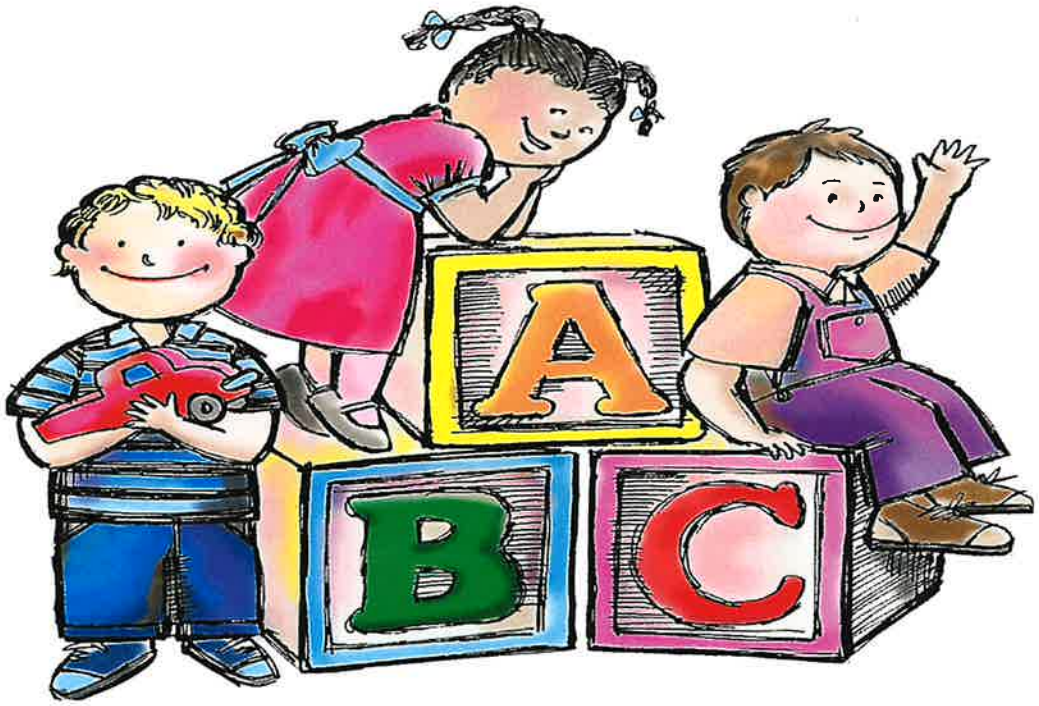
Gallipolis City School District Early Childhood Program



Parent Handbook

Gallipolis City Schools
61 State Street
Gallipolis, OH 45631
740-446-3211

Early Childhood Locations

Green Elementary
113 Centenary Church Road
Gallipolis, OH 45631
740-446-3236

Rio Grande Elementary
439 Lake Drive
Rio Grande, OH 45631
740-245-5333

Washington Elementary
450 Fourth Avenue
Gallipolis, OH 45631
740-446-3213

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Welcome to the Gallipolis City Early Childhood Program

Dear Parents,

We are very happy you have selected our program for your child. It is our belief that every child can learn and succeed. We want your child to have a strong foundation for future learning.

We offer a strong, developmentally appropriate early childhood program, which adheres to National Association for the Education of Young Children and is licensed by the State of Ohio. Our researched-based and board-approved curriculum aligns with the Ohio Department of Education's Early Learning and Developmental Standards and concentrates on skills that are important to Kindergarten success.

Our staff members are committed to making your child's preschool experience meaningful and rewarding. We are committed to remain lifelong learners in the growing and ever-changing profession of early childhood education. As you get to know us better, you will come to share our enthusiasm and see why Gallipolis City School District Early Childhood Program is unique and special.

Please feel free to contact us at any time throughout the school year if you should have any concerns or questions. We look forward to working with you and your child this school year.

Sincerely,

Suzanne Eachus

Supervisor, Gallipolis City Schools
ECE Preschool & Integrated Preschool

Philosophy

The philosophy of the Gallipolis City Schools Early Childhood Program is to provide opportunities, through active and quiet play, for children to grow through a variety of experiences. It is our belief that every child can learn, and that the preschool experience should be positive, enjoyable, and rewarding for children and their families. Activities provided in our preschool are multi-cultural, play-based, child-initiated, and purposeful. As nurturing occurs in the preschool environment, the child develops communication skills and learns to interact with others in his/her world.

Program Goals

Gallipolis City Schools Early Childhood Program is designed with the following goals and objectives. The *Creative Curriculum* was adopted by the Gallipolis City Board of Education. The *Creative Curriculum* supports developmentally appropriate activities, engaging learning environments, and approaches that meet the individual needs of the children, and is also aligned to the early learning and developmental standards adopted by the Ohio Department of Education and is on the Ohio approved list for the Science of Reading.

The Child

- To recognize the uniqueness of each child, working creatively to develop a plan to guide each child's progress.
- To encourage development of a positive self-image.
- To help children develop their physical, social, emotional, linguistic, aesthetic, and cognitive potentials.
- To address all areas of the child's development when engaging in activities with the child.
- To encourage every child to learn through instructional methods that includes a variety of approaches.

The Environment

- To take advantage of learning opportunities within activities of daily living and play in the child's environment.
- To provide a secure environment that encourages creative exploration and independence, optimizing the child's experiences of success.
- To provide an environment where individual differences are respected and appreciated.
- To integrate children with varying abilities.
- To provide developmentally appropriate activities for children.
- To engage children in active rather than passive learning.

Parents and Families

- To recognize parents as children's primary teachers.
- To involve children's families in the program and to make resources available to them.
- To review children's progress in the program and report to parents at mid-year and year-end.
- To support children and families in making the transition from preschool to school-age programs.

Gallipolis City Schools Early Childhood Programs • Overview

Public School Preschool General Education Class

The Gallipolis City School District Early Childhood Program provides comprehensive preschool services for three-and four-year-old children. If a child turns five on or after August 1, they can apply for preschool services however priority is given to children who are three and four year olds. Our preschool program is five days a week and is a full day program. A general education teacher teaches the class along with the support of an aide. In this classroom, children will develop physically, emotionally, socially, and intellectually through play and developmentally appropriate classroom activities. We strive to provide these children with structure, routine, and great early learning experiences.

Itinerant Services

Gallipolis City School District Early Childhood Program offers an intervention program that is tailored to meet the individual needs of preschoolers with developmental delays and provides support to families. These individualized services, include a variety of hands-on learning experiences, are provided to preschoolers in the least restrictive environment (LRE). Involvement in this program will encourage the cognitive, physical, emotional, language, and social development of the child, while offering parent education and support.

Transition Supports

Gallipolis City Schools Early Childhood Program transition services are designed to meet the educational needs of those students as they enter the program. They also support those children who will be leaving the preschool program at the end of the current school year. Classroom experiences are provided that will increase independence and school readiness skills.

School Psychological Services

Gallipolis City certified preschool psychologists assist teachers and parents by evaluating children to determine eligibility for special education services. Psychological services include consulting with parents and teachers to develop plans to address behavior, learning, and other issues in serving preschool children.

Speech/Language Therapy

Speech/Language Therapy services are available to those qualified children enrolled in the Gallipolis City School District Early Childhood Program. The children are seen on a weekly basis in their PSE or ECE classroom environment for individual and/or group therapy sessions. Language and speech skills are enhanced through play-based activities.

Audiology

Audiology services are available

Occupational Therapy

Occupational Therapy is provided to children who have been referred and evaluated by an Occupational Therapist due to fine motor/sensory concerns that are affecting their educational performance. Children who qualify for occupational therapy will follow a prescribed therapy plan. Therapy is designed to improve ability to perform tasks independently

Physical Therapy

Physical Therapy is provided to children who have been referred and evaluated due to gross motor concerns that are affecting their educational performance. Children who qualify for physical therapy will follow a prescribed therapy plan. The therapy may aid the child with walking, physical exercise, wheelchair activities, and proper positioning. Therapeutic exercises program may be designed to improve strength and range of motion.

Confidentiality of Student Information

Student records, educational and personal information is maintained in a confidential manner in compliance with the Family Education Rights and Privacy Act: 20 USC 1232g (FERPA). These procedures follow the Ohio Revised Code and protect the integrity of each student's personal information.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Creative Curriculum: Curriculum / Learning Centers

Creative Curriculum aligns with Early Learning Developmental Standards (ELDS) and Early Learning Assessments (ELA). The curriculum identifies 11 areas of interest for preschool children. The eleven areas of interests will be represented in specific areas of the classroom or in scheduled activities.

BLOCKS – When children construct, create, and represent their experiences with blocks, they grow in many ways. They learn to follow rules, exchange ideas & share with peers, use large and small muscles, create representations of their experiences, use abstract & logical thinking, learn about sizes, shapes, numbers, order, area, patterns & weight, and increase vocabulary and writing & documentation skills as they label and talk about their creations.

DRAMATIC PLAY – When children engage in dramatic play, they deepen their understanding of the world and use their imaginations as they make up situations and take on roles. They learn to recreate life experiences and act out their feelings about them. They cooperate with peers & work together to act out a wide variety of scenarios. They use small motor skills to dress dolls, put on costumes and manipulate household items. Many functional academic skills such as using money in a play store or writing a shopping list are encouraged in this area.

TOYS & GAMES – This area includes manipulative items, puzzles, collections, and games that offer opportunities to play alone, in pairs, or in small groups. Children develop confidence, as they are able to complete activities, learn rules of a game and take turns with peers. Small muscles are developed as children manipulate pieces of materials while they classify, compare, match, and make patterns while using new vocabulary. Children use many math skills in this area. They also explore games and toys that develop alphabet recognition and other reading skills such as lift to right progression and visual discrimination.

ART – In the art area, children have many opportunities to use small motor skills to explore materials and make creations that express feelings or represent things. They experiment with colors, lines, shapes and sizes, cause and effect, and planning & trying out new ideas. Children often tell stories about or label their creations and build communication skills when they explain to classmates or adults how they made something.

LIBRARY – The library is a source of good books, a variety of writing materials, comfortable furniture and a quiet spot for children to relax. Children share books with others, retell or act our stories, or send a card to a friend or relative. All aspects of literacy – reading, writing, listening, and speaking – can be strengthened in the Library area.

DISCOVERY AREA – This area is a place for children to wonder about many interesting things and then use their senses to explore, act on objects, and observe. Children work together to explore and make discoveries. They make predictions about how things might change, move, or react under different conditions. They organize their thoughts by classifying, comparing, measuring, counting and graphing, and they represent their findings in a variety of ways, using writing, drawing and creating models.

Creative Curriculum: Curriculum / Learning Centers, continued

SAND AND WATER – Tables and containers filled with sand, water, beans, rice, etc. provide opportunities for children to work independently or together using a variety of tools such as funnels, sieves, buckets & rakes. They build social and motor skills as they explore & observe liquids & solids with different characteristics. This stimulates children's thinking & language.

MUSIC AND MOVEMENT – Activities using music and movement are often part of circle time and outdoor play, but can be integrated into many parts of the daily routine to provide an outlet for children's creative energy. Songs, dances and finger plays help children learn to take turns, memorize words, sequences, and patterns, and to use their bodies to express emotions or try out new ways to move. Children build listening skills and learn the concepts that are embedded into the music.

COOKING – Cooking experiences give children the opportunity to learn how food is prepared and how it contributes to their health and independence. Cultural diversity can be celebrated through cooking, and children can use their creativity while learning many practical skills. Vocabulary is developed while children prepare to cook, problem-solve, measure observe, and present their final products.

COMPUTERS – Computers and other appropriate technology allow children to investigate, solve problems, and explore using tools that will be important throughout their lives. Children are often more motivated to learn the operation of technology that they have seen adults using. Children use computers to create art, arrange objects in unique ways, experiment with graphics, and play cooperatively with peers while learning keyboarding skills and basic computer operations.

OUTDOORS – The outdoors offers many ways to enrich the curriculum and support children's learning and development. Children can make more noise without disturbing others while playing outdoors. They learn to safely use playground equipment, play a variety of active games, and to use the outdoor space as a natural laboratory for scientific explorations.

Class Roster

We prepare a class roster each fall so families can contact each other. The roster will only be available to parents of other preschool children. Permission to have parents' names, phone number, and child's name on a classroom roster is requested as a part of the registration process. If you do **not** want your contact information shared with other families, please make sure that your child's teacher knows this.

Program Operations

Days of Operation

The Gallipolis City Schools Early Childhood Program Operates **FIVE** days a week and follows the school district's calendar, except for the start date and the end date. Preschool starts September 5, 2023 and ends May 10, 2024 In addition, there will be several annual family involvement opportunities scheduled as well as family training events.

Inclement Weather

If Gallipolis City Schools cancels school due to inclement weather or if you feel the road conditions are hazardous, your child should not report for class. Listen to local radio stations, sign up for important weather announcements on the District webpage at gc-k12.org under "E Communication" were you will receive texts/phone calls or watch the local TV stations for school closing announcements.

Transportation: Arrival/Departure

Whether or not your child is provided transportation by the school district depends upon the program in which the child is enrolled.

a. Preschool Integrated Program — transportation is arranged and/or coordinated by the local school district as part of the program.
b. Preschool Program (ECE) — the parents may be requested to provide transportation to and from the program. Parents should bear in mind that teachers have schedules to maintain and preparations that need to be completed for the next day. If families are providing transportation, **it is essential that your child be picked up on time**, since childcare service is not available.

Safety

1. Children will be with adults at all times.
2. Under no circumstances will a child be released to anyone not known to the school without authorization from parent or guardian. Identification, e.g. a driver's license, is required when a new person picks up a child.
3. A teacher and/or teacher assistant will escort the children to and from the bus.
4. Fire drills will be held monthly in coordination with the individual school district. Tornado drills will be held during tornado season, April-May. Emergency Lock Down Drills will be held twice a year. A record of all drills will be maintained in the school office.
5. Each preschool staff member will be aware of the location of each student's file and of procedures to follow in the event of illness, injury, or emergencies such as fire and weather alerts.

6. There will be immediate access at all times to a working telephone within the building.
7. Procedures for fire and emergency exiting are posted in the classroom.
8. A class roster of children and parents are on file and available upon request.

Parents are responsible to make the teacher aware of their child's **arrival** and **departure**. A change in transportation arrangements is not allowed unless **written permission** is given by the parent.

Accident/Injury
When an accident or injury occurs which requires medical treatment, an incident report will be completed. A copy will be given to the parent and a copy will be kept on file at the preschool site for the remainder of the child's enrollment in the program. The parent will also be contacted by preschool staff.

The teacher in charge of a child or a group of children is responsible for their safety. Program staff are trained on emergency first aid procedures.

No child will ever be left alone or unsupervised.

Nutrition
1. A nutritious breakfast is provided each day **FREE** of charge.
2. A nutritious lunch is available every day. Lunch applications are available and will be sent home with your child at the beginning of the year. Prices will vary depending on eligibility.
3. Snacks are offered daily at the preschool sites, a menu will be posted and sent home each month.
4. Families may provide a special snack on a child's birthday. Please coordinate this with your child's teacher.
5. Notify the teacher of any allergies your child may have, and treatment of these allergies. In some cases a doctor's statement must be provided to verify food allergies.

Admission / Enrollment / Withdrawal
Gallipolis City Schools Early Childhood Program does not discriminate based upon race, color, religion, sex, national origin, or disability. However, in order to maintain preschool staff/child ratio at all times, enrollment at a specific preschool center may be closed after reaching maximum capacity. Children who live within the boundaries of a particular school are given preference for enrollment. Children outside the district or attendance area may request a position by contacting the Preschool Supervisor at **740-446-3211**.*If a child is permitted to attend preschool outside of their district or attendance area, this does NOT guarantee them entrance into Kindergarten in the same building.*
In order to be admitted to any program, parents must have submitted the child's Official Birth Certificate, Social Security Card, Immunization Record, Health Insurance, and the family's Proof of Income (W-2, 1040, two consecutive pay stubs, or benefits) and complete a JFS application.

Admission into our Early Childhood Program is based upon required documents being completed and received by the district and shared with Jobs and Family Services (JFS). Children who fall below the 200% of the poverty guidelines are enrolled first, to ensure that the funded number established by the state is met. Children in the districts who are four years old (but not five) by the district cutoff date for Kindergarten will be given preference for enrollment in preschool.

Gallipolis City Schools provides services to preschool children ages 3 through 5 with disabilities in the least restrictive environment (LRE). A preschool program is available, free of charge, to children who are eligible for an Individual Education Plan (IEP).
If you choose to withdraw your child from the program, please notify your child's preschool teacher prior to withdrawal. Parents may request their child's cumulative records upon withdrawal.

Attendance / Absence
The teacher and secretary maintain daily attendance records. When a child is absent, the parents need to notify the school before arrival time on the day of the absence. Regular attendance is encouraged so that your child can develop a sense of routine, participate fully in all aspects of the preschool program, and make steady progress toward positive outcomes.

Daily Schedule
The activities listed below are typical of the preschool daily schedule. The individual program schedule varies according to each teacher's classroom schedule. A daily schedule is posted in each classroom.

The preschool day consists of:
* Breakfast/Circle time / free play / lunch / literacy
* Rest time/Restroom break / gross motor activities / music and movement
* Snack/Clean-up / story time

Student-directed activities include centers such as:
* Dramatic play center, block center, and writing center
* Discovery center, art center, and science center
* Housekeeping center and sand/water center
* Computer center and reading center

The daily activities reflect the preschool's philosophy and goals, and is based on Ohio's Early Learning and Development Standards and the *Creative Curriculum.*

What Children May Bring
1. Children may always bring science items to show to the class: bird's nest, flowers, rocks, leaves, shells, worms, bugs, and so forth. They may also bring vacation brochures and/or pictures, and other things of educational value. Note: In some classes, there are set days for "sharing."

2. Please do not allow your child to bring toys to school, as missing pieces, breakage, and sharing causes problems. There are sufficient toys at the school to provide stimulating creative play

Field Trips

1. Throughout the school year preschoolers may be given the opportunity of going on field trips. Field trips are arranged with a purpose. Locations are selected so that children can visit and learn new information.
2. Safe transportation is arranged through the school district. These procedures are followed:
   a. Permission slips are required for all field trips.
   b. An identification tag will be attached to each child. This tag will include the child's name, school name, and telephone number.
   d. A first aid kit will be taken on each trip away from the school.
   e. A person trained in first aid shall accompany the children on all field trips.
   f. Emergency Medical Authorization forms will be taken along on the trip.

"Gee, All Those Kids Seem to do is Play…"

Yes, children in our early childhood program do play a lot . . . 15 to 45 minutes per session. During this time, a lot of structured play is going on.

They are:

- meeting friends
- playing with toys
- exploring how things work
- looking at books
- listening to music
- sharing
- pouring and measuring in the sand box
- having different experiences in a mostly-child group situation vs. a mostly-adult situation
- developing and expanding their language abilities
- having creative art experiences
- having cooperative play experiences
- learning to share the adults' attention
- learning social skills needed to play games and make friends
- building with materials that may not be available at home
- using "messy" art materials in a space provided for experimentation
- trying on different personalities with different clothing
- becoming independent
- comparing and contrasting different experiences
- learning from other children about appropriate behavior and their mistakes
- indoor/outdoor gross motor activities

So you see, what *looks* like play is hard work!

Behavior Management / Discipline

A. Our goal as adults is to help children learn to live successfully with classmates, family members, adults and others. To achieve this, we encourage children to develop self-control and be responsible for their own actions. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. 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 recognition for appropriate behavior.

B. Behavior management/discipline policies and procedures ensure the safety, physical, and emotional well-being of all individuals on the premises. 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, 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, and derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as a 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 staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

C. Bus Behavior

Children are required to follow their local school district policy on bus behavior. Stated below are a few of the basic bus rules:

1. Children must wait for the bus in a location clear of traffic and away from bus stops.
2. Children should go directly to assigned seats.
3. Children need to remain seated to keep aisles and exits clear.
4. Children should observe appropriate conduct and obey the driver.
5. Children must not throw or pass objects into, on, or from the bus.
6. Children may carry on the bus only objects that are safe and can be held in their laps.

In addition, the following rules apply to parents, legal guardians, etc.:

7. An adult is required to accompany the child to the bus stop and remain with him/her until the child boards the bus.
8. An adult is required to meet the child at the bus stop when the child exits the bus at the end of the school day.

Re: Ohio Revised Code 3301-37-10 Board Adopted August 2012

D. The parent's receipt of this notebook is the official notification of the program's behavior management procedures.

Child Health and Safety

Health and Dental Examinations

A medical examination by the family's physician is required for each child before starting school. Hemoglobin or hematocrit and lead results should be supplied annually as a part of the child's physical examination. The physical form must be returned to the school district **within 30 days of enrollment.** If your child's most current physical exam is more than one year old, a new exam needs to be completed, as the exam on file at the school must be current.

A list of Immunizations are given to families during preschool registration or additional information on immunizations can be obtained at the Gallia County Health Department, 4499 Jackson Pike, Gallipolis, OH 55631, or by calling 740-441-2018. We also *strongly* recommended that your child have a dental examination completed prior to school entrance.

Required medical and dental exam forms are distributed at registration, or can be obtained by stopping by the Board office at 61 State Street, Gallipolis, OH, 45631, or by calling your child's teacher.

A. School Health Tips

Health is high on the list of priorities for most people. We would like you to consider these actions that we believe will help your child be a happier and healthier person at school.

Send your child to school with:

A. a smile on his/her face
B. a hug from you
C. appropriate clothing for the weather and any forecasted changes
D. enough sleep so that he/she is eager to get up and get the day started

B. Illness and Medical/Dental Emergency Procedures

1. A child is considered to be mildly ill when he/she does not feel well enough to participate in preschool activities, but does not have symptoms that may be indicative of a communicable disease. When your child appears mildly ill and unable to participate fully in preschool, we will call to inform you of the child's condition giving you the option to pick up your child.
2. There is a suitable place in each building provided for student emergency care, which may be needed due to illness or injury while the student is at school and where students wait while parents are being contacted.
3. There is a preschool staff member available at all times trained in First Aid, CPR, Communicable Disease, and Child Abuse recognition and Prevention.

**** Immunizations are required by law for entrance into preschool.**

Other Safety and Health Concerns

- No child will be left alone or unsupervised at any time.
- Emergency medical and dental procedures are posted in the classrooms.

Medication Policy

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others.

1. If possible, all medication should be administered at home.
2. If medication is required to be administered at preschool, a parent must complete our MEDICATIONS FORM and hand it directly to the child's teacher.
3. If your child will be taking any medication while at school there are several steps to follow prior to the administration of medication, food supplement, modified diet, or fluoride supplement:
    a. The parent must write a note to the teacher requesting that the teacher comply with the physician's order.
    b. The teacher must receive and retain a statement signed by the physician who prescribed the medication.
    c. Trained health professionals or those who have completed a drug administration training may administer medication.
    d. All medication shall be stored in a designated locked storage place, except medication, requiring refrigeration shall be kept in a refrigerator.
    e. All medication shall me in the original container.
    f. A written record or log will be kept on file with the dosage, time, and date administered. The medication log will be kept on file for one year.

Clothing for School

1. Washables are best; we often have messy "projects" at school.

Underclothes should be simple and easy to adjust. Clothes should be simple, washable, sturdy, not too tight, safe, and easy to manage.

2. Buttons and zippers should allow for independence in toilet and dressing habits. (Try to avoid belts and suspenders.)
3. Boots should be easy to manage. They should be large enough so the child can put them on without help.
4. To prevent the loss of clothing, sew the child's name into his/her, coat, hat, mittens, etc. A laundry marker can also be used.
5. Book bags should be 13" by 15" or larger to accommodate all papers and supplies. Canvas, denim, or any durable cloth is best. They can easily be homemade. Your child should bring his/her book bag every day.

Immunization Information

In accordance with the Ohio Revised Code, Sections 3313.671 and 3701.13, all school districts must be provided with complete immunization information for each child upon entrance into the school district. These immunizations must be kept up to date, administered in a timely manner, according to your family physician's or health clinic's instructions, until the series has been completed. Upon entrance to preschool, a medical form signed by your family physician or health clinic will document the following immunization requirements:

- DTP 4 doses
- Polio 3 doses
- Measles, Mumps, Rubella -- usually combined as MMR 1 dose
- HIB 1 dose
- The 5th DTP and 4th Polio are normally administered just prior to Kindergarten.

Communicable Disease Policy

If your child is ill when at home, do not send him/her to school. Other children will be exposed to disease and your child most likely will not benefit from time at school. Other children may have a low immune system due to a physical condition. Please be considerate of peers in the classroom and keep your child home until you can determine what else may be developing.

These symptoms may mean the start of a communicable disease. Please keep your child home, or you will be immediately called to pick up your child if these symptoms appear:

- Diarrhea within the last 24 hours
  - (3 or more abnormally loose stools within a 24 hour period)
- Severe cough
- Severe cold
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Heavy green or yellow nasal discharge
- Untreated and/or undetermined rash
- Temperature of **100 degrees F** or higher within the past 24 hours
- Sore throat (if your child is waiting results of strep test, please keep him/her home)
- Red, watery, burning, discharging and/or itching eyes
- Unusually dark urine and/or grey or white stool
- Vomiting within the past 24 hours
- Stiff neck with an elevated temperature
- Evidence of head lice
- Exposure to a contagious disease that could jeopardize the health of others

Children who have fevers should **NOT** return to school until **24 hours** after the fever is gone. Children on antibiotics should remain at home until they have been receiving medication for **24 hours**.

Preschool programs are required to report to ODE if a communicable disease is required to be reported to the local health department, as indicated on the JFS 08087 "Communicable Disease Chart". Preschool programs are required to continue reporting COVID-19 cases to ODE per Ohio Administrative Code.

Emergency / Safety Procedures

- Fire and tornado drill plans are posted in each classroom. Plans for rapid dismissals and lock-down drills are available in individual buildings.
- First aid supplies are available in the building
- Teachers are trained in first aid, communicable disease and child abuse recognition.
- Each child must have completed a medical evaluation (including updated immunization record) and emergency medical authorization form. All required forms are kept in student files in the classroom.
- Each restroom in the building has hand-washing procedures posted on the wall.

Child Abuse and Neglect Reporting

In accordance with Ohio Revised Code 2151.421 and subsequent amendments, any case of suspected child abuse or neglect will be immediately reported to the Gallia County Department of Children Services as required by law.

Parent Involvement & Participation

A. Active Parent Plan

1. Field Trips

All field trips for the preschool will be curriculum-related. Parents are welcome to accompany their child on these special occasions.

2. Family Involvement Opportunities

Several family involvement activities are offered throughout the year. Some examples include; Meet the Teacher, Preschool Orientation, Fall Festival, Christmas Program, Family Engagement Day/Nights, and Parent Teacher Conferences. Parent-Teacher conferences are held twice a year. These are set up at a time convenient for both parents and teachers. This will allow parents and teachers the opportunity to share information about the child's strengths, needs, progress, and behavior.

3. PTO

Parents may volunteer to be a part of the PTO and a site representative. Please contact the teacher if interested. PTO shares information and provides input to the preschool program. Meetings are scheduled in advance and take place at a convenient location. The meetings are designed to share resources, assist in implementing parent/family involvement activities, as well as a variety of other activities.

4. ETR/IEP Meetings

Children involved in the Gallipolis City Integrated Preschool Program will have an Individualized Education Program (IEP) developed and on file. The IEP will be written at the time of the initial placement. Realistic goals and objectives will be developed for the

preschool child by the parents and the professionals involved. The group members (team) will sign the IEP and meet again to review progress prior to the expiration date on the IEP and/or entrance into a school-age program. The team, which is comprised of parents and professionals, jointly determines the least restrictive environment for the child.

5. Classroom Visitation

The input and participation of preschool parents can help to ensure your child's progress and enjoyment of the preschool program. **Parents of a child enrolled in the preschool program are permitted unlimited access to the school during operation hours. Parents should report to the office or sign-in at the designated area upon entering the school building.** Parenting is the most important form of teaching that the preschool experience only supplements.

6. Parent Volunteers

Parents are encouraged to volunteer in their child's classroom. Children love having their parents spend time with them at school. Please let your child's teacher know if you are willing to volunteer in the program.

7. Seasonal Programs

Seasonal programs are held several times a year, for example: fall and winter festivals, and spring celebration. Parents are encouraged to attend and share the day with their child. Teachers will notify parents of special activities and parties that are planned.

8. Parent Meetings- Parent meetings are held once a month at the various Elementary Schools. Information on the parent meetings are sent home with the students each month.

B. Parent Pick-Up/Drop-Off

If you are picking-up or dropping-off your child at preschool, **you must be on time**. Please ask the preschool teacher about the pickup or drop-off times & procedures at your building. If you are late in picking up or dropping off your child, please report to the school office. The office secretary will notify your child's teacher. The teacher or teacher assistant will come to the office and escort your child to the preschool classroom if he/she arrives late.
To ensure the safety of all children, only authorized personnel may escort children to the classroom while school is in session.

If someone other than the parent/guardian is picking your child up from preschool, they will need to be listed on the permission to pick up form. A photo ID will be requested at the time of pick up. Anyone picking up a preschool student must be 18 years of age unless prior authorization has been granted.

C. Parent Access to Information

Preschool parents will have access to information regarding local district, county, state, and national conferences and other professional development addressing early childhood issues (either by communicating with the teacher or newsletters).

D. Parent Access to Inspection Reports

Parents will have access to preschool licensing reports, annual fire inspection report, food safety report, and reports from any program or classroom environment evaluations performed. These are available to view on site.

Complaint Procedures

Gallipolis City School District Early Childhood Program provide an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, economic background, to learn through the curriculum offered or any program or activity sponsored or conducted by this agency. Any person who believes that the agency or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the Gallipolis City Schools Board Office, 61 State Street Gallipolis, OH; phone 740-446-3211. The complaint will be investigated and a response will be given to the concerned person within five working days. The Early Childhood Director can provide additional information concerning access to equal education opportunity. Under no circumstances will Gallipolis City Schools threaten or retaliate against anyone who raises or files a complaint.

All State licensing rules and laws, the Preschool's licensing record, and Board of Education approved policies, are available upon request. The Preschool's license is displayed in the classrooms. Any suspected violation of licensing or policies can be reported to either the Ohio Department of Education at 1-877-644-6338 or the Gallipolis City Schools Board of Education Office at 740-446-3211

Tuition Policy

Children from families whose income is at or below the 200% Federal Poverty Guidelines attends tuition-free and may not be charged tuition or program fees, such as registration, snack, or materials fee.

Children from families whose income is between greater than 200% of the Federal Poverty Level will attend at full pay, which is $24 a day. This tuition is a vital part of our operating money, and allows us to continue to offer quality preschool services within Gallia County. The fee is based on the gross yearly income and the number of family members in the household. Each family will be sent notice of payment monthly via electronic notification or paper. If payment or explanation of late payment is not received within **30 days** of the due date, you may receive a notice removing your child from the program. Tuition not paid will accumulate and past due charges will be reflected on their student account. This will follow the student through their school carrier, which will affect their report cards and diploma. We require a deposit of one month's tuition in advance, which will cover the final month's tuition. If your child withdraws from the program and payments are current, this amount will be refunded to you. The deposit is due with the first payment in September. Payment is required when students do not attend. If there is a balance at the end of the school year, this will be added to your child's record.

Gallipolis City School District has built additional hours into the school calendar in case there are day's school is closed due to hazardous weather or unforeseen circumstances. However, if school is closed due to hazardous weather or unforeseen circumstances, make up days will take place during Spring Break. In this event, no additional tuition charges will be required for make-up days. The tuition amount does not change, regardless of absence, vacation, or calamity days.

We are unable to hold positions as our programs are usually full and have waiting lists.
Children who qualify for an Individualized Education Plan (IEP) attend the program at no cost to the family (regardless of family income level).
Children who are foster children or are receiving protective care as part of a family with a case plan with the Protective Children's Service Agency (PCSA) attend the program at no cost to the family. It is not necessary for families of children in these situations to provide income information. A copy of the court order is sufficient.

School Board Members

Morgan Saunders, President
Alex Saunders, Vice President
John O'Brien
Amee Rees
Lynn Angell

Sites / Staff

Gallipolis City Schools
Administrative Offices
61 State Street
Gallipolis, OH 45631
740-446-3211
Early Childhood Supervisor – Suzanne Eachus
Please visit our website at http://gallipoliscityschools.k12.oh.us/

Preschool Locations	Phone Number	Staff	Email
Green Elementary 113 Centenary Church Road Gallipolis, OH 45631	740-446-3236	Amy Evans-Teacher Angel Blazer- Aide Erica Preston-Pr/KAide	**Amy.evans@gc-k12.org**
		BreAnna Henry-Teacher Noelle Hunt- Aide	**Breanna.henry@gc-k12.org**
Rio Grande Elementary 439 Lake Drive Rio Grande, OH 45631	740-245-5333	Hannah Calvert-Teacher Marlee Sparks- Aide Jenny Davis- Pr/K Aide	**Hannah.calvert@gc-k12.org**
		Yvonne Kinder-Teacher Sarah Cook	**Yvonne.kinder@gc-k12.org**
Washington Elementary 450 Fourth Avenue Gallipolis OH 45631	740-446-3213	Jessica Willis-Teacher Christine Weaver- Aide Krista Sommers-Pr/KAide	**Jessica.willis@gc-k12.org**
		Judy North- Teacher Kathryn Roberts- Aide	**Judy.north@gc-k12.org**

Parent Resources

State Agencies

Ohio Center for Autism and Low Incidence (OCALI)
(614) 410-0321
1-877-644-6562

Ohio Department of Education, Division of Early Childhood Education
(614) 995-9974 (614) 466-2596

Ohio Department of Developmental Disabilities
(614) 752-1462 (614) 466-5214

Ohio Department of Health Bureau of Early Intervention
(614) 644-8389

Federally Funded Parent Organizations

Ohio Coalition for the Education of Children with Disabilities (OCECD)
(740) 382-5452 or 1-800-374-2806 (parents only)
OCECD provides information, training and assistance to parents of children with disabilities throughout Ohio. OCEDC has a network of Family Resource Centers, located throughout Ohio, that provide free support, training, and information services to Ohio's families of children with special needs.

State Projects

Parent Mentor Project
A statewide parent-to-parent network that provides information, support, and education of Education in which selected school districts have a parent(s) available to serve as a liaison between families and the schools Contact: The Ohio Department of Education or your local SST at (740) 797-0150, for the parent mentors in your region.

Family Information Network
A project supported by the Ohio Department for families of infants and young children who have developmental delays or disabilities. Contact the Family Information Network at the Department of Health for the FIN Consultant in your region at (614) 644-8389.

Regional Resources

State Support Team, Region 16 (SST)
740-797-0150 or 1-800-855-797-0150

Local Resources

FOOD RESOURCES
Vinton Baptist Church – 740-388-8454 (Mondays)
Nazarene Church – 740-446-1772 (Thursdays)
Kingdom Ministries – 740-388-8980 (last 3 Mondays)
Cheshire Baptist Church – 740-367-7801 (3rd Monday)
Court Street Ministries 740-446-9050 (every Thursday)
New Life Lutheran Church – 1-877-704-3663 (1st Tuesdays)
Grace United Methodist Church – 1-877-704-3663 (3rd Tues)
Outreach Center – 740-446-7555 (2nd, 3rd, 4th Tues. and Thurs.)
God's Hands At Work – 740-645-7609 (application necessary)
Simpson Chapel United Methodist –740-245-9140-3rd Wed

DEVELOPMENTAL DISABILITIES
Gallia County Board of DD – 740-446-6902
Early Intervention – 740-446-6902
Early Intervention Referral Contact – 1-740-371-3322
Ohio Coalition for Children with Disabilities – 1-844-226-0535
HOPE Intervention – facebook.com/hopeintervention
OCALI – 614-410-0321 (or www.ocali.org)
Area Agency on Aging - 1-740-245-5306 or aaa7.org
Gallipolis Developmental Center – 740-446-1642
Opportunities for Ohioans with Disabilities – 1-800-637-9341

TRANSPORTATION
Need A Lift – 740-709-0177 (Medicaid)
On The Go – 740-645-2268 (Medicaid)
Community Action Agency – 740-367-7341(Medicaid)
Senior Resource Center (wheelchair) – 740-446-7000
Area Agency on Aging – 1-800-582-7277

SCHOOL DISTRICTS/SCHOOLS
Gallia County Local School Board Office – 740-379-9085
Gallipolis City School Board Office – 740-446-3211
Ohio Valley Christian School – 740-446-0374
Buckeye Hills Career Center – 740-245-5334
URG/Community College - 1 (800) 282-7201
Guiding Hand School – 740-446-6903
Gallia-Vinton Educational Service Center – 740-245-0593

HOUSING RESOURCES
Integrated Services Non-Emergency Assistance–(John) 800-321-8293
Gallia Housing Authority (HUDD) -740-446-0251
Hopewell Health Centers – 740-446-5500
Square One- 441-5809
SoJourner's Care Network – 1-877-496-8531

HEALTH CARE
Holzer Hospital/Clinic – 740-446-5937
Jeanne Ingalls Family Practice – 740-446-7393
Canaday Care – 740-446-2929
Ohio Valley Physicians – 740-446-4600
Gallia County Health Department – 740-441-2950
Rio Family Health Care – 740-245-0033

DRUG/ALCOHOL ADDICTION TREATMENT
Health Recovery Services – 740-446-7010
Field of Hope Community Campus – 740-245-3051
TASC of Southeast Ohio – 740-446-6471
Spectrum Outreach Services – 740-446-2085
Hopewell Health Centers – 740-446-5500
STEPS of Recovery – 740-441-9800
Smith Family Healthcare – 740-578-4824
Holzer Health System – 740-446-5000

MENTAL HEALTH TREATMENT
Hopewell Health Centers – 740-446-5500
Integrated Services – 740-702-2637
Mental Health Board – 740-446-3022

SOCIAL SERVICES
Child Protective Services – 740-446-4963
Adult Protective Services – 740-446-7000
Gallia County Courthouse – 740-446-4612
Municipal Court – 740-446-9400
Senior Resource Center – 740-446-7000
Job & Family Services – 740-446-3222
Community Action Agency – 740-367-7341
Social Security Administration – 888-397-6343
Gallia County Health Department – 740-441-2018
Women, Infant, Child Clinic – 740-441-2977
BCMH – 740-441-2955
Legal Aid of Southeastern Ohio – 1-800-686-3669 Family & Children First Council – 740-446-3022
Sojourners Care Network – 1-740-596-1117
Ohio Buckles Buckeyes Carseat Program – 740-446-6902

SAFETY/EMERGENCY SERVICES
911 Non-Emergency – 740-446-0025
City Police – 740-441-6015 or 740-446-1313
Sheriff's Office – 740-446-1221
Gallipolis Fire Department – 740-446-1234
State Highway Patrol – 1-740-446-2433
Red Cross – 740-446-8555
Crime Watch – 740-446-1242
Coroner – 740-446-7711
Portsmouth Ambulance – 740-354-3122
Human Trafficking Hotline – 1-888-3737-888

MISCELLANEOUS
Bossard Memorial Library – 740-446-7323
License Bureau – 740-446-8510
Extension Office – 740-446-7007
Fairgrounds – 740-446-4120
Landfill – 740-388-9740
COAD/RSVP of the Ohio Valley- 740-286-4918