Pickerington Early Learning Center

Parent Handbook 2025-2026

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PROGRAM PHILOSOPHY

The first five years of a child's life set the foundation for and influence future success in school and in life. Parents are the child's first and most significant teachers. It is vital that parents and educators work in partnership.

Pickerington Preschool, staffed by qualified personnel, strives to provide a comprehensive and holistic preschool experience designed to enhance the child's physical, social, emotional, cognitive and linguistic growth, which is crucial to enhance school success and overall development. This is achieved through a team approach including parents, teachers, therapists and others.

We believe that all children, with special needs or typically developing, should be educated based on individual needs. A child with a disability is always a child first. Children are more alike than they are different. Therefore, the same good learning principles apply to all preschoolers.

A basic ingredient to educational success is a positive self-image, which is developed to a great degree during this preschool period. Multicultural, non-bias experiences, age appropriate consideration of individuality, appropriate equipment, activities, and materials are provided for children to develop their self-esteem and to encourage a celebration of diversity. Individual needs are met so that children are safe and secure.

Our intriguing, child-centered environment offers opportunities for both indoor and outdoor exploration and quiet and active play. Self-selected or teacher-selected activities may occur in individual, small or large groups. Group interactions enhance development through naturally occurring experiences that are concrete, real and relevant to the child's life. Children learn as they investigate, manipulate and experiment with materials through play. This environment provides for intellectual stimulation, social and language development, and physical development. Above all, experiences are fun, thought provoking and open-ended.

Acquisition of skills and concepts takes place according to each individual child's timetable for growth. Teachers guide, expand, encourage and stimulate the growth process of each individual child. Concepts are introduced, extended and reinforced throughout the child's early childhood experience in ways that enhance individual growth and promote self-esteem.

PROGRAM DESCRIPTION

Our preschool programs serve children with special needs and typically-developing children. Typically-developing children are considered an integral component of the program to provide role models for instructional and social interactions. Children of all abilities are motivated by their peers to try new things. All children work, play and learn together.

The program offers a range of services for children with disabilities, including itinerant service, in the home service for medically fragile students and center based. Related services may include speech therapy, physical therapy, occupational therapy, transportation, vision, and orientation-mobility may also be provided to identify children based on the students needs.

The program operates according to the Ohio Department of Education standards; federal mandates for the education of the disabled; and state licensure rules and regulations. Child-staff ratios are one teacher and one assistant for eight children with disabilities and up to eight typically-developing peer model children. Preschool teachers hold a license for the Early Education of the Disabled issued by the Ohio Department of Education; assistants hold an aide's permit also issued by the Department of Education. Programs are inspected annually by the Ohio Department of Education. Licenses and inspection reports are posted in each classroom. The ODE Ombudsman can be contacted with any concerns or complaints at 877-OHIOEDU.

PRESCHOOL GOALS

1. To help each child recognize that he or she is a unique individual.
2. To provide opportunities for interaction with peers to develop social skills and relationships.
3. To provide a variety of materials and activities, with time to explore; inviting play.
4. To provide developmentally appropriate activities based on special interests of the children.
5. To provide music, art, and drama experiences that will allow the child to express creativity.
6. To help children develop responsibility and self-help skills.
7. To assist children in learning to share, to cooperate, and to socialize.

The Early Learning Development Standards, developed by the Ohio Department of Education, serve as our guide to meeting our goals. Developmentally appropriate activities and hands-on experiences are implemented throughout each session. Daily activities are flexible within a routine. Activities to go along with weekly themes are presented through: art, music, stories, language, outside play, large and small groups, active and quiet activities, gross and fine motor activities.

WHAT DO WE DO DURING OUR TIME TOGETHER?

- Arrival and Greeting
- Circle Time
- Learning Centers
  These areas might include:
  - Cooking/Snack Area
  - Dramatic Play Area
  - Math or Science Area
  - Sensory Area
  - Music/Singing Area
  - Literacy and Writing Areas
  - Art Area
  - Small Manipulatives
  - Large Motor Area
  - Block Area
  - Computer Center
- Clean-up Time
- Nutrition, Snack
- Gross Motor Time

LEARNING CENTERS

In order to give children in a preschool program broad experiences and the opportunity to make choices about their activities, several centers should be a part of their preschool experiences. Within each of the areas, many materials can be changed but the basic structure is retained. In this way the child's need for security and confidence can be balanced against the possibility of boredom through too little that is new and stimulating.

The **literacy and writing area** is not only the source of good books, but can also be a quiet place for a child who wants to be alone for a while or for a small group. Materials are available here to allow children the chance to read, write and create their own stories. Technology can be used to enjoy a story.

The **math and science area** encourages thinking skill development, problem solving skills and following directions, including opportunities to interact with puzzles and games to introduce the concepts of sequencing, seriation, observation and classification. Materials from various ecosystems are available for children to explore and discuss.

The **dramatic play area** provides many opportunities for imaginative play and "trying-on" the lives of the people who are most important in the child's life. This also provides the opportunity to become a community helper or to use their imagination to transform into an important person they have observed. Children work on developing the concept of time and travel as well as developing organizational skills.

The **block area** provides for activities in all areas of the curriculum. Children learn to work together, to experiment with size and shape, to plan to solve problems, to use large and small muscles, to develop patterns and to utilize imagination and language. Variety can be provided in this area with the addition of animal and people figures as well as models of different forms of transportation.

The **sensory table area** allows the child the opportunity to involve math reasoning, small group interaction, small and large muscle manipulation along with their own creativity to produce a successful process to reach their desired outcome. At the sensory table, children experiment with sinking and floating objects and their properties, they compare measurements of volume and the process of pouring develops eye to hand coordination.

The **art center** includes a variety of art materials. Children have access to various art materials to create their own artistic treasure. Crayons, markers, and collages are available daily. Children use play doh and clay, which they use to create unique objects. Children experiment with colors and discover their own creative potential.

THE IMPORTANCE OF PLAY

Play is your child's way of learning. Through play, your child takes the lead. Your student chooses a material or activity, explores it based on what s/he already knows, experiments with new possibilities, and experiences the feeling of success over new learning. **Play is powerful.**

1. **Play** allows a child to:

*Explore *Discover things and people in his/her environment
*Be Free *Make decisions/be in control/use judgment
*Try things/take risks *Plan
*Repeat *Practice
*Concentrate *Build relationships with others (children and adults)
*Learn concepts/academics *Learn about life/imitate adult roles
*Learn about the world *Learn new interests
*Use up energy *Develop in all areas
*Grow in size, control, dexterity, maturity, and strength
*Imagine *Fantasize
*Create
*Work through feelings *Experience emotions
*Learn empathy for others
*Understand language *Communicate verbally
*Communicate through actions
*Develop a positive self-concept *Have a diversion from the routine

BEHAVIOR MANAGEMENT/Discipline Policy

It is the practice of *The Pickerington Local Preschool* to help maximize the growth and development of the children through a variety of methods that emphasize positive behavior management approaches. Children are encouraged, but never forced, to join all activities, including eating snacks and trying new foods.

Correcting behavior is guidance involving the whole learning environment. Every child is respected. Each class encourages good behavior through praise and various incentive programs. We also realize that children need limits set to develop self-discipline and socially acceptable behaviors. There are set limits, which the child will learn in the preschool room. The limits will also protect the child and the group.

Children are limited when they:

- Infringe on the rights of others
- Are endangering themselves or others
- Are misusing materials or equipment.

The methods of correcting behavior used include:

- Supporting their feelings & helping them verbalize the issue
- Redirection
- Natural consequences
- Physically stopping them when necessary

When these methods have been consistently used and the child is still in need of behavior management, a team that includes the teacher, parent, school psychologist and other persons deemed appropriate may meet to develop a behavior plan.

All staff are trained in CPI, a Non-Violent Crisis Intervention Program, which focuses on ways to avoid the necessity to restrain students. It teaches the use of safe physical intervention as an emergency intervention to respond to an individual posing an imminent danger to self or others, and that physical interventions are a last resort. If your child needs to be restrained at any time, you will be contacted.

Preschool staff members in charge of a child or group of children shall be responsible for their discipline. Preschool Rule 3301-37-10 states "*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, and food shall not be used as a reward for behavior. (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."* The parent of a child enrolled in a center shall receive the center's written discipline policy.

SAFETY POLICY

1. No child will be left unattended/unsupervised at any time.

2. All preschool staff members are required by Ohio Law to report any real or suspected cases of child abuse or neglect, including physical abuse, child neglect, sexual abuse, emotional neglect, or educational neglect. If a child comes to school with bruises, etc., that were not there the day before, the parent should send a note explaining such. Staff members are not allowed to make a determination if they suspect that any abuse has occurred. They are required to make a report to Children's Services who will investigate.

3. Any injured child shall be observed and/or given appropriate treatment. The teachers will file an incident report to be given to the parents and copied for the school file. In the event of a serious accident or injury the parent will be contacted as soon as possible.

4. The classroom teacher needs written instructions from a licensed physician or licensed dentist before any medication will be dispensed or procedure performed.

5. All medications sent to the school will be kept in a locked storage cabinet.

6. According to the *Missing Child Act*, staff members are required to call the home if a child is absent and no call-in has been given by the parent. Please call the school before class if your child will be absent from school that day.

ELIGIBILITY CRITERIA

Children are identified based on the Operating Standards for Ohio Educational Agencies serving Children with Disabilities. To qualify as a child with special needs, each child must have a multi-factored evaluation. This evaluation includes four parts:

1. An interview with a person who knows about the child, including developmental, family, medical, and educational history
2. Observations of the child on two different occasions
3. Standardized norm-referenced testing that compares children of similar age
4. Criterion-referenced testing that assesses skills mastered by the child

A child is eligible for special services if he/she is 3-5 years of age and has a documented delay in one or more areas of development, according to Rule 3301-51-01, OAC:

1. Autism (ASD or AUT)
2. Intellectual Disability (ID)
3. Deaf-Blindness
4. Deafness
5. Emotional Disturbance (ED)
6. Hearing Impairment (HI)
7. Multiple Disabilities (MD)
8. Orthopedic Impairment (OI)
9. Other Health Impairment(OHI)
10. Specific Learning Disability (SLD)
11. Speech or Language Impairment (SLI)
12. Traumatic Brain Injury (TBI)
13. Visual Impairment (VI)
14. Developmental Delay (DD)

All children who have been identified with a disability will have an Individualized Education Program (IEP). The IEP will address specific goals for each child in his/her areas of delay along with placement in the *Least Restrictive Environment* (LRE) and services for which the child is eligible. The IEP will be updated on an annual basis or more often as requested by a parent or staff member.

Typically Developed Peers

* Must be 3 years of age
* Potty Trained
* Have their own transportation

Preference for the typical peers is given to children who:

- Demonstrate good language skills, positive behavior, and other age appropriate skills
- Interact with other children and with adults in a sharing and cooperative manner.
- Are not considered at-risk

TYPICAL PEER CONDUCT

Children who are accepted into preschool as a typical peer are integrated with the children who are identified with a disability, which is a delay in their development. The typical peer serves as a good role model for the children identified with a disability and this is also done to serve more children in our community.

Occasionally a typical peer may display difficulty controlling disruptive or aggressive behavior. When this happens, the following steps will be taken:

1. When the behavior of a typical peer becomes disruptive or aggressive, the teacher will document these behaviors and meet with the child's parent(s) to discuss what is occurring in school.

2. Together, the teacher, parent(s), and other appropriate school personnel will develop a positive behavior plan to address the targeted problem. All will work together, in a team approach, to help the student gain control of these identified behavior(s). The team will set a reasonable time-table to meet or conference on the phone to discuss the child's progress.

3. If the child does not respond to the behavior plan, and the behaviors are deemed to be severe enough, the teacher may suggest the child have an evaluation to determine if the child would qualify as a preschooler with a disability (see eligibility section for more information).

4. If the parent does not participate in these steps to address the problem behaviors, the preschool reserves the right to dismiss the student from the preschool class for the remainder of the school year.

TUITION GUIDELINES AND EXPECTATIONS

All children who are typically developing peer models will be charged tuition to attend preschool.

Fees: Tuition is $20.00/ day for a half-day program based upon the number of school days on the school calendar. Students attend 10 months, August through May, but tuition will be collected over a 9 month period to ensure all accounts are settled before the end of the school year.

Tuition is to be paid on a monthly basis and is due on the 5th of the month. A fee schedule is provided. **Any tuition that is 60 days past due will result in termination. Unpaid tuition will remain on your child's school record until the balance is paid in full, regardless of time of exit from the program.** Tuition questions should be directed to Amy McNeal 614-834-2621.

Checks or money orders are to be made **payable to PLSD and mailed to Treasurer's Office PLSD, 90 N East St., Pickerington, Ohio 43147.**

Important: We appreciate your prompt tuition payments.

- If payment is not received by the due date, a reminder notice will be sent to you.
- Unless payment arrangements have been made, your child will be removed from the program after two missed tuition payments (60 days).
- A two-week notice is required before withdrawal.

After submitting two bad checks, only money orders will be accepted. The charge for a returned check is $20.00 and must be paid with the following month's tuition.

Parents may pay the tuition online by activating a Parent Portal Account at:
http://www.pickerington.k12.oh.us/parent-portal/

Parent Portal accounts are created as part of student enrollment. If you have never activated your parent account, **please refer back to the email you received when you registered your child** for school. **That email** (which was titled "OLR Approved") **includes your personal Campus Portal Activation Key**. Use the directions in that email to activate your Infinite Campus parent portal account. You may need to look in your email spam folder for that email.
The step-by-step directions **in that email** are as follows.

Please go to: the Infinite Campus website

- Please select "New User"
- Please enter information exactly as listed on your **Portal Activation Key (listed at the bottom of this letter)** info the box under the words "Activation Key" then click submit.
- Create your Username, Password and Verify the Password, then click "Submit"
- Log in to your portal account using the Username and Password you just created.
- On the next screen, please enter your email address, confirm your email address and then enter the password you just created ("campus password")
- Click "Save"If you no longer have the email or need help, submit an online help request. Fill in all fields. Please go to https://www.pickerington.k12.oh.us/parent-portal/ to access Campus Parent, Campus Student and to find detailed instructions on how to use the system and online payments.

ATTENDANCE AND ABSENCES

Although attendance is not required in a preschool program, we believe that if a preschool placement was determined to be the best placement for the child, the child will benefit most when attendance is regular.

If/When your child is absent, **please call both** the transportation and classroom numbers prior to the start of class and indicate the reason for the absence.

If the school is not notified of your child's absence, we are required to call you each time s/he is absent. This is in compliance with *The Missing Child Act* and is used to assure your child's safety. **Please help us by calling in when your child is going to be absent.**

School hours are important! It is highly recommended that all children with IEPs regularly ride their assigned bus. However, if you are transporting your child to and from preschool, please be on time and follow the *Five-Minute Guideline*; i.e., bring your child within five (5) minutes of the class start time and pick up within five (5) minutes of the class ending time. This is crucial for effective classroom management and courtesy to the other students in the program. Please discuss with your child's teacher any concerns you may have regarding times. Please call if your child will be absent or late.

SCHOOL CLOSINGS

It is important to keep student contact information and contact preferences current by logging into the Infinite Campus Parent Portal and updating your contact information.

District website and social media

Information about school closures or delays will be posted on the home page of the district's website, on our Facebook page, and on Twitter.

Television and Radio Stations

Pickerington Schools shares any school delay or closure information with local television and radio stations. *However, we recommend that parents and students confirm any closure information received from media outlets on the district's social media sites or website.*

2 Hour Delay: AM Time: 10:00 AM - 11:45 ; PM Time: 1:00 PM - 2:45

Occasionally, school has been dismissed early due to weather conditions or other building emergencies. Please have listed on the transportation forms someone who can be reached should this occur.

TRANSPORTATION

Bus Safety and Information- For Special Needs Students service from residential homes only

1. Please help the drivers stay on schedule by having your child ready when the bus arrives. If no one is in sight, or if your child isn't ready, the bus cannot wait, nor can it come back. You will need to transport your child to school that day.
2. After school, when the child is returned home, an adult should be there at least one half (1/2) hour before the regular drop-off time. Time schedules may vary on the preschool routes. An adult must get the child off the bus.
3. **If your child is going to be absent from school, please call the Transportation Department at 614-837-8525**. Please call before 6:30 a.m. for the morning classes and before 10:30 a.m. for the afternoon classes. **When your child is able to return to school, you must call the Transportation Department to begin bus service again.**
4. If you move or your arrangements change permanently, please provide at least one week's notice to make route changes. If you have temporary changes, you will need to provide your own transportation during that time.
5. Help your child be safe outside the bus when waiting to get on. Do not go near the bus until it comes to a complete stop. When getting off, watch the bus driver for instructions.
6. To prevent choking emergencies, make sure your child is completely finished eating before getting on the bus. Food and drinks are not allowed on the bus.
7. Please talk with your child about good bus manners:
   A. Stay in your seat
   B. Be nice to others on the bus
   C. Use a quiet voice on the bus
   D. Listen to what the driver tells you
   E. Be completely quiet at railroad crossings to help the driver listen for trains
8. Be sure your child's book bag contains only items for school and that your child will not get into it on the bus.
9. Do not give verbal messages to the bus driver to pass on to the teachers. Any message for the teachers should be put in writing and sent in your child's book bag.

Also, if your child rides the bus please call the Transportation Department to stop transportation. Call again when your child is well and returning to school. This second call starts transportation again.

Communicable Disease Policy

A. A Communicable Disease Chart is posted at each site.

B. Necessary staff members have completed the six-hour training with a three-hour refresher course every three years in Communicable Disease Recognition given by a licensed physician or registered nurse. All staff members have been provided hand washing and disinfecting procedures as well as recognition of communicable disease or illness. All Staff members will have a physical every 5 years.

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

- The teacher/ school nurse shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms of illness will be considered as possibly carrying a communicable disease and shall be immediately isolated to the office or private area of the classroom, within site or hearing of an adult, made comfortable and observed for worsening symptoms until discharged to his/her parent or guardian:
    1. Diarrhea (more than one abnormally loose stool in a 24-hour period)
    2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
    3. Greenish discharge from nose
    4. Difficult or rapid breathing
    5. Yellowish eyes or skin
    6. Conjunctivitis
    7. Stiff neck
    8. Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness
    9. Untreated infected skin patch(es)
    10. Unusually dark urine and/or gray or white stool
    11. Physical problems that can be regarded as contagious to others in a group situation
    12. Evidence of lice/nits, scabies, or other parasitic infestation, including ringworm, bed bugs, etc

If any of the previously mentioned signs or symptoms is observed at home, please do not send your child to preschool. If your child has had a fever, s/he should be fever-free without medication for at least 24 hours before returning to school. If your child has shown symptoms such as vomiting or diarrhea in the past 24 hours, please keep your child home. If your child has been given antibiotics for an infection, they need to be on the medication for 24 hours prior to returning to school. Notification will be sent home for communicable diseases that have been identified in your child's classroom. All children deserve a safe and healthy environment to learn.

If your child receives services in the home, please contact your therapist/teacher to cancel his/her visit if your child is not well or others in the home are sick.

PARENT RESPONSIBILITIES AND PARTICIPATION

It is very important for the parent and the educational team to work together to ensure that the needs of every child are being met. Your participation in activities and meetings is encouraged, and your comments are always welcome. Please feel free to stop by and observe your child's classroom.

There may occasionally be evening programs to provide information or to meet other parents in the program. We invite you to join us during these sessions.

We encourage all parents to volunteer in our programs. Occasionally, it is difficult for a child to understand how to behave if his/her parent and teacher are in the same room. If you wish to volunteer and your child has difficulty with this, we will make arrangements for you to spend time in another classroom or with special projects. If you have a special talent that you would like to share, please inform your child's teacher. Volunteer forms are available in the school office.

Parents are advised to direct questions concerning the program or child to the teacher or director. Parents are to report to the office before going to the classroom.

PROGRESS REPORTS

Evaluation and assessment reports will rely upon observation by the teacher. Conferences and/or home visits will be held during scheduled elementary parent/teacher conference days. A minimum of two conferences will be scheduled for each child throughout the year. Individual Progress reports will be sent home at the end of each 9-week grading period.

PRESCHOOL SUPPLIES

- **Your child's teacher will provide you with a supply list.**

PARENT TO DO

1. **Please check your child's book bag daily**. Your child's teacher will use notes or a notebook to communicate with you often.
2. In case of emergency, make sure you or an alternate person is **always** available while your child is attending school. We **always** need to know your current phone number and address. If you will be unavailable while your child is at school make sure someone else is available and let them know they could be contacted. You may provide a note in your child's book bag.
3. When helping your child dress for school, please choose sturdy shoes for active play and clothes that are comfortable and that can be washed frequently.
4. Please communicate any information or concerns you have.

   Events and changes in the environment may affect young children. They may not be able to express their feelings or relay significant information, but it may show in other ways (e.g., behavioral problems, health issues, etc.). To help your child deal with changes, staff members will keep you informed of the happenings at school. Likewise, please keep your child's teacher informed of any events, such as:

   - Illness or hospitalization of family members
   - Pregnancies or births
   - Deaths of family members or close friends
   - Changes in family structure within the home
   - Plans for moving
   - Extra stimulation, such as visitors or celebrations
   - Any changes in medication
   - Any other changes that may affect your child

Please keep us informed of any concerns or questions that you may have. We strive to work together to serve your child in the best way possible. Communication between parents and staff members is integral to helping your child achieve the best preschool experience possible.

DRESSING FOR SCHOOL

While at preschool, your child will have many opportunities for play and new experiences. Please dress your child comfortably in clothes that suit the weather. Select shoes that are sturdy for outdoors. Shoes must be enclosed, with a heel back and not a strap for the heel. Sandals, flip-flops, crocs, and slippers are not permitted, except for designated theme days. Students may be asked to "sit out" of some activities, as a result. Please send a complete change of clothing for your child (including socks) in a plastic bag for accidents. If your child uses diapers, please send in a sufficient amount of diapers. Be sure to label everything with your child's name, including coats, hats, gloves, boots, etc. Every effort is made to have outdoor play, whenever possible. Make sure that your child has appropriate clothing for the weather. Donations of spare clothing sizes 3-6, particularly pants and underwear, would be greatly appreciated.

SNACKS

A snack will be served each day in all classes. Parents are asked to provide a nutritional snack for their child. Please see healthy snack ideas listed on page 18.

Food Allergies- It is the responsibility of the parent to notify the teacher of any food allergies. It is our responsibility to post and honor them. Food allergies are posted in the classroom. Failure to do so can pose a serious health risk of some children.

Special Diet- In cases of special diet, where an entire food group needs to be eliminated for a child, parents need to provide a doctor's statement. Your child's physician will need to complete a waiver when a food group is eliminated.

BIRTHDAYS If your child would like to share a special treat with his/her classmates, please be sure to notify the staff at least two days in advance. Birthdays will be recognized for each child in our preschool

Healthy Snack Ideas for PARENTS

Snacktime is an important time at preschool! Not only do we learn how to nourish our bodies with healthy foods, we also learn many social skills, such as sharing, serving and cleaning up. In addition, children requesting items to eat and visiting with peers build upon communication skills. Small motor skills are also developed, like pouring, dipping, and using silverware. Since our families at preschool provide snacks, we felt it was important to share with you a list of healthy items that make excellent snacks for preschool students. Please feel free to keep the list handy as you make your selections!

Apples
Applesauce cups
Oranges
Muffins
Bananas
Broccoli
Canned Fruit
Carrots
Jello Cups
Kiwi
Cheese
Peaches
Blueberries
Pears
Pineapple
Celery
Pudding
Veggies
Teddy Grahams
Strawberries
Dry Cereal
Vanilla Wafers
Pretzels
Cheese-It Crackers

SPECIAL DIETS AND MEDICATIONS

Preschool personnel may administer special diets and/or medications to a child only after the parent or guardian and physician have completed the proper forms pertaining to the administration of oral medications.

We encourage parents to give their child any needed medication at home. However, if it is absolutely necessary to give medication during the school day, the following guidelines will be followed:

1. The medication information form will be completed including the student's name, address, name of medication, storage requirements, dosage, time, duration of medication, reason for medication, possible side effects, physician's name, physician's address, physician's phone number, parent or guardian's signature, and the physician's signature.

2. Medication must be in original containers and have an affixed label, including the student's name, name of medication, dosage, route of administration, and time of administration.

3. All medication is stored in a locked cabinet or in the clinic.

4. Individual medication records will be maintained and monitored by classroom personnel or the school nurse.

Please keep your teacher informed of all medications that your child is taking. Medication and changes in medication can greatly affect a child and his/her behavior. Please let your child's teacher know of any side effects of the medication (your pharmacy can provide a print-out of the medication that includes side effects and possible food reactions).

EMERGENCY INFORMATION

A. Each student must have on file an **Emergency Medical Authorization Form** and a **Medical Statement** signed by a physician. This information must be updated as soon as any change occurs. Should an emergency arise, current phone numbers, etc. are critical.

B. Parents are responsible for informing the school of the child's medical problems, such as allergies to bee stings, foods, etc. Please inform your child's teacher of any medical problems.

C. All emergencies or major accidents shall be called to the attention of the person in charge. As needed, said person will call 911 and notify the parent.

MEDICAL POLICIES

A. To enter preschool, all children must have an adequate immunization certification on file, including the following:

4 - DPT (Diphtheria, Whooping Cough or Pertussis, and Tetanus)
3 - Polio
1 - MMR (Measles, Mumps, Rubella, Rubella-German Measles)
1 - HIB
3 - Hep B

B. A physical examination within 30 days of admission and yearly thereafter is mandatory to attend the preschool program. The completed forms need to be current, within six months prior to placement.
For children continuing in the program, physicals and dental exams are required to be updated each year. It is the responsibility of the family to schedule the exams and have forms completed by licensed physicians.

C. The Health Department will help with physicals and immunizations on a sliding fee scale if you do not have a family physician.

CUMULATIVE RECORDS FOR PRESCHOOL ENTRANCE

All personal record and permission forms listed at the end of this handbook need to be turned in before your child can begin preschool. These forms need to be provided by the parent/legal guardian.

If any information provided on these forms changes, please inform your child's teacher immediately. It is critical that we have working phone numbers in case of an emergency. Please inform your child's classroom teacher when any contact information changes or is no longer working. We need at least two (2) telephone numbers at all times where either a parent/guardian or an emergency contact can be reached.

It is necessary to maintain personal information on the child and the family. Information in the records is available to appropriate school personnel, and accessible to the child's parent or legal guardian, in accordance with school district policy and the Ohio Revised Code. All preschool programs will maintain the following records on each child:

1. Personal Data – name address, sex, date and place of birth (copy of birth certificate)
2. Admission and withdrawal dates
3. General family/child data
4. Emergency/medical information
5. Immunization records
6. Attendance
7. Request for directory (roster) information for circulation to preschool participants
8. Progress reports
9. Yearly physical examination

Pickerington Preschool Important Forms Checklist

Important Forms

You will be asked to complete these forms and return them. You will either receive these from your child's teacher at the school they will be attending or, ***If you are viewing our handbook online – there are separate downloads – one for the handbook only and one for the forms.***

WHAT YOUR CHILD NEEDS TO BEGIN PRESCHOOL

___Preschool Cumulative Record

Please use this form to update any numbers, addresses or emergency contacts that have changed. It is critical that we have working numbers to reach you or a contact in case of an emergency or illness. If you have changes to the form you filled out in the beginning of the year you just need to fill out any area that has changed and check the box and date the bottom of the form.

____ Emergency Medical Authorization/Permission to Transport

____ Preschool Health Record/Immunization Form

This form needs to be filled out upon enrollment (within 30 days) and renewed annually. If your child is going to the doctor for a physical examination, take this form with you.

____ Receipt for Parent Handbook

____ Permission for Field Trips, Film and tape, and Roster Form

____ Free/Reduced Lunch Form (if applicable – available from elementary office)

____ Authorization for the Administration of Medication Form (if needed)

____ Over-the-Counter Ointment Permission

This form needs to be filled out in order to apply any ointment/cream to the diaper area. This form needs to be updated every 3 months.

____ Dental Form

____ Volunteer Form, if applicable

Important Information (List of Preschool Staff)
Supply list
Calendar/ Hours
Pick Up and Drop Off
Tuition Schedule (if applicable-Peer Models)

If you have any questions or concerns, please ask.