

# **Kirtland Schools'**



## **Preschool**

# **Parent Handbook 2020-2021**

Board Approved: August 27, 2018

## **PHILOSOPHY**

Children are curious about their world and full of wonder making preschool a crucial time of learning. Early childhood education fosters independence and creativity in all areas of learning so that young children may know the true joy of discovery. Through a prepared environment, preschool can offer a broad spectrum of experiences that spark the imagination of children and alert them to the vast possibilities that their world presents. Exploring together with other children provides an opportunity for children to understand their own needs as well as the needs of others.

The Early Childhood Program has definite objectives and goals. The teaching staff accepts all children as valuable and unique individuals. Therefore, it is a goal of every teacher to help the children develop a healthy self-concept so that they feel confident and excited about learning. When children are happy and confident, they are better able to accept and appreciate the uniqueness of others.

The learning environment is designed to accommodate the individual developmental needs and ages of the children. This is accomplished with interest centers, small and large group activities, and one-on-one learning experiences. It is the goal of these experiences to foster self-motivated learning. Play is viewed as another essential component of a positive preschool experience. Play is a natural arena in which children inquire, explore and gain an understanding about their world. In this balanced approach children have many daily opportunities to grow socially, cognitively, physically and emotionally. A balance between free choice and structure fosters responsibility, intrinsic discipline, and confidence. All children, with or without a disability, are seen as children first. The Early Childhood Program applies the same positive learning principles to all children in the program.

***The Kirtland Local School District does not discriminate on the basis of race, color, religion, national origin, sex or handicap in education programs and activities.***

### **Ohio Department of Education Compliance**

The Kirtland Schools' Bright Beginnings Preschool is required to meet Ohio Department of Education rule compliance. Site reviewers will visit programs at least two times per year to assure compliance and will issue compliance reports to the Program Director and Superintendent. All ODE inspection reports of the program are posted in a conspicuous site near the posted license at each program.

The Early Learning Program's license is available upon request. The phone number for the preschool program is (440) 256-3311, ext. 2531. All complaints and reports concerning the operation of programs regulated by ODE may be reported to the Ohio Department of Education at (614) 466-0224 or to the Office of Early Childhood Education Licensing Office Licensing at (330) 343-8518.



## **ENROLLMENT**

Space is limited in the Preschool Program. Parents are required to contact the Kirtland Schools' Bright Beginnings Preschool to check space availability and to receive a registration packet prior to visiting Kirtland Board of Education to register their child. Children are placed in classes based on the needs and/or age of each child or per the class schedules. If you choose to withdraw your child for any reason, please notify the classroom teacher and program director via phone or email.

The following will be required as part of the registration process:

1. Enrollment form
2. Birth Certificate
3. Medical Examination Form & Immunization Record signed by a physician
  - (If prescribed medication is required, an action plan must also be completed by a physician. Please request appropriate documentation)
4. Medical Emergency
5. Transportation Authorization
6. Authorization for Release of Information (for doctors, school system, etc.)
7. Proof of Residency Forms
8. Dentist contact information
9. Every child enrolled in the Kirtland Bright Beginnings program must be potty-trained by the first day of the school year.

As required by the Ohio Department of Education, all children will receive a standardized developmental screening (Early Learning Assessment-ELA) including all five domains: Language, Cognitive, Social/Emotional, Fine motor and Gross motor.

***The State of Ohio requires that all students maintain a physical/medical exam within 13 months of previous exam to attend preschool.***

## **DAYS AND HOURS OF OPERATION**

**School is in session Monday, Tuesday, Wednesday and Thursday. Preschool times are as follows:  
8:45 a.m. – 11:15 a.m. for the morning session**

Please remember that the children are in session for two and a half hours per day and class begins and ends promptly at the times listed above in order to keep to the classroom schedule. We appreciate that you would respect this time schedule for the benefit of all children.

## **ATTENDANCE**

When your child is unable to attend, please notify Kirtland Elementary School at 440-256-3311, ext. 2000 and leave a message with Terry Warder. **Calls should be made prior to the start of school.**



## **TUITION/FEES**

### **Deposit of \$100.00 must be paid at the time of registration.**

- The deposit is non-refundable and does reserve the child's placement in the New Beginnings' Preschool Classroom.
- The Deposit is applied to and part of the New Beginnings' yearly tuition of \$1630.00

### **Tuition may be paid in the following formats:**

- Tuition paid in its entirety of \$1530.00 at the beginning of the school year or at the time of registration.
- In two payments:
  - September 1, 2018: \$680.00
  - January 1, 2019: \$850.00
- Monthly payments of \$170.00
- Child will not be able to attend the New Beginnings Preschool Program if payment is not received by the 15<sup>th</sup> of that month.
- Payment can be made in the following ways:
- Cash or Check Only.
- Delivery method for Tuition Payments:
  - Sent into school by dropping off or to the Preschool Teacher (Checks only, no cash may be sent to the school or teacher).
  - Check payable to Kirtland Board of Education mailed to address below:

#### **Kirtland Board of Education**

Attn: Diana Simpson  
9252 Chillicothe Rd  
Kirtland, Ohio 44094

Due to demand for enrollment, if payment is not received in a timely manner, it may be necessary to remove your child from the program.

## **SCHOOL CLOSING INFORMATION**

Please listen to local new channels, Kirtland Schools' website and the Superintendent's Twitter Account for school closing information. Parents will also receive a robocall from the Kirtland School District when school has been cancelled. Kirtland Schools' Bright Beginnings Preschool follows the Kirtland Schools schedule. Preschool is closed when the district is closed or as needed due to weather or other circumstances.

## **PARENT PARTICIPATION**

Parents are encouraged to be a part of their child's classroom experience. This participation may be in the form of providing assistance for a special project, helping with a field trip, providing materials/supplies for a special activity. Volunteers will be required to obtain an FBI/BCI fingerprint/background check. (Appt. only 440-256-3311, ext. 1004) Please discuss volunteering with your child's teacher prior to a background check. Parents are also encouraged to call their child's teacher if they have any questions or concerns. Calls will be returned after classes are dismissed for the day.



## CONFERENCES

Conferences are scheduled twice each year. A notice will be sent home prior to conference dates and a sign-up sheet will be available.

## CLASS ROSTERS

A roster of names and phone numbers is available on request. Parents may decline to have their name and phone number included.

## ARRIVAL & DEPARTURE PROCEDURES

Parents or a designated person shall drop off and pick up their child in the back of Kirtland Elementary School. A sign will need to be posted in your front car window that indicates your child's name. Additional signs may be requested if your child will be picked up by different persons that are listed on your Transportation Form. In the event that your child will be picked up by someone that is not listed on the Transportation Form, a note must be sent with your child the morning of the Transportation change. Any person picking up your child must be prepared to show their driver's license and the name on the license must match the name of the person on the letter sent in with your child. Daily attendance will also be taken.

**Both parents' right to pick up:** Under the laws of the state of Ohio, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody).

**Authorized list for pick-up:** Persons on the authorized pick up list must be at least 18 years of age and be able to supply documentation of their identity.

### **Arrival and Dismissal:**

- Parents must use the entrance between the track and the bus parking lot/Board of Education and drive behind Kirtland Middle and High Schools. Parents should line up in a single file line. The first car should be in front of the back-entrance steps near the pavilion.
- Parents may begin entering the parking lot at 8:35 a.m., please do not drive around the busses. In order to keep our children safe parents must remain behind the busses and pull up as the busses exit the parking lot.
- Please do not arrive before 11:00 a.m. due to bus traffic.
- Parents may not enter the parking lot by using the driveway off of Joseph Street.
- Late Arrival for Drop Off and Pick Up: If you arrive after 8:55 a.m. for drop off and/or after 11:30 a.m. for pick up, the staff may have already entered the building. In this case, parents must drive around to the front of Kirtland Elementary, park in front of the atrium and enter through the Kirtland Elementary Main Entrance.



## **EMERGENCY RELEASE**

In accordance with state regulations, children are released only to a custodial parent, guardian, or person authorized by the custodial person. If a person other than those noted will pick up your child, a note must be sent in or a telephone call must be placed to Kirtland Elementary School identifying the authorized person. **The elementary school office staff will require photo identification from the person picking up the child.** Please relay this I.D. policy information to the person picking up the child.

## **OUTDOOR PLAY**

Kirtland Schools' Bright Beginnings Preschool is fortunate to have an excellent facility that allows for indoor and outdoor gross motor activities. As a safety measure, children should wear soft sole, non-skid shoes that will not slip off. When the weather permits every effort will be made to spend the gross motor portion of the day outdoors. In colder weather the children will need a warm coat, boots, gloves and hat.

## **EXTRA CLOTHING**

Parents need to provide a labeled plastic bag containing a complete change of clothing for their child (socks, underpants, shirt and pants). Please label individual items in the bag. The clothing will be kept at school for emergency use and returned at the end of the school year.

## **BACKPACK**

Every child will need a backpack large enough to accommodate a standard-sized folder, art projects and papers. Please check your child's backpack **daily** for notes, newsletters, or art projects.

## **CLASS SIZE AND DAILY SCHEDULE**

Each class has children ages 3-5 years. The maximum number of children per class for Kirtland Schools' Bright Beginnings Preschool Classroom is 24, with an adult/child ratio of 1:12.

Here is an example of a typical preschool day:

- ❖ Arrival & Toileting
- ❖ Circle Time – Greeting, weather, songs and finger plays
- ❖ Learning Centers – Individual and small group work with choice of activities including art, writing center, dramatic play, manipulative play, science, math, book corner, blocks and vehicles.
- ❖ Clean up, toileting and hand washing
- ❖ Snack
- ❖ Gross Motor – Indoor/Outdoor play, music or creative movement
- ❖ Circle Time – Story time & language
- ❖ Departure Activities – Departure song, prepare for departure (independence is fostered while putting on coat, boots, backpack, etc.)





## **DISCIPLINE**

Our classroom schedule and curriculum are structured to encourage learning, self-confidence and good feelings. Children are never punished physically or verbally. The rules for behavior are simple, developmentally appropriate, and clearly stated. A preschool staff member in charge of a child or group of children shall be responsible for their discipline. The Kirtland Schools' Bright Beginnings actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. Shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated by any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline shall be brief in its duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Kirtland School's Bright Beginnings will provide positive reinforcements by the following methods:

1. Set simple, reasonable and clear limits.
2. Reinforce these limits consistently.
3. Teachers model positive behavior using consistent and caring practices, recognize the age level characteristics and needs of individual children in planning programs to meet these needs, state suggestions or directions in a positive manner, use words and tone of voice that helps the child feel confident and self-assured, provide redirection and provide outlets for releasing feelings.
4. Children who demonstrate difficulty playing in a particular area of the room or with specific peers are redirected to another activity.
5. A behavior chart may be utilized in the classroom to provide the child with a visual cue to help with a particular behavior.
6. As needed, the teacher may meet with a parent to discuss the behavior and follow-up activities for home to remain consistent with school to home reinforcements.
7. In the event that the behavior is interrupted by redirection, a time out may be given. This time out will not exceed 1 minute for each year of age. Children are never left alone during a time out.
8. When a child's behavior is causing harm to self or others, the parent may be called to pick up the child.



## **HEALTH & SAFETY**

The preschool teacher and her assistant are fully responsible for the children's safety. No child shall be left alone or unsupervised. The use of aerosol cans is prohibited.

- ❖ Parents of a child enrolled in the program shall be permitted unlimited access to the school during the hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director.
- ❖ Child/staff ratios and maximum group sizes are maintained according the licensing rules.
- ❖ No child shall ever be left alone or unsupervised.
- ❖ A phone shall be available while the program is in session.
- ❖ Emergency procedures, including fire drills, rapid dismissals, tornado drills, and emergency contact information are posted in the classroom.

### **Incident Reports**

In the event a child has an accident or injury at school, the teacher or assistant will complete an Incident Report on the same day of the incident. The Administrator of the program, the person completing the form and the parent or guardian, will sign this report. A copy of the report will be placed in the child's file.

### **Fire and Weather Emergencies**

Procedures have been developed to cover fire and/or tornado emergencies. Guidelines and charts for evacuation are prominently placed in each classroom. Fire drills are conducted monthly and the Board of Education office staff , in the event of a tornado, monitor a Weather Alert Radio.

### **First Aid and Communicable Disease**

Staff is trained in first aid and communicable disease. A fully supplied first aid kit is available at school and taken on field trips. A Communicable Disease Chart is located in the Preschool classroom. Parents will be notified of exposure to communicable disease (i.e.: conjunctivitis, etc.).

### **Child Abuse Recognition**

The Administrator and all employees are required to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services. Staff is also trained in child abuse recognition.

### **Medical or Dental Emergency**

In the event of a medical or dental emergency, the Preschool staff will immediately take the following steps:

- ❖ Immediate first aid administered by trained staff.
- ❖ Contact the Kirtland Rescue Squad.
- ❖ Notify parents of accident or injury and inform them that an ambulance has been contacted.
- ❖ One staff member will accompany the child with the child's records, in the ambulance.
- ❖ Parents will meet the child and staff member at the emergency treatment center specified by the Kirtland Rescue Squad.

**A written description of the school's safety policies has been explained and distributed to all staff. In addition, emergency phone numbers and procedures are posted in each classroom.**





## **WHEN A CHILD BECOMES ILL**

(I) A staff member is available to observe all children upon arrival each day. An ill child will be isolated, but under the direct supervision of a staff person, until a parent or guardian picks up the child.

A child shall be discharged when the following symptoms occur:

1. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
3. Difficult or rapid breathing;
4. Yellowish skin or eyes;
5. Conjunctivitis;
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
7. Untreated infected skin patch(es);
8. Unusually dark urine and/or grey or white stool; or
9. Stiff neck; or
10. Evidence of lice, scabies, or other parasitic infestation.

(II) A child with any of the following signs or 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 in paragraph (B)(2) of this rule as well as the following:

1. Unusual spots or rashes;
2. Sore throat or difficulty in swallowing;
3. Elevated temperature; or

(III) Any child who has been sent home with contagious symptoms may not return until treated by a physician who has determined that the child is non-contagious and able to participate in regular activities or is symptom-free for 24 hours.

Two important reminders:

1. A child must be fever-free for 24 hours without the use of fever reducing medication before returning to school.
2. A child must be 24 hours free of vomiting or diarrhea without use of medication before returning to school. Parents of other children enrolled in a classroom where a child has been diagnosed as having a communicable disease will be notified. A communicable disease chart is posted in the nurse's office.

No staff member shall attend school if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note to return to work.

If a child becomes sick during Bright Beginnings' hours, the child will be taken to the School Nurse and parents will be notified. The child will remain in view and hearing distance from the nurse at all times. The School Nurse will abide by all discipline and health and safety rules set forth in this handbook.



Parents of “Mildly ill child”, meaning a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified above in paragraphs (I, II) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraphs (I, II) of this rule will be notified that their child is “Mildly ill” by a phone call.

Parents of enrolled children who are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice will be notified in written format the day of the finding. If the communicable disease is discovered or staff is notified of the finding, after the students have left for the school day, parents will be notified by a phone call.

## **Administration of Medication**

### **Prescription Medication:**

- All prescription medication requires district medication form completion that requires a physician signature as well as a parent signatures in ordered for it to be administered in the school setting. This form is provided by the classroom teacher upon parent request.

### **Non-prescription Medication:**

- All non-prescription medication requires district medication form that requires a parent signature in ordered for it to be administered in the school setting. This form is provided by the classroom teacher upon parent request.

All medication being administered at school should be brought to the school by parents/guardian or designated adult, in the original container with legible label with the student’s name, dose, time and route. All expired medication or medication that is not picked up at the end of the school year will be disposed of by the School Nurse.

## **SPECIAL EVENTS**

On special occasions, we will have classroom parties, field trips, or special guests. Notices will be sent home prior to these special events. Parents who have a special interest to share with the class such as a musical talent, hobby, unique pet, etc. are always welcome. Please contact your child’s teacher to discuss how this interest can be incorporated into the classroom activities!

*Growth and development through the preschool years is individual to each child. Please note that in keeping with the developmental philosophy of the Kirtland Schools’ Bright Beginnings Preschool program a celebration of this progress can be planned by the classroom teacher at the end of the year but will not be in the form of a graduation ceremony.*



## **INSPECTION REPORTS**

Copies of inspection reports conducted on the state and local level are located in the Kirtland Elementary Office for your review.

If you have further questions about our program, please feel free to contact any of the following people:

**Heather Miller**

Bright Beginnings Teacher  
(440)256-3311, ext. 2531

**Becky Malinas**

Director of Pupil Services  
(440)256-3311, ext. 1008

**Chad VanArnhem**

Kirtland Elementary Principal  
(440)256-3311, ext. 2001

**Vicki Suhy**

Bright Beginnings Ed. Assistant  
(440)256-3311, ext. 2531

**Diana Simpson**

Administrative Assistant to Director  
(440)256-3311, ext. 1007

**Terry Warder**

Administrative Assistant to Principal  
(440)256-3311, ext. 2000

