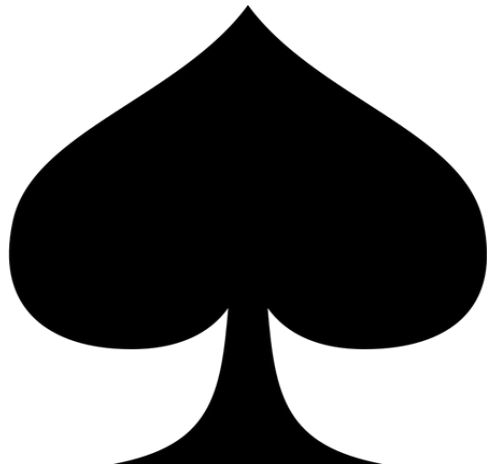


**Amanda-Clearcreek  
Local Schools  
Preschool Program**

**WELCOME LITTLE ACES!**



***Preschool Handbook  
2023-2024***

# Amanda-Clearcreek Local Schools

## Preschool Handbook

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## **I. Statement of Purpose**

Our Amanda-Clearcreek Preschool Program serves children, residing in the Amanda-Clearcreek Local School District, by providing a safe, comfortable, developmentally appropriate preschool opportunity where children learn and grow emotionally, academically, and socially. Our preschool classrooms promote individual self-esteem and provide opportunities for educational, recreational, nutritional, and creative learning experiences. Well-trained, highly qualified staff will interact positively with the children and accommodate the needs of all students. The Program offers age-specific and mixed-group programming, cultural sensitivity, and mutual respect between the children and staff. Parental involvement is welcomed and encouraged.

Amanda-Clearcreek Preschool operates under the auspices of the Amanda-Clearcreek Local School District and follows school committee policies. We do not discriminate on the basis of race, religion, gender, national origin, cultural heritage, political beliefs, sexual orientation, disability, or marital status.

## II. Philosophy

We emphasize meeting the individual needs of each child in our care and respond to these needs as children grow. We hire teachers and aides who are warm and caring, understand child development, and are committed to serving children and families. Our teachers and aides have appropriate degrees and are continually furthering their education. We are dedicated to providing the best educational opportunities for our students so they have the appropriate developmental skills for Kindergarten.

We want all of the children in our program to gain confidence in themselves, and to be happy, competent children while growing educationally and personally. Above all, we strive to provide an environment where children can have fun while learning the skills necessary for social interaction and Kindergarten readiness. Visitors to our program will find classrooms full of warmth, excitement, joy, and educational enrichment where children can grow and be successful together!

## III. Enrollment

### **Registration Procedures**

To register for the A-C Preschool Program, applications may be completed online at [www.amanda.k12.oh.us](http://www.amanda.k12.oh.us) beginning March 1st. Applications received on or after March 1st prior to the enrollment year will be used as a first come, first served basis for enrollment. Applications received after March 1st and open spots have been filled will be put on the waitlist.

### **Acceptance and Waiting List**

The program has slightly different qualifications for preschool acceptance based upon state-mandated enrollment procedures and qualifications. Applications for the program will be accepted throughout the year. We will serve children of The Amanda-Clearcreek Local School District, who turn three (3) by August 1<sup>st</sup> and meet the eligibility requirements, priority registration will be given to those students who are four years old. Students with Individualized Education Programs (IEP) can be served once they turn three years of age.

### **Tuition:**

Amanda-Clearcreek Preschool Classrooms are funded through the Amanda-Clearcreek Local School District. The Amanda-Clearcreek Preschool maintains a roster of approximately twenty children in each class session. The district will maintain a ratio of typically developing children and children with disabilities. Tuition is based on a sliding fee scale based on the U.S. Department of Health and Human Services Federal Poverty Guidelines. All families will be invited to fill out the income data analysis form for mandatory school reporting. Tuition is due on the 1st of the month and must be paid in full by the end of the month. Failure to pay tuition in a timely manner will result in removal from the preschool program after a payment is 30 days past due. Once removed from the program a family may choose to re-enroll once the balance has been paid in full and by filling out the "Intent to Enroll" form located on the A-C website. (Waitlist procedures will apply.) In addition, any unpaid fees will roll over to the next school year.

### Sliding Fee Scale

### **United States Department of Health and Human Services 2023 FEDERAL POVERTY GUIDELINES**

<b>Size of Family Unit</b>	<b>\$ 0wk Poverty Level</b>	<b>\$ 40wk Poverty Level</b>	<b>\$ 60wk Poverty Level</b>	<b>\$ 80wk Poverty Level</b>	<b>\$100wk Poverty Level</b>	<b>\$120wk Poverty Level</b>
1	\$14,580	\$18,225	\$21,870	\$25,515	\$26,973	\$29,160
2	\$19,720	\$24,650	\$29,580	\$34,510	\$36,482	\$39,440
3	\$24,860	\$31,075	\$37,290	\$43,505	\$45,991	\$49,720
4	\$30,000	\$37,500	\$45,000	\$52,500	\$55,500	\$60,000
5	\$35,140	\$43,925	\$52,710	\$61,495	\$65,009	\$70,280
6	\$40,280	\$50,350	\$60,420	\$70,490	\$74,518	\$80,560
7	\$45,420	\$56,775	\$68,130	\$79,485	\$84,027	\$90,840
8	\$50,560	\$63,200	\$75,840	\$88,480	\$93,536	\$101,120
9+	Add \$5,140 for each extra person	Add \$6,425 for each extra person	Add \$7,710 for each extra person	Add \$8,995 for each extra person	Add \$9,509 for each extra person	Add \$10,280 for each extra person

### Program Hours

- All preschool classrooms operate four days a week, Monday-Thursday.
- 8:30 AM-2:50 PM

### Attendance Policy

Attendance in the program is essential for students to make academic and social progress to be better prepared for the transition to kindergarten. Because of the ongoing waitlist and limited availability, students that miss ten or more days without a sufficient medical excuse may be removed from center-based enrollment. If the student is on an Individualized Education Plan, the student will continue to receive the required IEP services at the provider location (AC Primary school) for required special services only.

### School Vacations/Early-Release Days

The Amanda Clearcreek Preschool will follow the board-adopted school calendar which can be found on the school website.

### Records Transfer Policy and Withdrawal from the Program

To withdraw your child from the program, please notify the Preschool Director in writing 30 days in advance, if possible, and complete the withdrawal and records transfer form. You may also contact the school office for more information or to receive a copy of this form.

### **Snow Day-Policy**

The preschool program is closed whenever Amanda-Clearcreek Local Schools is closed. If the district is operating on a two-hour delay, the preschool program will follow the same schedule as the primary building.

### **Pick-up and Drop-off Policy**

*To help with student safety and traffic flow, please follow these procedures at all times during parent drop off and pick up.*

#### **Drop Off Procedures**

- Enter parking lot via the second entrance (closest to the 3-12 building) off Oak St and line up in one row along the sidewalk.
- Please make sure your car is in park. When your child has exited the car and is safely on the sidewalk, a staff member will direct your child along the sidewalk and into the building. Once you have dropped your child off, exit the drop off lane in an orderly fashion. Please do not pass other cars in the drop off area.
- Children will report to a teacher's classroom where they will wait with a preschool staff member until their teacher picks them up.
- Breakfast will be provided and served in your child's classroom.

#### **Pick Up Procedures**

- Enter parking lot via the second entrance (closest to the 3-12 building) off Oak St and line up in one row along the sidewalk. Place placards with your child's name in the front window.
- Once the last school bell has rung, teachers will walk your child to your car. Please note that teachers may not help with car seats. Additionally, the person picking up must be on your pick-up list or your child will not be released.
- Once your child is in your car and buckled, you may pull out in an orderly fashion. Please do not pass other cars in the pick-up area.
- \*To ensure that traffic continues to flow, please load/unload students in a timely manner, please adhere to the following:
  - Do not park and congregate before and after school as this creates safety issues.
  - Do not block the parking lot entrance or any intersections.
  - Do not park in front of the building, students will not be permitted to enter the building from School Street unless tardy and accompanied by a guardian.

### **Late Arrival and Early Pick-up**

All children will need to signed in at drop off and signed out at pick up by an approved guardian if arrival or dismissal is after the school day has begun or before the school day has ended.

### **Transportation**

The district offers transportation to all students within the preschool program. Please complete the Transportation Form included in the online enrollment packet (Final Forms). The transportation office will contact you directly regarding bus times.

You will receive a copy of the transportation rules, so that you can go over these with your child to help ensure bus safety. Please sign the transportation form in your preschool packet to inform our transportation department of details regarding your child. Your child will participate in a bus training while at school to review bus rules and safety procedures.

### **Field Trips**

There will be times that the preschool classrooms go on field trips. You will be notified ahead of time and given a permission slip. All students are expected to have a permission slip on file by the designated due date listed

on the form. Parents are encouraged to attend the field trip. **Due to district policies, parents are not permitted to chaperone unless the Volunteer Form has been completed and approved by the Board of Education.** Please contact Trisha Dwyer, Preschool Secretary, to complete any necessary paperwork at 740-969-7254 ext. 4239.

### **Dressing For School**

While at preschool, your child will have many opportunities for play and new experiences. Please dress your child comfortably in clothes appropriate for the weather. Select shoes that are sturdy for outdoors. Shoes must be enclosed, with a heel back and not a strap for the heel. Sandals, flip-flops, crocs, and slippers are not permitted. Students may be asked to “sit out” of an activity as a result of unsuitable foot attire. Please send a complete change of clothing for your child (including socks) in a plastic bag for accidents. If your child uses diapers, please send in a sufficient amount of diapers. Be sure to label everything with your child’s name, including coats, hats, gloves, boots, etc. Every effort is made to have outdoor play whenever possible. Make sure that your child has appropriate clothing for the weather. Any donations of spare clothing, sizes 3-6, particularly pants and new underwear would be greatly appreciated.

### **Snacks**

A snack will be provided each day after the rest time. Snacks will consist of one serving of fruit and/or vegetables or one serving of bread and grains with water. Please contact your teacher if you would like to participate in providing pre-packaged snacks for the students.

### **Lunch**

Lunch will be provided daily for full-day classes through the school lunch program which meets USDA guidelines. Lunch will be served to all preschool students within four hours of arrival to school. We strongly suggest that families fill out the meal benefits application that can be found on the school website which may allow for free or reduced lunches. Menus are available on our school website and will also be posted in each classroom. Families may choose to have their child eat breakfast at school by filling out the proper paperwork offered at the beginning of the school year.

Families may also choose to pack their child's lunch. Please be aware when packing, the lunch must meet dietary guidelines. Additionally, no **soft drinks (pop)** can be sent to schools as we adhere to the school's Wellness policy.

Dietary needs and special accommodations can be made to meet student needs upon notification.

### **Birthdays**

If your child would like to share a special treat with his/her classmates, please be sure to notify your teacher at least two days in advance. Birthdays will be recognized for each child in our preschool. School policies vary, so please follow the guidelines set forth in the primary school handbook or check with the teacher.

## **IV. Health, Safety and Developmental Screenings**

### **Health and Development Screenings**

Every child shall be administered a comprehensive health screening upon admittance to the program. Please see the attached Child Enrollee Medical Report which needs to be completed and submitted within 30 days of enrollment. Our staff will also complete developmental screenings with your child within 60 days of program

entrance. *Please refer to the Community Resource Directory if assistance is needed to secure a medical provider.*

If your child has not received their medical and dental examination, we will give your family information about why health screenings are important. Once a family has been notified of any outstanding paperwork, they will have 30 days to return all necessary paperwork. *Please let us know if we can help you in any way, as we are here to help our students and families with Nutrition and Wellness.*

Vision and hearing assessments are also administered within 60 days of enrollment. You will receive a written notice if your child does not pass the hearing and/or vision screening. We ask that you follow up with your family physician, so that your child can receive the appropriate medical treatment. Hearing and vision are crucial senses that allow your child to access the preschool environment and instructional activities each day. Poor hearing or vision can affect your child's performance and development in all pre-academic areas.

### **Program Screening and Assessment Tools:**

Our preschool teachers use multiple methods for data collection and assessment. Formal assessments will utilize the Brigance Early Childhood Screening tools. Informal assessments such as running records, observations, checklists, progress monitoring and work samples are used to collect data on all students throughout the year.

**Developmental Indicators for the Assessment of Learning:** Administered once per year, within 60 school days of student's entry into the program. Data is recorded and used for planning and Teacher Base Team (TBT) meetings.

**Progress Monitoring Report:** Quarterly progress reports and data are collected and kept in each student's file.

**The Early Learning Assessment (ELA):** This assessment is a state mandated assessment that focuses on seven areas of a child's growth and development:

- Social Foundations (social/emotional development and approaches toward learning)
- Mathematics
- Science
- Social Studies
- Language and Literacy
- Physical Well-being and Motor Development
- Fine Arts

Teachers observe students in the preschool setting, complete forms, and submit assessment results to the Ohio Department of Education.

### **Developmental Screening Referral Process**

Results from informal and formal assessments are recorded on appropriate forms and compiled on a data sheet for each classroom. The assessment data is analyzed at the *TBT* and interventions are discussed to help students who scored low in each area. Preschool staff and other related service personnel (Occupational Therapist, Physical Therapist, and Speech Therapist) implement interventions and report progress at the next TBT meeting.

Referrals for further educational evaluations are made when a student is not responding to interventions and continues to have significant deficits in specific areas. Immediate referrals for evaluations are made when a



child has significant speech delay and is not able to be understood by peers and adults. ***If you have concerns for your child, please let a preschool staff member know immediately, and we will schedule a team meeting.***

Quarterly progress reports are completed and kept in each student's file. These reports include all formal assessment results and are given to parents four times per year. Teachers also keep student work samples that are used to create a portfolio that is shared with parents during parent teacher conferences which are offered (2) times per year and upon request. Teachers communicate assessment results and student progress information with parents using a variety of methods: written reports, conferences, social media apps, email and telephone conversations.

### **Health Policy**

Your child's health is a matter of importance to all of us. A current health form signed by a physician, within the last year, must be kept on file in the school for each child in the program. Also, your child **MUST** have a lead and hematocrit screening on file. ***Please notify us if your child has special medical needs that we should be aware of.***

While the preschool is not equipped to look after sick children, we understand that parents rely on the program to provide care on a regular basis and cannot stay home with their child for each and every sniffle. We will always try to balance these conflicting needs and ask you to do so as well. If a child is not well, please make every effort to keep him or her at home, as illness spreads rapidly in spite of everyone's best efforts to prevent it. We ask that you keep your child at home if he or she has:

- A fever over 101 degrees within 24 hours
- Vomiting or diarrhea within 24 hours
- Severe coughing
- Difficult or rapid breathing
- Sore throat or swollen glands
- Undiagnosed rash or skin eruptions
- Earache or drainage from the eyes
- Head lice or scabies, until properly treated and all nits removed

Section (5) (c), page 33 of the Preschool Rules states that we must provide a cot and comfort when isolating a child with suspected disease symptoms. In the event that your child falls ill during school hours, he/she will be cared for in the nurse's office, on a cot, until you arrive to pick up your child. You will be notified by the School Nurse directly should your child need to be picked up from school

## **V. Emergency Procedures**

When children become ill at preschool: In the case of mild illness, the child's parent or guardian will be contacted, and medication administered with permission from the parent or guardian in a manner consistent with the medication policy described below. The child will be made comfortable, isolated as much as possible from the other children, and closely watched until a parent or guardian arrives to pick him or her up.

If a child becomes seriously ill while at preschool, a parent or guardian will be asked to pick up the child immediately; the child's pediatrician may also be contacted if the situation warrants. If a parent or guardian is not directly reachable, attempts will be made to contact them through the emergency contacts listed on the emergency medical form; if a parent or guardian cannot be reached, one of the emergency contacts may be

asked to pick up the child. In extreme circumstances, an ambulance may be called, and a child may be taken to an emergency center or hospital in the care of a staff member.

### **Communicable Disease**

We will notify you, the parent, immediately of your child's condition when a child has been observed with signs or symptoms of illness. A child with the following signs or symptoms will be isolated and discharged to their parent or guardian:

- Diarrhea
- Severe coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees taken by auxiliary method
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infection.

Children with any of these signs or symptoms of illness shall be immediately isolated from the program and will be cared for in the primary health clinic. You will be contacted to pick up your child as soon as possible. Your child will be observed carefully for a worsening condition and will only be discharged to a parent or guardian.

### **Communicable Disease**

- Disease that are spread from one person to the other
- Diseases that are “catching”
- Diseases that are caused by germs or pathogens
  - Examples of pathogens include: viruses, bacteria, parasitic worms and fungi.

### **Accidents**

Accident procedures followed by the school staff will depend on the severity of the injury. In the case of a minor injury (cuts, bruises, etc.), simple first-aid will be applied immediately and the parent or guardian will be notified by incident report. For more severe injuries, the parent or guardian and/or the child's pediatrician will be called right away. If the parent(s) or guardian(s) cannot be reached right away, an emergency contact person will be called and asked to arrange for the child to be taken to the doctor if this seems advisable. If the accident is very serious, the local EMT will be contacted and asked to provide emergency care for the child; simultaneously, the school staff will call both the parent/guardian and the child's pediatrician to arrange for the child to be met and treated at the hospital.

In all cases of accident, an accident report will be completed and a copy given to the parent or guardian; a copy will also be kept on file at the school office.

### **Medication**

In accordance with state regulations and the Ohio Department of Education licensing guidelines, prescription drugs, food supplements, modified diets and fluoride treatments can only be administered to children by the staff if:

- the medication or supplement is a current prescription and we have written instructions from appropriate personnel;

- The medication is in an original container with the child's name, date, name of the medicine, dosage, and special instructions clearly marked.

In special cases, such as bronchial inhalers for asthmatic children or a diabetic pump, the child may be permitted to administer his/her own medication with staff supervision; written instructions from the physician and written consent from the parent or guardian are required.

Non-prescription drugs, in an original container and not out of date, can be administered by staff only with written instructions and permission from a parent.

Non-prescription topical creams, ointments, and sprays, such as sunscreen and insect repellent, can be administered by the staff with written permission and instructions from the parent or guardian. Each item must be clearly labeled with the child's name.

Each time a medication is administered, the appropriate staff member will record the administration in a written log in the health clinic, including dosage, time, and date.

Further details of the programs health and emergency policies, including staff responsibilities for emergency and preventive health measures, are available for your review upon request.

### **Medical, Dental and General Emergency Plans**

General Emergency Plans are posted in each classroom and include numbers for the hospital, police department, fire department, emergency squad, poison control, and public children's services agencies.

### **Hand Washing**

Staff and children registered in preschool will be washing their hands frequently. Proper hand washing procedures are posted on the wall next to the sink. All staff are required to wash their hands before and after eating, before and after using the restroom, after contact with bodily fluids, after cleaning and before and after handling food.

### **Fire Drill:**

Fire drills will be conducted at regular intervals throughout the year. 1. Stay in single file. 2. Move to the assigned area orderly and remain quiet. 3. Wait in the assigned area until you are told to re-enter the building.

### **Tornado Drills**

Tornado drills will be conducted at intervals throughout the year. 1. Go to your assigned area. 2. Assume the Tornado Position. a. sit on floor b. remove glasses c. place hands behind your head and put your head between your knees

### **Personal Toys**

Personal toys should be left at home. Sometimes toys are a distraction from the classroom learning objectives. Also, toys may be damaged or lost at school.

### **Class Rosters**

Class rosters are available to any parent upon request. Signed approval for parents' names, addresses, and telephone numbers on the roster is intended to increase communication opportunities among parents. This information will be excluded at the parent's request and noted as denial on that checklist.

## VI. Discipline Policy

At school, we expect children to respect each other, staff, parents and our physical environment. We believe that children should receive positive reinforcement for good behavior. However children, as all people, are not perfect and will at times, act inappropriately. The teacher will talk to the child to be certain that the child understands what is expected of him or her and to allow the child to verbalize feelings. If needed, the teacher will notify the principal, who will make determination at that time regarding further action and involvement of the parents.

The Amanda-Clearcreek Local School District believes that a child who is active, happy, and interested in a safe and caring environment will not have an issue with discipline. Our goal is to provide that type of atmosphere while your child is participating in our preschool program. We have, however, developed procedures that deal with the repeated discipline issues that may lead to the dismissal of a child from the program. *Details on these procedures are available upon request.*

Amanda-Clearcreek currently uses the positive behavior support model which celebrates the successes of children and their behavior. In addition, as an Ohio Department of Education licensed preschool, we also follow these management principles:

- Constructive, developmentally appropriate child guidance and management techniques will be used at all times and shall include redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- There will be no cruel, harsh, corporal punishment or unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline will be delegated to any other child.
- No physical restraints shall be used to confine a child other than holding for a short period of time so the child may regain control.
- No child shall be locked in a room or confined area.
- No child shall be exposed or subjected to profane language, threats, derogatory remarks or other verbal abuse.
- Children will not be disciplined for refusing to eat or for toileting accidents.
- No technique shall humiliate, shame or frighten the child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used, shall be brief in duration and appropriate to the child's age and developmental ability and child will stay within sight and hearing of a preschool staff member in a safe, lighted and well ventilated place.

## VII. Communication

### Parent Engagement Model

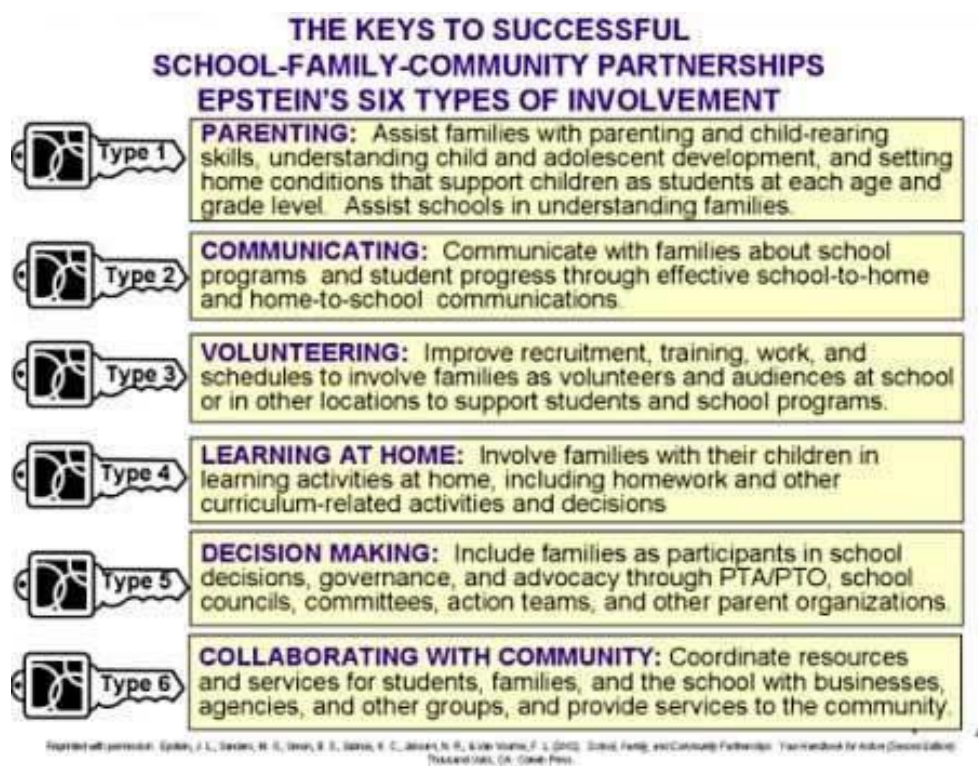
We want you to know, to understand, and to discuss our goals with us. We want you to look often into our busy, happy, noisy, creative program and see what your child experiences. We want you to realize the validity of those experiences, and the importance of the enrichment and socialization that they provide.

Parents are always welcome to come in and observe our program. Volunteers are also welcome at our preschools. If you are interested in volunteering, please complete the Parent Volunteer form and contact the teacher about scheduling a time to come in and help in our preschool classrooms.

Joyce Epstein of Johns Hopkins University has developed a framework for defining six different types of parent involvement. This framework assists educators in developing school and family partnership programs. "There are many reasons for developing school, family, and community partnerships," she writes. "The main reason to create such partnerships is to help all youngsters succeed in school and in later life"

(<http://education.ohio.gov/Topics/Other-Resources/Family-and-Community-Engagement/Getting-Parents-Involved/Ohio-Schools-and-Epstein-s-Six-Types-of-Parent-Inv>). Our preschool program supports this model of parent engagement and believes:

*Together, we can foster a love for learning and achieve success for all students.*



### **Parent Communication**

Prospective families will receive a packet, which includes several forms including but not limited to: an enrollment form, medical forms, a preschool handbook, an activity schedule and Parent Teacher Organization (PTO) information. We offer a Back to School Night/Open House for parent orientation and opportunities for parents to participate in training activities to help with reinforcing learning at home. We also send home a variety of flyers, handouts and articles about early childhood development throughout the school year. We encourage you to participate in these activities and to communicate training needs to your child's teacher. We will work to accommodate your needs and concerns, so that your child can continue to grow and become ready for Kindergarten.



Staff members are available for individual conferences as needed. Since interacting and supervising your children is our primary concern, we ask that you schedule conferences with the teacher ahead of time. Teachers will be available for Parent Teacher Conferences twice per year in addition to outside times scheduled at your request. Your child's developmental progress will be reviewed and reported informally to you throughout the year and formal progress reports will be reviewed four times per year. However, we do encourage more frequent interactions between parent(s) and the teacher.

The Amanda-Clearcreek Local School District would like to share with you any information concerning your child or the program that may affect your child. Staff will verbally check in with parents at pick-up concerning any incidents or unusual happenings. We also provide a weekly newsletter including any information that may affect the program and what learning goals and themes will be covered over the course of the next few weeks. If you notice anything that concerns you or your child, please feel free to reach out to your child's teacher or center Director.

Additionally, should you have any concerns or complaints about our program, please do not hesitate to contact your child's teacher, the school principal, or the preschool director about your concerns. If you feel these concerns cannot be resolved with school personnel, you can contact the Department Ombudsperson at (877) 644-6338. They can help you address any concerns, complaints and/or violations.



## **VIII. Activities and Transitions**

### **Program Descriptions**

It is our goal to educate preschoolers in their home school districts to the maximum extent possible. Preschoolers with special needs and typical peer models who participate in our center-based classrooms will attend a full session. Parents are provided a daily schedule upon enrollment in the program. Each preschool classroom is staffed with a certified Early Childhood Intervention Specialist and a paraprofessional (teaching assistant). A speech therapist, occupational therapist, physical therapist, and adapted physical education instructor are assigned to classrooms as prescribed by Individual Education Plans (IEP's).



### **Itinerant Program**

Our itinerant based program is designed to assist identified preschoolers with disabilities. This placement option entitles students to a minimum of four hours per month of services and may include speech and/or occupational therapy. Your child's Individualized Education Plan (IEP) outlines the goals/objectives to be worked on, location and type of services. The itinerant teacher provides feedback and encouragement to the parent/caregiver/teacher as well as suggestions and modeling of alternative teaching techniques. This option is available for students who are not enrolled in the center-based program.

### **Peer Model Program**

Our Early Learning Program integrates typically developing preschoolers (peer models) with our preschoolers with disabilities. Our peer models must be 4 or 5 years of age and toilet trained to enroll in our early learning program. Enrollment is open to children of district residents and staff of local school districts. Peer models should exhibit good social, communication, and play skills and the ability to follow directions. All of our preschoolers benefit from a high quality literacy enriched program.

Peer models are eligible to attend based upon the following guidelines:

- Complete enrollment packet (including medical).
- Parent/guardian is responsible for monthly tuition.
- Parent/guardians must provide transportation to/from the preschool program, unless the district provides transportation.
- Child would be a good role model to others; separates easily from the parent, attends to adult guided activity, and is willing to take turns.
- Child enjoys playing with other children: interacts well with others, manipulates toys, and engages in age appropriate activities without assistance.

### **Preschool Activities Within the Classroom**

At preschool, we provide a balance of recreational and educational experiences. We feel it is important for parents to know what types of activities their children are participating in. We post a weekly lesson plan based on monthly themes at the entrance to the classrooms and on the school website. Those themes will also be included in our newsletters that are sent home. We believe that students are able to learn more through hands-on and interactive instructional practices.

## **Curriculum**

The Amanda-Clearcreek Local School District implements the Frog Street curriculum. Frog Street is a comprehensive, research-based curriculum that integrates instruction across developmental domains and is aligned to state and national standards.

The cornerstones of the curriculum include:

- Integrated lessons with a defined scope and sequence of instruction ·
- Social-emotional development using Conscious Discipline® strategies ·
- Differentiated instruction to meet the needs of all learners including English Language Learners and children with special needs ·
- A joyful approach to learning

Within our curriculum, the following areas of development will be covered:

1. Approaches to Learning
  - a. Emotional and Behavioral Self Regulation
  - b. Cognitive Self Regulation
  - c. Initiative and Curiosity
  - d. Creativity
2. Social and Emotional Development
  - a. Self Concept Skills
  - b. Emotional Functioning
  - c. Relationships with Adults
  - d. Relationships with Other Adults
3. Language and Communication
  - a. Listening Comprehension Skills
  - b. Speaking (Conversation Skills)
  - c. Speech Production Skills
  - d. Vocabulary Skills
  - e. Sentence and Structure Skills
4. Emergent Literacy: Reading
  - a. Motivation to Read Skills
  - b. Phonological Awareness Skills
  - c. Alphabet Knowledge Skills
  - d. Comprehension of Text Read Aloud Skills
  - e. Informational Text
  - f. Literature
  - g. Print Concepts
5. Emergent Literacy: Writing
  - a. Motivation to Write Skills
  - b. Writing as a Process
  - c. Conventions in Writing
6. Mathematics
  - a. Counting Skills/Number Sense
  - b. Adding To/Taking Away Skills
  - c. Geometry and Spatial Sense Skills
  - d. Measurement Skills
  - e. Classification and Pattern Skills



- f. Mathematical Practices
- 7. Science
  - a. Physical Science Skills
  - b. Life Science Skills
  - c. Earth and Space Science Skills
  - d. Scientific Inquiry, Reasoning, and Problem Solving
- 8. Social Studies
  - a. People, Past and Present Skills
  - b. Economic Skills
  - c. Geography Skills
  - d. Citizenship Skills
- 9. Fine Arts
  - a. Art Skills
  - b. Music Skills
  - c. Dramatic Expression Skills
- 10. Physical Development
  - a. Gross Motor Development Skills
  - b. Body Awareness
  - c. Fine Motor Development Skills
  - d. Personal Safety and Healthy Skills
- 11. Technology Applications
  - a. Technology and Devices Skills

### **Daily Schedule (ex).**

8:30-8:55 Breakfast, Unpack, Greetings  
 8:55-9:10 Morning Circle  
 9:10-10:05 Centers (literacy focus)  
 10:05-10:20 Read-Aloud  
 10:20-10:30 Restroom break  
 10:30-10:50 Recess  
 10:50-11:15 Lunch  
 11:15-11:30 Restroom Break  
 11:30-12:20 Rest Time  
 12:20-12:35 Restroom break  
 12:35-1:20 Centers (Math focus)  
 1:20-1:40 Recess  
 1:40-1:50 Restroom Break  
 1:50-2:05 Snack Time  
 2:05-2:20 Read-Aloud and Phonics Review  
 2:20-2:40 Art/Writing  
 2:40-2:50 Music and Movement/Packup  
 2:50-Car Riders Dismiss  
 3:15 Bus Rider Dismiss

### **Rest Time**

Each afternoon there will be a quiet time for all children as defined by child care licensing. Each child will have a cot for their use in class, and they are expected to rest quietly on their mat or engage in quiet activities during

rest time, allowing time for those who need to sleep the opportunity to do so. Children may bring a small blanket, pillow or stuffed animal to class to be used at rest time, however, these items will be sent home at the end of the week and will need to fit into the child's book bag.

### **Transition Policy**

Our preschool program understands the importance of transitioning students into new environments, including classrooms and other settings. We provide a variety of activities to transition students into our program by scheduling visits, parent training, observations, communication and other opportunities.

We also place focus on preparing students for their transition to Kindergarten. Your child's teacher will discuss the different activities that will be completed throughout the school year and develop a plan with you for your child's transition. Below is a list of potential transition activities:

### **Transition Activities to Preschool**

- Help Me Grow Transition Planning Conference: Agencies collaborate to plan appropriate assessment and transition to Preschool (if applicable)
- Visit to Preschool Classroom (prior to starting school)
- Interview with Parent(s) regarding student's present level of functioning. (ASQ-SE, ECOSEF, Parent Information Survey)
- Back to School Night and Orientation
- Newsletters/Flyers to assist parents with Preschool activities and curriculum
- Preschool Packet and School Forms
- Discussion and Planning regarding Transportation (if applicable)
- Letter to Parents regarding Student's School Supplies
- Observation and Assessment

### **Activities Within the Program to Help Students Transition to Kindergarten**

- Ongoing Academic and Social Skill Development and Assessment using Preschool Standards
- Language rich and interactive activities in the preschool environment (focusing on all areas of development)
- Progress Reports given to Parents (Quarterly)
- Visits to Kindergarten Classrooms (Tours and meeting teachers)
- In house or off site Field Trip
- Parent Teacher Conferences (Fall and Spring, or as requested by parent)
- First Day of Kindergarten Book (activities related to transition to Kindergarten at the end of school year)
- Transition ETR or Review of IEP (if applicable)
- Kindergarten Readiness Packet for Summer
- Parent Trainings (Flyers, Newsletters, and Pamphlets of training opportunities)
- Special school events to become part of the school community



Your child's teacher has a Transition Form that will be discussed and developed with you at least twice per year, unless you request additional meetings to address these transition activities.

## **IX. Staffing**

### **Personnel Policies**

The Amanda-Clearcreek Preschool Program follows the written personnel policies and procedures used by the Amanda-Clearcreek Local School District. These policies include descriptions of the procedures for hiring, promotion, probation, discipline, suspension and dismissal. The policies also cover procedures for handling complaints and provisions for vacation, holidays, personal leave and sick days. Job descriptions are available for all positions.

### **Personnel Records**

The Amanda-Clearcreek Local School District maintains a personnel record for each staff member. This record is maintained by the Administration Office.

### **New Staff**

New staff members are oriented about the philosophy and goals of our preschool programs, emergency, health and safety procedures, special needs of individual children, planned daily activities of the program and expectations of ethical conduct by the Program Director. New staff members are evaluated at the end of the school year or as determined by the district.

### **Staff Meetings**

Staff meetings are held weekly to plan activities, discuss the needs of individual children, review progress toward program goals and coordinate with teachers and activities from the school day. Teachers also participate in weekly Teacher Based Team Meetings to discuss classroom goals, structure and outcomes.

### **Staff Professional Development**

The administration at Amanda Clearcreek provides staff development opportunities to allow staff to improve their skills in working with children and their families. Staff members will have access to workshops and conferences on school-age childcare, preschool standards, best practices in the classroom, etc. All staff members are trained in Communicable Diseases, First Aid, CPR, CPI, and Child Abuse Prevention. In addition, staff participate in individual professional development planning opportunities through observation, evaluation and self-reflection to ensure professional growth and continuous program improvement. Staff members are formally evaluated each year and develop professional goals accordingly.

### **Volunteers**

Volunteers occasionally work in the program after receiving a thorough screening to include background checks and a program orientation. All volunteers are supervised by the Program Director

### **Program Assessment**

Preschool Staff meet regularly to coordinate services, select curriculum, review data, reflect on current practices and plan for future events and operations. We complete a self-assessment and continuous improvement plan each year, so that we are constantly working on ways to improve opportunities for our students and families. In the spring of each year, we will send out a paper copy of our program evaluation survey to get feedback from

you regarding your experiences with our program. Your feedback is important to us, and we would like to ensure that we are meeting your needs. Once the survey has been completed, please return to your child's teacher.

## **X. Interactions between Staff & Children**

At preschool, we believe that positive child-staff interaction is tremendously important. We encourage staff to converse frequently with children. Staff will treat all children, regardless of gender, race, religion, family background, culture, and ability, with respect and care.

The safety of your child is a priority to the staff at our preschools. Children will always be under direct adult supervision. We maintain a staff ratio of at least 1 adult to 8 children. The lead teacher will have, at a minimum, teacher qualifications, in accordance with Department of Education guidelines. A second staff member will always be present in the area.

### **A. CHILDREN WITH DISABILITIES**

In determining how we will be able to serve a child with disabilities, we shall, with parental consent as appropriate, request information related to the child's participation in the program from the Office of Diverse Learners, any additional early-intervention programs, or other health or service providers.

Based upon available information, our preschool staff shall, with the parents' input, identify specific accommodations, if any, required to meet the needs of the child at the program, including but not limited to: any change or modifications in the child's participation in regular activities; any special equipment, materials, ramps, or aids.

### **B. PROCEDURE FOR REPORTING CHILD ABUSE OR NEGLECT**

The Amanda-Clearcreek Local School District protects children from abuse and neglect while in the program's care and custody and follows state law and Amanda-Clearcreek City Schools' Board policy and procedures for reporting of any suspected incidents of child abuse and neglect. All school staff are mandated reporters of child abuse or neglect including physical, sexual, and psychological. Specific, formal procedures are followed in cases of suspected child abuse or neglect. All staff are given copies and trained in these procedures.

All staff is familiar with the physical and behavioral indications of child abuse. Staff, through the Preschool Director, communicates and supports parents both informally and through conferences initiated by either parent(s) or the staff. A comfortable and safe environment will be established, so that children will be able to speak about their concerns.

If abuse is suspected of a staff member, it will be addressed immediately.

### **C. REFERRAL PROCEDURE FOR CHILDREN OR FAMILIES IN NEED**

The Amanda-Clearcreek City School District has procedures for referring family members to appropriate

social, mental health, medical, dental and vision services.

If a staff member has a concern about a child, she/he will bring it to the attention of the Preschool Director, who will observe the child. The Director will contact the parent(s) for a meeting to discuss the matter. The parent(s) will be given written notes of incidents of concern. The Director can assist with the specifics of these referrals if desired. No referrals will be made without parental consent. A copy of all referrals will be kept on file. The Amanda-Clearcreek City School District will make all reasonable efforts to accommodate every child's needs.

Our school district maintains a list of local resources available to children and families in the Fairfield County area. The referral list is available upon request.

## **XI. Organization**

### **Children's Records and Confidentiality**

A legible, current, and confidential record is maintained on each child enrolled in the program. The record is available to the child's parent(s) upon written request. We will not release information in the record to any unauthorized person without the prior written authorization of the parent(s). All information contained in a child's records is available only to those individuals directly involved in the implementation of the preschool program, to other individuals as otherwise required by state law, or to persons authorized in writing by the child's parent(s). The school district will notify the parents immediately if a child's record is subpoenaed by a Court of Law.

Parents are required to provide written authorizations, consents, and information, prior to enrollment, which will be made part of the child's record. Written consent and authorization is valid for 1 year unless withdrawn prior to that time in writing. Records are maintained for a period of 1 year following a child's termination from care or for a period determined by the Amanda-Clearcreek Local School District.

Parents have the right to request access to or copies from their child's file and we will provide such access or copies within a reasonable amount of time. We require written parental consent to release any information from a child's file.

Parents always have the right to add information, comments, data, or other relevant information to a child's record. A child's parent(s) shall have the right to request deletion or amendment of any information contained in the child's records. Such request shall be made in accordance with the procedures described below: if such parent(s) is/are of the opinion that adding information is sufficient to explain, clarify, or correct objectionable material in the child's record, the parent(s) shall have a conference with the Preschool Director to make the objections known. Within one week of the conference, the Preschool Director will inform the parent(s) of our decision regarding the information in question. If the decision is in favor of the parent(s), the information in the child's record will be deleted or amended immediately.

All preschool classrooms operate under the auspices of the Amanda-Clearcreek Local School District and School Board. The overall management of the program is the responsibility of the Preschool Director, who reports to the Superintendent. Day-to-day management of the program is by the Director(s) and/or the building principal, with support from staff members within the preschool program. The Amanda Clearcreek preschool handbook is a supplement to the Amanda Clearcreek primary handbook. All provisions of the primary handbook will apply.

## **XII. Concerns or Complaints**

We, at The Amanda-Clearcreek Local School District, feel your concerns about your child, and their education, are important. Any complaint or concern you may have about either preschool program can be directed to Terri Pinkstock, Director of the Amanda Clearcreek Preschool, can be reached at (740) 969-7251 ext. 2105. Unresolved complaints should be put in writing and submitted at the district's central office.

If you have any questions regarding this program, please contact:

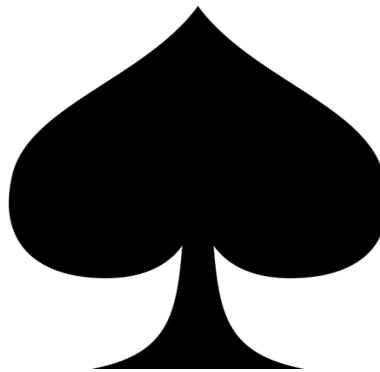
**Terri Pinkstock**, *Director*  
414 N. School St.  
Amanda, Ohio 43102  
(740) 969-7250 ext. 4203

**Michelle Fraley**, *Primary Principal*  
414 N. School St.  
Amanda, Ohio 43102  
(740) 969-7765

**Trisha Dwyer**, *Preschool Secretary*  
414 N. School St.  
Amanda, Ohio 43102  
(740) 969-7251 ext 2013

**Preschool Handbook  
Acknowledgment Form**

**Amanda-Clearcreek  
Local Schools  
Preschool Program**



We, the parent(s) / guardians of \_\_\_\_\_ have read and understand the contents of the parent handbook.

We agree to follow the policies outlined within the parent handbook. Additionally, we understand that the school reserves the right to amend policies and procedures when necessary. Any changes made to the handbook will be distributed by the school.

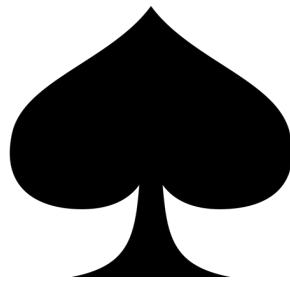
\_\_\_\_\_ **Please include my information on the parent roster.**

\_\_\_\_\_ **Do not include my information on the parent roster.**

Signature of  
Parent/ Guardian \_\_\_\_\_  
Date \_\_\_\_\_

**Monthly Tuition  
Acknowledgment Form**

**Amanda-Clearcreek  
Local Schools  
Preschool Program**



We, the parent(s) / guardians of \_\_\_\_\_ have read and understand  
Amanda Clearcreek Preschool Tuition policies.

- Families are encouraged to submit W-2's for each employed member of the family to see if they qualify for reduced tuition. Families will not be considered unless proper documentation is received.
- Tuition is due on the 1st of each month and must be paid in full by the 15th.
- Failure to pay will result in removal from the program after a payment is 30 days past due.
- Should a child no longer qualify for special services, tuition will be billed monthly.

We agree to follow the policies outlined within the parent handbook. Additionally, we understand that the school reserves the right to amend policies and procedures when necessary. Any changes made to the handbook will be distributed by the school.

Signature of  
Parent/ Guardian \_\_\_\_\_  
Date \_\_\_\_\_



