

STEPPING STONE INTEGRATED PRESCHOOL
HILTON ELEMENTARY SCHOOL 6812 MILL ROAD
BRECKSVILLE, OH 44141



2017-18 SCHOOL YEAR

STAFF

Hilton School Principal
Director of Pupil Services
Administrative Assistant
440-740-4600
Teachers

David Martin
Gina Symsek
Kathy D'Agostino dagostinok@bbhcsd.org

Mary Duke dukem@bbhcsd.org 440-740-4505
Ann Marie Kavinsky kavinskya@bbhcsd.org 440-740-4660
Blair Kaminski kaminskib@bbhcsd.org 440-740-4623
Jen Wible wiblej@bbhcsd.org 440-740-4275

School Psychologist Danielle Westbrook westbrookd@bbhcsd.org 440-740-4626

Speech Pathologist Sarah Amick amicks@bbhcsd.org 440-740-4622
Sarah Potts pottss@bbhcsd.org 440-740-4622

Educational Assistants Kathy Fleming, Louann Goodin, , Laura Samsel & Lori Pasek

Physical Therapist Sendero Therapies
Occupational Therapist Sendero Therapies
Occupational Therapist Assistant Sendero Therapies
Audiologist Ruth Clark
Health aides

Preschool Begins: August 28, 2017

Preschool Ends: May 24, 2018

Starting/Dismissal Times: Monday-Thursday
A.M. 8:20 am – 10:50 am
P.M. 11:50 – 2:20 pm

Fee: Supplies- \$30.00
Peer Model Students- supply fee is included in \$375
quarterly payments

Please make your check payable to:

Hilton Elementary School

Peer model tuition due dates August 28, 2017, October 30, 2017, January 22, 2018 and March 29, 2018

Picture Day: September 19, 2017

Picture Re-take Day: Nov. 6, 2017

Curricula includes but are not limited to:

1) Handwriting Without Tears

Stepping Stone Integrated Preschool Philosophy

We integrate a variety of methods and philosophies to maximize a student's potential by working on his/her weaknesses and building on his/her strengths. As we work within our educational setting, we want to ensure, to the greatest extent possible, the student's ability to succeed in the classroom setting.

Our related services in the preschool setting work collaboratively with the classroom teachers. This collaborative effort allows for student introduction, practice and carry-over into the classroom for the skills that are helpful to succeed in the classroom setting.

The Houghton-Mifflin preschool curriculum has been adopted by the Board of Education.

Arrival/Dismissal & Parent transportation:

- Late arrivals and early dismissals must report to the Hilton Office.
- PLEASE WAIT FOR AN ESCORT TO THE PRESCHOOL ONCE YOU HAVE SIGNED IN
- A.M. & P.M. students being transported by a parent will be dropped off and dismissed at the last door on the side of the building (at the end of the awning).
- Please be prompt when picking up your child at dismissal.
- Parents picking up students will be assigned a number and given a card that needs to be displayed in their vehicle so that it can be seen. Your child will be walked to your car, placed in the back seat and strapped in before leaving, to keep the cars moving.
- If you are a parent of a bus rider and need to pick up your child you will need to park and come into the main office and sign your child out.
- DO NOT enter the building at pick-up/drop-off. It is a very busy time with students coming and going

Parent Involvement

- IEP conferences (held at school, no children)
- Class Parties- Holiday and End-of-Year- dates & times to be announced
- CHECK FOLDER DAILY
- Hilton PSO
- QUEST-BBHCSO Parent Information Group (check the website for more information)

Fridays at the Preschool

- Assessments and conferences for incoming students

Student Absences/Early Release:

Please call the preschool administrative assistant (Cheryl Miller) at (440) 740-4600 with absences.

A NOTE TO THE TEACHER CAN BE SENT IN YOUR CHILD'S BOOKBAG FOR A PLANNED ABSENCE OR VACATION.

Parent Conferences

Two parent conferences held each year. Student progress provided two times a year.

Room Parent(s)

- One or 2 needed for each session.
- Organize and delegate parent help for parties (games/activities and simple snack).

Birthdays

If you would like to arrange something special for your child's birthday, please make arrangements with the classroom teacher.

Transportation

- Phone number (440) 740-4050
- Please be ready at pick-up/drop-off times (buses are on a tight schedule).
- CALL TRANSPORTATION IF YOUR CHILD WILL NOT BE RIDING THE BUS FOR THE DAY.
- All parents are required to complete a new transportation form at the beginning of each school year and whenever a change occurs with your child's transportation needs (i.e. daycare, sitters, and address change).
- Let the bus driver know if you're picking up your child from a class party.

Observations

Parents are welcome to contact the building principal regarding a classroom observation.

Rest Time

Students in the all-day intensive program are given a 30 minute rest/nap opportunity each day.

School Health

Immunizations

Immunization records must be provided to school within fourteen school days after the student's school start date.

Vision and hearing

Vision and hearing screening is done yearly for all preschoolers. Parents will be notified if any follow up is necessary.

Physicals

- State law mandates all preschoolers have a doctor's physical form on file. It is good for 1 year from the date of examination.

The State has mandated new requirements for all preschoolers (Hematocrit, Lead Levels & Dental Screenings)

Management of Communicable Disease

- A) The following precautions shall be taken for children suspected of having a communicable disease:
1. The program shall notify the parent or guardian of the child's condition immediately 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 isolated immediately and discharged to his parent or guardian.
 - a. Diarrhea (more than one abnormally loose stool within a 24-hour period);
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficult or rapid breathing;
 - d. Yellowish skin or eyes;
 - e. Conjunctivitis;
 - f. Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and /or grey or white stool;
 - i. Stiff neck; or
 - j. Evidence of lice, scabies or other parasitic infestation.
 3. A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B) (2) of this rule as well as the following:
 - a. Unusual spots or rashes;
 - b. Sore throat or difficulty in swallowing;
 - c. Elevated temperature; or
 - d. Vomiting.
 4. A child isolated due to suspected communicable disease shall be:
 - a. Cared for in a room or portion of a room not being used in the

preschool program;

- b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used 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 appropriate germicidal agent;
- d. Observed carefully for worsening condition; and
- e. Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

Snow/Severe Weather Policy

Should inclement weather or other emergency situations close Brecksville-Broadview Hts. City Schools; the preschool will also be closed.

Safety Drills

Fire drills, severe weather, and lock down drills are held regularly for your child's safety. Every effort is made to teach your child calm responses throughout the drills.

Behavior & Guidance Management

Student Conduct

- Zero tolerance policy. No guns, weapons (even as a part of a Halloween costume).

Classroom Discipline Procedures

When a student does not follow directions in class, the following procedure will be used:

1. Redirection
2. Redirection with a 3 count

Rewards: Verbal praise, physical praise, stamps, stickers, notes home, individual and class rewards.

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. 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. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- D. 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, and 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 unenclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's 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.

