HELKE
EARLY LEARNING CENTER

Preschool Parent Handbook

2026-2027



Developing knowledge, skills, and attitudes that promote creativity, independence and lifelong learning.

Helke Early Learning Center
611 Randler Ave, Vandalia, OH 45377
Phone: 937-415-3000 Fax: 937-415-3031

WELCOME to PRESCHOOL

Dear Parents and Guardians,

We are very excited to venture into a preschool partnership with you and your child. Our program complies with all State of Ohio preschool rules and regulations and Vandalia-Butler City Schools Board of Education Policies.

We believe that families are the first and primary teachers of children; therefore, we will continually strive to provide opportunities for all levels of family participation. We invite you to share your questions and concerns at parent evenings, in scheduled conferences, and in conversations with teachers.

It is because we value strong and healthy relationships between preschool and home that this Preschool Parent Handbook was created. Please take the time to carefully read this handbook because it does contain important information about your child's program.

As partners, we will grow and learn together as we develop your child's fullest potential!

Sincerely,

Brian Tregoning
Preschool Supervisor

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PHILOSOPHY

Everyone is capable of learning and developing throughout life. It is imperative that services be provided in a respectful atmosphere that promotes growth, self-esteem, and dignity.

VISION

To develop knowledge, skills, and attitudes that promote creativity, independence, and lifelong learning.

MISSION

Vandalia-Butler Preschool will provide a safe, respectful and encouraging environment that supports emotional, physical, and academic development while maximizing readiness for ongoing life experiences.

GOALS/BELIEFS

Trained early childhood educators, working together with parents, provide the necessary active learning experiences that will enable the child to develop socially, emotionally, physically, and intellectually.
Emphasis is placed on building a child's self-esteem while satisfying a child's need for love, security, and motivation. Early childhood educators focus on the child and his or her family.
This developmentally appropriate program is responsive to the needs of families as well as the children.

The Vandalia-Butler Preschool Program and Curriculum are guided by the following principles:

- ☆ **Curriculum for young children is comprehensive and addresses all aspects of development.** The curriculum, which is based on Ohio Early Learning Content standards, addresses social/emotional, cognitive, language, and physical development through a program that is both age and individually appropriate. The child's individual and cultural background, including developmental history, is an important determinant of curriculum goals for that child.
- ☆ **Children learn by doing.** The curriculum provides opportunities for children to pursue their own interests and curiosities, and to make appropriate choices. Adults avoid doing for the children anything that they might do for themselves. Children are encouraged to do their own drawing, cutting, writing, experimenting, buttoning, etc.
- ☆ **Process is more important than product.** With young children, the ultimate value of an activity is the experience of doing the activity, rather than the quality of the product produced. Creativity of each child is encouraged. The end result of a class activity should not be a group of products that all look the same, but should reflect the individual child.
- ☆ **Play is the best vehicle for integrating learning across all developmental domains.** Adults enhance children's learning through play by providing appropriate space and materials, carefully observing children's play, helping children identify their own ideas and put them into action, and encouraging problem solving.
- ☆ **Differentiating the learning environment to strengthen all learning modalities in flexible groupings is essential**. Activities most often used in the preschool environment include:
    - **Dramatic Play** helps children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary and solve problems.
    - **Blocks** give children experience with many different concepts, such as shape and size discrimination, spatial relationships, number skills, balance, organization, cause and effect and classification. Cooperative play skills, problem solving and creativity are also promoted in the block area.
    - **Hands-on activities** help improve small-muscle development and eye-hand coordination. Some common items found in our hands-on area include beads, laces, puzzles, pegboards, and Legos.
    - **Creative Arts** helps children express their thoughts and feelings. They help to reinforce fine motor skills and concept development in areas such as colors, shapes and size relationships.
    - **Discovery area**, also known as our science area, offers children many hands-on opportunities for observations, explorations, investigation, making predictions and experimentation.
    - **Sensory play** allows children to experiment with textures and the properties of different substances. These activities also promote the development of other skills, such as math, science and language. Common items found in this area include sand, water, rice, beans, and macaroni.

- **Meeting Time** is a group gathering during which music activities promote listening and social skills, and calendar and weather activities promote math skills.
- **Story Time** is designed to help children develop an appreciation and enjoyment of literature. Reading activities enhance children's vocabulary and comprehension skills and also expands their knowledge base.
- **Small Group Time** includes art, language arts, math, science and social studies. The special needs children's goals and objectives from their IEPs are incorporated into these activities.
- **Gross-Motor activities** give children the opportunity to use their muscles and their imaginations as they engage in fun healthy exercise, running, jumping and climbing. These activities take place on the playground, gym or in the motor room depending on the weather and the day of the week.
- **Snack Time** gives children the opportunity to try new healthy foods. They practice manners and develop math concepts. This time is also used to expand their vocabulary and to work on speech and sentence length.
- **Equipment and materials** used in the preschool program are selected to be age and developmentally appropriate to support the curriculum and program planning.

PROGRAM

Preschool Special Education is designed for children with at least one identified developmental delay in the area of communication, motor, personal/social/adaptive behavior, and/or cognitive learning. The intent of the preschool classroom is to provide educational instruction and experiences that maximize each student's potential. Addressing the needs of children at an early age increases their chance for success during kindergarten, elementary, and secondary school.

The facility is licensed to operate by the Ohio Department of Education. This license, in addition to Ohio D.E.W. licensing inspection reports, is posted in the Helke office. These documents are also available for review in the Administrative Office and in the Pupil Services Department at Vandalia-Butler's Board of Education Office.

The program is guided by written policies of Vandalia-Butler City Schools. These policies and procedures may be viewed online. Access is available on the districts home web page.

The policies are consistent with the Preschool Licensing Rules, 2022 Operating Standards for Ohio's Schools serving Children with Disabilities (Ohio Revised Code Chapter 3301-37) and Procedures of Children with Disabilities. A copy of the Operating Standards and Procedures is available in the school office during regular school hours.

CURRICULUM, MATERIALS, and ASSESSMENTS

Vandalia-Butler Preschool utilizes the *Creative Curriculum* as its primary curriculum for instruction. *Creative Curriculum* is based on scientific research on how children develop and learn and is aligned with the Ohio Early Learning Content Standards. The program includes 11 interest areas and describes how and what children learn in each area, the supplies and materials needed, how the teacher interacts with children to promote learning, and how to share information about the area with families. The curriculum is supplemented in many instructional areas to ensure that a well-rounded curriculum is offered.

Developmentally appropriate materials, equipment, and resources are selected and utilized in the preschool program to meet the intellectual, physical, social, and emotional needs of the students.

Assessments rely heavily upon observations by the teacher, parents, and student work samples. Assessments include self-help skills, social development, language and literacy, motor skills, math and science. ELA, ASQ-SE, Batelle, and COS diagnostic assessment instruments will be administered per State of Ohio regulations.

CLASS SIZE

Integrated classrooms have an enrollment of up to 16 students.
There are up to 8 students on IEPs and up to 8 typically developing students.

PARENTAL INVOLVEMENT

Parent involvement is an important part of the preschool program. All parents of children enrolled in preschool are encouraged to become involved in home-school partnerships. Parents are invited to participate in parent meetings, workshops, conferences, selected field trips, performances, and in the classroom. To avoid misunderstandings as to dates and times, arrangements should be confirmed in advance with your child's teacher. Once students have been accepted into the program, parents are always welcome to visit within the parameters of state law and school district policy. Anyone interested in volunteering may contact the Helke Office to get up-to-date information about the background check process. Once approved, you will be welcome to schedule with the classroom teachers to volunteer within the building.

PARENTAL COMMUNICATION

Parents are advised to direct questions and/or concerns to the classroom teacher. A message for the teacher may be given verbally to the teacher, by email, through Parent Square or by a note written and placed in the student's backpack. Calls and/or emails will be returned by the teacher during non-class hours. A conference may be arranged by contacting the teacher. He/She will make every effort to provide an answer or explanation that is consistent with Board Policy and Guidelines.

After contacting the classroom teacher, if your concerns regarding the classroom environment, teacher qualifications, health/safety conditions, the number of children, or care of the children in similar matters have not been addressed, concerns should be directed to Preschool Supervisor at 937-415-3000. If the situation is unresolved, contact Vandalia-Butler's Director of Student Services, at 415-6431. If a problem continues to exist, a written complaint should be filed with Superintendent, 500 S. Dixie Drive, Vandalia, Ohio 45377. After this process, if complaints remain unresolved, you may contact The Preschool Licensing Program at 614-644-2603 or 614-644-2604, or The Office of Early Learning and School Readiness: 614-995-9974. If your concerns regard your child's Individualized Educational Plan (IEP), your parental rights, or your child's program, call 614-752-1404 or 614-387-2239.

PARENT / TEACHER CONFERENCES

Preschool Parent/Teacher conferences are scheduled twice a year (Fall and Spring) in accordance with the elementary school conference schedule. A parent or teacher may request additional conferences as is appropriate. To discuss progress and any problems concerning a student, parents should consult with the teacher. Appointments with teachers must be held outside of class time. Conferences are usually 20-30 minutes in length.

PROGRAM SCHEDULE

The preschool classes are scheduled four days per week; Monday through Thursday.
There are two class sessions within each scheduled day with each class meeting for 2½ hours.

AM Preschool Session: 8:45 am - 11:15 am
PM Preschool Session: 12:10 pm - 2:40 pm

ATTENDANCE

It is important for your child to attend school regularly. When a student is absent, parents are required to notify the school before 9:00 am at 937-415-3000, by emailing to: helkeoffice@vbcsd.com, or provide advanced written notice to the classroom teacher or school office. If the office is not notified of a student absence on a given day, parents will be notified. For your child's well-being, as well as for the protection of other children, please do not send / bring your child to program with a runny nose, sore throat, fever, rash, diarrhea or vomiting. Students who are often tardy, dropped off or picked up late, dismissed early, or excessively absent may be withdrawn from the program. The school makes the final determination as to what is excessive.

ADMISSION / REGISTRATION

Any child living in the Vandalia-Butler City School district who is between the ages of 3 and 5 may apply to attend the Vandalia-Butler Preschool Program. All admission requirements must be met including proof of residency, custody, legal documents on file, age, immunizations, and the child being fully potty trained (typical children only).

Selection of students for admission is mandated by *state guidelines* and will be made first on the basis of qualifications for special education. If appropriate, students already admitted to the program will be invited to continue the following year. Typically developing students are then admitted on a first come, first served basis with priority enrollment for children age 4 by August 1st of the upcoming school year.

****Ohio Revised Code 3323.02 is reflected in Rule 3301-51-02(A). It requires that each school district adopt and implement written procedures ensuring that a free, appropriate public education (FAPE) is made available for all children with disabilities, aged three through 21 years of age.*
Districts must have an Individualized Educational Plan (IEP) in effect for each child with a disability within its jurisdiction who is eligible for special education and related service, by the child's third birthday and the beginning of each subsequent school year (Rule 3301-51-07(D)(4)). If a child's birthday occurs during the summer, the child's IEP team shall determine the date when services will begin; however, implementation shall occur no later than the beginning of the following year (Rule 3301-51-02(A)(1)).

STAFF

Each classroom is staffed with a special education instructor certified in early childhood education, one to two teacher assistants and a specialist team (to provide nursing, occupational therapy, physical therapy, speech and language therapy, and vision services). An integrated therapy model is implemented into the classrooms to deliver an effective model. The integrated therapy model allows for specialists to interact as part of the classroom team and assist the rest of the staff on how to integrate their recommendations into the entire classroom day. Any team member having special skills may train any other team member needing those skills. The need for a team member to have certain skills is usually dictated by scheduling. Specialists cannot always be present when a skill needs to be taught in a natural context. Specialists have certain responsibilities. They cannot release their role to another until that person demonstrates that she can perform without prompts. The specialist must then monitor the activity to ensure that the released procedure is performed as taught.

The role release process usually consists of the following steps:

*The specialist and other team members share information related to the child's needs.
*The specialist teaches the designated person(s) a specific procedure to address the need.
*The specialist supervises the implementation of the procedure and makes adjustments as needed.
*Classroom staff document progress on IEP goals and objectives weekly.
*Documentation is shared and reviewed with the specialists on a regular basis.

A complete list of staff names and contact numbers can be found under *Contact Information*.

RELEASING STUDENTS

Children may only be released to parents or persons authorized by the parents whose names are indicated on the *emergency medical* and *transportation forms*. Under no circumstances will a child be released to an unidentified person. Photo identification will be requested if the preschool staff does not know the person who is picking up your child. Parents dropping off or picking up their child outside of normal arrival/dismissal times must sign the student in/out.

BIRTHDAY/INVITATIONS

Children may bring in a birthday treat on or near their birthdays. Please check with your child's teacher at least one week before sending a treat as several students have food allergies. Treats and invitations may only be distributed if given to all children in the class. All birthday treats should be commercially produced and individually pre-packaged.

SNACKS

A snack that includes two foods from the basic food groups is provided by the preschool. A monthly snack menu will be posted. Snacks will be healthy selections and will follow licensing guidelines. Children are encouraged to try new foods and participate occasionally in preparation of their own snacks. Parents whose child has an extreme or unusual food allergy will be responsible for providing snacks that fit the specialized needs of their child. The classroom staff may provide notification of request for snack donations one (1) to three (3) times during the course of the school year, along with a list of suggested items as part of **Snack Club**.

DRESS

- Children should be appropriately and comfortably dressed for play and the weather.
- Children need to wear tennis shoes. **Flip Flops are not permitted.**
- Our classes go outside on most days, so children need to dress appropriately for outdoor play.
- Please mark all outer clothes, boots, etc., with your child's name.
- The state requires that each student have a change of clothes in the preschool classroom.
- This needs to be sent in a Ziploc bag with your child's name on it and must be updated as seasons change.
- For privacy purposes, girls should wear shorts or leggings under dresses or skirts.

FIELD TRIPS

- For any field trip away from the building, parents/guardians are required to transport their own child for safety purposes and attend the field trip for supervision. Parents may choose to keep their child home from school on field trip days since there will be no preschool staff at the building.
- A nominal fee may be charged to cover admission fees, etc.
- Children will wear name tags
- Emergency Medical Authorization Forms will be taken on all field trips.
- A permission slip that covers all field trips for the year must be signed by a parent and returned to the teacher at the beginning of the year in order for a student to attend any of the trips.

$ $ FEES $ $

- There is a $50.00 School Fee that is due before the first day of preschool each year.
- Additionally, typically developing students are charged a Tuition Fee.
    - $150.00 monthly ($1350.00 annually).
- Fees are set by the Board of Education and are subject to change.
- Fees are due prior to first day of each month.
- Non-payment of fees will result in the student being withdrawn from the program.
- *Checks must be made payable to* ***Vandalia-Butler City Schools.***
- We strongly encourage you to access the Pay Schools Central program to pay your child's fees.
    - https://www.payschoolscentral.com/
- Checks or cash are accepted as alternative forms of payment at the building office.

TRANSPORTATION

- Vandalia-Butler City Schools will only provide bus transportation to preschoolers with an IEP. There is no bus service for typically-developing students.
- Transportation routes determine AM or PM eligibility.
- Residential Guidelines for Preschool Transportation are as follows:
    - Residents living north of I-70 are eligible for AM transportation.
    - Residents living south of I-70 are eligible for PM transportation.
- All buses have bus aides in addition to drivers.

Factors that may affect your child's transportation schedule:

- Change in address, school district, pick-up and drop-off locations.
- Availability of space, classroom assignment or bus route.
- Specialized staffing considerations
- Services your child requires either on the bus and / or at school.
- Additional enrollments throughout the program year.

TRANSPORTATION - PARENT RESPONSIBILITIES

- Have your child ready and waiting on the bus five minutes before scheduled time.
- **Designated adults must accompany child safely to and from the bus.** Designated adults' names must be on file at transportation, including any neighbors who have permission to assist your child.
- Call VBCSD Transportation Department at 937-415-6691 for no-pick up service if your child will be absent. The office is open at 6:00 am. Routes usually begin near 7:45 am. The Transportation Department must be notified directly (not the bus driver or aide) of ANY changes such as home address, pick-up / drop-off address, home and emergency numbers, extended illness or schedule changes.
- Call 937-415-3000 and leave a message if your child will be absent including the reason and when you expect him / her to return. Please notify transportation and your child's teacher of all transportation changes regarding addresses and telephone numbers.

IMPORTANT TIME-LINES FOR TRANSPORTATION

After the second week of the new school year,
all new enrollees or changes will require five (5) working days for route revisions.

Approximately one week before the start-up of fall programming,
buses will conduct "practice runs" and notify families of approximate pick-up times.

Ohio Department of Pupil Transportation Operation and Safety Rules

(1) Pupils shall arrive at the bus stop before the bus is scheduled to arrive. *5 Minutes is our district policy no matter the weather conditions*.

(2) Pupils must wait in a location clear of traffic and away from the bus stops.
(3) Behavior at the school bus stop must not threaten life, limb or property of any individual.
(4) Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
(5) Pupils must remain seated keeping aisles and exits clear.
(6) Pupils must observe classroom conduct and obey the driver promptly and respectfully.
(7) Pupils must not use profane language.
(8) Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
(9) Pupils must not use tobacco on the bus.
(10) Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for a student.
(11) Pupils must not throw or pass objects on, from or into the bus.
(12) Pupils may carry on the bus only objects that can be held in their laps (see paragraph (J) of Rule 3301-83-20 of the Administrative Code).
(13) Pupils must leave or board the bus at locations to which they have been assigned unless they have parental and administrative authorization to do otherwise.
(14) Pupils must not put head or arms out of the bus windows.
(15) Guidelines will be formulated for the use and storage of equipment and other means of assistance required by preschool and special needs children.
(16) Drivers and bus aides must have access to appropriate information about the child to the degree that such information might affect safe transportation and medical well-being. This information must be readily accessible in the transportation office. All such information is strictly confidential.

If you have any questions, please contact the Transportation department at 937-415-6691.

HEALTH, SAFETY, AND CHILD ABUSE TRAINING

All Preschool teachers are trained in CPR, first aid, common childhood illnesses, and child abuse recognition and prevention. Ohio law requires that Children's Services or the police be notified when child abuse or neglect is suspected by a school employee.

Vandalia-Butler Preschool has established the following policies and procedures to ensure the safety of your child.

- No child will be left alone or unsupervised.
- Children will be instructed on the proper use of equipment and materials.
- Staff members have immediate access to a telephone in case of emergency.
- Fire, emergency, and weather alert plans are posted in each classroom.
- Emergency Medical Authorizations will be on file for all children.
- Fire drills will be conducted monthly. Tornado drills are conducted during tornado season.
- When an accident occurs that necessitates attention:
    - Staff will complete an incident report form
    - A copy will be given to the parent and a copy placed in the child's file at school.
    - Attempts will also be made to contact parents by phone.
- Chemicals and potentially dangerous materials are kept out of reach of children.
- The district has emergency and school safety protocols in place.

HEALTH AND DENTAL EXAMINATIONS

Yearly physical and dental examinations are mandatory for preschool students. Your own physician and dentist may do this. Medical and dental forms are due no later than 30 days after entering preschool and are valid for one full year from the date recorded by the doctor. Students need a new exam after that date to remain in the program.

MEDICATION

If your child's medication is to be given during program hours, you will be provided a Medication Authorization Form that must be signed by your child's physician and by you. This form must be completed and returned to the nurse before the first dose can be given to your child at the program.

- Medication must be sent to the program in the original pharmacy bottle.
- Medication must be sent to the program in the safest manner possible. The nurse will give you assistance.
- Call the nurse if you have questions, concerns or need assistance.

EMERGENCY / STUDENT INFORMATION

Please remember to update the preschool staff whenever there is a change in address, telephone number, or other information that is pertinent to your child. If you plan to be away for a day, please notify the teacher of your location and how you can be reached in case of an emergency.

IMMUNIZATIONS

State Law requires enrollees 20 months or older to be immunized as follows.
Your child's documentation of shots or exemptions needs to be on file before the first day of school.
Students without proper documentation will be excluded from preschool until the forms are submitted:

Vaccines	***Immunizations needed for Preschool Attendance***
DTaP/DT (Diphtheria, Tetanus, Pertussis)	Four (4) doses of DTaP or DT, or any combination.
POLIO	Three (3) doses of OPV or IPV or any combination of OPV or IPV.
MMR (Measles, Mumps, Rubella)	One (1) dose of MMR administered on or after the first birthday.
Hib (Haemophilus Influenzae Type b)	Three (3) or four (4) doses depending on the vaccine type, the age when the child began the 1st dose and the last dose must be after 12 months. or One (1) dose if given on or after 15 months of age.
Hepatitis B	Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	1 dose of Varicella administered on or after the first birthday.

Hepatitis A	Two (2) doses, first dose at 12-23 months and 2nd dose 6-8 months later.
Pneumococcal (PCV)	Four (4) doses
Influenza (Flu)	1 dose yearly

Any exemption to these requirements requires a written statement from your physician or a written statement that immunizations are objectionable for a "good cause," a waiver form will be provided by the nurse.

TOILET TRAINING GUIDELINES FOR PRESCHOOL STUDENTS

Preschoolers must be fully toilet trained to enter preschool. The only exceptions are for students with an Individualized Education Plan (IEP). We recognize that accidents occur at times, but frequent accidents will result in your child being asked to remain home until toilet training is mastered.
Students should be able to:

- ☆ Recognize the urge to urinate/defecate
- ☆ Inform the teacher of the need to go to the bathroom
- ☆ Wipe self after urinating/defecating
- ☆ Wash hands after using the restroom

COMMUNICABLE DISEASES

Any child who is suspected of having a communicable disease will be isolated immediately, and a parent or guardian will be notified via telephone as soon as possible. Preschool parents will be notified by letter when a child in the program contracts a communicable disease. The symptoms for which a child will be sent home from the preschool are:

- ☆ Diarrhea
- ☆ Severe coughing
- ☆ Difficult or rapid breathing
- ☆ Yellowish skin or eyes
- ☆ Conjunctivitis (pink eye)
- ☆ Untreated infected skin patch(es)
- ☆ Temperature of 100°F
- ☆ Stiff neck
- ☆ Evidence of lice (no nits policy), scabies or other parasitic infestation
- ☆ Vomiting
- ☆ Serious cold symptoms
- ☆ Sore throat or difficulty swallowing
- ☆ Unusual spots or rash

If your child is "mildly ill," experiencing minor cold symptoms, or does not feel well enough to participate in activities, but is not exhibiting any of the symptoms specified above, he/she will be permitted to stay at school and will be monitored frequently and observed carefully for signs and symptoms of worsening conditions. If a child's symptoms worsen, he/she will be isolated from the other children and the parent or guardian contacted to arrange for the child to be taken home from preschool. *In order to prevent the spread of illness, the school policy is to keep children home for 24 hours after the fever has broken and stays down with no medication and 24 hours after the last incident of vomiting has occurred.*

A child isolated due to suspected communicable disease shall be:

- * *Cared for in a room or portion of a room not being used in the preschool program*
- * *Within sight and hearing of an adult at all times. A child shall never be left alone or unsupervised*
- * *Made comfortable and provided with a cot*
- * *Observed for worsening condition*
- * *Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical*

CUMULATIVE RECORDS

The Preschool is required to maintain personal information on each child and family. Information in the records is available to appropriate school personnel and to the child's parents or legal guardian in accordance with the law yet guarded with confidentiality. Vandalia-Butler Preschool will maintain the following records on each child:

- Personal Data – name, address, date of birth
- Family Data – name, address, telephone numbers, income information for federal poverty reports
- Copy of Birth Certificate
- Custody papers when applicable
- Emergency Medical Information
- Immunization records, Medical/ Dental assessment, health history
- Admission and withdrawn dates
- Attendance
- Progress reports
- Parent authorization to transport
- Permission for photo release/field trip release
- Request for roster information for circulation to preschool participants

BEHAVIOR MANAGEMENT

Young children need guidance in learning to show respect for others and for themselves. Every child needs limits set to develop self-discipline and socially acceptable behaviors. Sensible and consistent rules and limits need to be set in any group to help a child feel comfortable, safe, and secure. Classroom rules will be posted in each room, and children will be reminded of the rules and reason for the rules.

The District is committed to the use of Positive Behavior Intervention and Supports (PBIS). PBIS is a school-wide systematic approach to embed evidence-based practice and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques. PBIS encompasses a range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students. It is integrated with the district's Code of Conduct. Parents are an important part of PBIS implementation, and we encourage parents to use the same expectations and rules that the school teaches. This common language creates consistency and a unified support for expected student behavior. Children and young adults thrive when they have consistent, predictable expectations and consequences.

The actual methods of discipline shall apply to all children 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 or 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.
9. Separation, when used as discipline, shall be brief in duration, 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, a well-ventilated space.
10. The center shall not abuse or neglect children and shall protect them from abuse and neglect while in attendance in the preschool program.

******Submitted to the Board Of Education February 2026. ******

PARENTS' RIGHTS IN THE EDUCATION/EVALUATION PROCESS FOR CHILDREN WITH AN EDUCATIONAL DISABILITY

- Parents/Guardians may deny permission for any proposed evaluation activities.
- Parents/Guardians may review and inspect all records upon which educational decisions are made, to obtain a copy of such records at actual cost of copying, and to request amendments to be made to the data.
- Parents/Guardians may request from your school district of residence an independent evaluation at no cost (arranged through the Board) if you disagree with their evaluation. This evaluation will be provided using the schools' criteria regarding location of the evaluation and qualifications of the examiner.
- Parents/Guardians may present complaints with respect to the evaluation or educational placement of your child, or the provision of special education, to the superintendent of the school district in which the child resides.
- Parents/Guardians have the right to be fully informed, in written and oral form, of all proposed evaluations, placement and periodic review, activities and decisions in the native language of your home.
- Parents/Guardians may obtain a description of the kinds and number of facilities, program options, services and personnel provided to special needs children by the school district or other educational agencies.
- Parents/Guardians may have a conference (or communicate in other ways) with any person participating in educational decisions during the evaluation, placement and/or periodic review process.

NOTATION

A planning conference with parents/ legal guardians and local school district representatives of residence and appropriate others will be scheduled to discuss findings and potential recommendations, prior to any change of the child's education status.

You have the right to following due process procedures to resolve conflicts.

A. A conference (or communicate in other ways) with any person participating in educational decisions during the evaluation, placement and/or periodic review process.
B. Presenting complaints to your school district's superintendent with respect to the child' evaluation, educational placement or special education.
C. Impartial hearing, conducted by an impartial hearing officer, which includes the right to:

1) Be accompanied and advised by counsel and by individuals with special knowledge of, or training in, the problems of special needs children.
2) Present evidence and confront, cross-examine and compel the attendance of witnesses.
3) A written or electronic verbatim record of such hearing.
4) Written findings of facts and decisions.

An impartial hearing is initiated by written request to the Superintendent of Vandalia-Butler City Schools, 500 S Dixie Drive, Vandalia Ohio 45377.

All the rights of the parents shall pass to the child upon reaching the age of majority except in the cases where the child is legally determined under State statute to be incompetent.

STUDENT RECORDS AND ANNUAL FAMILY EDUCATIONAL RIGHTS PRIVACY ACT NOTIFICATION (FERPA)

The School District maintains many student records including both directory information and confidential information. Directory information includes: a student's name; address; telephone number; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation and/or awards received.

Directory information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by (FERPA) and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained.
State and Federal law requires that student education records be maintained as confidential. State law further exempts certain information and records from public disclosure. As such, the Board of Education is obligated to take appropriate steps to maintain certain information and records as confidential.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of their right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or his/her parents;
B. mental or psychological problems of the student or his/her family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal.

The Superintendent will provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information for otherwise providing that information to others for that purpose); and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office / U.S. Department of Education
400 Maryland Avenue, SW / Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

DESIGNATION OF DIRECTORY INFORMATION

The Vandalia-Butler Board of Education has designated certain education records as "directory information," which can be disclosed without the prior written consent of the parent or eligible student, except that directory information is not released for a profit-making plan or activity. Directory information includes the following:

- *The student's name, address, and telephone number*
- *The student's major field of study*
- *The student's participation in officially recognized activities and sports*
- *The student's height and weight if a member of an athletic team*
- *The student's dates of attendance*
- *The student's date of graduation*
- *The student's awards received*

If a student's parent(s) or eligible student does not want directory information to be released without prior written consent, you must notify the School District in writing within two weeks of your receipt of this notice. Send such notification to the Superintendent, at the address below, stating any or all of the items which the student's parent(s) or eligible student refuses to permit the District to designate as directory information about that student. If no written notification is received, the District will designate the above information as directory information about the student. The designation will remain in effect until modified by the written direction of the student's parent(s) or the eligible student.

Vandalia-Butler City Schools, Superintendent
500 S. Dixie Drive
Vandalia, OH 45377

The Purple Star Award for military-friendly schools recognizes schools that show a major commitment to students and families connected to our nation's military. Vandalia-Butler is very proud to be a recipient of the Purple Star Award!

VANDALIA-BUTLER PRESCHOOL STAFF/ADMINISTRATIVE DIRECTORY

PRESCHOOL STAFF			
STAFF TITLE:	**STAFF NAME:**	**Phone:**	**EMAIL ADDRESS:**
Preschool Teacher	TBD	937-415-3000	TBD
Preschool Aide	TBD		
Preschool Aide	TBD		
Preschool Teacher	TBD		TBD
Preschool Aide	TBD		
Preschool Aide	TBD		
Preschool Teacher	Darcy Franck		darcy.franck@vbcsd.com
Preschool Aide	TBD		
Preschool Aide	TBD		
Preschool Teacher	Corina Knapke		corina.kreill@vbcsd.com
Preschool Aide	TBD		
Preschool Aide	TBD		
Preschool Teacher	Nicole Monroe		nicole.monroe@vbcsd.com
Preschool Aide	TBD		
Preschool Aide	TBD		
RELATED SERVICES			
Preschool Nurses	Lisa Plsek Jessica Singer	937-415-3030 937-415-6308	lisa.plsek@vbcsd.com jessica.singer@vbcsd.com
Speech/Language	Gayle Irwin Cathy Miller	937-415-3035 937-415-3000	gayle.irwin@vbcsd.com cathy.miller@vbcsd.com
Occupational & Physical Therapists	Brittany McMahon (OT) Diana Wourms (PT)	937-415-3000	Brittany.mcmahon@vbcsd.com diana.wourms@vbcsd.com
School Psychologist	Christie Pritchard	937-415-3047	christie.pritchard@vbcsd.com
ADMINISTRATIVE SERVICES (Building)			
Preschool Supervisor	Brian Tregoning	937-415-3000	brian.tregoning@vbcsd.com
Office Staff	Mrs. Johnston & Mrs. Lucas	937-415-3000	helkeoffice@vbcsd.com
ADMINISTRATIVE SERVICES (District)			
Student Services	Lisa Hildebrand	937-415-6431	lisa.hildebrand@vbcsd.com
Administrative Asst.	Kathy Catrone	937-415-6411	katherine.catrone@vbcsd.com
Transportation Dir.	Ciara Lewis	937-415-6691	transportation@vbcsd.com
Superintendent	Mr. Robert O'Leary	937-415-6416	robert.oleary@vbcsd.com

FAMILY HOME SERVICES PROGRAM

1 Elizabeth Place, Suite 14 Dayton Ohio 45417 937-457-2820 Fax 937-457-2828

WHAT IS FAMILY HOME SERVICES?

The locally funded Family Home Services Program (FHSP) is available through Montgomery County Board of Developmental Disabilities Services (MCBDDS) to help provide funding for support and services to families caring for a family member with developmental disabilities living at home with their parent, guardian, and/or primary caregiver.

WHO CAN RECEIVE FAMILY HOME SERVICES?

Families residing in Montgomery County who have family members (children or adults) with mental retardation and/or developmental disabilities living at home on a full time basis may be eligible for funding through the FHSP. FHSP funding reimbursement cannot be made on behalf of an individual who is living in a residential facility, group home, semi-independent or independent living arrangements. Eligibility for FHSP is determined by the MCBDDS Intake and Eligibility Department. There are three areas designated to establish eligibility within the Board (depending on the age of the applicant), procedures are listed as follows:

1. **Age birth-2:** must be enrolled in the PACE/Early Intervention Program of the Montgomery County Board of Developmental Disabilities Services.
2. **Age 3-5** must be enrolled in a Preschool in Montgomery County and have a current IEP.
3. **Age 6-21** must have COEDI (age 6-15) or OEDI (16 and up) on file indicating County Board Eligibility.

Families may contact the Intake and Eligibility Department as indicated below.

Age 0-2	937-258-1446	PACE Family Consultant
Age 3-17	937-457-2888	Children's Eligibility
Age 18 and up	937-457-2888	Adult Eligibility

WHAT SERVICES ARE FUNDED THROUGH THE FAMILY HOME SERVICES PROGRAM?

- **In Home Respite Care** - childcare, babysitting, personal homemaker care provided in the family's home by trained providers or persons chosen by the family
- **Out of Home Respite Care** - daycare, latchkey, childcare, babysitting, camperships provided out of the home by licensed or certified providers.
- **Adaptive Equipment** - purchase and/or lease of wheelchairs, walkers, standers, communication devices, adaptive eating utensils, etc.
- **Home Modifications** - ramps, bath rails, stairlift, widening of doorways, etc.
- **Special diets** - PediaSure, Isomil, Ensure, Osmolite, Thicket, Polycose, etc.
- **Counseling, Training, Education** - workshop and seminars
- **Other** - sign language books, wheelchair batteries, diapers, music therapy, occupational therapy, physical therapy, speech therapy, hippo therapy

1 Elizabeth Place, Suite 14 Dayton Ohio 45417 | Phone 937-457-2820 | Fax 937-457-2828

HOW DO I ACCESS FUNDING THROUGH THE FAMILY HOME SERVICES PROGRAM?

Families will need to contact their assigned Service and Support Administrator or Family Consultant to request the appropriate forms to access funding for the above services or forms can be printed off the website www.mcmrdd.org. Families already enrolled in the FHSP receive forms with their enrollment packet.

HOW MUCH WILL FAMILY HOME SERVICES COST MY FAMILY?

There is no cost to families; the amount of funding is based on co-pay. The taxable income of the family (parent, guardian, primary caregiver) determines the family's copay for eligible individuals' age birth to twenty two (birth -22). If the eligible individual is age twenty-three or older, the taxable income is reported on the eligible individual, which determines the copay. Taxable income is found on income tax forms (1040, 1040A, 1040NR).

TAXABLE INCOME SCHEDULE

Taxable Income	Co-payment	
$0 to $35,000	0%	
$35,001 to $50,000	10%	
$50,001 to $65,000	30%	
$65,001 to $90,000	50%	
$90,001 to $100,000	75%	
$100,001 and over	100%	Not Eligible to Receive Funding

WHAT DETERMINES WHETHER REQUESTS ARE FUNDED?

Requests must be submitted in writing by the parent, guardian, and/or primary caregiver seven (7) days prior to the actual service date or purchase taking place. Requests may be submitted up to ninety (90) days in advance. Approval will be based on the following:

- Family has been determined eligible for services
- County Board has funds available and the family has funds available within allocation
- Items or services are available
- The item or services cannot be funded by other sources
- Request is consistent with county board's plan and Family Home Services philosophy

Any items purchased or services received prior to enrollment in the Family Home Services Program will not be reimbursed by Family Home Services.

WHEN CAN I REQUEST SERVICES?

Services may be requested during the calendar year (January - December). Requests for the month of December must be submitted no later than November 15th. Families enrolled in the FHSP will receive an end of the year schedule on when to submit requests.

**** *FOR MORE INFORMATION ON THE FAMILY HOME SERVICES PROGRAM, PLEASE CONTACT FAMILY HOME SERVICES AT 937-457-2820.*

PARENT HANDBOOK RECEIPT

Parents need to confirm that they have received, read, and understand the contents of the Vandalia-Butler's Preschool Parent Handbook. They need to understand that they are responsible for following its contents and to promptly notify the school of any changes in residency, custody, phone numbers, and/or emergency contact information. Any questions regarding the information contained in this handbook may be directed to the contact information found within the handbook or by contacting your child's teacher.

FIELD TRIP PERMISSION

Permission must be granted in order for a child to attend a preschool field trip. Transportation may include riding on a school bus.

CLASS ROSTER INFORMATION

State regulations require the preschool to make class roster information available to all parents in a child's class. Class roster information includes each child's name, parent name/s, and phone number. Parents have the right to opt out of being included on the list.

STUDENT PHOTOGRAPH / VIDEO AND WORK PRODUCT RELEASE

A parent/guardian has the right to grant or deny consent to the publication of any photograph and/or video taken of a child in the classroom or school, or in connection with a school district-sponsored activity or event in any school district publication and also to its release to the media in connection with a school district-sponsored activity or event. This release includes building and district social media and the school yearbook.

PARENT/GUARDIAN EMAIL AGREEMENT

Vandalia-Butler City Schools recognizes electronic mail (email) is valuable when used to support learning, teaching and administrative functions. Disclosure of confidential student records, including disclosure via electronic mail or other telecommunications systems, is governed by the Family Rights and Privacy Act (FERPA) and requires parental/guardian approval to communicate information over the public Internet. Parents/guardians must be aware that transmission of student records via email are not completed in a secure environment and, however unlikely, could be intercepted by a third party.

By signing the email consent, the parent agrees to the use of email for communication purposes with the child's teacher and may include transmitting confidential information to the email address(es) listed on the form. The user indemnifies and holds harmless Vandalia-Butler City Schools from any claims, including attorney's fees, resulting from the disbursal of private information through email over the public internet.