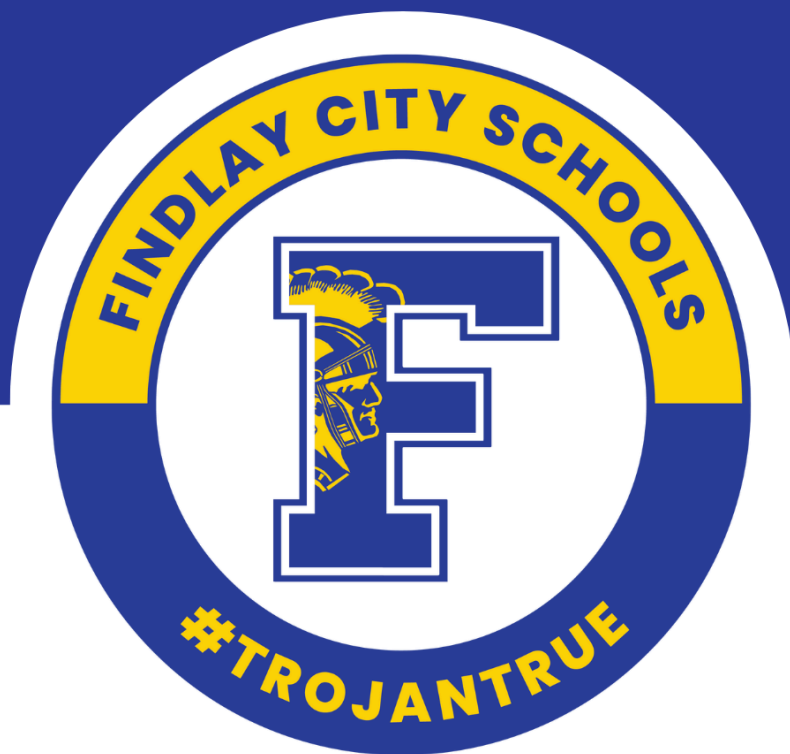


# FCS PRESCHOOL STUDENT HANDBOOK





# FINDLAY CITY SCHOOLS

## 2024-25 CALENDAR HIGHLIGHTS

EXCELLENCE | OPPORTUNITY | BELONGING

**FIRST DAY OF SCHOOL**



Grades 1-12

**LAST DAY OF SCHOOL**



### SCHOOL BREAKS

**Fall Break**

November 25-29  
Students Return December 2

**Winter Break**

December 23-January 3  
Students Return January 6

**Spring Break**

March 20-24  
Students Return March 25

#### END OF GRADING PERIODS



**FHS GRADUATION**

May 24, 2025



### OTHER SCHEDULED CLOSINGS & EARLY RELEASE DATES

AUGUST 30, 2024 STAFF PROFESSIONAL DAY

SEPTEMBER 2, 2024 LABOR DAY

OCTOBER 18, 2024 2-HR EARLY RELEASE

OCTOBER 30, 2024 STAFF PROFESSIONAL DAY

DECEMBER 20, 2024 2-HR EARLY RELEASE

JANUARY 20, 2025 MLK JR. DAY

FEBRUARY 14, 2025 STAFF PROFESSIONAL DAY

FEBRUARY 17, 2025 PRESIDENTS' DAY

MARCH 14, 2025 2-HR EARLY RELEASE

APRIL 18-21, 2025 HOLIDAY



**TROJAN COUNTRY KICKOFF**  
TBD



**HOMECOMING WEEKEND**  
SEPTEMBER 20, 2024

Weather alerts are communicated through the district website, social media pages, & a notification system called Remind.

Please be sure that your contact information is up-to-date in Final Forms in order to receive these alerts.



1100 Broad Avenue | Findlay, OH | 419.427.5488 | fcs.org

## Preschool Staff

The Findlay City Schools Preschool Program is governed by the Findlay City Schools Board of Education. Names and contact information can be found on our website: [www.fcs.org](http://www.fcs.org).

The Findlay City Schools Preschool contacts are as follows:

Preschool Principal	Jaclyn Nelson	<a href="mailto:jnelson@fcs.org">jnelson@fcs.org</a>
Preschool Secretary	Stephanie Madison	<a href="mailto:smadison@fcs.org">smadison@fcs.org</a>
Preschool Teacher	Charlie Wryaz	<a href="mailto:cwryaz@fcs.org">cwryaz@fcs.org</a>
Preschool Teacher	Katelyn Ferguson	<a href="mailto:kferguson@fcs.org">kferguson@fcs.org</a>
Preschool Teacher	Arin Bolen	<a href="mailto:abolen@fcs.org">abolen@fcs.org</a>
Preschool Teacher	Christine Brim	<a href="mailto:cbrim@fcs.org">cbrim@fcs.org</a>
Preschool Teacher	Alyson Geise	<a href="mailto:ageise@fcs.org">ageise@fcs.org</a>
Preschool Teacher	Cassidy Stock	<a href="mailto:cstock@fcs.org">cstock@fcs.org</a>
Preschool Teacher	Emma Burkey	<a href="mailto:eburkey@fcs.org">eburkey@fcs.org</a>
Preschool Teacher	Kacey Reaster	<a href="mailto:kreaster@fcs.org">kreaster@fcs.org</a>
Preschool Teacher	Shannon Selhorst	<a href="mailto:sselhorst@fcs.org">sselhorst@fcs.org</a>
Preschool Teacher	Elizabeth Delaney	<a href="mailto:edelaney@fcs.org">edelaney@fcs.org</a>
Preschool Teacher	Stephanie Wiegand	<a href="mailto:swiegand@fcs.org">swiegand@fcs.org</a>
Preschool Teacher	Kaitlyn Gorrell	<a href="mailto:kgorrell@fcs.org">kgorrell@fcs.org</a>
Preschool Teacher	Brittany Baightel	<a href="mailto:bbaightel@fcs.org">bbaightel@fcs.org</a>
Preschool Teacher	Brooke Imke	<a href="mailto:bimke@fcs.org">bimke@fcs.org</a>
Preschool Teacher	Chris Ring	<a href="mailto:cring@fcs.org">cring@fcs.org</a>



**CREATING THE  
FOUNDATION FOR A  
LIFELONG LOVE OF  
LEARNING**



## **PROGRAM DESCRIPTION**

The Findlay City Schools Preschool Program offers a continuum of support services, instructional models and learning environments. This inclusive environment includes peer models and those who are found eligible for special education services. Our program license is issued by the State of Ohio Department of Education.

## **PHILOSOPHY**

The mission of Findlay City Schools Preschool is to provide the children with a variety of age-appropriate play, learning experiences, and social activities so children will develop a foundation for future learning.

Through developmentally appropriate activities, students discover who they are by relating to the other children, adults, and activities in a caring environment. Trust, social interaction, and play are seen as the foundations on which children develop problem-solving skills, language, and self-esteem.

We support this philosophy by offering a preschool program rich with open-ended activities, which enables all children to participate at their own level and by creating a happy, safe, and secure environment. Families are considered an integral part of the learning experience. They are encouraged to be active participants in their child's educational program.

Our program adheres to Early Learning and Development Standards.

## **GOALS**

- Value each child as an individual.
- Provide opportunities for children to gain confidence and a healthy self-concept.
- Understand and meet the developmental needs of each child socially, emotionally, physically, and intellectually.
- Encourage children to become active participants in their learning through literacy, experience, technology and exploration of hands-on materials.
- Provide a positive, prepared environment in which each child can develop to his or her fullest potential.
- Encourage in children an acceptance of others through the establishment of a classroom community.
- Promote the 7 Habits of Happy Kids

## **SAMPLE HALF DAY DAILY SCHEDULE**

9:30-9:40:	Arrival and sign-in, restroom
9:40-10:05:	Free play
10:05-10:35:	Circle time (name and letter recognition, attendance, calendar, weather, daily schedule, theme introduction, stories/songs/poems)
10:35-11:05:	Centers (teacher planned activities to support learning goals, including math, writing, literacy, art, dramatic play, fine motor, sensory, etc.)
11:05-11:20:	Gross motor (inside or outside, depending on the weather)
11:20-11:35:	Snack
11:35-11:50:	Language/Literacy Circle
11:50-12:05:	Daily review/Intervention
12:05-12:15:	Clean Up, Departure – pick up

## **SAMPLE FULL DAY DAILY SCHEDULE**

9:30-9:40:	Arrival and sign-in, restroom
9:40-10:05:	Free play
10:05-10:35:	Circle time (name and letter recognition, attendance, calendar, weather, daily schedule, theme introduction, stories/songs/poems)
10:35-11:05:	Centers (teacher planned activities to support learning goals, including math, writing, literacy, art, dramatic play, fine motor, sensory, etc.)
11:05-11:35:	Lunch
11:35-12:05:	Playground
12:05-1:30:	Nap
1:30-1:50:	Snack
1:50-2:30:	Language/Literacy Circle
2:30-3:00:	Daily review/Intervention
3:00-3:30:	Playground/Gross Motor Activities
3:30-3:50:	Clean Up, Departure – pick up

## CLASS SESSIONS

All classes run on the following schedules:

	<u>Morning</u>	<u>Afternoon</u>	<u>Full Day</u>
Regular Schedule	9:30 am – 12:15 pm	1:00 pm – 3:50 pm	9:30 am – 3:50 pm
2-Hour Delay	No Classes	1:00 pm – 3:50 pm	11:30 am – 3:50 pm
2-Hour Early Release	9:30 am – 12:15 pm	No Classes	9:30 am-1:50 pm

## Absences/Attendance Procedures

Ohio law requires parents/guardians of children to be accountable and responsible for their regular attendance in school. Findlay City Schools believe that regular attendance is a vital factor in the development of self-discipline and responsibility. Students are expected to be in school every day on time, unless with a legitimate excuse. Parents are required to notify the school when a student will be absent and provide the reason for the absence. The District requires parents to notify the school by 9am on the morning of the absence.

Please report all absences for your child(ren) in one of these ways:

1. Phone  
Call this toll-free number to report absences: 1-844-305-3755  
*You must call using the phone number on file in Final Forms in order to be connected to your child(ren). If you need to update your phone number, please do so within Final Forms.*
2. App  
Report absences within the School Messenger app.  
(Instructions below!)

For each of these options, you can send attendance alerts for all of your FCS children and provide a reason for each absence.

While it's best to notify the school in advance about an absence, you can also rapidly respond to excuse an absence if you did not ahead of time. If this happens, you will receive an automated phone call asking for the reason for your child's absence. If you receive this automated phone call when you believe your child to be at school, please contact the school directly and immediately.

To create an account and use the app:

1. Download the School Messenger app.
2. Create an account using the email address on file within Final Forms. *If you have a new email address, you must change it within Final Forms first in order to be connected to your children.*

Important: Please select "You can call" when you are asked about saving your phone number. This is how you will be contacted to excuse your child if you forgot to notify the school ahead of time!

Parents or others responsible shall provide the school with their current home and/or work telephone numbers, home address, and a telephone number where the parent or guardian can be reached in case of an emergency.

**Students must attend preschool in order to stay enrolled in the program.** If a student's absences become habitual, the principal may determine that a withdrawal from the program is necessary. **Tuition payments are expected to be made regardless of attendance.**

## **ALERTS/WEATHER INFORMATION**

During foggy mornings and winter months, please check the local television stations, or listen to your local radio stations for information regarding school delays and cancellations. We also recommend that you stay tuned to your radio on days when weather conditions get progressively worse, possibly resulting in early school dismissal.

The following stations will broadcast the above information:  
WFIN 1330 AM, WBVI 96.7 FM, and WKXA 100.5 FM

Findlay City Schools provides text alerts if you would like to receive news of cancellations, delays and other important information on your cellular phone. Directions to sign up for the district communication can be found on the district webpage. You can also follow our Facebook page: FCS Preschool.

You can also obtain information about cancellations and delays on the Findlay City Schools' website at [www.fcs.org](http://www.fcs.org).



## **CHANGE OF ADDRESS/PHONE NUMBER/PARENT NAME**

If you move during the school year, it is important to notify the office immediately. You will be required to provide updated proof of residency. This also applies to change in telephone numbers and parent name(s), if applicable.

## **CHILD ABUSE AND NEGLECT**

All professional staff members shall be knowledgeable in the signs and indicators of child abuse and shall actively seek to identify and report suspected cases. Any staff member who has reason to believe a child has suffered abuse or neglect shall immediately report such information to the Preschool Principal.

## **CURRICULUM**

FCS Preschool utilizes High Scope Curriculum and follows the Early Learning and Development Standards. All students are screened utilizing the ASQ-3 within 60 days of enrollment. The Early Learning assessment is used for all students as an ongoing assessment tool. The preschool also utilizes Heggerty Curriculum. Heggerty for Preschool is a phonemic awareness program that prepares students to become proficient readers by teaching them the phonemic foundations needed for reading and writing.

## **DISCIPLINE**

Our program follows the behavior management guidelines set forth by Ohio Administrative code 3301-37-10. (Please see this policy below).

Our rules in the classroom and on the bus reflect safety, common sense, respect for each other, and respect for our school. Across all environments, our staff uses developmentally appropriate management techniques including positive reinforcement, reminders, talking through the situation with the child, redirection and/or separation from problem situations. The teachers begin with a positive reinforcement program for each child. If that is ineffective, the next step is to attempt redirection to eliminate the behavior. An example is giving a choice to comply or sit away from the group in a calming corner until they are self regulated and ready to join back into the group. Children will be within sight and hearing of a staff member at all times. Situations that do not respond to these strategies would warrant a parent conference and a more formal behavior plan developed by parents and staff.

## **Behavior Management**

Our program follows the behavior management guidelines set forth by Ohio Administrative Code 3301-37-10. Teachers will consult with parents or guardians in implementing any specific behavior management plan.

- A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - 2) No discipline shall be delegated to any other child.
  - 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
  - 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
  - 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
  - 8) Discipline shall not include withholding food, rest, or toilet use.
  - 9) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
  - 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

- E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## **FAMILY INVOLVEMENT**

We encourage parents to participate and play an active part in your child's first school experience. Special events are held throughout the year. Notices will be sent home announcing the special dates.

Parents are also encouraged to attend parent/teacher conferences. Please watch the monthly newsletters for dates.

Parents are welcome to visit their child's classroom at any time to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the principal. Please contact your child's teacher as prior approval with the principal will be required. Parents and visitors entering the locked building must sign in at the office immediately upon arrival and wear a clearly visible nametag at all times.

Our Preschool Birthday Treat Procedures are:

- Birthday treats should be individually packaged, in pre-packaged containers, with ingredients listed.
- Before bringing in treats, please contact the teacher in advance of the birthday.
- Please keep in mind classroom food allergies (if applicable).

Ideas for birthday treats could include but not limited to: Kelloggs Rice Krispie Treats, Little Debbie Snacks, Fruit Snacks.

Also, if you would like to bring in a book to donate to the class or stickers to share instead of food, that would be an option as well.

## **FIELD TRIPS**

Throughout the school year, the preschool classes will be taking field trips. Before each trip is taken, an information sheet will be sent home with details of the trip. At the beginning of the school year, you will have signed a permission form stating whether or not your child will be allowed to participate. **Without a signed permission slip, your child will be unable to attend.** In addition, emergency medical forms are taken on each field trip and all information will be checked for accuracy. If the emergency medical form is not complete, your child will not be able to attend.

## **FOOD SERVICE**

All preschoolers who attend our full day program will eat his/her lunch at school. Each child will have the option of purchasing his/her lunch or packing it. Your child, if eligible, can have free or reduced price lunches. Information regarding this program will be sent home. A snack will also be part of the program.

## **HEALTH AND SAFETY**

The program's health and safety policies and procedures as set forth by Ohio Administrative Code 3301-37-11 ensure that the health and safety of the children are safeguarded by an organized program of school health services designated to identify child health problems and to coordinate school and community health resources for children.

- Child/Staff ratios and maximum group sizes maintained.
- No child shall ever be left alone or unsupervised.
- A phone shall be available when the program is in session.
- Emergency procedures, including fire drills, rapid dismissals, and tornado drills, and emergency contact information are posted.
- Written documentation of an annual fire inspection and approval of the facility shall be posted in each preschool building.
- All preschool staff are trained to recognize signs and symptoms of illness, and in hand-washing and disinfection procedures.
- The program follows the Child Day Care Communicable Disease Chart.
- Parents shall be notified of an accident or injury using a Findlay City Schools building accident report. The program shall maintain a log of injury reports.

## **HEALTHCHEK**

### **Information for Families – from the Ohio Department of Medicaid**

#### **HEALTHCHEK SERVICES FOR CHILDREN YOUNGER THAN AGE 21**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

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

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

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

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet
- Read about Frequently Asked Questions

If you still have questions about Healthchek, send us a note through the Healthchek Questions form.

All of this information and more can be found on the Ohio Department of Medicaid website found at: [medicaid.ohio.gov/forohioans/programs/healthcheck.aspx](http://medicaid.ohio.gov/forohioans/programs/healthcheck.aspx)

### **Hancock Helps – A directory of community resources for Hancock County!**

If you or your family need support there are many agencies to assist you to help you get connected. Use the lists on the following pages or visit: [www.hancockhelps.org](http://www.hancockhelps.org)

### **HEARING AIDS (if applicable)**

It is the parents' responsibility to make sure their child is wearing a working hearing aid to school each day. If your child's aid is lost or broken, we recommend you contact your hearing aid dealer or audiologist for a loaner aid. In addition, please let your child's teacher know right away when there are problems with the equipment.

### **LATE ARRIVALS**

Students arriving late to school for any reason (doctor's appointment, overslept, etc.) must report to the school office with a parent to sign in. It is imperative that the school secretary is

informed of the student's arrival so that a full-day absence is not recorded on the student's permanent record. Children will be marked tardy if they arrive after their scheduled start time (except when buses have been delayed due to weather conditions).

Students attending from outside districts are expected to attend on all days that Findlay City Schools is in session, unless the home district is canceled due to weather conditions.

## **LEADER IN ME**

At Findlay City Schools we use the 7 Habits of Highly Effective People to encourage independence and leadership. The Leader in Me Framework provides a unique approach to integrating highly effective practices throughout a school's culture. Instead of focusing on academic measures alone, *Leader in Me* embodies a holistic approach to education, redefining how schools measure success. This approach empowers educators with effective practices and tools to:

- teach LEADERSHIP to every student
- create a CULTURE of student empowerment,
- and align systems to drive results in ACADEMICS.

## **LICENSING**

The Findlay City Schools (FCS) Preschool is licensed by the Ohio Department of Education (ODE) Early Learning and School Readiness. A copy of the Rules for Preschool Programs is available on the ODE website: <http://education.ohio.gov/Topics/Early-Learning>. Class ratios can be found in the Rules for Preschool Programs per the Ohio Department of Education. The licensing record for each individual school program, which includes compliance and inspection reports, will be displayed in the office for your viewing. Evaluation forms from the health, building, and fire departments are available for inspection in the Preschool office.

## **MEDICAL POLICY**

The Ohio Department of Education Rules for Preschool Program requires that each child have on file:

- A medical form completed by a licensed physician prior to the date of admission or not later than thirty days after the date of admission and annually from the date of examination thereafter.
- Immunization records must be up-to-date for admission to school. Proof of immunization or a completed waiver form must be on file within 14 days after the

beginning of school, or the child may be excluded from school until appropriate records are provided.

- A dental form must be completed by a licensed dentist within thirty days of admission. This form only needs to be completed once upon an initial enrollment.
- A lead/hemoglobin screening must also be completed within thirty days or a refusal must be on file. This form only needs to be completed once upon an initial enrollment.

Preschool teachers must have a medical on file.

### **Medications**

If, under exceptional circumstances, a child is required to take oral medication (both prescription and over-the-counter) during school hours, and the parent/guardian cannot be at school to administer the medication, only the nurse or the principal's designee will administer the medication in compliance with the regulations that follow:

1. Written instructions signed by the parent/guardian and physician will be required and will include:
  - a. Child's name, address, school attended, and grade;
  - b. name of medication;
  - c. purpose of medication;
  - d. time to be administered;
  - e. dosage;
  - f. possible severe adverse reactions;
  - g. date administration is to begin;
  - h. date administration is to cease, and;
  - i. special instructions for administration of drugs, including sterile conditions and storage.
2. The nurse or the principal's designee will:
  - a. inform appropriate school personnel of the medication;
  - b. keep a record of the administration of medication;
  - c. keep medication in a locked cabinet, and;
  - d. return unused medication to the parent/guardian only.
3. The parents/guardians of the child must assume responsibility for informing the school of any change in the child's health or change in medication.
4. The school district retains the discretion to reject requests for administration of medicine.
5. A copy of this regulation will be provided to parents/guardians upon their request for administration of medication in the schools.

**NO medications are to be transported by your child.** No medication is to be sent to school in your child's backpack or otherwise.

The school nurse and/or staff shall maintain a log of all medications administered.

### **Contagious Conditions/Illness**

Parents should not send their child to school when any signs or symptoms of illness and especially of contagious disease are present. If your child has a temperature, diarrhea, or any other signs of possible illness, please keep him/her home for 24 hours after the symptoms disappear. The resistance of small children who have been ill is low, and if they come back to school too soon, they will be more susceptible to other diseases or infections. We realize school attendance is important for young children; however, they will not benefit from the school day when they are feeling ill.

The following precautions shall be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
  - (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
  - (b) Severe coughing;
  - (c) Difficult or rapid breathing;
  - (d) Yellowish skin or eyes;
  - (e) Conjunctivitis;
  - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
  - (g) Untreated infected skin patch(es);
  - (h) Unusually dark urine and/or grey or white stools
  - (j) Evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room not being used in the preschool program within sight and hearing of an adult at all times.

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

The child shall be made comfortable in a separate area. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the preschool supervisor. The child, while isolated at the program, shall be carefully observed for signs of additional symptoms and/or a worsening condition. The child shall be discharged to parent, guardian, or designated other as soon as practical.



All linens and blankets used by the ill child shall be laundered before being used by another child. The cot shall be disinfected with an appropriate germicidal agent. If soiled, the cot shall be cleaned with soap and water prior to being disinfected.

### Readmission Policy

Children may return to the program under the following conditions:

1. When they have been treated by prescription medication for twenty-four (24) hours.
2. With a note from a physician or other medical professional stating they are no longer contagious, or
- 3. When they are fever or symptom-free for twenty-four (24) hours without the aid of fever-reducing or other medications.**

Parents are urged to examine their child before sending him/her to school for signs and symptoms of illness and keep him/her home when in doubt.

### Care of Mildly Ill Children

“Mildly ill child” means a child who is experiencing minor common cold symptoms (sneezing, occasional coughing), but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities but who is not exhibiting any of the symptoms above.

A child with mild illness shall be within sight and hearing of an adult until he/she feels like returning to the group or until discharged to parent or guardian.

### **Notification of Exposure to a Communicable Disease**

It is not uncommon for school age children to contract contagious conditions such as pink-eye, chicken pox, head lice, ringworm, scabies, etc. If your child or a family member contracts one of these conditions, please notify your child’s teacher immediately. This will help to prevent further spread of the condition among his/her classmates. Our school nurse will check your child before being readmitted to the classroom.

Parents will be notified by a note from the teacher or school nurse when children are exposed to a diagnosed communicable disease while at school.

### **Emergencies**

Each child must have a completed Emergency Medical Authorization Form on file. Ohio Department of Education Preschool Regulations requires a physician’s and dentist’s name with addresses and phone numbers to be listed. The Emergency Medical Authorization Form must also list the names and phone numbers of three additional contacts who can be reached when the child is sick or injured or when another emergency exists during the school day.

In case of a medical emergency, the following procedures will be taken:

1. Parents will be contacted immediately unless the situation is life-threatening, in which case, 911 will be called before calling the parents.

If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Authorization Form.

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF ANY CHANGE IS MADE IN HOME/WORK ADDRESS, HOME/WORK PHONE NUMBERS, OR EMERGENCY PHONE NUMBERS. We stress the importance of giving emergency phone numbers; relatives, neighbors, and friends are good sources. These people should be responsible, easy to contact, and usually at home (especially if your family is without a telephone).

## **NAPTIME PROCEDURES**

As is required in the Preschool Program Guidelines in 3301-37-03, children who attend preschool for five or more hours will be provided a mat or cot to rest. This rest time will not exceed 1.5 hours in the daily schedule. Provisions will be made to meet the individual needs of early risers and those who do not sleep. If a student is disruptive to other children during nap time, a reduced schedule may become necessary. The principal, teacher, and family will meet to discuss and develop a plan before a reduction in day.

## **PBIS/House Bill 318**

Gov. Kasich signed HB 318 in August 2018, with an effective date of Nov. 2, 2018. Broadly, this act:

- Specifies requirements for the implementation and training of Positive Behavioral Interventions and Supports (PBIS) and other social-emotional programs for students;
- Outlines parameters for the suspension and expulsion of students, particularly for students in grades pre-kindergarten through grade 3;
- Provides grant funding for school safety training and school climate

In our efforts to establish Findlay City Schools as a safe, welcoming, and purposeful learning environment, we have implemented a framework called Positive Behavior Interventions and Supports (PBIS). PBIS actively encourages students to achieve their academic potential while also showing good character through their behavior. At Findlay City Schools, the focus is on teaching and encouraging positive behavior in all areas of school, concentrating on being respectful, being responsible and being safe.. Students who show pride in their school are able to maximize their learning opportunities and do not detract or interfere with the learning opportunities of their classmates.

PBIS schools emphasize a school-wide system of support that includes strategies for

defining, teaching, and supporting appropriate behavior. The goal is to design the most effective learning community possible with the best outcomes for all students. Attention is focused on creating and sustaining school- wide, classroom, and individual systems of support. Unlike how schools have typically reacted in the past—discipline in response to student misbehavior—PBIS takes a proactive approach by teaching behavioral expectations and rewards students for following them. A successful PBIS school fosters a climate in which appropriate behavior is the norm. Expectations for behavior are posted, taught and reinforced for all common areas and classrooms regularly. Behavior flow charts and matrices with expectations are posted, taught, and reinforced for all common areas and classrooms.

It is important to remember that the school’s expectations apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

## **ROSTER**

A student roster including addresses, phone numbers, dates of birth, and parent names will be provided to parents upon request. Parents must complete the Preschool Parent Release form in Final Forms indicating information may be shared.

## **SAFETY**

Fire drills will be held monthly. The children will exit the building according to the posted fire evacuation plan in each classroom.

Tornado drills are held at least three times a year. The children will follow the emergency plan posted in each classroom.

Schools are also required to practice lockdown/safety drills. Please ask your building principal if you have any questions about our policy.

## **SCHOOL CLOTHING**

Preschool experiences require many hands-on activities. While these are very meaningful to the children they may also become very messy. We ask that you please dress your child in comfortable clothes that they can run, jump, and sit on the floor in. We paint, cook, use magic markers, and play outside. The children will enjoy these activities more if they don’t have to worry about soiling special outfits. Also, please make these clothes easy to get into and out of for toileting purposes.

Please provide an extra set of clothes that are seasonally appropriate in case any changes need to be made during the school day. Place your child's clothing in a Ziploc bag with their name clearly marked. **If additional clothing is not available parents will be contacted to bring a change of clothing to students if needed.**

We go outside frequently, so please make sure your child comes to school dressed appropriately for the weather. Coats, hats, mittens, boots, raincoats, etc., need to be worn when weather conditions call for them.

## **SCHOOL FEES**

A \$20 school fee is assessed to all preschool children for the entire school year. These fees cover consumable materials used by the students throughout the school year. If you think your family might qualify for free or reduced fees/lunch please see the building secretary for an application. If you qualify reduced, the fee will be \$10 and if you qualify for free, the \$20 fee will be waived.

A tuition fee will be charged for children enrolled in the preschool program as a typical peer. If a family meets the eligibility requirements for free/reduced lunches, then the tuition fee will be based on a sliding scale. Otherwise payments must be made on a monthly basis. If tuition is not paid, removal from the program may become necessary.

Checks can be made payable to Findlay City Schools. You also have the option of paying fees online. A convenience fee will be assessed. Look for the Payschools logo on our website at [www.findlaycityschools.org](http://www.findlaycityschools.org). Your child's ID number is available on Final Forms.

## **SNACKS**

As part of the preschool daily routine, nutritious snacks will be served. Encouraging independence is a regular part of snack time. Daily snacks will include selections from two food groups. Smart and healthy snacks may include fruit, unsweetened applesauce and raw vegetables, whole grains such as crackers and cereal, and low-fat dairy foods.

### **SNACK GUIDELINES**

Licensing guideline:

The program shall provide meals and snacks in accordance with all of the following:

(1) Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns.

(<http://www.mypyramid.gov/>).

- (2) A food source of vitamin C shall be served daily and a food source of vitamin A shall be served three times per week or with the meal required by this rule.
- (3) Fluid milk shall be vitamin D fortified. Low-fat, skim or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.
- (4) Lunch shall be served to a preschool child who is in attendance entirely through the hours of 11 a.m. and 1:30 p.m., inclusively.
- (5) The snack shall be served during the longest period between meals for children attending four hours or longer.
- (6) A choice from two of the groups listed below must be served for snack:
- (a) Meat/meat-equivalent group;
  - (b) Bread/bread-alternatives group;
  - (c) Milk group; or
  - (d) Fruit/vegetable group.
- (7) Parents providing snacks shall be given information on nutritious snack choices.
- (C) Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served.

## **SPECIAL EVENTS**

Throughout the year, we will be celebrating certain holidays with special parties (Halloween, Thanksgiving, Christmas, Earth Day, etc.). Special lessons will be planned around the holiday themes. If for any reason you do not want your child to participate in a particular event, please contact the teacher as soon as possible so other arrangements can be made for your child. We welcome learning about your family traditions and culture.

## **SPECIAL INFORMATION FROM HOME**

Should a significant change occur in your home, please consider informing your child's teacher as soon as possible. All information will be regarded as confidential. We will accept your judgment as to the kinds of changes that could affect your child's behavior, security, and general well-being. This information will enable the teacher to respond to your child appropriately and be as helpful as possible.

## **STAFF**

At least two responsible adults shall be readily available at all times when seven or more children are present in the program. The supervisor and/or head teacher acting as the supervisor shall be onsite at the preschool program at least half of the program's operating hours. Reference checks are completed for all staff members.

## **TRANSITION**

Close attention is given to transition between classrooms as well as into the Kindergarten classrooms.

## **TRANSPORTATION**

Those children enrolled with special needs and identified as needing special transportation on the Individual Education Plan (IEP) will be transported to the preschool building by Findlay City Schools Transportation Department. Bus transportation is also available to those families who qualify free/reduced.

Students are picked up at their assigned bus stop locations. Parents are responsible for the safety of the child(ren) while going to and from the bus and for meeting the bus on time. Parents and students must wait until the bus stops and a signal is given by the driver before getting on the bus. Parents/guardians or authorized persons must put the child on the bus and be available to take the child off the bus upon arrival at the home. If no one is available to get the child off the bus upon arrival at home, the driver will continue the bus route with the child on the bus. At the end of the bus route, the child will be taken back to the school or bus garage and parents will have to pick up the child from that location.

Children not eligible for bussing will be transported by their parents' designated option. Parents who choose to transport their children to and from school must adhere to the scheduled arrival and departure time. Chronic failure to do so may result in dismissal of the child from the program after repeated documented attempts to resolve the situation.

Childcare buses and vans may drop in the bus lane with permission from the principal. Only childcare buses and vans operated by approved childcare facilities are authorized to use designated bus lanes. Drivers of childcare buses and vans must adhere to all traffic laws and regulations while utilizing the bus lane. Failure to comply with traffic regulations or misuse of the designated lane may result in loss of authorization to use the bus lane. These vehicles must display clear, prominent, and visible signage indicating their authorization to use the bus lane. The signage should be legible and easily identifiable by other road users and enforcement authorities.

If your child is scheduled to ride the bus to and from school, he or she will not be released to anyone else unless written permission is given to the child's teacher by the parent or legal guardian.

If you have any questions or concerns, please contact the Findlay City Schools Transportation Department at 419-425-8271.

## **WITHDRAWAL/TRANSFER OF STUDENT**

Parents may withdraw their children at any time during the program year as participation in the program is voluntary. You must notify the building principal upon withdrawal to ensure the necessary procedures are followed.

If you are moving/transferring to a new school, please notify the preschool office. The new school will have parents sign a Records Release Form which they will send to us and then records will be sent to the new school.

## **QUESTIONS/CONCERNS**

Questions and concerns may be directed to Jaclyn Nelson, Preschool Principal, at (419) 425-8245 or via email: [jnelson@fcs.org](mailto:jnelson@fcs.org).

Ohio Department of Education personnel are also available to discuss any concerns or complaints you have as a parent:

- If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children, or similar matters, please call: **(614) 466-0224** or toll-free **(877) 644-6338**, ask for **Preschool Licensing**.
- If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call the Office of Early Learning and School Readiness: **(614) 466-0224** or toll-free **(877) 644-6338**.

## **\*FINDLAY CITY SCHOOLS ELEMENTARY HANDBOOK**

Preschool students are responsible for adhering to all rules outlined in the Findlay City Schools Elementary School Handbook and as set forth by the Board of Education.

*Thank you for participating in our preschool program.*