



Thomas Edison Preschool Handbook 2025-2026

813 N. Franklin St
Van Wert OH 45891
419-238-4019

Western Buckeye ESC

Dear Parents and Guardians,

Welcome to our program! We are happy to have you as an educational partner and a member of our preschool team. We hope you will find the program to be beneficial for your child's early development. Our program is an integrative program that includes children with disabilities and children who do not have disabilities, or "typical peer models" between the ages of 3-5 years old.

Part of your responsibility as a partner in the education of your child is to contact your child's teacher if you have questions or concerns. For you to be sure that home and school environments are consistent, it is extremely important that you carefully review information sent home. Our preschool program follows the guidelines from the Ohio Law and Administrative Codes for Chapter 3301-37 Preschool Program Rules 1-12.

If you have any questions, please feel free to contact us.

Sincerely,

Shanay Gonzales, Preschool Director

sgonzales@wbesc.org



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Our Preschool Philosophy

The Thomas Edison Preschool staff believe:

- ❖ Every student has an equal right to an educational opportunity that accommodates his/her physical, social, emotional, and intellectual needs.
- ❖ Students and staff have a right to a safe and secure school environment.
- ❖ Every student has the right to learn at their own developmental rate with different instructional and assessment techniques.
- ❖ All children learn best from hands-on experiences, modeling from others and exploring the world around them.
- ❖ All children can grow toward the achievement of their potential when guided by caring adults.
- ❖ A team effort between school and home produces a high-quality school experience for young children.

Vision Statement

To provide a safe learning environment for each child to develop and learn.

Mission Statement

The educational opportunities provided will reflect the view that all areas of development, (cognitive, language, social-emotional, physical, and adaptive), will be enhanced through a variety of planned, research based, learning activities and instructional strategies. Our program is an active partnership between the school, the student, the home, and the community.

Preschool License

Thomas Edison Preschool is licensed to operate by the Ohio Department of Education. Our current license and compliance report are posted at our school.

Step Up to Quality (SUTQ)

Step Up To Quality is a quality rating and improvement system administered by the Ohio Department of Education and the Department of Job and Family Services. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed preschool licensing. We are proud to have earned the highest quality rating.

Curriculum

Our new preschool curriculum is "**PreK On Our Way**" by Scholastic. It is approved by the Ohio Department of Children and Youth. This curriculum has the *science of reading* embedded into daily lessons. Research from education, cognitive science, psychology, communication science and linguistics inform the knowledge base commonly referred to as the *science of reading*. Reading science includes how the brain learns to read, the skills that are essential for reading and research on how best to teach the essential skills. Reading instruction that is explicit and systematic is effective for all students and essential for those who are at risk or who are already experiencing difficulties with reading.

For targeting pre-reading skills we use "**Heggerty Phonemic Awareness**." The children learn about letter names and sounds, rhyming words, syllables, building words and more through a video and teacher led instruction. Lincolnview Elementary also teaches Heggerty, so this is a wonderful connection from preschool to grade school.

We use "**A Little SPOT of Emotion**" series by Diane Alber for social-emotional learning. It uses books, plush toys, music and videos to help children recognize and name feelings in themselves and others. Then it helps children manage their own emotions in a healthy way.

Pre-Enrollment Procedures

All children interested in attending will complete a developmental screening. We use the Brigance Inventory III which measures areas of gross motor, fine motor, speech and pre academic skills. Additional paperwork will be completed by you to help determine your child's developmental areas. Following the screening we will have a brief conference to determine your child's placement. Your child will be placed as a typical peer, on an Intervention plan, or have further evaluations to determine if your child has developmental delays and may qualify for an Individualized Education Plan (IEP).

Tuition

Tuition is due the first week of each month starting with September and the final month of payment is May. **The monthly tuition is \$90 for 2 days and \$130 for 3 days a week. You will have an envelope to put and keep track of tuition payments. We accept cash or checks made out to WBSEC.** Parents will be notified of past due balance. **Your child's enrollment may be terminated if the account becomes 2 or more months delinquent.** If you have financial difficulty, please call the preschool director to discuss possible solutions. If your child is on an IEP, tuition is not required.

Required Documentation and Fees

The following documentation and fees are required by the Ohio Department of Education, Western Buckeye ESC and/or Thomas Edison Preschool prior to starting the school year. All the documentation is required, and fees must be paid prior to your child starting school.

- _____ Birth Certificate
- _____ Proof of Residency
- _____ Child Medical Statement
- _____ Immunization Record or Exemption Form
- _____ Emergency Authorization Form
- _____ Transportation Form
- _____ Release Form
- _____ Early Childhood Education Questionnaire
- _____ Mandated Income Level Form
- _____ Copy of Divorce/Custody Agreement, if applicable
- _____ \$25 Non-Refundable Annual Registration Fee (Due with Registration paperwork)
- _____ \$30 Annual Snack/Activity Fee (Due in August)

School Supplies

A yearly supply list of items for your child and the classroom is reviewed each year for specific needs and will be provided to you prior to the start of the school year.

School Calendar

Each school year, parents and guardians will be provided with a district calendar. Please refer to it for important dates and calamity days' guidelines.

School Days and Hours

Our classes meet 2 or 3 days a week from 8:20-2:50. Your child must be age 3 by August 1st to enroll in our Monday/Wednesday classes and age 4 by August 1st to be in our Tuesday/Thursday/Friday class. Children on IEPs will be placed where his/her needs are best met and may start as soon as they reach age 3.

Transportation

Transportation Director - Jay Gamble

Transportation is provided where services are available. Parent/Guardian, or emergency contact adult is responsible for having the child ready and walking them to and from the bus.

School Bus Rules

- A Transportation form must be completed in order to ride the bus.
- Children must remain seated and in their seatbelts until their stop
- Everything must be in or attached to a backpack
- NO food or drinks, toys, blankets, stuffed animals, or personal items to play with
- An adult must be at the stop for a hand-to-hand exchange.
- Please have your child ready and waiting for the bus 5 to 10 minutes prior to scheduled arrival time.
- If you are not at the bus stop, your child will be returned to the school, and you will need to pick her/him up immediately upon bus return.
- If your child is not riding the bus and will be dropped off or picked-up instead, please be sure to notify the school and transportation office immediately.
- All changes **MUST** go through the Transportation Office.

Parent Pick-up/Drop-off

The morning drop-off time is 8:20 AM and the afternoon pick-up is 2:40 PM. The drop off location is at the front of the building near the entrance door. Stay in the car with your child until an adult receives or hands off your child. Please keep your child in the car (no hanging out of windows.) Under NO circumstances can a child be dropped off in the parking lot to find his/her own way to the classroom. An adult must bring his/her child to the designated door and make a connection with the staff.

All individuals authorized to pick up a child must be listed on the "Policy of the Release of Children" form. You may send in written authorization or call the office to add a name to the form. the office. Please have your ID available as you may be asked to provide proof of identification.

Attendance

Please call and notify the school if your child is going to be absent from school or late for any reason. This is to let the school know that the child is safe with another adult. If your child will be leaving school early, please let the school know by either calling in or by sending in a note stating who will be picking up the child. Good attendance is an essential part of helping your child reach his or her full potential.

Delays and Cancellations

When inclement weather forces a *DELAY* or *CLOSING*, you can be notified through the **Remind APP System**. Your child's teacher will be in touch with you to sign up for this system. Delays, closings, and unscheduled early dismissals may also be announced on Facebook, and through Fort Wayne news and radio stations.

Remote Learning

Once our Calamity days are used, students will do remote learning. Teachers will send home a folder with activities for your child to complete. The teachers will also be available throughout the school day to assist through phone or zoom.

Early Childhood Staff

Early childhood staff are highly qualified according to the Ohio Department of Education Standards. Teachers and paraprofessionals complete at least 10 hours of early childhood development training and six hours of health and safety training every school year.

Teacher: Is licensed by the Ohio Department of Education and has a degree in early childhood and special education.

Paraprofessional: Is licensed by the Ohio Department of Education.

Intervention and Special Education Services

When a child qualifies for intervention or specialized services, the classroom teacher will work with one or more of the following specialists who complete professional development regularly in their specialty and in child development.

Speech and Language Pathologist: Is licensed by the Ohio Board of Speech-Language Pathology and Audiology. Provides service for students in speech and language development.

Occupational Therapist: Is licensed by Ohio Athletic Trainers, Occupational Therapy and Physical Therapy Board. Provides services for students in fine motor (small muscle) skills, such as writing and cutting. A COTA (Certified Occupational Therapy Assistant) also provides services.

Physical Therapist: Is licensed by Ohio Athletic Trainers, Occupational Therapy and Physical Therapy Board. Provides services for students in gross motor (large muscles) such as running, balancing, sitting, or jumping. A PTA (Physical Therapy Assistant) also provides services.

Daily Activities

The daily schedule is set up to allow ample time for the children to participate in the various learning activities including centers, indoor/outdoor play, rest time, breakfast, lunch, and snack.

- **Whole Class/Small Group:** Children join their teacher in their classroom for stories, language activities, music, math, science, and social studies lessons. Fine and gross motor activities are also part of this enjoyable time of day.
- **Heggerty Phonemic Awareness:** This is a daily part of the schedule when your child will be introduced to letters, sounds, rhyming words, syllables and more.
- **Centers:** Centers are created based on themes, topics, the children's interests and needs. This is the time where children practice working together in small groups and the teachers can work on individual skills.
- **Outdoor/Gym Time:** Outdoor/Gym time is planned daily so children can develop large muscle skills and express themselves freely. Staff will monitor weather conditions. Please dress your child appropriately for outdoor play.
- **Nap/Rest Period:** We have a nap/rest period for 30 minutes each day. A personal mat will be provided for children. A small child blanket that will be kept at the school may be sent in.
- **Breakfast/Lunch/Snack:** Breakfast and snack will be provided from the snack fees. You may pack a lunch for your child or purchase a hot lunch which is provided through Lincolnview. Lincolnview also participates in the free and reduced-price lunch program.

Progress Reports

Parents will receive progress reports during each of the two Parent-Teacher Conferences and the end of the school year. If your child is on an IEP, an additional written progress report will be given. You may also contact your child's teacher at any time through email, phone call or the Remind app for additional information.

Ongoing Assessment

We implement an ongoing assessment system to drive and inform instruction. This system consists of a cycle of assessment, planning, instruction, re-assessment, planning, instruction, etc. This provides teachers with baseline data and current levels of performance which provides the basis for the instructional plan.

Ongoing progress monitoring includes:

- curriculum based assessments.
- observations
- checklists or teacher developed assessments.
- pictures, videos and/or audio recordings
- interviews
- criterion-referenced assessments
- standardized assessments
- other artifacts/evidence for student portfolios
- Early Learning Assessment twice a year

Parent Teacher Conferences

Parents can attend two parent/teacher conferences during the school year. Your child's teacher will send home information about the conferences. Parents may also request a parent/teacher conference at any time throughout the year. Teachers will not be available for discussion/conferences during pick-up and drop-off times.

Clothing

Children's clothing should be suitable for working with art, indoor and outdoor play as well as appropriate for the weather. We go outside as often as we can. To help your child master self-care tasks of dressing and toileting, clothes should be easy to put on and take off. As a safety precaution flip flop shoes are NOT permitted.

Please provide a labeled bag with a complete change of clothing (including socks and underwear) to use in case of need. Please remember to update for growth and seasonal changes!

Diapers: Children should be potty trained prior to the start of school. If your child is not yet potty trained, please send diapers, pull-ups, and wet wipes with his/her name marked on the bag and container. Our diapering protocol is in adherence to ORC 3301-37-12 Sections A, B and C. Our facility does not use potty chairs.

Positive Behavioral Interventions and Supports (PBIS)

In 1997, an amendment of the Individuals with Disabilities Education Act (IDEA) included the language, "Positive Behavior Interventions and Supports," which described methods used to identify and support desired behaviors in the school setting. PBIS seeks to reduce or eliminate poor behavior school wide through the encouragement of positive behaviors. The following is our system of PBIS. Our Mascot is a BEE.



The TE Preschool Way

Expectations and Settings	BE READY	BE SAFE	BE KIND
Classroom	• Mouths are quiet • Ears are listening • Eyes on the adult	• Use walking feet • Keep hands, feet and body to self • Use toys and materials correctly	• Listen to adults • Clean up when done • Use kind words
Hallway	• Eyes forward • Mouths quiet • Hands at sides	• Hands at sides • Use walking feet	• Walk quietly • Keep hands to self
Cafeteria	• Line up • Hold lunch • Use quiet voice	• Stay in your seat • Raise your hand for help	• Use a quiet voice • Throw away your trash and recycle
Recess	• Line up • Mouths quiet	• Use equipment the correct way • Tell an adult if someone is hurt • Watch where you are going	• Invite others to play • Take turns • Share
Bus	• Backpack on • Use handrail • Sit in seat	• Stay in your seat • Listen to adults	• Quiet voice • Listen to adults
Restroom	• Stand by the wall • Flush • Wash hands	• Wash your hands • Keep your hands, feet and body to yourself	• Wait your turn • Throw your trash away • Give privacy

Discipline

The goal of discipline is to help children self-regulate and direct their own behavior. We recognize the important role self-esteem plays in this process and respect the emotional needs and feelings of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. Staff follows these guidelines to promote positive behavior and will be responsible for discipline.

- Establish clear and reasonable rules.
- Restate the rules, clearly and firmly when they are not followed.
- Help children verbalize feelings or concerns when they are in conflict situations and generate their own solutions to the problem.
- Redirect children in a positive manner to avoid potential problem situations.
- Intervene only when the child may harm himself/herself or others.
- Help children think about outcomes of their behavior and develop better solutions.

If behavior problems persist, parents will be contacted to review, with staff, possible solutions and alternatives. On-going communications between staff and the parent will occur. However, when children do misbehave, the program will follow the procedures outlined below:

- **Level One:** Staff will talk with the child, explaining the situation and attempt to redirect by encouraging the child to become involved in another activity.
- **Level Two:** If the child's behavior repeatedly requires disciplinary attention and cannot be effectively redirected, he/she will be asked to sit in a "time out" chair. Staff will let the child know that he/she may rejoin the activity whenever he/she is ready to follow the preschool rules. The child will remain on the "time out" chair no longer than 3-5 minutes.
- **Level Three:** If the disruptive behavior becomes chronic, staff will document incidents and request a team which may include the director and/or behavior specialist to observe the child and make recommendations for an intervention plan. The parents will be contacted about the behavior and asked for input.
- **Level Four:** If the child is still disruptive after implementation of an intervention plan, the parents will be asked to attend a conference and a referral for evaluation may be made.
- **Level Five:** If the problem persists and the child's behavior is deemed to be a threat to themselves and/or others, the parents may be asked to withdraw the child.

Toys

We respectfully request that children DO NOT bring their toys from home to school unless it is a special 'sharing day'. Toys in the fashion of weapons are not permitted at school at any time.

Safety

The following safety procedures are always in effect:

- No child is left alone or unsupervised at any time.
- A telephone is in the classroom and is available for use in the event of an emergency.
- Students will practice fire drills, threatening weather drills, intruder alert/school lock-down drills and emergency evacuation drills.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classroom.
- Preschool staff members are trained in First Aid, CPR, and Communicable Disease. and in recognizing signs of child abuse or neglect.
- All staff are REQUIRED to report any suspicions of child ABUSE or NEGLECT.
- All staff members are aware of the safety rules for both indoor and outdoor activities and the preschool and playground areas are surveyed continuously for possible safety hazards.
- If an accident/incident occurs a written report will be given to you.

Change of Address

If you move during the school year, it is important to notify the preschool and to send your new address immediately to your child's teacher. This applies to change of telephone numbers and change of parent's names and/or emergency numbers. Also, if your child rides the bus to school, notify the school at least two weeks prior to any move to enable your child to be placed on a new bus route.

Withdrawal Procedures

Please notify the school office if it becomes necessary to withdraw your child from preschool. If your child is presently served on an IEP, the school will schedule a time to meet with you. Prior Written Notice and the procedural Safeguards information will be provided to the family. Also, the family will need to provide consent if you no longer wish for your child to receive preschool special education service.

Medication

If possible, give medication to your child at home. However, if it needs to be given at school, a **Prescription Authorization** form must be filled out prior to administering the medicine. This needs to include the name of the medication, the proper dosage, route to be given, the time, and the child's name. It must be signed by your doctor and you. The medication **MUST** arrive at

school in the original labeled container. Please give all medications to the bus driver/bus aide or your child's teacher.

Communicable Disease

The staff is trained in First Aid and in recognizing the signs and symptoms of communicable diseases. First Aid kits are in each room. A Communicable Disease Chart is posted to help us in recognizing illnesses.

We are very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of diseases. The children are also reminded to wash their hands on a regular basis. As children arrive at the school, a staff member greets and observes each child for possible signs and symptoms of illness.

Signs and Symptoms of Illness

A child should not come to school when ill and unable to benefit from the day. It is also important to prevent further infection. If your child is exhibiting any of the symptoms below, you will be asked to take the child home.

- fever of 100 degrees or higher (auxiliary) when in combination with other signs
- diarrhea (defined as more than one abnormally loose stool within a 24-hour period)
- sore throat/difficulty swallowing.
- vomiting
- untreated infected skin patch(es)
- conjunctivitis (pink eye)
- severe coughing where a child gets red or blue in the face or makes a whooping sound.
- evidence of live lice, scabies, or other parasitic infestations

If these or other symptoms develop during the day, the child is kept comfortable in the office or other designated area until a parent comes and gets them. The child will always be within the sight and hearing of an adult. Parents or those designated as persons to be contacted in case parents cannot be reached, must come to get the ill child as soon as possible to minimize the spread of the disease and to maximize the comfort of the child.

Notification of Parents and Return to School Policy

When a child has been exposed to a communicable disease (strep throat, chickenpox, etc.), parents are required to report that information to the school. If a child contracts a communicable disease, parents should keep the child at home for the recommended period per

doctor.

Office Hours

Monday through Friday, 8:00 a.m. through 4:00 p.m.

Staff

Preschool Director - Shanay Gonzales (formerly Taylor) staylor@wbesc.org

Secretary - Brenda Perkins bperkins@wbesc.org

Teacher - Rachel Powell rpowell@wbesc.org

Teacher - Camile Myers cmyers@wbesc.org

Paraprofessional - Kathy Habern khavern@wbesc.org

Paraprofessional - Abbi Hoover ahoover@wbesc.org

Paraprofessional - Sarah Beckman sbeckman@wbesc.org

Speech and Language Pathologist - Heather Frey hfrey@wbesc.org

Occupational Therapist - Angie Bonifas abonifas@wbesc.org

Physical Therapist - Jenna Sherry jsherry@wbesc.org

Certified Occupational Therapist Assistant - Kristina Figgins kfiggins@wbesc.org

Physical Therapist Assistant - Alli Bittner abittner@wbesc.org

Special Education Director - Maria Clawson mclawson@lincolnview.k12.oh.us

Transportation Director - Jay Gamble jgamble@vanwertdd.org

WBESC Superintendent - **Missy McClurg**

Lincolnview Superintendent - Jeffrey Snyder jsnyder@lincolnview.k12.oh.us

Community Resources

Help Me Grow, Early Intervention for birth to age 3, 419-238-6200
<https://vanwertdd.org/services-and-support/hmgearly-intervention/>

Van Wert County Board of Developmental Disabilities, 419-238-6131, <https://vanwertdd.org/>

Head Start (CORS), 419-238-0822, <https://councilonruralservices.org/early-childhood>

Van Wert EMA: 419-238- 1300 https://www.vanwertcountyohio.gov/government/ema_office/index.php

CERT - Van Wert 419-513-1000 Website: <https://www.facebook.com/vwcert/>

NOCCAC Van Wert - 419-238-4544, <https://nocac.org/>

Van Wert County WIC - 419-238-5886, http://www.wicprograms.org/co/oh-van_wert

Trinity Friends of Church Food Pantry - 419-238-2788
<http://www.trinityfriendschurch.com/serving/food-pantry/>

Hours of Operation: Tuesday 10:00am -12:00pm and Thursday 4:00pm - 5:30pm.

United Methodist Co-Operative Food Pantry - 419-238-0631, <http://www.vanwertfirst.net/>
Food Pantry Hours Monday and Wednesday 1:00pm - 3:00pm and Friday 10:00am to 12:00pm

United Way of Van Wert - : 419-238-6689, or 2-1-1, <http://www.unitedwayvanwert.org/>
Hours of Operation: Monday-Thursday 8:00am-4:30pm

Salvation Army: 419-910-0332. The Salvation Army of Van Wert Facebook page

Van Wert Health Department: 419-238-0808. <https://vanwertcountyhealth.org/>

Employment: <https://vanwertworks.com/> <https://ohiomeansjobs.ohio.gov/>

Crisis Care Line: 419-238-4641 or 419-238-HELP (4357)

YWCA 24 hour sexual assault/human trafficking hotline: 567-259-9501

Westwood Behavioral Health for Mental Health Crisis: 419-238-3434, business hours.
After business hours, call 800-567-4673 for help

National Suicide Prevention Lifeline: 1-800-273-8255

Concerns or Problems

Inspection reports are posted in each classroom and with the preschool director. If you have questions or concerns regarding your child or the program, you are encouraged to first talk with your child's teacher or the preschool director at 419-238-4019.

The Ohio Department of Education personnel are available to discuss any concerns you may have and can be reached at: 614-466-0224 or toll-free, 877-644-6338. Ask for Preschool Program Licensing. If your child is on an IEP and you have concerns, please call: 614-466-0224 or toll free: 877-644-6338 and ask for the Office of Early Learning and School Readiness.

Created by Western Buckeye ESC
And Thomas Edison Preschool
Edited Spring 2024

