

Dover City Schools



Preschool Handbook

2011-2012 School Year



DOVER CITY SCHOOLS

219 West Sixth Street

Dover, Ohio 44622

DISTRICT STAFF

SUPERINTENDENT

Robert W. Hamm
(330) 364-1906

TREASURER

Brenda S. Hurst
(330) 364-7106

ASSISTANT SUPERINTENDENT

Carla Birney
(330) 364-7104

MAINTENANCE/TRANSPORTATION

SUPERVISOR

James Cercone
(330) 364-7108
(330) 364-7109

DIRECTOR OF SPECIAL EDUCATION

Melanie Cronebach
(330) 364-7124

District Fax

(330) 343-7070

SCHOOLS

DOVER HIGH SCHOOL

Karie McCrate, Principal
520 North Walnut Street
(330) 364-7148

Jack Edwards, Ass't. Principal

(330) 364-7147

DOVER MIDDLE SCHOOL

Ronald Bond, Principal
2131 North Wooster Avenue
(330) 364-7121

Matthew Fockler, Ass't. Principal

(330) 364-7121

DOVER AVE. ELEMENTARY

Renee Sattler, Principal
125 West Thirteenth Street
(330) 364-7117

EAST ELEMENTARY

Jerry L. Compton, Principal
325 Betscher Avenue
(330) 364-7114

SOUTH ELEMENTARY

Tracie Murphy, Principal
280 Shafer Avenue
(330) 364-7111



Dear Parents,

Welcome to Dover City Schools' integrated preschool program! We believe in providing a high quality preschool experience for each child in our program and hope that you and your child will enjoy this educational opportunity.

The pages of this handbook are designed to provide you with the necessary information required by the Office of Early Learning and School Readiness, as well as answer questions you may have.

We look forward to serving you and your child. If you have any questions, please feel free to contact us.

Sincerely,

Mrs. Tracie Murphy

On-Site Preschool Director

Principal, South Elementary

Mrs. Melanie Cronebach

Director of Special Education

Dover City Schools

PHILOSOPHY

Our philosophy at Dover South Preschool is based on the belief that all children can benefit and learn from developmentally appropriate practice. All children have the ability to learn, and each child is unique with specific interests, experiences, and learning styles. Understanding these individual differences allows us to provide different strategies so that all children will succeed as learners.

The learning environment is designed so that children feel a sense of safety and belonging. The space is created so that children may explore, create, experiment and pursue individual interests. We strive to provide a program that will allow each child to progress as far as possible each school year, and rely on input from families to assess our program and set goals for the next year.

We feel strongly that home and school are a preschooler's two most important worlds. If home and school are connected in positive and respectful ways, children feel secure. At Dover South Preschool, we strive to develop a relationship with every family so that we may focus on children's healthy development and learning.

CURRICULUM

Our curriculum is derived from *The Creative Curriculum for Preschool*. It is aligned with the Ohio Early Learning Content Standards. This is our blueprint for planning and implementing a developmentally appropriate program based on theory and research. We use this program as a guide in developing the structure of our day, which includes a balance of quiet/active, small/ large group, and child-initiated/teacher-directed activities. What remains consistent is our philosophy and decision making structure and our knowledge of how and what children learn, the importance of the learning environment, and the role of the teacher and family. This research-based curriculum also focuses on several interest areas (learning centers), such as blocks, dramatic play, toys & games, art, library, discovery, sand & water, music & movement, cooking, computers, and outdoors. These centers are incorporated into our daily schedule and meet children's developmental needs so that they may become independent and confident learners.

GOALS

- To provide a quality program using developmentally appropriate practices that meet the individual needs of each child
- To provide a safe and predictable environment that allows each child to develop a positive self-image, a love of learning, and acceptance for individual differences
- To develop a positive relationship with families to extend learning at home

MONTHLY THEMES

Preschool objectives are best covered through integrated thematic units. These units are cross-curricular and learning outcomes will vary based upon developmentally appropriate practice. These units will change each month based upon the interests and development of the students as well as alignment to the Ohio Department of Education Preschool Content Standards. Your child's day will include time for large group and small group activities, learning centers, snack and resources (music, physical education, and library).

PRESCHOOL STAFF

Patty Limbaugh – Center Based Preschool Teacher
Lora Loos – Center Based Preschool Classroom Assistant

Tracie Murphy – Site Based South Preschool Director / Principal
Melanie Cronebach – Director of Special Education

Jennifer McKee – Center Based Preschool Teacher/Itinerant Teacher
Carol Staley – Center Based Preschool Classroom Assistant

Lori Wenger – Speech & Language Pathologist
Phil Clinker – Physical Education Teacher
Sara Ambrose – Music Teacher

2011-2012 DOVER CITY SCHOOLS PRESCHOOL CALENDAR

August 24 & 25	Preschool Orientation Orientation is a time for parents and guardians to meet your child's preschool teacher. Information will be provided to you regarding preschool guidelines and expectations. You will also be given the opportunity to ask questions and talk with your child's teacher. Please plan to attend orientation at your child's normal preschool time. If you are unable to attend, your child's teacher will provide the information you will miss at orientation.
August 29, 30, 31 September 1	Preschool Phase-In and Screening Parents will be notified by preschool teacher of your child's phase-in date and time. The purpose of the phase-in day is to gradually introduce students to the preschool setting. Developmental screenings for all students are required by the Ohio Department of Education within 60 days of entrance to the preschool program. The developmental screening will include speech and language, cognitive, gross and fine motor, and social/emotional/behavioral assessments. You will be notified by pre-school teachers of your child's screening time.
September 6	First regular day for all Preschool Students
November 21, 22	No Preschool in session
May 24	Last regular day for all Preschool Students

PLEASE REFER TO THE DOVER CITY SCHOOLS' CALENDAR FOR ALL OTHER SCHOOL EVENTS AND HOLIDAYS

EMERGENCY SCHOOL CLOSING ANNOUNCEMENTS

Emergency school closing caused by severe weather or other conditions will be announced on local radio stations. Families may also be notified of school closings or other important announcements via the phone notification system. Schools closed on consecutive days are announced each day. A school not announced as closed may be presumed to be open.

DOVER CITY SCHOOLS PRESCHOOL DISCIPLINE POLICY

- (A) A preschool staff member in charge of a child or a group shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - b. No discipline shall be delegated to any other child.
 - c. 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.
 - d. 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.
 - e. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - g. Techniques of discipline shall not humiliate, shame, or frighten a child.
 - h. Discipline shall not include withholding food, rest or toilet use.
 - i. 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.
 - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

DISCIPLINE TECHNIQUES

Discipline techniques will be positive and emphasize the development of self-discipline. Redirection, verbal prompts, modeling, and when needed, physical prompts will be used for teaching skills as well as discipline programs. It is our goal to give the child effective techniques to develop self-control. They include:

- Guiding the child before the problem develops
- Offering reasonable choices to the child
- Ignoring inappropriate behavior whenever possible (not when instances of safety are questionable)
- Redirecting the child to more appropriate activities
- Reminding the child of the rules and consequences when needed; to allow the child to choose the way he/she will handle the situation
- Discussing with the child privately about his/her actions and feelings, and other ways he/she could have handled the situation
- Providing an opportunity for "time out" away from the group or situation
- Consulting with the parent or supervisor to discuss alternatives which may involve the development of an individual behavior management program
- Holding children, not with anger, but with care for their bodies and feelings until they have regained self control

COMMUNICABLE DISEASE

Preschool staff has been trained to recognize signs and symptoms of communicable disease. Should an illness arise, we follow the Department of Health "child day care communicable disease chart" for the appropriate management of suspected illness. When a child becomes ill at school, he/she is referred to the office/clinic and made as comfortable as possible until parents or guardians arrive. To return to school after an illness, a child should be free of the following symptoms for 24 hours:

- Vomiting
- Diarrhea
- Fever

You will be notified by telephone if your child displays any of the following symptoms at school:

- Temperature of 100 degrees Fahrenheit or higher
- Unusual spots or rashes
- Severe coughing and/or a whooping sound, causing the child to become red or blue in the face
- Difficult or rapid breathing
- Vomiting
- Diarrhea two or more times in the same day
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation

A notice to all parents or guardians will be provided when a child or children within a program is exhibiting signs or symptoms of illness or has been exposed to a communicable disease such as pink eye, ringworm, chicken pox or lice.

MILD ILLNESS OR INJURY AT SCHOOL

If your child is displaying mild illness (such as minor cold symptoms) we will practice and promote proper hand washing and implement disinfecting procedures.

Staff members refer pupil health concerns to the school office. In the event of an accident or illness requiring consultation, attempts are made to contact parents. When a parent cannot be reached, an effort is made to contact other persons listed on the Pupil Emergency Card. The Emergency Medical Authorization, a form given to you to complete at the beginning of the school year, is consulted for parental instructions if medical help must be sought immediately.

IMMUNIZATION

Ohio law requires all children to be immunized or in the process of receiving immunization before they enroll in school. Local Health Departments are responsible for inoculating children whose parents cannot afford to have vaccinations administered by a private physician. The following vaccinations are required for pre-K children:

- 4 doses of combination Diphtheria, Tetanus and Acellular Pertussis (DPT or DTaP)
- 3 doses of Polio vaccine
- 1dose of MMR
- 1 dose of HIB (given after 15 months of age, given after 12 month if series of 4)
- 3 dose series of Hepatitis B
- Chicken Pox (recommended, but not required)
- Lead and Hematocrit Testing (see medical form)

Parents may contact the Tuscarawas County Health Department to make arrangements for necessary immunization. If any parent would prefer a list of local physicians, please see the preschool teacher.

Parents should be advised that failure to complete the required immunization in a timely manner is a basis for excluding pupils from school. Parents should be further advised that re-admittance will not take place until proof of immunization is submitted.

WAIVERS: The required immunizations can be waived if a medical contraindication exists; a physician's written statement is required. Objection on religious or philosophical grounds is a valid exemption only when a written statement to this effect is signed by the parent or guardian. These parents should be advised that their children are subject to exclusion from school in the event of a school-based outbreak of any of the aforementioned diseases. Waivers are exceedingly rare, and evidence that a waiver exists must be kept on file at school.

ADMINISTRATION OF MEDICINE

Rule 3301-37-04 of the Ohio Administration Code specifies the requirements for administering medication to children in preschool programs, in public school or chartered non-public schools:

1. The principal and his/her designees are all authorized to administer the medication at school when deemed necessary.
2. **Written orders** must be obtained from a physician detailing the name of the drug, dosage and the time interval the medication is to be taken. A copy shall be on file in the Main Office or the Nurse's Office.
3. **Written permission** must be received from the parent or guardian of the pupil requesting the school comply with the doctor's orders, with a statement clearly stating that the school or its personnel will not be held responsible for administering any of the prescribed drugs.
4. Medication must be brought to school in a labeled container, and preferably, only enough medicine for one day's dosage. *
5. Liquid medication shall be the responsibility of the parent and will be administered only at the principal's discretion.
6. The Board of Education shall provide secure, lockable storage facilities in each building.
7. The school nurse will inform school personnel of potential benefits and side effects of the drug being administered.
8. Teachers should make a note in their daily lesson plans which pupils are to take medication and might accept the responsibility to remind the child should he/she forget to administer the medication.
9. The employee responsible for administering the medication shall keep a daily record.

Schools may not administer over-the-counter medicines unless the AUTHORIZATION FOR MEDICATION ADMINISTRATION BY SCHOOL PERSONNEL AND SELF-ADMINISTRATION FOR PRESCRIPTION AND OVER-THE-COUNTER MEDICATIONS form is completed and signed by the physician and parent.

*Medication must be brought to school by an adult.

ENTRANCE REQUIREMENTS

Students ages 3 – 5 who qualify for special needs preschool services as determined by a multi-factored evaluation, may enter the Dover City Schools' center-based preschool program if all of the following criteria are met. Typically developing preschool students must meet the following criteria: #2, #3, and #4.

1. A multi-factored evaluation has been completed and an Individual Education Plan (IEP) has been written by the IEP team, indicating Dover City Schools' center-based preschool as the least restrictive environment.
2. A current physical is on file at the school.
3. Must present a birth certificate or comparable certificate.
4. Must have the necessary immunizations that are mandated by the Ohio State Board of Health. (See immunizations page 5.)

Admission of students into the Preschool classroom is based on available space in each classroom. As stated above, students with special needs will be placed based on IEP team decision. Typical students will be placed per preschool director discretion and based on compliance with the criteria above. Should a classroom become full, a waiting list will be started which will be good until March of that school year. At that time, availability will be determined for the following year. Withdrawal of a student from the program by either the district or a parent results in loss of placement for the student. However, the student may be added to the waiting list if mutually agreed upon by the parent and the district.

REGISTRATION, ENROLLMENT, WITHDRAWAL

Preschool enrollment forms are available in the main office of South Elementary. Ohio law requires that the parent present the child's birth certificate at the time of enrollment. The following documents may take the place of the birth certificate: (1) a passport or attested passport transcript showing the date and place of birth of the child, (2) an attested transcript of a birth certificate, (3) an attested transcript of a baptism certificate or other religious record showing date and place of birth of the child, (4) an attested transcript of a hospital record showing the date and place of birth, (5) a birth affidavit.

School records cannot be released without a parent's signature. Parents of students transferring or withdrawing to any other school are asked to notify the school office.

If you move, get a new home or business phone number, or wish to change persons to be contacted in the event of an emergency, please submit these changes in writing to the school.

CUSTODY – DIVORCE DECREE

If you have any legal papers regarding custody of your child, please provide the school with a copy. The school cannot provide protection beyond the law. If we do not have such papers, we must assume that rights are extended to all parents/guardians. If we have the legal paperwork, we will then follow the most recent court decisions. This is very important for the safety and concern of all.

VISITORS – FOR EVERYONE'S SAFETY

According to Ohio Revised Code 3313.20 ALL visitors are to report to the office before going to a classroom or elsewhere in the school building. Parents who bring children to school may bring them as far as the school entrance. If an individual conference is needed with a teacher, or you'd like to visit a classroom, please make an appointment with the teacher. Teachers are happy to meet with parents; however, it is difficult to have a discussion with a parent at the beginning of class time. We thank you for respecting this request.

STUDENT RECORDS

Parents may request, in the presence of a school official, to view a child's cumulative records file to verify, amend or contest the accuracy of the data collected in the student's folder. Either parent of each student shall have access to the student records unless, by court order previously filed with the Dover Board of Education, one of the parents has been specifically denied access to said records.

GENERAL INFORMATION

OUR SCHEDULE

Students will attend our preschool class Monday-Thursday. Please be aware that we follow the Dover City Schools' calendar for holidays. Refer to the Preschool Yearly Calendar for specific preschool dates and events. **Our daily schedule for morning class is 8:40AM-11:20AM and afternoon class is 12:40PM-3:20PM.**

ABSENCES/TARDINESS

Regular and punctual attendance is extremely important to a child's success at school. If your child is going to be absent, you must phone Dover South Elementary (330-364-7111) to notify the school by 8:30AM for AM classes and 12:30PM for PM classes. A child returning to school shall be requested to present a note signed by his/her parent explaining the reason for the absence. Absent days cannot be subtracted from monthly fees.

PARENT PARTICIPATION

The home-school relationship is crucial to student success and is very important part of our total program. We will have many special days that volunteers will be needed. When volunteering, you will need to check in at the office upon arrival. Please consider being a part of your child's pre-school experience by volunteering time in your child's classroom.

PARENT TEACHER CONFERENCES

Parents are encouraged to be active participants in their children's education. We are aware that only as we work together are we able to provide the best possible education for each child. Beginning with "Meet the Teacher" night in August, Open House in October, and parent-teacher conferences twice a year, parents are actively involved in the education of their children. Please check the Dover City Schools calendar for these special dates.

SNACKS

Your child will be provided with a snack. There will be times when we cook or create our own snack! If your child has a food allergy or cannot eat a particular food for religious reasons, please be sure to notify the preschool teacher. Provisions will be made to accommodate your child's special needs.

FEES

Pre-school fees must be paid on the first Monday of each month September through May. Check the Dover City Schools' Integrated Pre-School Student Program Agreement for details regarding fees. Please see Mrs. Murphy, On-Site Preschool Director for questions regarding fees.

FIELD TRIPS

Learning activities may occasionally be extended beyond the regular classroom into the community. You will be informed of field trips in advance, and your permission will be obtained for your child to participate. Children may be asked to pay a small fee for class field trips or programs.

PERSONAL BELONGINGS

Please label all outer clothing such as hats, gloves, boots, and jackets. It is best if children do not bring extra money to school. Carrying or wearing items of considerable value is discouraged. A "lost and found" is located in the school office.

EMERGENCY DRILLS – FIRE, TORNADO, LOCKDOWN AND EVACUATION

Emergency drills are held in compliance with the Revised Code of Ohio. The drills are planned to provide practice at varying times and under differing conditions. Order and speed are stressed during the drill. No talking is permitted as an emergency situation requires being able to hear directions given by a staff member. The intent is that the response to the signals for emergency drills will become so routine that the procedure will be carried out rapidly, automatically, and in an orderly manner to maximize safety for all occupants of the building in the event of an emergency.

MORE INFORMATION

In the event additional information about the preschool is needed, there is a need to express concerns or a need to discuss rules and regulations as stipulated by the State Department of Education, please contact your child's teacher; Mrs. Tracie Murphy, On-Site Preschool Director at 330-364-7111; or Mrs. Melanie Cronebach, Director of Special Education at 330-364-7124. Copies of inspection reports and information regarding the filing of complaints are posted and available in the preschool classrooms. In addition, our preschool program is licensed by the Ohio Department of Education. Department personnel are available to discuss any concerns or complaints you have as a parent. If you have concerns regarding the classroom environment, teacher qualifications, health and safety concerns, the number or children or care of the children, please call: 614-466-0224 and ask for Preschool Program Licensing. If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call: 614-466-0224 and ask for Barbara Weinberg, Office of Early Learning and School Readiness.