



# **Littlest Generals Preschool**

## **2024-2025 Parent Handbook**

Early Learning Center  
101 West Bowman Street  
Wooster, OH 44691

# *Welcome to the Wooster City School District's Littlest Generals Preschool Program!*

***Step Up To Quality***  
***5-Star Rated ★★★★★***  
***Ohio Department of Education and***  
***Ohio Department of Job and Family Services***

Dear Parents and Caregivers:

Parents are a vital part of our preschool program and we recognize that you know your child better than anyone. We invite you to visit and to become an active participant in your child's classroom/learning experiences.

Within this handbook, you will find information about our preschool program and daily operating procedures. We look forward to working with you and your child this school year and welcome any questions or comments you may have.

You are required to complete an admission packet before your child attends preschool. These are available at: <http://www.woostercityschools.org/district/content-page/district-forms> or at the Board of Education office located at 144 N. Market Street.

Sincerely,

*The Littlest Generals Preschool Staff*

## **STAFF:**

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## SCHOOL CALENDAR

The classroom teachers will provide a school calendar at orientation. Parent-teacher conferences will be scheduled by the classroom teacher and will be indicated on the school calendar. The preschool calendar follows the Wooster City School District academic calendar that can be found on the school district website: [www.woostercityschools.org](http://www.woostercityschools.org)

## SCHOOL DELAYS and/or CLOSINGS

AM and/or PM classes may be affected when the Wooster City School District or Cornerstone Elementary School specifically is delayed or closed due to bad weather or other calamity. When Wooster City Schools are on a two-hour morning delay, AM preschool classes will not meet. Missed classes may be made up if minimum hours for the year are not met. Details will be communicated to parents as soon as possible.

School delays and/or closings may be announced on any or all of the following: local radio stations, Cleveland area television stations, social media such as the Littlest Generals and Wooster City Schools Facebook pages, phone and text messages and the district website.

Local Radio stations include:

- WQKT – FM 104.5
- WWST – AM 960
- WNCO – FM 101.3
- WKLM – FM 95.3

## ATTENDANCE

Regular attendance is important to a child's success at school. Please notify the school when your child will be absent. Daily attendance will be kept for each child.

If absences are a result of illness or if other absences are well documented, no special action is required. If however, a child has missed two consecutive days without a call or note from the parents and the child does not return on the third day, the family will be contacted by telephone to determine the reason for the absence.

After eight (8) intermittent unexcused absences, the parent will be sent a warning letter by the Program Director. After the warning, if the child continues to miss (8 half day unexcused absences) the child's slot may be considered an enrollment vacancy. This allows a child on the waiting list to begin attending. All vacancies will be filled with eligible children immediately.

## ARRIVAL AND DEPARTURE

***It is imperative that your child be picked up on time!***

Children must be accompanied to the preschool office by parents or authorized adults.

Parents or authorized adults picking up children before or at dismissal time must sign them out on the KIOSK. Children will only be released to an authorized adult. Please notify us in advance if your child will be picked up by an adult that is not listed on the authorization form. The staff will ask for identification if the adult is

unfamiliar. All children must be signed out before leaving school.

## **CHILD INFORMATION**

The cumulative record of each child shall include:

- Name and date of birth.
- Name, address, and telephone number of parent(s) including home and/or business.
- Names, addresses, and telephone numbers of two persons to contact in an emergency if the parent cannot be located.
- Name of person(s) to whom the child can be released.
- Parent authorization for transportation related to the program.
- Attendance records including admission and withdrawal will be maintained on each child.

The health record of each child shall include:

- A statement signed by a licensed physician affirming that the child is in suitable condition for enrollment in the Wooster City School District Preschool.
- Physician and dentist authorization to administer prescription medication to a child enrolled in the program.
- A list of any allergies and treatment for said allergies.
- A list of medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.
- A list of any chronic physical problems and complete medical history.
- Names, addresses, and telephone numbers of physicians and dentists in case of emergency.
- Permission of parents for emergency medical and dental care as required by section 3313.712 of the Revised Code.

When preschool children are dual enrolled in another preschool program or childcare program, all child information necessary for both programs will be shared. Furthermore, this information will be shared through a process of duplication of existing records rather than the use of separate program forms.

## **COMMUNICATION BETWEEN HOME AND SCHOOL**

- You and your child's teacher may communicate via notes, telephone, email and/or conferences.
- Your child's teacher will return telephone calls when class is NOT in session.
- It is very important that you check your child's backpack each day for notes and/or forms from your child's teacher.
- Please notify your child's teacher immediately of any changes to your contact information. Failure to do so may result in your child being unable to attend preschool until the information is received.
- Parents are granted unlimited access to the preschool program during its hours of operation (M-TH, 8:30 – 4:00) to see their child, observe the classroom/services or for other reasons approved by the director.

## FIELD TRIPS

Field trips are designed to extend learning that occurs in the preschool classroom.

- Permission slips are required for all field trips or children will not be permitted to attend.
- Identification tags will be attached to each child when appropriate.
- A first aid kit will be taken on each trip away from the center.
- A person trained in first aid shall accompany the children on any field trip.
- Emergency Medical Authorization forms will be taken along on the trip.

## GUIDANCE AND DISCIPLINE POLICY

Behavior management policies shall ensure the safety, physical and emotional well-being of all individuals. Discipline techniques will be **positive** and emphasize the development of self discipline. Redirection, verbal prompts, modeling, and when needed, physical prompts will be used for teaching skills as well as discipline programs. A preschool staff member in charge of a child(ren) shall be responsible for their discipline.

The discipline methods do not include:

1. Cruel, harsh, corporal punishment.
2. Anything delegated by the other children.
3. Physical restraints other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
4. Placement in an enclosed area such as a closet.
5. Subjection to profane language, threats, or derogatory remarks.
6. Any actions for failure to eat, sleep or toilet.
7. Techniques of humiliation, shame, fear.
8. Withholding of food, rest or access to the toilet.
9. Separation.
10. Abuse or neglect.

## LITTLEST GENERALS PRESCHOOL PHILOSOPHY

- Children learn through a variety of experiences that are meaningful to them including: play, interacting with children and adults, and exploring the environment.
- Children are observers, participants, and active learners.
- Teachers and parents are crucial to helping children feel successful and positive about themselves.

## LITTLEST GENERALS PRESCHOOL GOALS

- To provide a quality program using developmentally appropriate practices that meet the individual needs of each child.
- To provide a safe and predictable environment that allows each child to develop a positive self-image, a love of learning, and acceptance for individual differences.
- To develop a positive relationship with families to extend learning at home.
- To transition children successfully from one program to another including the transition to kindergarten.

## **LITTLEST GENERALS PRESCHOOL PROGRAMMING AND CURRICULUM**

Our teachers use Ohio's Early Learning Content Standards and the needs of the individual children as a framework for developing lesson plans and daily activities. The teachers also use the Assessment & Evaluation Programming System (AEPS), which is aligned to Ohio's Early Learning Content Standards. Details of Ohio's Early Learning Content Standards can be found on the Ohio Department of Education website:

[www.education.ohio.gov](http://www.education.ohio.gov)

Daily activities and lesson plans will include:

- A balance of small and large muscle activities.
- A balance of child-initiated and teacher-directed activities.
- A variety of activities that motivate children to explore and learn through their play.
- A variety of activities to support the development of social skills.

Content areas include:

- Science
- Social Studies
- Mathematics
- English Language Arts

## **SAFETY POLICY**

There will be immediate access at all times to a working telephone for the preschool teacher within the building where a class is located.

- Procedures for fire and emergency exiting are posted in the classroom.
- Electrical outlets shall be covered when not in use. Electrical fans shall not be used unless they have protective coverings, are not easily tipped over, and are placed in an area not hazardous to children.
- No child will be left alone or unsupervised.
- Children will only be released to an authorized adult. Please notify us in advance if your child will be picked up by an adult that is not listed on the authorization form. The staff will ask for identification if the adult is unfamiliar to us.
- Fire drills will be held as required. Tornado drills will be held monthly during tornado season.
- A teacher or teaching assistant will escort children to and from the bus *if applicable*.
- A first aid kit is available to the staff at all times. Incident reports will be sent home when first aid is administered.
- Emergency medical forms are on file for each child.

## **TUITION**

Children who are enrolled in the Wooster City School District's Littlest Generals Preschool will be charged a tuition rate based on a sliding fee scale. The full tuition rate is \$175.00 per month.

Our monthly tuition is an average of the number of days in the school year divided by nine months. Short and long months and holidays have been averaged. This means that the tuition fees from September through May will be the same amount.

We will not make adjustments to the tuition for a child's absence due to illness unless the child is absent two or

more consecutive weeks. A signed statement from your physician will be required upon the child's return. No deductions will be made for family vacations, as vacation times are already included in the school schedule. Tuition is nonrefundable.

## **TUITION PAYMENTS**

Tuition is due on the 15<sup>th</sup> of the month prior to attendance with the first payment due by August 30<sup>th</sup>. If the fee is not paid by the 15<sup>th</sup> of the month, a late charge of \$5.00 will be added. Failure to pay fees may result in your child being withdrawn from the program.

Payments can be made by mail or in person at the Wooster City School District Board of Education office, 144 N. Market Street. Please make checks payable to Wooster City Schools and include your child's name on the check memo line.

## **GENERAL INFORMATION**

### **1. Changes of Information**

Please notify the preschool teacher immediately of any change in the following, residential address, employment, telephone number, doctor/dentist information, and permission to release to other adults. This information is vital in case of any emergency.

### **2. Child Abuse**

Suspected child abuse or neglect must be reported to the County Children's Service Board in accordance with section 2151.42 of the Revised Code.

### **3. Outdoor Play**

The children will have a large muscle period everyday. We will be outdoors when it is not raining, the temperature is above 25 degrees and the wind chill factor is mild. Please dress your child appropriately for the weather.

### **4. Clothing**

Please dress your child in play clothes. We use messy things such as finger paint, easel paint, and glue. We do not want children to worry about getting their clothes dirty. We do provide smocks for our messiest play, but we will not be responsible for clothing accidents. Practical shoes for running and climbing are also important. Clothes that allow easy access for toileting foster the child's independence and minimize accidents.

### **5. Toys From Home**

We encourage all children to come and play with our toys. Toys your child values should not be brought to school, as we cannot accept responsibility for items that are broken or stolen. Toy guns, knives, or sharp objects will be confiscated by the teacher and may be picked up at the preschool office by a parent or guardian.

## **MEDICAL/DENTAL EMERGENCY PROCEDURES**

Medical and dental emergency procedures will be posted in each preschool classroom. These procedures will be made available to school personnel, children and parents. Emergency numbers will be posted by telephones either in classrooms or the office.

In case of an emergency, the following steps will be followed:

- Provide immediate necessary first aid



- Call 911
- Contact parents

If an accident or illness does not require immediate emergency care, the procedure written by the parents in the registration packet will be followed.

For all accidents, an incident report will be completed to document the nature of the accident and the treatment given. Parents will be sent an incident report for their records and a copy to sign and return to the preschool teacher.

If it is necessary to take a child to a doctor/dentist office or hospital, a staff member will accompany the child and stay with them until parents arrive. The child's medical records will be taken along to the doctor/dentist office or hospital.

## **MANAGEMENT OF SUSPECTED ILLNESS**

A child isolated due to suspected communicable disease shall be:

1. Cared for in a room such as the principal's office or a portion of the preschool classroom not being used by other children.
2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
3. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before use by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. Observed carefully for worsening conditions.
5. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

All staff members will receive training in recognizing the signs and symptoms of communicable disease and in hand-washing and disinfecting procedures. This training will be acquired either through an approved course (e.g., Red Cross) or by someone who has been trained in an approved course.

A communicable disease chart will be posted in each preschool classroom to assist the staff and parents in identifying these illnesses.

There shall be at least one staff member present at all times who has received training in communicable disease recognition. Each day in the preschool classroom, the teacher or teaching assistant will complete an observational health check on all children as they arrive at class.

Children may be able to rest in the classroom when not feeling well.

## COMMUNICABLE DISEASE POLICY

An exclusion guide (number of days a child must not attend the preschool classroom because of contagion) for specific communicable diseases is as follows:

ILLNESS	EXCLUSION TIMELINE
Chicken Pox	Minimum of 10 days with doctor's release
Covid	Follow Current CDC Guidelines
Head Lice	Until ALL nits and lice are gone
Hepatitis	A doctor's release is required
Impetigo	Until lesions are gone
Measles (3 days)	Minimum of 10 days AFTER the rash appears
Measles (9 days)	Minimum of 10 days AFTER the rash appears
Mononucleosis	Minimum of 7 days
Mumps	Until swelling is gone – a minimum of 7 days
Pink Eye	Until discharge and redness disappears and have doctor's release
Ringworm	Until under treatment for 24 hours
Scabies	Until under treatment of 24 hours
Scarlet Fever	Minimum of 5 days
Strep Throat	Minimum of 48 hours after medication and temperature must be normal

A doctor's excuse is valid for 7 – 10 days after receiving it.

Please notify the school if your child is absent with a communicable disease so we may alert other parents. A notice to parent(s) or guardian(s) will be provided when a child or children within a program exhibits signs or symptoms of illness or has been exposed to a communicable disease.

**DO NOT send your child to school if he or she exhibits the following symptoms:**

- Elevated temperature of 100 degrees Fahrenheit taken by the axillary method.
- Unusual spots or rashes.
- Severe coughing and/or whooping sound, causing the child to become red or blue in the face.
- Difficult or rapid breathing.
- Vomiting.
- Diarrhea.
- Yellowish skin or eyes.
- Conjunctivitis.

- Untreated infected skin patch(es).
- Unusually dark urine and/or gray or white stool.
- Sore throat or difficult swallowing.
- Evidence of lice, scabies or other parasitic infestation.
- Stiff neck.

**Your child WILL BE SENT HOME if a staff member notices ANY of the above symptoms. Your child will be readmitted to preschool ONLY under the following conditions:**

- Child's temperature has returned to normal for a 24-hour period.
- Child is free of any skin rash.
- No vomiting or diarrhea for a 24-hour period.
- Child has been properly treated for a lice infestation.
- A signed statement by a licensed physician indicating that the child is no longer contagious is given to the preschool teacher.

## **ADMINISTRATION OF MEDICATION**

The Wooster City School District Preschool Staff shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, and administered in accord with this policy.

For purposes of the policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies. Food supplements, modified diets, and fluoride supplements are also regulated by the rules of this policy. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization. The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child.

Before any medication or treatment is administered during school hours, the Wooster City School District Preschool Staff shall require a written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the preschool classroom.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered solely in the presence of another adult. Parents or students authorized in writing by a physician may administer medication or treatment but only in the presence of another adult.

The Wooster City School District will permit the administration by staff of any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff member has completed any necessary training.

A Dispensing of Medication Form is attached to the children's registration packet.

A written record or log including the dosage, date, and time that the medication was administered shall be maintained for one year when medication is dispensed to a child.

The Wooster City School District Preschool shall follow the Ohio Department of Health "Child Day Care

Communicable Disease Chart” for appropriate management of suspected illnesses.

## **INSPECTION AND COMPLIANCE REPORTS**

To receive a copy of Littlest Generals Preschool state inspection or licensing compliance reports, please contact:

Molly Richard, Director of Elementary Education and Program Director

Wooster City School District Board of Education

144 N. Market St, Wooster, OH 44691

[wstr\\_mrichard@woostercityschools.org](mailto:wstr_mrichard@woostercityschools.org)

330-988-1111, ext. 1240

Or Ohio Department of Education (ODE) online: <http://education.ohio.gov/Topics/Early-Learning/Early-Learning-and-School-Readiness-Documents>

## **PROCEDURES FOR FILING A COMPLAINT**

All complaints and reports concerning the operation of the Littlest Generals Preschool are regulated by Administrative Code and sections 3301.52 to 3301.59 of the Revised Code and should be reported to the ODE ombudsman or the Department’s Office of Early Learning and School Readiness. The name and phone numbers of both parties are below and are posted in a conspicuous place near the posted program license in each preschool classroom.

**Office of the Ombudsman:** 614-728-7728

**Office of Early Learning and School Readiness:** 877-644-6338



### **Health check Services for Children Younger than Age 21**

Health check 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 Health check is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Health check 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 a 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, Health check services are available to them. If you are younger than age 21 and are also enrolled, you can receive Health check services, too.

For more information, please read the Frequently Asked Questions at:

<http://www.medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/HealthchekFAQ.pdf>

Or call the Ohio Department of Medicaid's Consumer Hotline at 1-800-324-8680 and ask to speak with a customer service representative for further assistance.