. **You must complete registration through final forms each year that your preschooler is attending in order to be enrolled.**

If you are new to Danbury your enrollment will not be complete until you:

1. Complete the Final Forms online registration information
2. Bring your driver's license, proof of residency, your child's **original** birth certificate, immunization records, completed physical form, and custody

papers (if applicable). \*\*\*No student will be enrolled without proper documentation\*\*\*

If you need to withdraw your student, please call the Board Office at 419-798-5185 to officially withdraw your child from the DLSD Preschool Program. **If we do not receive a call, you will be charged until the office is notified.**

If you need to withdraw your IEP student, please contact the Special Education Office at 419-798-5185 to withdraw your child from the DLSD Preschool Program. If transferring to another district, please provide the new district's contact information so that records can be transferred. Your child's teacher will contact the Director of Special Education.

CAPACITY – In the event that the program has reached its capacity, your child's name will be placed on a waiting list or until such time there is an opening for your child in the program. Your child may also attend a non-resident classroom IF all applicants residing in the district of the classroom have been enrolled or offered enrollment and declined to attend.

### **MISSING CHILDREN**

The following information will be required for any new student enrolling in any program:

- Academic records/report card from the school most recently attended
- Immunization records
- Birth Certificate
- Social Security Number
- Certified copy of a court-ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if appropriate)
- Name, address, and telephone number of the school most recently attended
- The address and telephone number of the new residence within the service district

Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearing House and the proper law enforcement agency.

### **PROGRAM CALENDAR AND WEATHER CLOSINGS**

From time to time, we have some dangerous weather related road conditions. When this happens, Danbury Schools will delay school or possibly cancel for the day. If the superintendent decides to delay school, the AM program will be cancelled for that day. If the superintendent decides to cancel school for the day, the AM and PM programs will be cancelled for the day. If we have a scheduled early dismissal for that day, the PM class will be cancelled.

In the event that school must be closed or delayed for inclement weather or other emergencies, prior to the opening of school in the morning, announcements will be made on the following radio and television stations: WMTX (107.7 FM); WSPD (1300 AM); WLEC (1450 AM); (WCPZ

(102.7 FM); KISS (92.5 FM); WTOD (1560 AM); WTOL (TV 11); WNWO (TV 24); WTVG (TV 13).

In addition to the use of traditional media outlets, Danbury Local Schools will utilize the one-call now system. In the event of inclement weather, our automated system will call the phone number(s) you provide with the necessary information regarding any changes to the school day.

### **EMERGENCY EVACUATION PROCEDURES**

Depending on the time of day and seriousness of the situation, there may be times we may want to evacuate our students to alternative sites. Parents should assume that education would continue for the regular school day unless otherwise announced. Please do not come and pick up your child until the end of the day. Our teachers have alternative plans for these days and we want the educational process to resume (as normal as can be expected) as soon as possible. **Daycare through 5<sup>th</sup> grade students will be evacuated to Lakeside's Fire Department or South Auditorium. PLEASE DO NOT CALL THE SCHOOL IF AN EVACUATION OCCURS. THE ONE-CALL NOW SYSTEM WILL BE ACTIVATED AND YOU WILL BE CONTACTED WITH INFORMATION AND INSTRUCTIONS.**

### **ATTENDANCE, ARRIVAL AND DEPARTURE PROCEDURES**

Danbury Schools does not provide transportation for Daycare/Preschool students. Students must be dropped off and picked up promptly at the times listed below.

Monday – Friday AM Drop off 8:30-8:35 Pick up 11:45-11:50	Monday – Friday PM Drop off 12:45-12:50 Pick up 3:30-3:35
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Please avoid late arrivals and pick-ups so that staff may attend to their additional responsibilities.

If your child arrives or departs at other than the regularly scheduled time, the adult accompanying the child must report and sign in/out at the school office.

Regular attendance is essential for maximum response to school routine and progress in the program. A good night's sleep and adequate breakfast are also essential. Adjusting to school is sometimes difficult. If your child shows symptoms of illness, please keep him/her home. If you decide to keep your child home, please notify the school secretary by calling 419-798-4081. If there is not an answer, please leave a message. If your child has a contagious disease such as measles, mumps, etc., please contact the school nurse AT ONCE so that other parents may be informed and we can take precautionary measures to prevent the spread of disease. When your child is absent, please send a note on the day of his/her return.

**A CHILD WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON!** A note written and signed by the parent/guardian must be sent to the Preschool Teacher if someone other than the parent/guardian is picking up the child. Please be sure the unauthorized person has proper identification. A child will not be released without it.

Parents/Guardians are asked annually to provide written approval of having their name, phone number, and child's name on any group/program roster. This roster is not furnished to any person other than parents/guardians.

## **DAILY PROGRAM SCHEDULE**

The DLSD Preschool Program is based on the open learning center concept. The daily schedule is set up to allow ample time for the children to participate in the various learning centers, be a part of a group of children working together, explore the outdoors and prepare and consume a daily snack.

### **Learning Center Time**

Children are free to choose a learning center activity such as role-playing in the dramatic play center, experimenting in the science and nature center, working on puzzles in the manipulative center, painting in the creative art center, building in the block center, or experimenting with movement in the gross motor center.

The teacher/assistant uses this time to work with individual children on skill development or with small groups of children on a particular activity. Children are offered new challenges, asked thought-provoking questions, and encouraged to try new things.

### **Small Group Time**

Children join their teacher for a story time that includes movement and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. The teacher also uses this time to present activities that are developmentally appropriate for the children in the group. These activities revolve around themes for the week and might include math concepts, language activities, learning about ourselves, etc.

### **Outdoor Play Time**

Outdoor activity is planned daily so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. Preschool staff monitors weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet. If you feel your child is too ill to participate in the outdoor playtime then possibly he/she should not be in attendance. A student restricted from outdoor play will require a physician's note.

### **Snack Time**

An important part of the children's day is snack time, not only for their eating enjoyment, but also because nutrition affects their mental functioning and physical well-being

## **SNACK GUIDELINES**

Each child's parent is responsible for supplying their own snack. It is a school board policy that no student is allowed to share snacks or purchase food for the entire class due to allergies. Therefore, we ask that you supply your own child's snack each day. According to our licensing

rules issued by the Ohio Department of Education and Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups: meat/meat equivalent, bread/bread alternative, milk, and fruit/vegetable.

Some suggestions for a nutritious snack are:

- Cream cheese or cheese cubes with crackers
- Apples, celery, or bananas
- Popcorn and orange slices or pineapple chunks or grapes (must be halved)
- Fresh vegetables plain or with a low fat dip or yogurt
- Fruit Snacks or Roll-Ups
- Fresh Fruit
- Yogurt, applesauce, jello, or pudding cups
- Pretzels and cheese snacks
- Granola Bars
- Fruit Bars or Fruit Muffins
- Mixed dried cereal served in cups or baggies
- Fruit juices – 100% real fruit juice
- Milk

**Please avoid peanut butter. Too many children have a food allergy to this particular product.**

Suggestions for foods with Vitamin C and A follow:

### Vitamin C

Vitamin C has several important functions in the body, such as helping to form bones and teeth and healthy skin and tissue. Vitamin C also plays a significant role in wound healing and maintaining strong blood vessels.

Since our bodies do not make Vitamin C, we must eat foods, which provide us with it. It is a good idea to eat foods with Vitamin C every day. (\*indicates a very good source)

Important food sources of Vitamin C:

asparagus	*greens (collards, kale,	*raspberries
avocado	beet, mustard, turnip)	*spinach
*broccoli	lemon or lemon juice	squash
*brussel sprouts	lima beans	*strawberries
*cabbage, raw	mangos	*tomato or tomato juice
*cantaloupe	*orange or orange juice	turnips
*cauliflower	*papaya	*Vitamin C fortified cereal
*grapefruit	peas	*pineapple
*green pepper	*potatoes	*grapefruit juice

## Vitamin A

Vitamin A is important for normal growth, healthy skin and tissues, and proper bone development. Vitamin A is also important for good vision, especially in dim light or darkness. Since our bodies store Vitamin A, including a good source of this vitamin at least every other day will insure an adequate intake. (\*indicates a very good source)

Important food sources of Vitamin A:

*kidney beans	*apricots	*mangos
*liver	asparagus	nectarines
cheese	*broccoli	papayas
*enriched corn grits	*cantaloupe	prunes
egg	*carrots	*pumpkin
fortified butter/margarine	*greens (beet, chard, collard, dandelion, kale, mustard, turnip)	*spinach
fortified milk	tomatoes or tomato juice	cabbage (bok choy)
*Vitamin A fortified cereal		*sweet potato
ice cream		*winter squash

## CLOTHING

Dress and grooming are rightfully the responsibility of the individual student and his/her parents. To be proper for school, dress should be clean, neat, and appropriate. It should not constitute a safety or health hazard or be such that it might hamper the educational process.

1. Interpretation and enforcement is at the discretion of the principal. Teachers will send potential violators to the office.
2. Lettered or pictured clothing may not express profanity, vulgarity, obscenity, weapons, or relate to the promotion of alcohol, drug or tobacco use.
3. Proper footwear must be worn. Shoes with toe or heel plates, and roller sneakers are not allowed. Please no flip flops. Sandals or Crocs with backs are acceptable.
4. Halter and tube tops are not permitted.
5. Bare midriffs are prohibited. Tank tops and mesh tops are not allowed without proper undergarments.
6. Dangling earrings are not considered safe for elementary students at school.
7. Shorts are allowed with the following guidelines. Shorts must have a finished hemmed bottom. Spandex shorts and running shorts are not allowed. All inseams must be a minimum of five inches and the fingertip standard will apply.
8. Hats are not permitted.
9. Link chains are not permitted.

Children should wear comfortable clothing that allows them to run, paint and play. Soft soled shoes are to be worn every day. When selecting your child's clothing, please keep in mind that many of the daily classroom activities involve work with paints, clay, sand, water, food, etc. Staff are not responsible for clothing that becomes stained or extremely soiled.

Staff encourage children to help themselves whenever they can. This gives them a sense of accomplishment and control over their environment. It would be helpful if parents would select coats, pants, sweaters, Velcro closure shoes, boots, etc. that the children can manipulate

themselves. Clothes that can easily be pulled off/on such as sweatpants are ideal for toilet training purposes. Clothes with tight fasteners such as jeans and overalls or other clothing items that are hard to manipulate such as belts are not suitable for children learning to use the toilet. Please buy mittens for your children as they are easier for little hands than gloves.

**ALL CLOTHING MUST BE LABELED!** Many times children do not recognize their own belongings.

By the first day of school, it will be necessary for parents to send an extra pair of underpants, socks, pants, shirt, slippers, or shoes for your child. If your child's clothing becomes extremely soiled or wet, we will change the child into the extra set of clothing and the wet or soiled clothes will be sent home in a bag. Please wash and return the extra set of clothes to the class as soon as possible.

Shoes – Please do not send your child with backless shoes.

### **BIRTHDAY CELEBRATIONS**

Every child's birthday is a big event at the preschool. Even birthdays that fall in the summer or during breaks will be celebrated. Parents are welcome to come and celebrate the child's birthday with us. You are welcome to send a non-food treat for a birthday. Please notify the teacher in advance if you plan to do this.

### **TOYS, BOOKS, GAMES, BLANKETS, OR OTHER POSSESSIONS BROUGHT FROM HOME**

Toys – Each class is equipped with educational toys. Children are discouraged from bringing toys from home except on sharing or show-and-tell days.

On special occasions, toys from home will be encouraged in order to promote a certain theme. At these times, a note will be sent home beforehand. Please do not send weapon toys to the preschool.

Please place your child's name on all personal property such as tote/book bag, school supplies, coats, boots, hats, mittens, etc.

Tote/Book Bag – Please supply a bag to hold school papers to arrive home in tact. Please no wheels.

School Supplies – A supply list will be posted on our school's website and made available at local stores.

### **FIELD TRIPS**

Field trips that enrich the preschool curriculum may be organized occasionally. Children will be transported in approved child-restraint systems as required by law. **PARENTAL PERMISSION IS REQUIRED FOR INDIVIDUAL FIELD TRIP PARTICIPATION.** Parents are welcome to join in the outing.



## **SAFETY OF CHILDREN**

We are very concerned about the safety of the children attending the DLSD preschool program. The following safety procedures are in effect at all times:

- No child is left alone or unsupervised at any time.
- A telephone or intercom is located in the classroom and is available for use in the event of an emergency. The teachers must have access to a telephone.
- Fire drills are held in conjunction with the elementary schedule and the school staff and children practice threatening weather drills. A record of these drills is kept in the school's office.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
- The use of spray aerosols is prohibited when children are in attendance.
- If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid while another school staff member contacts the local rescue squad and the child's parents. Remaining staff members will care for the other children. If the parents cannot be reached, only the people listed as emergency contacts on the child's Emergency Transportation Authorization form will be notified. A staff member will accompany the child to the hospital, if necessary.
- In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
- When an accident or injury occurs, staff will complete the injury report form provided by the DLSD. A copy of this form will be given to the parent and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
- In accordance with Section 2151.421 of the Ohio Revised Code, all DLSD staff are required to report any suspicions of child abuse or neglect to the Ottawa County Department of Human Services. At least one preschool staff member has completed an approved course in recognizing signs of child abuse and neglect.
- All staff members are aware of the safety rules for both indoor and outdoor activities and the class and playground areas are surveyed continuously for possible safety hazards.
- At least one (1) preschool staff member is trained in first aid, infant and child CPR, and recognition of communicable diseases. A first aid kit is always on site.
- Preschool staff members shall have a medical statement as required upon employment/assignment to preschool. Updates recommended every three (3) years.
- Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- Preschool teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.
- A signed permission slip is needed for each field trip. Adequate chaperones will accompany the classes at all times.
- Each child will wear an ID tag on all field trips with their name and school information.

### **Fire Drills**

When the fire bell sounds it is very important for students to become silent and listen for directions. We will leave the building rapidly. Students are asked to remain silent until they are back in their classes.

## **Safety Drills**

Safety drills may be conducted periodically to insure the safety of the students and staff.

## **Tornado Drills**

During a tornado drill, students, upon direction from their teacher, go to their assigned areas and assume the tornado drill position.

## **PARENT PARTICIPATION POLICY**

According to the Ohio Department of Education (ODE) Preschool Licensing Rules, parents/guardians of children enrolled in the class have unlimited access to the class during class hours for the purposes of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. A parent of a child enrolled at the center who is not the child's residential parent shall be permitted unlimited access to the center and be afforded the same rights as the residential parent unless there is court documentation limiting access and conditions of the nonresidential parent. Please report to the school office before going to your child's classroom/play area.

While parents can observe at any time, they are not permitted to hinder the learning process.

Parents are also welcome to participate in the daily program as often as they wish. Please notify your child's teacher prior to the day you want to volunteer. Volunteers are often asked to read stories, assist in the art center, or play games with the children. Any parent wishing to volunteer must adhere to the DLSD Volunteer Policy. This policy requires a completed application, BCI and FBI background checks paid at the volunteer's expense, and DLSD Board approval before any volunteering occurs.

If you need assistance with a problem or have a complaint related to the class or its program, you are welcome to take your concerns to your child's teacher or the Elementary principal. Staff members are always open to suggestions for improving the program.

A calendar is sent home every month. The calendar highlights themes, snacks, special events, and important dates. Information helpful to parents will be sent home periodically. If you would like to contribute to the newsletter, please let us know!

Parent meetings, information regarding local/regional workshops, book fairs, parties, and other special events may also be provided for parents. Parents are encouraged to make suggestions for meetings/workshops, daily schedule, curricular topics and activities. Parents are also encouraged to share any special appropriate talents with the students (play an instrument, art skills, etc.).

Parent-Teacher conferences will be held during the year. You will be notified of such conferences in advance. Parents who may have concerns or questions before this date are asked to contact the teacher for an individual conference, and if this is not acceptable, please contact the Administrator.

Play dates may also be scheduled by your child's teacher. The students, their parents (or responsible adult if parents not available), and staff meet at a community site (example – farm, bowling, pizza, etc.) for learning and social activities.

During the course of the year, plans will be underway for several exciting activities and programs. You will be notified of such events.

## **DISCIPLINE POLICY (Rule 5101:2-12-22)**

If there is a discipline, behavioral, or emotional problem with a child, the first step is a positive approach. We tell the child what to do instead of what not to do. This redirects bad behavior by giving him/her something positive to focus on. When a child is out of control, they will sit in a chair until they are ready to join the group again. The child will decide when he/she is ready. The child and teacher will talk about what is wrong. If there are any problems or concerns that are not resolved in a reasonable amount of time, a parent/teacher meeting will be arranged. The teacher is responsible for keeping order and general discipline in the classroom.

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety and rights. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom during which time the staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation and praising the child for appropriate behavior.

Physical punishment and verbal abuse will not be used. Discipline will not be imposed on a child for failure to eat, sleep or for toileting accidents.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Based on ODE Preschool Licensing Rules and DLSD policies, staff follow these discipline guidelines:

- Preschool staff member(s) in charge of child(ren) are responsible for discipline. Policies are in affect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
- All preschool staff members shall be informed of and receive a copy of DLSD's discipline policies upon employment and annually in the handbook.
- The preschool staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  1. There shall be no cruel, corporal punishment or any unusual punishments or any 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 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 small cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
10. Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. An entire group of children shall not be punished due to the unacceptable behavior of one or a few.
12. Children shall not be isolated and restricted from all activities for an extended period of time.

DLSD preschool staff members receive on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention© to ensure the care, welfare, safety, and security of all individuals on the premises.

### **RELEASE OF NAMES, PICTURES, AND ACHIEVEMENTS**

On occasion, student names, pictures, and achievements may be published in newspapers, programs, school websites, and other forms of publications. If you wish for your child's picture not to be taken, please provide the school with this request in writing.

When you are taking pictures or video of your child at school, be aware that not all parents/guardians have granted permission for the release of their child's image. Please be sensitive to the rights and expectation of privacy of your child's classmates when displaying the images on social networking sites and other public venues.

Rosters of the names and telephone numbers of the parents/guardians of the children attending Danbury Daycare/Danbury Preschool will be handed out when requested by the parent. The rosters will not include names and numbers of any parents/guardians who request not to be included. Thank you for your cooperation.

### **RECORDING – VIDEO/AUDIO**

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of Center activities is not permitted unless permission has been granted by the Program Director. Said permission will be in the form of a signed authorized statement on Center letterhead. Again, any distribution or posting of an approved recording is prohibited in order to protect the privacy rights of DLSD students and staff.

## **FERPA – CONFIDENTIALITY POLICY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's home district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - DLSD may disclose appropriately designated "directory information" without consent, unless the parent has submitted a written refusal by the end of the second full week of school.
  - Directory information is defined by DLSD as the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by DLSD to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

## **PRESCHOOL TOILET TRAINING POLICY**

Children enrolled in preschool must be toilet trained before attending preschool. Children are expected to be wearing underwear. A child having accidents daily would not be considered toilet trained. Please note that wearing pull ups is acceptable but may lead to accidents.

Why do children have to be toilet trained before they begin preschool?

- There are strict standards for changing and disposing of wet or soiled diapers/pull ups and our classrooms are not equipped for this.
- When an adult is busy changing a child's soiled clothing, it is taking away from learning time for all students and it removes one adult from the direct supervision of and interaction with the rest of the class.

We do understand that even toilet trained children will occasionally have accidents. By definition, "accidents" are unusual incidents and should happen infrequently. In these instances, the teachers will help children to change their clothes, encouraging independence as much as possible.

A toilet trained child is a child who can do the following:

- Communicate to the teachers that he/she needs to go to the restroom before they need to go
- Alert him/herself to stop what he/she is doing, to go and use the bathroom
- Pull down his/her clothes and get them back up without assistance
- Wipe him/herself after using the toilet (with minimal assistance for 3 year olds)
- Get on/off the toilet by him/herself
- Wash and dry hands

We certainly will ask your child many times throughout the if they need to use the bathroom. A teacher will assist children as needed, but children should be able to complete toileting activities independently. This is an issue which protects all concerned.

It is not uncommon for a child who is fully toilet trained to have a setback when he/she is in a new environment. Preschool staff are aware of this and will assist the children when necessary. Please have your child dressed in clothing that he/she can easily manage independently. Please send a complete change of clothes appropriate for the season. These will be left at school in case of accidents, and returned at the end of the school year. Parents will be notified if a child has a toileting accident.

### **MANAGEMENT OF COMMUNICABLE DISEASE**

The preschool staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. The "Child Day Care Center Communicable Disease Chart" is posted to help staff in recognizing illnesses. Parents are welcome to view this chart at any time.

Staff is very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are also reminded to wash their hands on a regular basis.

As children arrive, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms listed below, you will be asked to take the child home.

### **SIGNS AND SYMPTOMS OF COMMUNICABLE DISEASE**

Any one of the following symptoms is cause for immediate dismissal:

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis ("pink eye")
- Temperature of 100° F (or more) taken under the arm, or temperature of 101° F (or more) taken with an ear thermometer, especially in combination with any other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck

- Unusual spots or rash
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, lice nits (eggs), scabies, or other parasitic infestation. DLSD has adopted a “nit free” policy. Students cannot return if there is evidence of nits (lice eggs).

### **REMOVAL OF SICK CHILD**

If your child becomes ill while at school and exhibits any of the symptoms listed in the previous section, he/she will be cared for by a staff member in an area not being used by other children. You will be contacted immediately to come and pick up your child. If you cannot be reached, only the people listed as emergency contacts on your child's Emergency Authorization form will be notified and asked to come to pick up your child. Your child will not be readmitted until symptoms are no longer present. In some cases of illness, a written note from your child's physician may be required.

Children must be free from diarrhea and fever for 24 hours before they will be readmitted to school.

Please no runny noses, sore throats, fevers, or upset stomachs. Do not send your child back to school after an illness until he/she is well enough to go outside or the doctor has given permission. **When your child returns, please provide a written letter explaining the absence. If medical attention was required, please provide a doctor’s excuse.**

A child with minor cold symptoms or a child in the final stages of recovery from an illness may attend if the child has seen a physician and has been diagnosed as non-contagious and/or is on medication. The child shall be carefully observed for signs and symptoms of a worsening condition. Should any of the symptoms listed occur, you will be notified immediately and be asked to pick up your child.

In the event that your child is exposed to another with a communicable disease, you will be notified in writing that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms.

The preschool staff will not administer any medication to children enrolled without the required Physician’s Request for the Administration of Medication in School form completed by your physician and on file at the preschool classroom

When a staff member is ill, the staff member will not be in attendance and a qualified substitute will be called to assume the responsibilities of that person.

### **MEDICATIONS AT SCHOOL**

#### **Prescription Drugs:**

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

Before any prescription medication or treatment may be administered to any student during school hours, a written authorization from the child's physician and parent is required on the Board adopted form. This form shall be kept on file in the student's cumulative records.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered.

The school must be sent a note from the doctor if there is any change in procedure. Medication sent to school is limited to a one month supply. Unused and unclaimed medication will be destroyed after the last day of the school year.

### **Non Prescription Drugs:**

All of the procedures for prescription drugs will be followed except that the permission and directions for administering the medication will be filled out by the parent.

No medication can be given without the signed permission form which must be sent to the principal.

Medication will be transported to school by parents or by giving it to the bus driver. Parents must give the medication to the bus driver in a marked container. At school, the driver will give the container to appropriate staff where it shall be stored in a locked area. **Medication cannot be transported in the child's bookbag.**

A parent/guardian wishing to discontinue the administration of medication at school must send a signed note to the teacher/nurse requesting the medication be stopped.

### **MEDICAID SCHOOL PROGRAM BILLING STATEMENT**

Danbury Local School District participates in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. DLSD uses a third party billing agency to submit MSP claims. This agency is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with the billing agency: student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, case management and psychological evaluations.

It is the parents'/guardians' right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of the billing agency's privacy policy are available upon request. Please contact the DLSD Treasurer's office for more information.