

Dobbins Early Learning Center & Preschool

3030 Dobbins Road* Poland, Ohio 44514 * 330-757-0851



Welcome

Poland's Preschool Program provides a friendly, nurturing, and safe environment where students and their families feel welcomed and appreciated. It is sponsored under the auspices of the Poland Board of Education and licensed by the Ohio Department of Education. The caring and experienced staff establishes consistent and fair guidelines that support effective teaching and learning.

Staff

Miranda Foster	Preschool Director and Teacher of Transitional Kindergarten
Haley Thomas	Preschool Secretary/Educational Aide
Carrie Ogden	Monday-Wednesday-Friday Class Tuesday-Thursday Class
Janae Purins	Monday-Wednesday-Friday Class Tuesday-Thursday Class
Karen Fitzpatrick	Educational Aide
Lois Anness	Educational Aide

Philosophy

Attending preschool plays an integral role in the development of a child. We strive to provide each student with opportunities to achieve success. Our classes provide flexible and engaging environments so children may explore and discover the world around them. Activities, discussions, and lessons are centered around the development of early reading and math skills, social-emotional growth, both active and quiet play, oral and written expression, musical and artistic expression, and the search for scientific knowledge.

Daily schedules are driven by our students' strengths *and* weaknesses, the teachers' knowledge of their students, and are linked directly to the aligned curriculum of the Poland Schools.

Goals

Our program strives to provide all students with opportunities to become engaged in:

- Positive social relationships with other children and adults
- Challenging and developmentally appropriate activities and lessons
- Appropriate physical activity
- Stimulating experiences that will encourage problem solving, logical thinking analysis, and the ability to make deductions
- The understanding of language through listening and speaking activities

Our staff strives to:

- Establish a strong working relationship with students and families
- Meet the educational needs of all students

Classes Offered

Dobbins Early Learning Center and Preschool offers classes for three, four, and five year olds. Enrollment and/or registration may be limited based on class size, licensure, and staffing. ***All students enrolled must be able to use the restroom independently.***

★ **Transitional Kindergarten**

Transitional Kindergarten is for four and five year old students who may be entering Kindergarten the next school year or who are in need of an all day program. Classes are scheduled Monday through Friday from 9:00 a.m. to 2:00 p.m.

★ **Four and Five Year Old Class**

Our Monday, Wednesday, Friday classes are for four and five year old students who may be entering Kindergarten the next school year or who are in need of an all day program. Classes are held on Mondays, Wednesdays, and Fridays from 9:00 a.m. to 2:00 p.m.

★ **Three Year Class**

Our three year old class is held from 9:00 a.m. to 12:00 p.m. on Tuesdays and Thursdays.

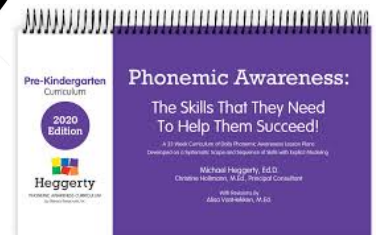
Curriculum

The *Wonders* curriculum is utilized to deliver high-quality literacy instruction backed by the Science of Reading. Built into *Wonders*, students will learn and practice:

- Foundational reading skills
- Phonics/word analysis
- Fluency
- Reading literature & informational texts
- Vocabulary.

Pre-K Phonemic Awareness/ Heggerty

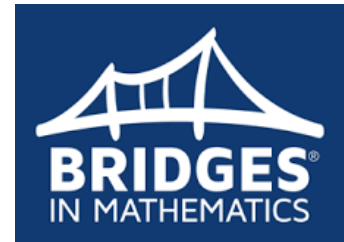
On a regular basis, our preschool teachers communicate with Poland's Kindergarten teachers. Like their colleagues at McKinley Elementary School (K-3), our teachers use the ***Heggerty Phonemic Awareness Curriculum***. Lessons are centered around phonemic awareness skills, letter name and sound recognition, and nursery rhymes.



Bridges Pre-K

Bridges Pre-K engages students through the use of contextual themes, games, stories, intriguing problems, visual models, and a lot of manipulatives. Instruction is provided in *number operations, geometry, patterning, measurement, and data analysis*. During our Bridges lessons, students will:

- Count, sort, and pattern
- Compare objects and attributes such as size, length, weight, and capacity
- Compare numbers and shapes



Launchpad/Really Great Reading

Launchpad is part of the Really Great Reading program that is playful and powerful evidence-based phonics and pre-reading skills instruction that prepares students for kindergarten. Launchpad is game-based, teacher-led, interactive, kinesthetic, and multisensory instruction. Launchpad will offer students the opportunity to develop important pre-k reading skills such as:

- knowing that sounds are represented by letters
- letters can be put together to create words
- recognizing the concepts of print and letter name
- developing letter-sound knowledge
- developing phonological and phonemic awareness.



Daily Schedules

Establishing daily schedules and classroom routines provide students with a sense of comfort. Every attempt is made to maintain a predictable schedule and minimize anxiety levels in children.

Transitional Kindergarten Daily Schedule (9:00 a.m. to 2:00 p.m.)

(Subject to Change)

9:00 - 9:20	Arrival/Attendance/Morning Work
9:20 - 9:40	Number Corner- Calendar Activities
9:40 - 10:00	Heggerty Lesson
10:00 -10:25	Snack Time/Restroom Break
10:25 - 11:10	Centers/Wonders
11:10 -11:25	Story/Follow-Up Activity/Launchpad
11:25 - 11:55	Centers/Sharing Time/Movement Break
11:55 - 12:00	Prepare for lunch
12:00 - 12:30	Lunch
12:30 - 12:50	Restroom Break/Resting Time
12:50 - 1:10	Bridges in Mathematics
1:10 - 1:20	Afternoon Exercise
1:20 - 1:45	Outdoor Play/Indoor Activity
1:45 - 2:00	Review of Day/Dismissal

M-W-F Class (9:00 a.m. to 2:00 p.m.)

(Subject to Change)

9:00 - 9:20	Arrival/Attendance/Morning Work
9:20 - 9:40	Number Corner- Calendar Activities
9:40 - 10:00	Heggerty Lesson
10:00 -10:25	Snack Time/Restroom Break
10:25 - 11:10	Centers/Launchpad
11:10 -11:25	Story/Follow-Up Activity
11:25 - 11:55	Centers/Sharing Time/Movement Break
11:55 - 12:00	Prepare for lunch
12:00 - 12:30	Lunch
12:30 - 12:50	Restroom Break/Resting Time
12:50 - 1:10	Bridges in Mathematics
1:10 - 1:20	Afternoon Exercise
1:20 - 1:45	Outdoor Play/Indoor Activity
1:45 - 2:00	Review of Day/Dismissal

T-Th Class (9:00 a.m. to 12:00 p.m.)

(Subject to Change)

9:00 -9:15	Arrival/Attendance/Morning Work
9:15 - 9:45	Read Alouds/Calendar Activities
9:45 - 10:05	Restroom/Movement Break/Snack Time
10:05 - 10:25	Centers/Sharing Time
10:25 - 10:55	Follow-Up Activity/Movement Break
10:55 - 11:15	Bridges in Mathematics
11:15 - 11:45	Music/Art/P.E./technology
11:45 - 12:00	Free Play/Clean-Up/Dismissal

Please contact the Preschool Office at 330-757-0851 if you have any questions. For a child to be enrolled in the Dobbins Early Learning Center and Preschool, his/her parents/guardians must:

- Submit and complete all registration forms
- Pay all fees
- Complete and return forms provided on or before the first day of school: Emergency Card, Child Enrollment Form, Dismissal Log, Emergency Transport Form, Photo Consent, Handbook Policy Form, Non-Guilty Statement, and Child Medical Statement and Immunizations (This must be completed by a physician and returned by the middle of September)

Fees and Monthly Tuition

This preschool program is self-supporting and derives needed income from tuition only. We must budget for salaries, equipment, maintenance, and materials.

Each month's tuition is due by the 15th of each month. Parents/Guardians may pay for the *entire* year at the time of registration or at any other time of the year.

**Dobbins Early Learning Center and Preschool
3030 Dobbins Road
Poland, OH 44514**

**A \$10.00 fee will be charged for any/all late payments. Calamity days will not be made up. If the Poland Schools close due to the weather, the preschool will also be closed.*

**A \$10.00 fee will be charged for late pick up. After three late arrivals for pick up, a \$10.00 fee will be charged for every late pick up incurred. Dismissal is prompt at 12:00 and 2:00 varying by the program your child attends.*

Registration Fee (non-refundable)	\$50.00 per family
Supply Fee	\$65.00 per child (T-Th.) \$70.00 per child (M-W-F) \$75.00 per child (Tran. K)
Transitional Kindergarten	\$310.00 per month
Monday/Wednesday/Friday Program	\$265.00 per month
Tuesday/Thursday Program	\$175.00 per month

School Year

The Preschool uses the calendar of the Poland Schools as a template. A Preschool Calendar is provided at the Student/Parent Orientation in late August. **(Dobbins Early Learning Center **will not be** in session if/when the Poland Local Schools have Waiver Days).*

Emergency School Closings

When the Poland Schools are closed due to inclement weather, the Dobbins Early Learning Center and Preschool will also be closed. If the Poland Schools go on a two hour delay, there will be **no delay** for preschool unless there are extenuating circumstances.

Staff

The staff is made up of licensed/certified teachers and aides. A certified School Nurse will be on call each day and will actively participate in some classroom activities. The Poland Schools maintain a wonderful working relationship with the Poland Township Police Department. An Officer will visit the building on a regular basis.

Child Abuse and Neglect

In the event a staff member **suspects** child abuse, endangerment, or neglect, he/she is mandated by Ohio Law to report the suspicion to the proper authorities.

Class Size

Staff Member/Child ratios will be in compliance with all mandated requirements. At this time, the Staff Member/Child ratio for three year olds is 1:12. The ratio for four and five year olds not enrolled in Kindergarten is 1:14.

Conferences

In order for teachers and parents to discuss progress, address concerns, and share information about students, screeners aligned with Ohio's Early Learning Standards are completed and conferences are held twice a year. One will be scheduled in the fall and another in the winter. Conferences with the teacher may be held over the phone or in person.

Emergency/Injuries

In case of an accident, injury, incident, or illness during the school day, a staff member will contact a parent. If unable to reach the parent, contact will be made with an individual listed on the student's Emergency Form. The emergency numbers provided

should be of individuals who can be easily reached. An Incident/Injury Report will also be completed and a copy will be provided to the parent/guardian or designee of the student.

School-Home Communication

A tentative calendar will be sent home at orientation. Notices of upcoming events and important announcements will be sent home in a monthly newsletter. Other announcements and notes of interest will be posted on the bulletin boards and/or shared via letters sent home.

Parent/Guardian Participation/Volunteers

Volunteers play a vital role in the success of our program. When parents/guardians become involved in school, a child feels proud and important.

All volunteers must sign a Statement of Non-Guilty/Non-Conviction Form prior to the day of the visit in order to enter a classroom.

Snacks/Lunch

Parents will provide a daily healthy drink and snack. Preschoolers in the MWF and Trans. K classes will have a healthy lunch provided by his/her parents.

Outdoor Activities

Students may go on the playground and or venture outside the building when the weather cooperates. Please be sure your child is dressed for the weather.

Clothing

Please dress your child in comfortable clothes that he/she can manage independently. Pants with elastic waistbands are preferred unless your child can manage snaps, belts, and/or zippers. Children need to wear shoes that completely cover their feet and have rubber or composition (non-slip) soles and heels. **For safety reasons, sandals/crocs may not be worn to school and socks must be worn at all times.**

Health Regulations

Each child is required by state regulation (Sec. 5101; 2-12-35; and Sec. 5101; 2-12-36) to have on file in the Preschool Office a current (within 1 year), complete Medical Form and Immunization Record from your physician and the Emergency Transport Form.

1. Children who show signs of any of the following should be kept comfortably at home:
 - a. Diarrhea (more than one abnormally loose stool within a 24-hour period)

- b. Severe coughing, causing the child to become red or blue in the face or make a whooping sound
 - c. Difficult or rapid breathing
 - d. Yellowish skin or eyes
 - e. Conjunctivitis
 - f. Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness
 - g. Irritated and/or infected skin
 - h. Unusually dark urine and/or gray or white stool
 - i. Stiff neck
 - j. Evidence of lice, scabies or other parasitic infestation
2. Please notify us (330-757-0851) if your child has a communicable disease, such as chicken pox or strep throat, so that we may notify other parents.
3. If a child should become ill during school hours, he/she will be kept comfortable until the parent arrives. They will be made comfortable on a cot and within sight and hearing of an adult at all times.
4. The child shall be watched carefully for symptoms listed above as well as the following:
 - a. Unusual spots or rashes
 - b. Sore throat or difficulty in swallowing
 - c. Elevated temperature
 - d. Vomiting
5. If a medical emergency should arise and neither parent nor child's doctor can be contacted, the child will be transported to the nearest hospital unless otherwise specified in the Emergency Transport Form.
6. If your child has an allergy, takes medication, or is on a special diet, it must be noted on his/her medical form and Transport Form and parents must provide alternative snack items.
7. No medication will be given unless we have signed and dated instructions from a licensed physician.
8. In case of a minor accident, the teacher or secretary will use ice and/or band-aids.

Procedure for the Readmission of an Ill Child:

1. Absence of the illness.
2. Has had effective antibiotic treatment (48 hours)
3. No fever for 24 hours.
4. Note from child's physician stating absence of the communicable disease

Common Communicable Diseases

Please call the school (330-757-0851) if you suspect your child has or has been exposed to a communicable disease.

Disease	Symptoms	Incubation Period	Duration of Control	Control
Chicken Pox	Aching muscles and fever; Small blister-like pimples appear on which scabs later form	13-21 days; usually 14-17	Normally 6 days after outbreak	Exclude from school until all scabs are crusted
Common Cold	Irritated throat; water discharge from nose and eyes; sneezing, chills and general body discomfort	Usually 12-72 hour	24 hours before onset of symptoms until 5 days after onset; Period may vary	Excluded from school until all symptoms are gone
Flu	Abrupt fever, chills, headache, sore muscles, runny nose, sore throat	Usually 1-3 days	Shortly before onset of symptoms until after symptoms are gone	Excluded from school until symptoms are gone
Strep Throat	Headache, fever, nausea, extreme soreness in throat	1-7 days, usually 2-5	7-10 days when all symptoms and soreness are gone	None; Can be minimized by use of antibiotics after exposure
Scarlet Fever	Same Strep Throat, but accompanied by a rash	Same Strep Throat, but accompanied by a rash	Same Strep Throat, but accompanied by a rash	Same Strep Throat, but accompanied by a rash
Head Lice	Irritation and itching of scalp or body; presence of small gray insects and/or their eggs (nits) which are attached to the base of hairs	The eggs of lice may hatch in 1 week and sexual maturity is reached in approximately 2 weeks	Lice remain alive on the infested person or is his/her clothing until all eggs have been destroyed	Exclude from school until disinfection is accomplished
Measles (Rubella); German Measles; Mumps	Vaccine available Required before starting school	Vaccine available Required before starting school	Vaccine available Required before starting school	Vaccine available Required before starting school

Other Communicable Diseases are listed on the large chart in the Preschool Office. These include: Hepatitis, Impetigo, Meningitis, Mononucleosis, Ringworm, Scabies, Venereal Diseases and Whooping Cough.

Policies and Information

The Poland Board of Education has adopted the following policies with regard to the management of communicable diseases for the preschool program:

1. Children showing signs of symptoms of illness shall be immediately isolated and phone calls shall be made to the children's parents using the emergency card in the office.
2. Chart issued by the Ohio Department of Health of child care communicable diseases is posted in the office and outside the classrooms.
3. Children can be isolated in a designated area with a cot. The cot would be cleaned and any sheets or linens would be laundered after every use. If the secretary were not free to monitor the child, the child could be placed in the classrooms away from the other children where he/she could be checked. Children should be observed carefully and discharged to parent or guardian as soon as possible.
4. Re-admittance should be based on the information on the chart provided by the Ohio Department of Health.
5. Cots used by an ill child would be cleaned with a solution of germicidal cleaner (¼ c. per gallon of water). Solution is kept in preschool storage area. Any linen used (sheet, blanket) must be laundered and dried and then placed in a sealed bag.
6. Parents are notified of their children's exposure to a communicable disease by posting notice outside the classroom doors and near the school's office. No names are included.
7. Mildly ill children can be supervised, isolated and watched with a determination made by the teacher and parents on whether or not the child may remain in the classroom or should be sent home. This is in regards to children not exhibiting any symptoms that could be signs of a communicable disease.
8. All children and staff should practice good hygiene and should wash their hands after toileting, after wiping noses and covering coughs and sneezes and before preparing or eating food. Disposable towels shall be available at all times.

If there is ever a concern or question that you have about any part of the preschool program, please discuss them with your child's teacher. Additionally, you may call the Preschool Director at (330) 757-0851. If the issue is still not resolved you may contact the Ohio Department of Education Licensing Office at OELSR.Licensing@Education.ohio.gov or (877) 644-6338.

Behavioral Expectations

Preschool staff members are in charge of children and responsible for maintaining positive behavior. Children will always be praised for appropriate behavior. It is expected that students will cooperate with all staff and the other children in the program. Students are expected to respect the rules and regulations and to respect the rights of others. We also expect that all students will treat the school's property, supplies, and the belongings appropriately. If a child's behavior is continuously below our expectations, he or she will be dealt with in the following manner:

- The behavior will be redirected.
- The child will be separated from the group for a minimum amount of time in order to address the concern.
- If the behavior problems continue, they will be discussed with parents so a solution can be worked out.

The preschool's actual methods of discipline applies to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, or unusual punishments.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child other than holding to comfort or keep him/her from bodily harm.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- The staff shall not abuse or neglect children.

Children will have difficult days from time to time. That is to be expected. If behavior problems cannot be resolved and problems intensify, the Preschool Director has the authority to have the student withdrawn from the program.

Healthcheck Services

Healthcheck is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for children younger than age 21 who are enrolled in Ohio Medicaid. The purpose of Healthcheck is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. For more information go to www.medicaid.ohio.gov/Healthcheck

Our team uses screening assessments that are aligned with Ohio's Early Learning Standards in October and February.

Inspection Reports

You may request a copy of the Ohio Department of Education Preschool Inspection Reports. A copy will be displayed in the classroom with the program license.

McKinney-Vento Homeless Children and Youth Program

Authorized under Federal law through the McKinney-Vento Homeless Education Act, Poland Schools provides support to ensure that identified children and youth experiencing homelessness have access to a free and appropriate public education by removing barriers to homelessness. Anyone who is experiencing displacement from fixed adequate housing, please contact Dr. Maria Hoffmaster, Assistant Superintendent, at mahoffmaster@polandschools.org

**Please complete the table below and return this sheet to your child's teacher.
Thank you.**

I have read the Dobbins Early Learning Center and Preschool Handbook. I understand the philosophy of the program and will respect and agree to the policies as stated.

Student's Name	Parent's/Guardian's Signature	Date