

2019 - 2020 Preschool Parent Handbook



Aurora City Schools Preschool

**Miller Elementary School
646 S. Chillicothe Rd.
Aurora, OH 44202**

Office Hours:

Miller School

Hours: 8:00 AM – 4:00 PM

Phone: (330) 562-6199

Special Services (*Located at Leighton Elementary*)

Hours: 7:30 AM – 3:30 PM

Phone: (330) 954-2012

Program Philosophy

The philosophy of the Aurora City Schools Integrated Preschool Program is to provide our preschool age students with a wide range of developmentally appropriate learning opportunities in an inclusive early childhood setting. Our early childhood preschool classrooms will strive to provide children with a variety of experiences within the developmental areas of cognition, pre-academics, gross motor, fine motor, social and emotional, and communication and language. It is our belief that every child should have the opportunity to interact and engage in hands-on creative learning activities that will foster whole-child development. We also believe in providing differentiated instruction and teacher directed learning using a variety of research based instructional methods in order to meet the needs of our diverse students. We seek to provide a safe, healthy, nurturing environment that encourages all children to explore, question, problem-solve, and use creative thinking skills. We provide positive learning environments that incorporate the use of positive behavioral supports so that our students can learn social expectations, rules, and routines.

Curriculum and Instruction:

The Aurora City Schools Integrated Preschool Program implements and follows the Early Learning and Developmental Standards that are adopted and required by the Ohio Department of Education. Social emotional development, approaches towards learning, cognitive development and general knowledge, language and literacy development, and physical well being and motor development are the five key standards addressed in the ELDS. These standards and a brief overview can be found at <http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/The-Standards> We also use the Big Ideas of Early Learning that align with the ELDS and the AEPS.

Our preschool program also uses the Assessment, Evaluation, and Programming System (AEPS) for children ages 3-6. This criterion referenced assessment and curriculum is aligned with the Early Learning and Developmental Standards. It serves as our curriculum and our assessment for *ALL* children who attend our program, whether typically or atypically developing. The AEPS assessment is administered two times per year on each student in all 6 developmental areas (fine motor, gross motor, adaptive skills (self-help), cognition, social communication, and social emotional. Related service providers (speech therapist, occupational therapist, and physical therapist or P.E. teachers) assist with the completion of the assessment. Parents are provided a copy of the assessment 2 times per year as well as a graph of the percentage of skills considered mastered or emerging in each developmental area.



Program Hours and Days of Operation:



Our program is an alternating five and four day a week program. We have a school year calendar with assigned Friday's throughout the school year that school is in session.

The AM session arrival and start time is 8:55 AM. Dismissal is at 11:40 AM.

The PM session arrival and start time is 12:45 PM Dismissal is at 3:30 PM.

All preschool arrival and dismissals will take place at Door #3, which is located to the right of the main entrance. PLEASE TRY TO BE ON TIME FOR BOTH ARRIVAL AND DISMISSAL!

We follow the Aurora City Schools district calendar and follow district closings and delays. When there is 2 hour delay there will be no A.M. preschool, P.M. preschool will attend at the regularly scheduled time.

Staff Ratio:

Each preschool classroom has at least one certified lead teacher and two instructional assistants. Two of our classrooms will have two certified teachers (general education preschool teacher and a preschool interventionist) co-teaching within the classroom setting.

In our center based preschool the maximum number of preschool students per classroom is 16. There will be no more than 8 students identified as having special needs and no more than 8 students considered to be community or role model peers. There will be one certified dually licensed teacher (general education preschool/preschool interventionist) and two classroom assistants.

In our co-taught general education preschool classrooms there will be no more than 22 total preschool students. There will be no more than 8 students identified as having special needs and no more than 14 students considered to be community or role model peers. There will be two certified teachers in the classroom. One teacher will serve as the general education preschool teacher and one teacher will serve as the preschool interventionist, serving students on IEP's. There will also be two classroom assistants assigned to the classroom.

Reporting Absences:



Parents are required to call the school before 9:00 AM for the morning session and before 1:00 PM for the afternoon session to report absences. Please report absences by calling the Miller School Line at **330-562-6199**.

Arrival and Dismissal Procedures:

Arrival and dismissal procedures are put into place to help maintain the safety of all children at Miller Elementary School. Each year a detailed informational letter is sent home to preschool parents explaining the specific arrival and dismissal routines for the school year. All preschool students enter door 3 located on the side of the school for arrival and dismissal. Every parent is asked to complete an office pickup authorization form and list individuals who are permitted to pick up their child. If the staff does not know the individual picking up the student they will ask to see an ID and verify they are on the authorized pick-up list. If the person is not on the list the staff will not release the child and will call the parents to confirm. This policy is for the safety and security of all our students. If you are bringing your child to school after the school day has started please use the front entrance. Staff will not wait at door 3. There is an intercom located outside the school that you can press to talk to the school secretary. If it is necessary for a student to leave during part of his/her school day, we ask that parents notify the school secretary or write a note. For the protection of children and parents, parents are required to sign the student out when he or she leaves the school. It is suggested that parents schedule doctor appointments after school hours when possible. If special arrangements need to be made for arrival and/or dismissal, please contact your child's teacher to discuss your specific situation.

Release of Students

Please note that we can only release your child to those individuals who have a parent's written consent. If you would like to have a friend or family member pick-up your child, please make sure you have included their name on your authorized release list or send a note to school with your child. We will check IDs of unfamiliar individuals who have come to pick up your child so please make sure they have their Driver's license to show a staff member upon arrival or we will not release your child to them.



Transportation

Children who are identified as a preschooler with a disability and eligible to receive special education services as part of their IEP have a right to request bus transportation. However, the family may choose to provide their own transportation for their child. If you should need to make special transportation arrangements please contact your child's teacher.

Bus transportation is ***not*** available for our **community peer students**. Students must have transportation provided both to and from school by their families. If you should have any questions related to the transportation of your child, please direct your questions to your child's classroom teacher.

Snack Time

A healthy nutritious snack, including juice, milk, or water, will be offered daily to all preschool students. A monthly snack menu is sent home to parents each month. We provided all snack items unless your child has a modified diet or allergy.

We ask that you keep teachers informed of any allergies, modified diets, or feeding/eating concerns that we may encounter during the school day. We ask that parents do not send "sippy cups" to school with their child unless they are required due to a developmental delay.

During snack time each day we teach and reinforce good manners, asking for help, expressing wants/needs, pouring a drink from a small pitcher, and trying new foods. All children are encouraged to give the snack a "preschool taste" (bite, lick, kiss, etc) and are then offered another snack choice.

Birthday Celebrations:

We love to celebrate your child's special day. On your child's birthday he/she may bring in a NON-FOOD item to share with the class, such as coloring books, bubbles, stickers, mini-animals, etc. No food is permitted. We will sing happy birthday to your child and take pictures to send home. Each preschool classroom will follow this policy however individual teachers may also have a child bring in his/her favorite book to share with the class or a show/tell item. Please contact your child's teacher if you need to know the number or students or have any questions. Summer birthdays are celebrated throughout the month of May for those students whose birthday is in June, July, or August.

School Dress

The recommended clothing for preschool is casual dresses, pants, shirts, and sneakers with "Velcro" closures. We will gladly assist children with clothing during toileting, but request that they are dressed in items that allow for maximum independence. Please do not send your child to school in "flip flops". On P.E. days children must wear tennis shoes.

Outside play

We will go out to the playground when weather permits. We do not go outside in the winter months unless we notify parents 24 hours in advance that we will have a special “snow play” day. Please dress your child appropriately for the temperature.



Names on coats, jackets, boots, hats, etc. will help your child claim his/her personal belongings each day. An extra set of clothes will be kept at school in case of an accident or spill.

Parent Participation

Parents are an active part of a preschooler’s education both at home and school. Parents are encouraged to watch for fliers and information to be sent home throughout the school year allowing them to participate in their child’s preschool classroom. There are a variety of activities throughout the year such as class parties, planned special activities, guest readings, field trips, and observations. Please contact your child’s teacher directly to set up a special activity.

To reduce disruption and to ensure safety all parent visitors must sign in at the main office and take a visitor’s badge prior to coming to their child’s classroom.

If issues involving custody should arise parents are encouraged to discuss these matters with their child’s teacher. It is important to note that non-custodial parents have the same rights to participate in their child’s education as custodial parents, unless we have a court order prohibiting that involvement.

PTO Information:

All preschool parents are invited and encouraged to join the Aurora Elementary PTO. The PTO offers many great programs and activities for parent involvement. Information regarding the PTO will be distributed throughout the school year. Information regarding the PTO can be found at www.auroraelementarypto.org. Memberships are \$15 per family for the entire school year.

Preschool Medical Policy

Medical statement: A medical statement verifying the date of a medical examination within the past twelve months must be on file at the center within thirty days of the child's date of admission and every thirteen months thereafter. If you have any questions or concerns please contact the Miller School Nurses at 330-954-2286

Immunizations: Students enrolled in preschool are required to have on file at their school written proof signed by the doctor that they have received the following immunizations as required by the Ohio Revised Code: DPT (Diphtheria, Pertussis, Tetanus); Polio; Measles; Mumps; Rubella; Hepatitis B series; Varicella, **Haemophilus influenza type b, Hepatitis A, Influenza, Pneumococcal disease and Rotavirus.** According to Ohio Law, on the 15th day after school entrance it will be necessary to exclude from school all pupils without evidence of completed immunizations.

Communicable Disease/Illness: The classroom teacher will be trained on recognizing signs and symptoms of illness and will be responsible to evaluate students on a daily basis. If the teacher feels further assessment is required, the student will be taken to the Health Clinic and the school nurse will be consulted as necessary. Children who are exhibiting signs of illness including fever, vomiting, diarrhea, head lice, pinkeye, or other highly contagious conditions will be sent home following the district's procedure on communicable disease.

Medication: We recommend that all student medication be administered at home. However, we are happy to provide any prescription or nonprescription medication that must be administered at school, provided an order signed by both the parent and the child's physician on file. Please contact the Miller School Secretary for a copy of the proper forms.

First Aide: At the beginning of each school year parents are asked to complete a form giving permission to treat minor illnesses/injuries. This form of first aid includes, administering a band-aid, ice, etc. The child's teacher will report any instance of injury or illness when they occur.

Child Abuse: Any staff member of the Aurora City School District who suspects child abuse and/or neglect is required by the State of Ohio to report to the appropriate authorities. To avoid confusion please be sure to maintain open communication with your child's teacher or the school nurse regarding injuries your child may sustain.

Notification of Healthchek Services:

Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit. Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including: physicals, hearing, vision, and dental screenings, nutritional screenings, mental health screenings, developmental screenings, vaccinations, and blood lead screenings. Babies should have at least 8 Healthchek exams by their first birthday. One exam per year is recommended for children over 30 months old. Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam. Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs. For more information about Healthchek services: contact your County Department of Job and Family Services, go online at Medicaid.Ohio.Gov/Healthchek, contact your Medicaid managed care plan, or call the Ohio Medicaid Consumer Hotline (800) 324-8680.

Aurora City Schools Integrated Preschool CHILD MEDICAL STATEMENT

Child's Name _____	Date of Birth _____
Height _____	Weight: _____

Limitations or health conditions (including allergies, medications, dietary restrictions)

Immunizations: Please check one (Please attach a copy of the immunization record)

Complete for age Yes No

In Process Yes No

Copy of Immunization Record Attached Yes No

The child has been examined and is suitable condition to participate in group care

Signature of examiner (Check one)

Physician Physician's Assistant Advanced Practice Nurse

Address: _____

Phone: _____ Date of Exam _____

Required for children enrolled in Early Education Grant Program or Preschool Special Education Program				
Assessments/ Screening	Completed Please check one	Date Completed	Results	Omitted per health professional decision
Lead	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Hemoglobin	<input type="checkbox"/> Yes <input type="checkbox"/> No			

CHILD DENTAL STATEMENT

The following statements are applicable (please check)

Services	Completed Please check one	Results
All necessary services have been performed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Further treatment is indicated	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Future appointments have been arranged	<input type="checkbox"/> Yes <input type="checkbox"/> No	

Dentist's signature: _____ **Date** _____

Preschool Behavior Management and Discipline

(School Board adopted December 2005)

The Aurora Board of Education recognizes the importance of providing a supportive environment in which children can feel safe to learn and explore. One of our goals is to help children learn self-control and socially appropriate behavior. In order to accomplish this, constructive, developmentally appropriate child guidance and management techniques shall be used at all times. Children shall be encouraged to communicate their needs and try to work out problems with their peers. They shall be given appropriate warnings and redirection to acceptable behaviors. Separation from problems situations, talking with the children about appropriate choices, and praise for appropriate behaviors shall also be employed.

The Aurora Board of Education realizes that harsh forms of discipline are counterproductive to positive social and emotional development of young children. In line with this philosophy, the following methods shall not be used as disciplinary measures:

- *Any form of corporal punishment (see board policy JGA)
- *Physical restraint other than holding the child for a short period of time such as in a protective hug to help the child regain control
- *Confining the child to any enclosed area
- * Separation from the group unless the child is within sight and hearing of a preschool staff member
- *Any form of abuse or neglect, including subjecting the child to profane language, threats, derogatory remarks, any other form of verbal abuse, or the use of techniques that might humiliate, shame, or frighten a child
- *The withholding of routine needs such as food, rest, or toilet use

In addition, discipline shall not be delegated to another child and shall never be imposed on a child for failure to eat, sleep, or for toileting accidents. Any type of discipline will be reported to the parents in an effort to send a clear consistent message to children about acceptable behaviors. This discipline policy shall be available to the parents of all children enrolled in the preschool program and all staff upon employment.

Student Records

The Aurora Schools maintain official student records on each student. These records, which include all information related to the student's education, are commonly known as the student cumulative folder. In addition, we maintain records related to any special education needs and services. These records are generally held in the Special Services office. Records of a temporary nature, such as a teacher grade book and personal notes, are not a part of the cumulative record folder.

Parents of preschool students shall have a right to inspect and review official student records and related information upon written request to the Director of Special Services. An appointment for review of the records will be made at a mutually convenient time as soon after the receipt of the written request as possible.

Resources for Parents:

United Way 2-1-1 connects individuals and families to social services 24 hours a day, every day of the year. We provide accurate and timely assessment, information and service navigation to help people understand their options, resolve problems and improve their lives. By informing the community of needs, gaps and trends, 2-1-1 facilitates system change.

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Questions and Concerns:

We encourage all families to talk directly with their child's teacher and/or other preschool staff members involved with their child's care. If questions and/or concerns cannot be resolved at this level, please contact the Director of Special Services, Mr. Mike Maglionico at 330-954-2155. Further questions can be addressed to Mr. Mike Roberto, Assistant Superintendent, at 330- 954-2144 or the Ohio Department of Education at 1-877-644-6338.

If questions arise concerning state and federal regulations please see your child's teacher for our copy of the classroom compliance report completed by the State of Ohio. This report contains preschool rules and regulations. Parents of children with disabilities are required by federal law to receive a copy of the publication titled "A Guide to Parent Rights in Special Education, Special Education Procedural Safeguards Notice", which reviews your rights and responsibilities as a parent of a child with a disability.

Aurora City Schools

Committed to Excellence

102 E. Garfield Road, Aurora, OH 44202



Superintendent

Pat Ciccantelli

Board of Education

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Pam Mehallis, Vice-President

Zena Elliott

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The Mission of the Aurora City Schools is to ensure that all children reach their full potential and graduate prepared to become responsible productive members of society by providing a nurturing environment, with high expectations and effective programs.

Aurora City Schools

Integrated Preschool Staff Directory

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Email</i>
<i>Special Services Director</i>	Michael Maglionico	330.954.2155	mmaglionico@aurora-schools.org
<i>Miller Principal</i>	Maria Goodman	330.954.2273	mgoodman@aurora-schools.org
<i>School Psychologist</i>	Erin Bradic	330.954.2123	ebradic@aurora-schools.org
<i>Preschool Coordinator, Itinerant Teacher, and Interventionist</i>	Lauren Barker	330.954.2384	lbarker@aurora-schools.org
<i>Preschool Interventionist & Classroom teacher</i>	Jaime Hood	330.954.2175	jhood@aurora-schools.org
<i>Preschool General Education Classroom Teacher</i>	Sarah Abell	330.954-2059	sabell@aurora-schools.org
<i>Preschool Speech and Language Pathologist</i>	Jane Ann Keenan	330.954.2194	jkeenan@aurora-schools.org
<i>Occupational Therapist</i>	Leslie Lucas	330.954.2452	llucas@aurora-schools.org
<i>Physical Therapist</i>	Jen MacPherson	-----	jacpherson@aurora-schools.org
<i>Miller School Secretary</i>	Vicki Wolf	330.954.2317	vwolf@aurora-schools.org
<i>Special Services Secretary</i>	Laurie Krizansky	330.954.2289	lkrizansky@aurora-schools.org
<i>School Nurse</i>	Sandy Petti Dana Courtad Andrea Tanski Kelly Smith	330.954.2286	spetti@aurora-schools.org

Preschool Classroom Assistants:

Mrs. Mary Houlahan, Mrs. Susan Piazza, Mrs. Jenny Minadeo, Mrs. Lisa Braun, Mrs. Patti Henderson, Mrs. Lori Kachur, and Mrs. Michelle Potts