KIRTLAND LOCAL SCHOOLS

PRESCHOOL

PARENT HANDBOOK

2026-2027

Approved by the Kirtland Local Schools Board of Education on February 23, 2026.

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, preschools 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 Kirtland Preschool 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' 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 Kirtland Preschool 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

Students are welcome to enroll in the Kirtland Preschool program, if they turn three years old before September 30, 2026 and are able to use the restroom independently. Enrollment is completed online, using the directions on the KLS Preschool webpage here. Space is limited in the Kirtland Preschool Program, as placements are reserved on a first-come, first-served basis. Parents are required to complete the online registration document, as well as, Final Forms. 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, via Final Forms:

1. Online registration form
2. Birth Certificate
3. Medical Examination Form & Immunization Record signed by a physician
    a. 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 Preschool program must be potty-trained by the first day of the school year.
10. Lead Poisoning Notification

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

DAYS AND HOURS OF OPERATION

Preschool is in session Monday, Tuesday, Wednesday and Thursday of each week. Preschool will begin at 8:45 AM and end at 11:15 AM 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 Anna Kutscher. Calls should be made prior to the start of the school day.

TUITION/FEES

A deposit of $100.00 must be paid at the time of online registration. The deposit is non-refundable and reserves the child's placement in the Kirtland Preschool program. The deposit is applied to and part of the Kirtland Preschool's yearly tuition of $2,000.00. Refunds will not be issued to families for any reason.

Tuition may be paid in the following formats:

	Date	Amount
Deposit	Date of Registration	$100.00
Full payment	August 30, 2026	$1,900.00
Payment #1	August 30, 2026	$950.00
Payment #2	January 1, 2027	$950.00
Monthly Payment	15th of each month	$212.00

If paying monthly, the child will not be able to attend the Kirtland Preschool Program if payment is not received by the 15th of each month (August, 2026 through May, 2027).

Payment can be made through the Infinite Campus Parent Portal. 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 news 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 canceled. Kirtland 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. 1000) 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 front 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 a licensed driver, at least 18 years of age, and be able to supply documentation of their identity.

Arrival and Dismissal:

- Parents must use the first entrance, next to the playground, and drive in front of the atrium of Kirtland Elementary School. Parents should line up in a single file line.

- Parents may begin entering the parking lot at 8:35 AM (Morning) and 2:50 PM (Afternoon).
- Late Arrival for Drop Off and Pick Up: If you arrive more than ten minutes late for student drop-off, or pick up, the staff may have already entered the building. In this case, parents must drive to the front of Kirtland Elementary, park in front of the atrium, and enter through the Kirtland Elementary Main Entrance to pick up or drop off their child.

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

The Kirtland Preschool program is fortunate to have an excellent facility that allows for indoor and outdoor gross motor activities. As a safety measure, children should wear soft-soled, 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 a hat.

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.

SNACK

Nutritious snacks and beverages must be provided daily by parents. Additional information will be provided by your child's teacher in the case of student allergies in the classroom.

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!

CLASS SIZE AND DAILY SCHEDULE

Each class has children ages three to five years. The maximum number of children per class for a Kirtland Preschool classroom is twenty, with an adult/child ratio of at least 1:10.

An example of a typical preschool day is below:

- Arrival & Restroom
- Circle Time
- Learning Centers
- Clean up
- Snack
- Gross Motor
- Circle Time
- Departure Activities

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. The program practices positive reinforcement and proactive intervention to increase the likelihood of positive student behavior.

According to Ohio Preschool Licensing Rules (3301-37-10): "A preschool staff member in charge of a child or a group of children shall be responsible for their discipline."

The Kirtland Preschool'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, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.

9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

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 to 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.

FIRST AID AND COMMUNICABLE DISEASE

The Kirtland Preschool staff is trained in first aid and the recognition of common signs of communicable disease or other illnesses. A fully supplied first aid kit is available at school and taken on field trips. An updated Communicable Disease Chart is located in the Preschool classroom.

According to Ohio Preschool Licensing Rules (3301-37-11), the following precautions will be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    a. Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
    b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    c. Difficult or rapid breathing;
    d. Yellowish skin or eyes;
    e. Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;

f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
g. Untreated infected skin patch(es);
h. Unusually dark urine and/or grey or white stool;
i. Stiff neck with an elevated temperature;
j. Evidence of untreated lice, scabies, or other parasitic infestation;
k. Sore throat or difficulty swallowing; or
l. Vomiting more than one time or when accompanied by any other sign or symptom of illness.

REASONS TO ISOLATE/DISCHARGE

A child with any of the following signs or symptoms of illness will 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 the paragraph above, as well as the following:

1. Unusual spots or rashes; or
2. Elevated temperature;

A child isolated due to suspected communicable disease shall be:

1. Cared for in a room or portion of a room not being used in the preschool program;
2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
3. Made comfortable and provided with a cot/mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
4. Observed carefully for worsening condition; and
5. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Written notification will be provided to parents in the event their child has been exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or head lice.

WHEN A CHILD BECOMES MILDLY ILL

A mildly ill student who is not exhibiting any of the symptoms documented above, will be monitored by preschool staff, until decisions regarding whether the child should be discharged immediately or at some other time during the day, as determined by the administrator and the parent or guardian.

One of the following must occur, prior to returning to school: treatment by prescription medication for 24 hours, obtaining a note from a physician that they are no longer contagious, or the student is fever or symptom-free for 24 hours without the aid of any medication.

Health policies for Kirtland Local Schools are in accordance with the guidelines provided by the Ohio Department of Health.

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.

MEDICAL OR DENTAL EMERGENCY

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

1. Immediate first aid administered by trained staff.
2. Contact the Kirtland Rescue Squad.
3. Notify parents of an accident or injury and inform them that an ambulance has been contacted.
4. One staff member will accompany the child with the child's records, in the ambulance.
5. 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.

MEDICATION ADMINISTRATION REQUIREMENTS

Before the Kirtland Preschool clinic staff is able to administer any medication, food supplement, modified diet, or fluoride supplement, the following must occur:

1. The written instructions of a licensed physician or licensed dentist as appropriate are on file.
2. Each time medication, medical food, or a food supplement is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.
3. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.
4. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.
5. Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

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.

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.

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
Kirtland Preschool Teacher
(440) 256-3311, ext. 2531

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

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

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

Chad VanArnhem
Kirtland Local Schools Superintendent
440-256-3311 ext. 1001