



New Philadelphia City Schools

Preschool Center

Parent Handbook  
2024-2025

# **STAFF**

## **Quaker Dome Preschool Staff**

**142 24th Drive NE**

**330-364-0619**

Laurie Hall Preschool Director - [halll@npschools.org](mailto:halll@npschools.org)

Amy Hamilton Preschool Intervention Specialist - [hamiltona@npschools.org](mailto:hamiltona@npschools.org)

Kara Rodgers Preschool Intervention Specialist - [rodgersk@npschools.org](mailto:rodgersk@npschools.org)

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Alison Marshall Early Childhood Education Teacher - [marshalla@npschools.org](mailto:marshalla@npschools.org)

## **East Preschool Staff**

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**330-364-0715**

Chelsey Scott Early Childhood Education Teacher - [scotte@npschools.org](mailto:scotte@npschools.org)

## **West Preschool Staff**

**232 Tuscarawas Avenue NW**

**330-364-0755**

Marcia Woofter Early Childhood Education Teacher - [woofterm@npschools.org](mailto:woofterm@npschools.org)

## **New Philadelphia Board of Education**

President, Todd McMath

Vice President, Denver Gallentine

Jennifer Schrock, Amanda Fontana, Kelly Ricklic

# **New Philadelphia City Schools 2024-2025 School Calendar**

Located on the district website  
[npschools.org](http://npschools.org)

## **School Calendar**

Preschool follows the school district calendar for holiday breaks and scheduled days off from school. Advance notice will be provided should a change in the calendar occur.

## **Inclement Weather**

In the case of inclement weather, please check your local television and radio stations for school closings. We also will utilize the automated phone calling system. Please make sure to keep your phone numbers updated in the school office. In the event that children are at school when an early dismissal is necessary, children will be excused based on the early dismissal form filled out upon enrollment.

Please be advised that in the case of inclement weather, classes will be made up in accordance with the district schedule. There is no reimbursement of tuition for days missed due to inclement weather or acts of unforeseen nature.

## **Arrival and Dismissal Procedures**

It is of the utmost importance that your child is safe during arrival and departure time: We need your help to ensure the safety of our students. Please be advised all procedures apply to both a.m. and p.m. classes.

- Cars are absolutely not permitted to be left unattended unless they are in a parking space.
- Please be advised if you arrive before 8:30 a.m. or 12:30 p.m there is no supervision for children outside of the school. Parents must wait with their child on the sidewalk until preschool doors open.
- No smoking on school property
- Family pets should be kept away from the school doors.



## **Admission and Entrance Requirements**

Before the students first day of school, the following must be on file in the preschool office

- Medical Information
- Physical Exam and Immunization Record  
*NPCS Administrative Guideline 5320*
- Emergency Treatment Authorization
- Emergency Contact Information
- Persons Authorized for the Child to be released to: *We must have written consent to change dismissal plans that were set forth upon enrollment. No child will be released to a person not authorized by the parent.*
- Family Income Information
- Early Dismissal Form
- Birth Certificate
- Proof of residency

## **Enrollment**

New Philadelphia City School district children eligible for services under this program must be at least 3 years of age and should not be age-eligible for kindergarten. School age eligibility for the district requires students to be age five on or before Aug. 1 to attend Kindergarten.

## **Program Philosophy**

The philosophy of the New Philadelphia Preschool is a program that fosters “hands-on” active learning experiences in a play setting. Children are encouraged to be self-directed and independent in the classroom by selecting from an assortment of developmentally appropriate learning centers. The teachers provide a nurturing environment in which they encourage the children to demonstrate self-regulating behavior. Parents are a child’s first teacher; therefore, it is essential that parents become active partners in the process of their child’s learning.

*Parents and teachers together, create a  
“Winning Team”*

## **Description of the Program**

New Philadelphia Preschool provides experiences in living, learning, and playing together, as well as, experiences that promote cognitive, social, emotional, and physical development. Time is spent in play which will help children learn to cooperate and encourage creativity. During center time, children choose from many activities including sand table, water table, play dough, book area, art, writing center, and computers. The daily schedule provides time for children to choose their own activities, to work in small groups, to eat a snack, to participate in group circle time, and to enjoy active play outdoors or in the gym. Stories, songs, drama, movement games and music are important parts of the preschool experience. Classroom activities are structured to provide a balanced program that meets both age-appropriate and individual needs of every child. Parent involvement activities are a part of the program that allows teachers the opportunity to talk with the parent. This time should be used to promote communication between the teacher and parent, as well as provide educational opportunities for parent, child and teacher.



# Preschool Daily Schedule

## AM SESSION

**8:30am**      Arrival time  
Whole group circle time  
Snack\*\*  
Free play (centers)  
Gym or outdoor play

**11:45am**    Dismissal time

## PM SESSION

**12:30 pm**    Arrival time  
Whole group circle time  
Snack\*\*  
Free play (centers)  
Gym or outdoor play

**3:45 pm**      Dismissal time

**\*\*Please notify teacher of food allergies or concerns**

**Children must not arrive before designated time. If they are being picked up, that departure time must be in accordance with the schedule.**



## **Respect Plan**

All children are seen as individuals. They are treated in a positive manner. Children are positively redirected to other activities when their behavior is not appropriate.

Teachers communicate weekly to all families. Teachers consider parent's input and involvement in the child's education through home visits, conferences, phone calls, email and parent volunteering in the classroom.

## **Supplies**

Each child will receive a supply list. Students attending class in the morning will bring supplies in September. Students attending class in the afternoon will bring supplies in January. Please have an adult drop the supplies off and make sure the teacher knows who brought them.

## **Fees**

Tuition is \$900.00 for an adopted school year. (September-May)  
The preschool schedule includes Monday–Thursday, half day sessions. Payment of \$100.00 is expected monthly and paid in full.

Tuition is required regardless of days missed due to vacation, extended illness, or inclement weather/acts of unforeseen nature.

Children will be excluded if payment is past due.

**Checks are made payable to  
New Philadelphia City Schools  
by the 5<sup>th</sup> of each month.**

## **Attendance Policy** **NPCS Administrative Guideline 2280.04**

If your child is going to be absent, please call the school and report the absence to the secretary at **330-364-0619**.

Although preschool is not mandatory please be aware that spaces are limited. Attendance is important for children to obtain readiness skills which will promote future school success. Excessive absenteeism may result in programming and scheduling changes. Should your child withdraw from preschool the parent or guardian should obtain a withdrawal form from the school office.

## **Child Abuse Reporting Policy**

All employees in the New Philadelphia School System are required by law to report any suspicions of child abuse or neglect to the *Children's Protective Services* and /or local authorities.

Ohio Revised Code 21512.421 removes the option of choice and requires immediate reporting of suspected abuse and/or neglect

## **Student Dress Code** **NPCS Board Policy 5511**

- Students should attend preschool in clean comfortable clothes in good repair.
- Clothing that bears anything stated or implied which refers to drugs, violence, death, alcohol, sex profanity or obscenities shall not be permitted.
- Flip Flops are not permitted (sandals with backs are acceptable.)
- Preschool students should report in clothing that he /she is able to manipulate with as little assistance as possible.

## **Parent Involvement**

**1. Parent Volunteer** - Parents and other family members are encouraged to visit their child's classroom and participate in their learning experiences. This is an important part of your child's educational process. The benefits are numerous. **Prior to providing volunteer services in any capacity, a volunteer is required to complete, and submit for approval, as well as provide a copy for the file in the school office a BCI Criminal History Report (fingerprinting).** The NPCS administrative offices can provide fingerprinting for those who need to be fingerprinted.

**2. Parent Involvement** – Opportunities are provided for parent(s) and child to attend activities together at school. Time is provided for formal and informal meetings between the teacher and the family to discuss the child's progress at school and at home. These meetings help to create the "Winning Team" approach which is necessary for the child's educational process.

**3. Parent Concerns or Complaints** – If a parent has a concern or complaint regarding the preschool, please contact your preschool teacher for an appointment. If your problem is not resolved, contact the office to set up an appointment with the principal. Copies of the preschool compliance reports are also available upon request.

## IEP Students

An IEP, or Individualized Education Plan, is a written document that outlines special education services a child must receive. The IEP will discuss a child's disability, strengths, weaknesses, learning goals, behavior goals, support services, and therapies.

Transportation is one of the many important services that a school district may have to provide to allow access to special education and related services required for preschool children with disabilities that have an IEP. An IEP, or Individualized Education Plan, is a written document that outlines special education services a child must receive. The IEP will discuss a child's disability, strengths, weaknesses, learning goals, behavior goals, support services, and therapies.

Resident pre-school special needs children are to be transported to school district pre-school special education programs within the district and outside the district if assigned by the school district of residence. If transportation is necessary for pre-school special needs children to receive a free and appropriate education, it must be provided at no cost to the parent or guardian.

**New Philadelphia Preschool PBIS**  
**Challenging Behavior Definitions**

Physical Aggression-Forceful physical actions directed towards adults or peers that may result in physical contact and injury (i.e., hitting, biting, spitting, pinching and throwing objects)

1. Self-Injury-Physical actions directed towards oneself, which may result in visible injury.(i.e., hitting, biting, scratching, pinching oneself).
2. Disruption-An outburst or action that prevents learning, interferes with teaching, or disrupts the learning environment and persists despite an adult's request to stop or attempt to provide support.
3. Verbal Aggression-The use of threatening offensive or intimidating words directed towards a peer or adult (i.e., screaming, name calling, swearing, threats).
4. Non-Compliance-Refusal to follow a reasonable request, direction or the established routine, which persists after multiple requests and a reasonable amount of time.
5. Social Withdrawal/Isolation-Non-participation in class activities or withdrawal from play or social interactions with peers or adults that interfere with the child's ability to learn and interact with others which is outside the typical range of temperament.
6. Elopement/Running Away-The act of leaving is designated area of supervision/boundary of play without permission and without responding to the requests of an adult to return.

**Behavior Management Discipline and Policy**  
**NPCS Administrative Guideline 2280.05**

1. The New Philadelphia City Schools, in compliance with 3301-10 ORC has adopted the following Behavior Management/Discipline policy for all preschool students.
2. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
3. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, and separation from problem situations
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-vented space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**Preschool students shall be managed in the following manners regarding behavioral issues**

- Staff will talk with the child about the situation and praise for appropriate behavior.
- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.

*Note: Your child should NOT bring food or toys from home unless the teacher has requested it. However, birthday treats are welcome. Please consult with the classroom teacher before bringing the treats.*

## **Health and Safety ORC 3301-11/12**

Good health is very important to us. Parents are asked to keep children home that show signs of illness. When all signs and symptoms of communicable diseases subside, the child may return to school. If the child appears to have any of the same signs and /or symptoms of illness while at school, the parent will be contacted to pick the child up from school. The following signs or symptoms indicate illness:

- Stiff neck
- Untreated infected skin patches
- Difficult or rapid breathing
- Elevated temperature of 100 or above-must be fever free for 24 hours to return to school
- Unusual spots or skin rashes
- Severe coughing or Sore throat
- Vomiting or diarrhea, dark urine
- Evidence of lice, scabies, or other parasitic infestations
- Conjunctivitis (pink eye)
- Coughing
- Yellow or green nasal mucus
- Yellowish skin or eyes
- Fussy, cranky, or withdrawn
- Superficial cuts or bruises that can be safely cared for will be reported to the parent at the end of the day. If your child is involved in an accident while at preschool, we will make immediate attempts to contact you or other persons listed on the emergency medical form. In regard to this matter, it is important that you keep the school informed of phone numbers, emergency numbers, and other pertinent information in case of emergencies.

Requiring immunization records and enforcing compliance with emergency medical authorization requirements in accordance with rules adopted by the state board of education under section 3301.53 of the Ohio Revised Code;



### **Healthcheck**

Early and Periodic Screening,

Diagnostic, and Treatment Services:

Call the Ohio Medicaid Consumer Hotline: 800-323-8680

## **Communicable Diseases**

The Board recognizes that controlling the spread of communicable diseases through casual contact is essential to the well-being of the school community and to efficient District operation. The Board directs the Superintendent to develop and implement communicable disease management protocols in consultation with health professionals.

In order to protect the health and safety of students and staff, the Board follows all State laws and Ohio Department of Health regulations pertaining to immunizations and other means for controlling communicable diseases that are spread through casual contact in the schools. The Board will not require an individual to receive a vaccine for which the United States Food and Drug Administration (FDA) has not granted full approval, nor will the District discriminate against an individual who has not received a vaccine that has not been granted full FDA approval, including by requiring the individual to engage in or refrain from engaging in activities or precautions that differ from the activities or precautions of an individual who has received such a vaccine.

All students with signs or symptoms of diseases suspected as being communicable to others are given immediate attention and sent home if such action is indicated.

Any student suspected or reported to have a communicable disease is examined by a school nurse or public health nurse. Upon the recommendation of the school nurse, the student may be excluded from school. Re-admission is dependent upon a decision by a physician, school nurse or public health nurse.

Parents may be informed when a communicable disease occurs in their child's classroom or on the bus so that early signs or symptoms can be observed and appropriate preventive measures can be instituted.

## **Administering Medicines to Students**

### (General Regulation)

Students needing medication are encouraged to receive the medication at home, if possible.

Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration training program meeting State law requirements, conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.

The person or persons designated to administer medication receives a written request, signed by the parent(s) having care or charge of the student, that the drug be administered to the student.

1. Each person designated to administer medication receives a statement, signed by the physician or other person licensed to prescribe medication, which includes all of the following information:
  - A. the name and address of the student;
  - B. the school and class in which the student is enrolled
  - C. the name of the drug and the dosage to be administered;
  - D. the times or intervals at which each dosage of the drug is to be administered;
  - E. the date on which the administration of the drug is to begin;
  - F. the date on which the administration of the drug is to cease;
  - G. any severe adverse reactions which should be reported to the physician and one or more telephone numbers at which the person who prescribed the medication can be reached in case of an emergency and
  - H. special instructions for administration of the drug, including sterile conditions and storage.
2. The parent(s) agree to submit a revised statement signed by the physician who prescribed the drug to the person designated to administer medication if any of the information provided by the person licensed to prescribe

medication as described above changes.

3. The person authorized to administer the drug receives a copy of the statement described above.
4. The drug is received by the person authorized to administer the drug to the student for whom the drug is prescribed in the container in which it was dispensed by the prescribing physician or other licensed professional.

The person designated by the Board establishes a location in each school building for the storage of drugs to be administered. Unless otherwise authorized by State law, all such drugs shall be stored in that location in a locked storage place. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

No person who has been authorized by the Board to administer a drug and has a copy of the most recent statement which was given to him/her prior to administering the drug is liable for administering or failing to administer the drug, unless such person acts in a manner which constitutes “gross negligence or wanton or reckless misconduct.”

A person employed by the Board is not required to administer a prescribed drug to a student unless a Board regulation establishes a requirement; furthermore, the Board shall not require an employee to administer a drug to a student if the employee objects, on the basis of religious convictions, to administering the drug.

Board policy and regulations regarding dispensation of medication must be formally adopted by the Board and may be changed, modified or revised only by action of the Board.

Distribution of Medication  
Prescription and Over the Counter

The New Philadelphia City School District will consider the diagnosis and treatment of illness and the prescription of all drugs/medications as the direct responsibility of the parent and/or physicians of their choice.

The total responsibility for dispensing or administering any non-prescribed (over-the-counter) medications shall rest solely with the parent (s) or legal guardian. School personnel will, under no circumstances, dispense or administer such non-prescribed (over-the-counter) medications to any student.(including sunscreen) The administration of prescribed medication during the school day will be discouraged. There may be unique circumstances which require that physicians and parents cooperate with school personnel in authorizing the administration of prescribed medication (s). A medication administration form must be completed by a parent and physician prior to medication dispensed at school. This medication form can be obtained from your school office or on the district web page. All medication provided to the school must be in a **proper** container with the appropriate pharmacy labeling and must be brought into the school by a parent. Medication should not be transported by students at any time.

Note: No cough drops will be permitted as they are a choking hazard.



## **Head Lice**

Head lice are small parasitic insects that live on the scalp and neck hairs of a human host. Anyone can get head lice. Younger children seem to get head lice more frequently because of close personal contact with each other. Animals do not carry or contract head lice. Head lice walk and crawl. They do not jump, fly, or hop. They travel from person to person (two heads touching) and via personal items such as: brushes, combs, hats, and pillow cases.

What to do if your child has head lice:

Don't panic. Head lice have nothing to do with personal cleanliness. It does not reflect on you as a parent. This is a problem that is common in school settings and easily managed.

1. Check every member of your family. Any member with nits must be treated.
2. Use head lice treatment. Use the lice removal shampoo and remove all nits. Follow the directions for the treatment.
3. Complete nit removal is necessary to prevent re-infestation. Recheck your child's head daily for at least the next 10-14 days. Nits may be removed with a nit comb or with your fingers.
5. Machine wash all washable clothing and bed linens that have had contact with the infected person. Use hot water and high heat. Non-washable items such as stuffed animals, etc. can be vacuumed or sealed in a plastic bag for 14 days.
6. Vacuum everywhere! Rugs, carpets, furniture, mattresses, car seats. Discard the vacuum bag when finished.
7. Clean combs, brushes and all hair accessories in a hot water soak for 5-10 minutes
8. Report any episode of head lice to the school nurse. The nurse is also available for help or resources. You may contact the nurse at 330-364-0725 or 364-0619 or at [speicherl@npschools.org](mailto:speicherl@npschools.org)

## **Kindergarten Eligibility**

According to the Public Preschool regulations for the Ohio Department of Education, when a child reaches 5 years of age on or before Aug. 1 they are considered school age.

A transition plan from Preschool to Kindergarten has been developed by the New Philadelphia City Schools.

Transition Plan Elements include but are not limited to:

- Cooperative Activities planned by Kindergarten teachers and Preschool teachers.
- A transition video will be available for students and families to watch regarding their new school for Kindergarten.
- Kindergarten Registration is held in the spring each school year.
- A district wide Kindergarten Visit day will be scheduled at all buildings for Kindergarten children and their parents/guardians.