

**Canal Winchester Local Schools  
2026-2027  
Preschool Program Handbook**



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School Hours:  
9:35 am - 12:10 pm  
1:20 pm - 3:55 pm**

## **Mission of the Canal Winchester Local School District**

*“Empowering all students for success.”*

Dear Canal Winchester Families,

Welcome to Canal Winchester Local Schools! We are delighted to have you as part of our community. As you embark on your academic journey, we want to ensure you have the resources and support you need to thrive both in and out of the classroom. This student handbook serves as a valuable guide to help you navigate your time here at Canal Winchester Local Schools. On the pages to follow, you will find important information regarding academic policies, student services, campus resources, and school expectations. Our goal is to create an environment where every student feels supported, respected, and empowered for success.

The Student Services Department is here to assist you with any concerns, whether they relate to academic support, personal development, or campus life. We encourage you to take full advantage of the opportunities available to you and to reach out if you need guidance.

We are excited to be part of your journey and look forward to seeing you grow, learn, and achieve your goals. Wishing you a fulfilling and successful experience here at Canal Winchester Local Schools!

Respectfully,

Mr. Max Lallathin M. Ed  
Director of Student Services

This student handbook was developed to answer many of the questions students and their parents commonly ask during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your own use and your parent/guardian's use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise. Should you have any questions that are not addressed in this handbook, contact the principal. This handbook supersedes all prior handbooks and other written material on the same subjects.

## TABLE OF CONTENTS

	Page
ADMINISTRATIVE PERSONNEL	3
INTRODUCTION	4
MISSION STATEMENT	4
PHILOSOPHY	5
SCHOOL BEGINS AT HOME	6
PRESCHOOL PROGRAM INFORMATION	6
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS	7-8
CHILDREN WITH SPECIAL NEEDS REGISTRATION REQUIREMENTS	9-10
PEER MODEL REGISTRATION REQUIREMENTS	10-11
PEER MODEL TUITION	12
TRANSPORTATION AND PROCEDURES	12-13
ATTENDANCE	14
ABSENCES	14
TARDINESS	15
REPORTING ABSENCES	15
WITHDRAWAL PROCEDURES	15
STUDENT HEALTH AND MEDICAL INFORMATION	15
ILLNESSES THAT WARRANT KEEPING A CHILD HOME	16
WHEN YOUR CHILD IS ILL AT SCHOOL	17
ADMINISTRATION OF MEDICATIONS	17
PRESCRIPTION MEDICATIONS	17
NON-PRESCRIPTION MEDICATIONS	17
HEALTH SCREENINGS	17-18
SNACKS	18
POLICIES	18
CLASSROOM STANDARDS	19
PRESCHOOL SUPPLIES	20
PARENT PARTICIPATION	20
BEHAVIOR MANAGEMENT/DISCIPLINE	21-22
CHILD ABUSE AND NEGLECT REPORTING	22
FIRE, TORNADO AND SAFETY DRILLS	22
SCHOOL DELAYS/CANCELLATIONS	22-23
EARLY DISMISSAL/RELEASE	23
SCHOOL VISITS	23-24
CONFIDENTIALITY	24
STUDENT RECORDS	24
PHOTOGRAPHY/PUBLICATION	25
PARENT MEETINGS	25
VISITOR REQUESTS TO USE SCHOOL FACILITIES FOR PRIVATE SERVICES	25
PROGRAM LICENSE	25
RECEIPT AND REVIEW ACKNOWLEDGEMENT	26

Welcome to Preschool! The Preschool Parent Handbook was developed to answer many commonly asked questions. Please use this tool as a reference throughout the school year to clarify questions as they arise. Should you have any questions that are not addressed in this handbook, please contact your child's teacher or Mrs. Mitzi Boyd, Special Education Coordinator, at (614) 920-2757.

Whether you are a newcomer to our school or have previously attended, we hope you find this school year memorable and exciting. Cooperation is the key, and toward that end, we suggest you read this handbook thoroughly. The handbook tells you exactly what we expect of you and what services and benefits you may expect from the school. We are looking forward to helping you have a successful and rewarding year.

*This handbook supersedes all prior handbooks and other written material on the same subjects.*

CANAL WINCHESTER SCHOOL DISTRICT  
Special Services Office  
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Canal Winchester, OH 43110  
Phone: (614) 833-3182 Fax: (614) 920-2623

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Mr. Nicholas Roberts

Superintendent  
Treasurer

Canal Winchester Board of Education

Mr. Joe Arndt  
Mrs. Lea Cobb  
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Director of Special Education

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Special Education Coordinator

Mrs. Mitzi Boyd  
Phone: (614) 920-2757  
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## **PRESCHOOL PROGRAM MISSION STATEMENT**

The mission of Canal Winchester Local School District is to empower all students for success to prepare for the most seamless transition to kindergarten possible.

The Preschool Program is designed for children residing in Canal Winchester who are between 3 and 5 years of age and have been identified as having delays in one or more developmental areas, along with their typically developing peers.

- \* Our goal is to provide Preschool children with opportunities to develop motor, social, and emotional skills, pre-academic, and language skills, along with increasing independence with a positive self-concept.
- \* Quality instruction provided by certified Early Childhood Intervention Specialists and trained paraprofessionals with an emphasis on the individual needs of each child.
- \* Developmentally appropriate learning activities guided by the Canal Winchester Board of Education approved preschool curriculum and aligned with the Ohio Early Learning and Development Standards.
- \* Differentiated instruction through individual, small, and large group activities is utilized to develop and promote maximized learning for all students.
- \* The opportunity for parent involvement is available through ongoing communication with classroom staff, daily sheets, Curriculum Night, conferences, and other scheduled parent meetings.
- \* For our students with special needs, an Evaluation Team Report (ETR) and Individual Education Program (IEP) identifies the intervention and related services to be provided based upon the needs of the child and are incorporated into the classroom by qualified personnel.

## **PRESCHOOL PROGRAM PHILOSOPHY**

It is the philosophy of the Canal Winchester Local School District Preschool Program to assist preschool children in developing cognitive, communication, pre-academic, social-emotional, play, and motor skills.

Our program is designed to help each student develop curiosity and initiative to learn, independence, and a positive self-image. Classroom teams are dedicated to providing a safe and nurturing environment where children can interact with peers, adults, and materials to achieve individual goals. Recognizing the diversity of our students' abilities, interests, and cultural backgrounds, our preschool program provides varied experiences to enhance their learning experience.

Children develop their understanding of the world through interaction with people, materials, and concepts. Our classroom staff facilitates each child's discovery of the world by creating opportunities that enhance this exploration through appropriate materials, planned spaces, teacher-guided lessons, play, and a consistent daily routine.

All children develop a greater understanding of their world when allowed to interact with peers who are at various developmental levels within the school community. Our preschool classrooms provide children with special needs with peer models who exhibit age-appropriate social and communication skills.

We believe family is the child's most important teacher. Family support is provided through ongoing communication between staff and parents, daily sheets, annual events, and parent/teacher conferences.

### **SCHOOL BEGINS AT HOME**

Education begins in the home, setting the tone for each day. Here are some tips to help kickstart your child's day positively:

- Establish a consistent bedtime routine to ensure your child gets the 10-12 hours of sleep they need. Well-rested children are better equipped to engage actively in their learning at school.
- Dress your child in comfortable clothing, particularly with sturdy tennis shoes for daily activities.
- Provide nourishing breakfasts and lunches to fuel your child's engagement and participation at school.
- Label all clothing and supplies with your child's name to avoid confusion.
- Ensure your child arrives at school on time.
- Teach and demonstrate respect for adults to your child.
- Encourage your child to treat their peers as they would like to be treated, discouraging negative behaviors like name-calling and arguing.
- Celebrate your child's efforts and good behavior at school, offering praise for their hard work and positive actions. We're doing the same here!

## Canal Winchester Preschool Program PBIS Matrix

# Early Childhood PBIS



- Multi-tiered framework
- Three levels of support to:
  - Tier 1 - promote expected behavior
  - Tier 2 - prevention strategies
  - Tier 3 - individualized support with intensive intervention
- Practices, procedures, and data collection measures appropriate for young children

- Provides support for ALL children
  - Nurturing
  - Responsive relationships
  - High-quality learning environments
- Positive, supportive relationships among staff, families, and children
- Focuses on classroom management & organization, differentiation of lesson plans, and explicit instruction of behavioral expectations
  - Structured routines
  - Differentiated instruction
  - Meaningful activities and materials aligned with Ohio's Early Learning Standards

## Preschool Program Expectations

As part of Canal Winchester's Portrait of a Graduate initiative, students are respectful citizens. Preschoolers will demonstrate that we are never too young to show respect for ourselves, our family, and others.

	Snack Area	Hallway / Line Procedure	Playground	Restroom	Bus	Learning Areas
<b>Be Kind</b>	Hands, feet and body to self  Clean up your area	Hands, feet and body to self	Hands, feet and body to self  Include others  Follow game / activity rules	Hands, feet and body to self  Give others privacy  Clean up after yourself	Hands, feet and body to self  Use kinds words to others	Hands, feet and body to self  Listen when someone is talking  Use kind words to others
<b>Be Safe</b>	Sit safely (bottom on chair, feet on floor)  Eat only your food	Eyes facing forward  Walking feet	Use equipment safely  Mulch and rocks stay on the ground  Line up when called	Complete business quickly  Wash hands (one pump of soap)  Report any issues	Sit safely until dismissed (back and bottom on seat)  Follow driver's instructions  Keep aisles clear	Use materials correctly  Follow teacher's directions  Keep area clean and organized
<b>Noise Level</b>	Table Talk	No sound	Outdoor Voice	No sound	Driver Directed	Teacher Directed

## PRESCHOOL REGISTRATION REQUIREMENTS

### PRESCHOOL PROGRAM FOR CHILDREN WITH SPECIAL NEEDS

Canal Winchester Local School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Parents of Preschool-age children with special needs are covered by Ohio Administrative Code (OAC) 3301-55-11. This means a parent may make a referral for tuition-free special education services. Contact Mrs. Mitzi Boyd, Special Education Coordinator at 614-920-2757 for information.

**INDIVIDUALS WITH DISABILITIES:** The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act provide that no individual should be discriminated against based on disability. This protection applies not only to the student but also to all individuals who have access to the district's programs and facilities. If a disabled person visits the school and requests accommodation, s/he may submit the Request for Accommodation Form (9160A) in advance of the visit. The Canal Winchester School District provides a variety of special

education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian may contact the Director of Special Education at 614-833-3182.

## **PRESCHOOL AM/PM SESSION PLACEMENT**

We understand that one session is often preferred due to a parent's work schedule. However, our number one priority is to prepare our students for a successful transition to kindergarten. With this in mind, we intend to place eligible kindergarten students in the afternoon program the following year and younger preschoolers in the morning program. This will allow for a more developmentally appropriate program for students preparing for kindergarten as well as those just entering preschool for the first time.

## **TUITION**

1. Tuition is expected to be paid monthly (for a 9-month period) - September through May. Payment is due on the 25th day of the preceding month, with the first month's tuition due at the time of registration, before the first day of attendance in the preschool program.
2. Payment must be made via PaySchool. Please note, we are NOT able to accept VISA or MasterCard in the building.
3. For all future payments, a grace period will be given until the 5th of the month. If a payment is not received by the 1st day of the month, a \$20.00 late fee will be assessed. If a payment, including a late fee, is not received by the 5th day of the current month, the child will no longer be able to participate as a peer model. Parents will not receive a monthly bill; it is the parents' responsibility to pay tuition on time.

## **TRANSPORTATION**

Transportation is available to students with an IEP if deemed necessary by the IEP team. Bus routes and available class seats will determine whether students receiving special transportation are placed in morning or afternoon classes. Please talk to your child's driver to determine who is responsible for fastening your child into a bus harness or other safety seat. If you choose to transport your child, please stay with him/her until reaching the designated meeting place determined by your child's teacher to ensure the safety of your child around moving cars and buses.

Bus transportation is NOT provided for peer model students. Parents must transport students to and from Preschool.

### **Student and Parent Responsibilities:**

Parents/guardians and pupils must assume that school bus transportation is a privilege to the student, not a right. Pupils will ride on assigned buses. Parents/guardians must request, in writing, permission to permit deviation from this rule. Requests shall be made to the elementary and transportation offices. Pupils will ride their assigned bus to and from home, unless a written request, signed by the parents/guardians, requesting permission to be let off at another stop is

presented to the office. This note, along with a bus pass issued by the office, will be given to the driver by the student. Parents/guardians will assume responsibility for the child upon such a request.

## **Parent/Guardian Pick-up/Drop-Off Procedures**

### **Pick-up:**

Only individuals listed in your PowerSchool contacts who are authorized to pick up your child will be allowed to do so. In the event of an emergency, if someone not listed needs to pick up your child, written consent from you and photo identification of the designated adult are required. Children will only be released to authorized adults. Should your emergency contact information change, please update it in PowerSchool and notify [ITES@cwls.us](mailto:ITES@cwls.us) as well as your child's classroom teacher.

Whenever a parent/guardian arrives to pick up a student early, they must present a photo ID. Any changes to the pick-up arrangements or designated individuals must be documented in writing and submitted to the front office (not the student's teacher). Only primary guardians may pick up a student without a written note or email from the guardian on file.

### **Drop-off:**

If a child arrives late to school, the parent/guardian must accompany the child into the main office, present ID at the designated camera checkpoint, and sign the child in. The parent must remain with the child until staff can escort them to their classroom.

Ensuring the safety of our children is our top priority during drop-off and pick-up.

Please adhere to the designated pick-up and drop-off procedures established by the preschool program. We request that ALL students wait with their parents in a line during drop-off and pick-up. No parents or family members are permitted to enter the school building without prior approval from the main office. During pickup, all adults must have their pickup forms ready; otherwise, they will be directed to the primary office for ID verification and confirmation of pickup authorization.

In addition, Ohio law (ORC 4511) requires infants and young children to be adequately restrained in a child booster seat or child safety seat whenever they are being transported in a motor vehicle until they are 4 years old or weigh 40 pounds. Every child, age 4-8, who is no longer in a car seat must use a booster seat until they reach 4'9" tall. Our staff are mandated reporters, so please be cognizant of how your child is being transported.

For the AM session, preschool doors open at 9:25 AM. Doors open for preschool students to be released at 12:10 PM. In the afternoon (PM), preschool doors open at 1:10 PM. At the time of release, doors open at 3:40 PM. Please ensure that your child is picked up within these designated time frames. We are unable to provide adequate supervision by classroom staff for children left behind during lunchtime or after school. Parents will be contacted by phone immediately.

Parents who issue consecutive violations will receive a conference with the Preschool Coordinator to problem-solve future solutions and/or determine further consequences. At the discretion of the Preschool Coordinator, Franklin or Fairfield County Children Services may also be notified. In addition, if your child is a peer model, they could be dismissed from the program if they are tardy to school three or more times and/or picked up late from school three or more times.

## ATTENDANCE

### ABSENCES

The following are legitimate reasons for absence:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative, funerals, or weddings
5. Observance of a religious holiday
6. Exceptional cases (such as conventions, court, 4-H at fairs, or other activities of a school nature) deemed acceptable by the principal
7. Approved family vacations
8. Observation of religious holidays consistent with his/her religious beliefs in compliance with [ORC 3321.191 \(C\) \(1\)](#) Religious Expression Days up to 3 school days (notification confirmation must be submitted within the first 14 days of school or enrollment) and does not exclude from extracurricular events on those days.

A student is considered a habitual truant if s/he is absent without a legitimate excuse for five or more consecutive school days, seven or more days in a month, or nine or more school days in a school year. Students may be excused for the first nine absences by notification to the school by the parent. On the 10th absence, additional documentation must be provided (e.g., a doctor's note).

### VACATION PROCEDURES

These absences will count toward the total parent/guardian excused call-in absences from school for a semester or the year. Administration will only approve up to five total vacation days for the school year per student. A student going with parents on vacation during school time must **COMPLETE A VACATION FORM (ALSO OBTAINED IN THE OFFICE OR ON THE DISTRICT WEBSITE) AND RETURN IT TO THE OFFICE AT LEAST ONE (1) WEEK PRIOR TO VACATION.** Please refer to the make-up work procedure for homework guidelines.

- Projects, special assignments due during vacation, must be turned in prior to leaving for vacation unless previously agreed upon by the student and teacher.
- Students absent from school due to a vacation may not participate in or attend any extracurricular activities.

### EXCESSIVE TARDINESS

Chronic tardiness is unacceptable. A student is considered a chronic truant if they are tardy without a legitimate excuse for five or more consecutive school days, seven or more days in a month, or 12 or more days in a school year. Each student is expected to be in his/her classroom at the beginning of class, whether for the morning or afternoon session. If a child arrives late to school, he/she must be escorted into the school by the parent/guardian and signed in at the office.

Regular attendance is vital to your child's success in our program. Truancy, as described above, may result in your child being asked to leave the program if he or she is a peer model. If your child has an IEP, services will not be denied; however, a change of placement to itinerant services may be considered.

## **REPORTING ABSENCES**

If your child will not be attending school, it is essential to call:  
The building secretary at 614-833-2154  
Transportation (if your child rides the bus) at 614-833-2164

Please give your child's name, teacher's name, and reason for his/her absence to the secretary. If the office is unable to answer the phone, please leave the information on the school's voicemail. We need to know the reason your child is absent, especially if he/she have a contagious illness such as chickenpox, pink eye, or strep throat. A note will be sent home to other classmates to inform parents about the illness.

Please do not send your child to school with a fever, a severe cold, a bad cough, diarrhea, or if he or she has vomited within the past 24 hours.

## **WITHDRAWAL PROCEDURES**

Peer models and students with special needs may be withdrawn from the Preschool at any time. Parents must complete all required paperwork (withdrawal and record release forms) to withdraw their child from the program. Parents of special needs students may also be asked to meet with the IEP team to discuss the withdrawal and the student's specific needs.

## **STUDENT HEALTH AND MEDICAL INFORMATION**

Students attending Canal Winchester Schools must provide proof of immunization against communicable diseases, as required by Ohio law. Immunization records must include the physician's signature or the clinic's stamp. Each child must have a completed physical examination by a physician. Your child cannot attend classes until our staff receives his/her physical exam.

An updated medical statement is required every 13 months from the date of the initial physical examination to avoid exclusion from the program. Also, the influenza vaccine is needed every year. The required [Ohio Medical Statement for Child Care](#) can be found on the District's website.

## **ILLNESSES THAT WARRANT KEEPING A CHILD HOME**

To prevent the spread of highly contagious infections in the school environment, the Ohio Department of Health has provided guidelines to protect your child and others from unnecessary exposure to infectious organisms. A student should not be in school if any of the following conditions are present:

- Any exposure to contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours, including strep throat, pink eye, ringworm, skin infections (impetigo), scarlet fever, and others.
- Fever of 100 degrees F. or higher (child should be fever-free for 24 hours)
- Vomiting or diarrhea two or more times per day
- Undiagnosed redness and secretions from the eyes
- Scabies, until initial treatment with an appropriate scabicide
- Impetigo, until there is no discharge and it has been treated for 24 hours

- Chickenpox, until the 6th day after onset and until sores (lesions) are dry.
- Students with shingles do not need to be excluded as long as sores are covered by clothing or bandages until the sores have crusted over.
- Undiagnosed rash – as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, “All children sent to school with suspicious rashes must be excluded from school until a physician has diagnosed the rash.”
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Dark urine and/or gray or white stool
- Stiff neck

The above symptoms/conditions may mean the start of a communicable disease or nuisance condition that could affect many of the other children in your child’s classroom. Also, your child may be too sick to learn in school that day. In fairness to ALL children, keep your child home until you can determine what else may be developing. See communicable disease policy for further information.

Contact the school nurse if you have any questions. If both parents are employed, please make other arrangements for a caregiver to be available in case your child becomes ill while at school. Include these contacts on your emergency form. Children should NOT return to school until they are symptom-free for 24 hours.

## **WHEN YOUR CHILD IS ILL AT SCHOOL**

Neither the Board of Education nor the school nurse/aide shall be responsible for the diagnosis and treatment of student illnesses.

A staff member trained to recognize the common signs of communicable diseases or other illnesses shall observe each child daily as he/she enters the group.

If a child shows symptoms of a communicable disease while at school, the child will be kept in a quiet, comfortable location away from the group and within the sight and hearing of an adult at all times.

The child will be observed carefully for worsening conditions.

Parents will be notified and are responsible for responding as quickly as possible.

Parents will be notified in writing whenever a child has been exposed to a communicable disease.

The teacher may send a child to the school clinic should he/she become ill during the school day. The health staff will determine whether or not the child should remain in school or be sent home.

## **ADMINISTRATION OF MEDICATIONS**

The administration of medication and/or medically prescribed treatments for a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a health impairment that requires medication to benefit from his/her educational program.

Before any medication, treatment, prescribed lotion, vitamins, over-the-counter drugs, or special diets may be administered to any student during school hours, the Board of Education shall require that the student’s physician and parent/guardian complete a Medication or Treatment

Authorization Form. This document shall be kept on file in the student's school health records. Medication must be provided in its original container, with the prescription label attached. Over-the-counter medication must be provided in the original container with the manufacturer's label attached and the student's name clearly printed on the container.

For the safety of our students, the transportation of all medications to and from school is the responsibility of the parent. Medications are administered by an RN or staff designated by the Board of Education who has completed an approved medication administration training program. Any medication or medical equipment remaining one week after the last day of school will be discarded.

## **HEALTH AND DEVELOPMENT SCREENINGS**

The school conducts a variety of health screenings under the supervision of the health staff to provide important information about each student. Parents/Guardians will be notified if any of the screenings indicate problems or require further medical advice. The evaluations that may affect all students include:

Hearing screening, Vision screening, Growth screening, including height and weight, Dental screening

If your child is under the care of a hearing or vision specialist, don't hesitate to get in touch with the school health staff.

## **DENTAL HEALTH**

Your child should already be under a dentist's care before entering preschool. As recommended by the American Dental Association, children should have a dental exam every 6 months and complete all treatment as recommended by the dentist. A dental check by a dentist/dental hygienist is offered annually in our school district, and a dental screening for your child is provided with your consent. You will be notified of these screenings via ParentSquare and paper notification.

## **SNACKS**

Students will enjoy a healthy snack, provided from home, in the classroom daily. The classroom teacher will communicate specific snack procedures and nutrition guidelines. Food allergies can be severe enough to warrant prohibiting the food from being in the classroom. If there is a student in your child's classroom with a severe food allergy, you will be notified at the beginning of the school year.

**PLEASE INFORM YOUR CHILD'S TEACHER OF ANY FOOD ALLERGIES.**

## **STUDENT BIRTHDAYS**

Birthdays - The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this special occasion; however, to protect students with food allergies and to comply with board policy, please follow these guidelines:

1. Limit your treats to **NON-FOOD** items such as stickers, pencils, etc.

2. Refrain from sending flowers, balloons, or other special gifts to children during school hours. To avoid hurt feelings, party invitations will not be distributed at school.

***NO FOOD ITEMS MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS DUE TO FOOD ALLERGIES AND DIETARY RESTRICTIONS.***

## **GENERAL INFORMATION AND POLICIES FOR ALL PRESCHOOL STUDENTS**

### **CLASSROOM STANDARDS**

1. Special Needs Classrooms with peer models can have a maximum of 16 students, including up to eight students with special educational needs and up to eight same-age peer models. Our Special Needs Classroom without peer models has a maximum of 8 students with special educational needs and no peer models. Our General Education Classroom can accommodate up to 16 students, with up to 8 students having special education needs and the remainder serving as same-age peer models.
2. Each classroom has a certified Early Childhood Intervention Specialist or General Education Licensed Preschool Teacher and a trained paraprofessional.
3. The Preschool Program promotes development in communication and motor skills, independence, and a positive self-concept.
4. The Preschool Program incorporates a written curriculum that is aligned with the Early Learning Content Standards, approved by the Canal Winchester Board of Education, and endorsed by the Ohio Department of Education.
5. The Preschool Curriculum includes:
  - Numbers Sense and Math
  - Language and Literacy
  - Readiness and Writing
  - Social/Emotional Skills

### **DAILY ACTIVITIES**

The daily activities in the Canal Winchester School District Preschool classrooms will include large- and small-group activities, playtime, and quiet time. A variety of concepts and themes will be explored through hands-on experiences; learning by seeing, hearing, feeling, manipulating objects, and playing with materials. Individual guidance will also be included, as deemed necessary, through the teacher's constant monitoring of specific areas of concern for the individual child. Group activities will encourage communication between the teacher and the child as well as between children. Socialization is an essential developmental area that will be stressed throughout the preschool day in all activities.

### **EXAMPLE OF DAILY SCHEDULE:**

- Upon arrival at school - Take care of personal belongings, sign in, and do a fine motor activity
- Circle Activity: Big Idea-Focus for the day, sharing, songs, and movement

- Child-Directed Play (may include): Housekeeping; Play dough; Art; Block play; Library Center; Small Group Activity; Snack; Gross motor activities (outdoor play or gym); Story time; Dismissal

### **PRESCHOOL SUPPLIES**

Parents must provide the following items for the child's use while at preschool:

- A change of clothing appropriate for the weather (shirt, pants, underwear, socks), in a bag or container marked with the child's name.
- Any bathroom needs, if the child is not potty trained (diapers, pull-ups, and wipes), should be replenished weekly/monthly
- A backpack to go to and from school every day (big enough to hold a standard-size folder)
- A water bottle (daily) – this will go between home and school, daily
- 1-inch three-ring binder

Listed below are items we always need. If you would like to donate any of the items below, please send them to his/her classroom with your child.

### **YOUR THOUGHTFULNESS IS GREATLY APPRECIATED!**

Hand sanitizer - Germ X  
 Hand soap – foaming  
 Disinfecting wipes - Lysol / Clorox  
 Tissues  
 Paper towels  
 Dry Erase Markers  
 Glue sticks & bottles - Elmer's  
 Colored pencils  
 Crayola Crayons – 24 count  
 Crayola "Classic" Markers - 8 - 10 count  
 Watercolor paint set - 8 colors  
 Shaving cream – unscented  
 Sandwich Baggies - zipper or slider closure  
 Gallon-size baggies - zipper or slider closure  
 Food items (as requested)  
 White Paper plates (small and large)

### **PARENT PARTICIPATION**

The Canal Winchester Preschool Program encourages active parent participation in the young child's education. The parent is viewed as the foundation of the child's education on which the CWLSD Preschool Program will build. The following activities will be offered to support the family:

- The total family unit will be considered in relation to the child's development and needs. Referrals to outside agencies will be offered if a need is determined.

- Communication between home and school is seen as vital to provide adequate care and service while the child is in the school environment. Weekly newsletters and individualized notes will be sent home as necessary.
- Parent/teacher conferences are offered following school district calendars and/or as needed or requested by parent/guardian.
- Parent education and support sessions will be offered throughout the school year on a variety of subjects and interest areas relevant to the young child with special needs.
- The preschool teacher, accompanied by all other members of the team, will reach out to families and consult with parents about issues related to the child's progress and how his/her development may be maximized in the home environment. Any parent concerns will also be addressed at this time.

## **PLEASE CONSIDER JOINING OUR PARENT TEACHER ORGANIZATION (PTO).**

### **BEHAVIOR MANAGEMENT/DISCIPLINE**

The Canal Winchester Preschool Program provides a safe and nurturing environment by using techniques such as positive reinforcement, praise, and redirection. The child's team will work with the family to develop a consistent behavior modification plan, as appropriate. Discipline plans vary based on individual student and classroom needs. The following guidelines are used to help create a safe and structured environment for your child:

- A Preschool staff member in charge of a child or group of children shall be responsible for their discipline.
- Constructive, developmentally appropriate child guidance and management techniques are to be used at all times. They shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- The program's actual methods of discipline shall apply to all adults on the premises and shall be restricted as follows:
  1. There shall be no cruel, harsh, corporal punishment or any unusual punishments.
  2. No discipline shall be delegated to a child to give to another child.
  3. Physical restraints may only be used in situations where the student has become a danger to himself or others and less intrusive interventions have not been effective. Physical restraints are prohibited as a form of discipline.
  4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or 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 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, lit, and well-ventilated space.
  10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool program.

\* This document shall serve as the discipline policy, and ALL Preschool staff members shall receive a copy of the program's discipline policy for review.

### **CHILD GUIDANCE**

Children enrolled in the CWLSD Program will be monitored and supervised by responsible, caring staff members. Children who are having difficulty making appropriate choices, following directions, or becoming aggressive will receive immediate guidance from a staff member.

This guidance may include:

1. Redirecting the child to a different play area or activity
2. Time out for an appropriate length of time, within sight and hearing of a preschool staff member
3. Loss of time in a preferred activity

The CWLSD Program has procedures to be followed within our program whenever a child is injured as a result of an action by another child. Every situation has unique characteristics and may require special consideration.

### **CHILD ABUSE AND NEGLECT REPORTING**

As required by law, all school employees and administrators must immediately report any suspicion of abuse or neglect to Children's Services.

### **FIRE, TORNADO, AND SAFETY DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice fire, tornado, and safety drills throughout the school year. Evacuation procedures are posted in each classroom.

### **SCHOOL DELAYS AND CANCELLATIONS**

If it is necessary to close school, the Canal Winchester Local School District will attempt to make this decision as early as possible, utilizing an automated phone, email, and text system. This program allows immediate notification to all households and parents of any critical or unplanned event that will result in school cancellation, delay, or early dismissal. The school will continue to use radio and television to broadcast school closings and weather-related delays.

\*NOTE: While technology is great, sometimes a phone call may roll to your voicemail, or a text is delayed due to service area, or you may not have updated your contact information.

Therefore, we encourage you to also check the local news station for cancellations or delays if you are unsure. We will also post to the district website if there is a cancellation.

When school is canceled, your child's preschool teacher will send "learning to go" bags home with students at the beginning of the winter months, complete with activities and resources. We will utilize the bags for two days' worth of activities. If there are more than two days of school cancellations, resulting in preschool being canceled, teachers will create and send home a second round in preparation for future delays. In addition, teachers will reach out to families via ParentSquare on days of cancellation for check-ins and other updates.


# AUTOMATED CALL SYSTEM STATEMENT

The Canal Winchester School District uses an automated call system to provide immediate communication in case of an emergency or school closure. ParentSquare allows notifications to all households and families by telephone of any critical or unplanned event that will cause school cancellation, delay, or early dismissal. Additionally, this system will be used for announcements and reminders during non-school hours. To receive these calls, PowerSchool online forms must be completed.

Please go over alternate plans for school delays and early dismissals with your child at the beginning of the school year.

## 2026-2027 IMPORTANT DATES

### [Canal Winchester School District Calendar](#)

<b>AUGUST</b> <table border="1"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>							Su	M	T	W	Th	F	Sa							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<div style="text-align: center;">  <p><b>Canal Winchester</b> LOCAL SCHOOLS Empowering All Students For Success</p> </div> <h3 style="text-align: center;">2026-2027 District Calendar</h3> <p><b>August 2026</b>              Aug 5-7 New Staff Work Days              Aug 10 Full Staff Work Day              Aug 11 Professional Development Day              Aug 12 Full Staff Work Day              Aug 13 First Day for Students (staggered starts TBD)</p> <p><b>September 2026</b>              Sept 7 No School – Labor Day              Sept 21 No School – Prof. Development Day</p> <p><b>October 2026</b>              Oct 15 End 1<sup>st</sup> Quarter (MS/HS)              Oct 16 No School – Fall Break              Oct 19 Begin 2<sup>nd</sup> Quarter (MS/HS)              Oct 30 End 1<sup>st</sup> Trimester (IT/WT)</p> <p><b>November 2026</b>              Nov 2 No School – Conferences (altered hours)              Nov 3 No School – Prof. Development              Nov 4 Begin 2<sup>nd</sup> Trimester (IT/WT)              Nov 25-27 No School – Thanksgiving Break</p> <p><b>December 2026</b>              Dec 18 End 2<sup>nd</sup> Quarter/1<sup>st</sup> Semester (MS/HS)              Dec 21- Jan 1 No School – Winter Break</p> <p><b>January 2027</b>              Jan 1 No School – Winter Break cont.              Jan 4 School Resumes/Begin 3<sup>rd</sup> Quarter              Jan 18 No School – Martin Luther King Day</p> <p><b>February 2027</b>              Feb 12-15 No School – Presidents Day Wknd              Feb 19 End 2<sup>nd</sup> Trimester (IT/WT)              Feb 22 Begin 3<sup>rd</sup> Trimester (IT/WT)</p> <p><b>March 2027</b>              Mar 10 No School – Prof. Development/              Eid al-Fitr              Mar 12 End 3<sup>rd</sup> Quarter (MS/HS)              Mar 15 Begin 3<sup>rd</sup> Quarter (MS/HS)              Mar 26- Apr 2 No School – Spring Break</p> <p><b>April 2027</b>              Apr 1-2 No School – Spring Break cont.              April 30 No School</p> <p><b>May 2027</b>              May 27 Last Day for Students              May 28 Last Day for Teachers              May 31 Memorial Day</p> <table border="1"> <tr><td><span style="background-color: #90EE90;"> </span></td><td>New Staff Work Day</td></tr> <tr><td><span style="background-color: #FFFF00;"> </span></td><td>No School – Staff Work Day/Prof Development Day</td></tr> <tr><td><span style="background-color: #FF0000;"> </span></td><td>No School – Holiday or Break</td></tr> <tr><td><span style="background-color: #ADD8E6;"> </span></td><td>First Day/Last Day for Students</td></tr> <tr><td><span style="background-color: #ADD8E6;"> </span></td><td>End of Trimester/Grading Period – IT/WT</td></tr> <tr><td><span style="background-color: #FF0000;"> </span></td><td>End of Quarter/Grading Period – MS/HS</td></tr> </table>							<span style="background-color: #90EE90;"> </span>	New Staff Work Day	<span style="background-color: #FFFF00;"> </span>	No School – Staff Work Day/Prof Development Day	<span style="background-color: #FF0000;"> </span>	No School – Holiday or Break	<span style="background-color: #ADD8E6;"> </span>	First Day/Last Day for Students	<span style="background-color: #ADD8E6;"> </span>	End of Trimester/Grading Period – IT/WT	<span style="background-color: #FF0000;"> </span>	End of Quarter/Grading Period – MS/HS	<b>JANUARY</b> <table border="1"> <tr><th>Su</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>Sa</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>							Su	M	T	W	Th	F	Sa						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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**\*Preschool will operate Monday-Thursday weekly.\***

## **SCHOOL VISITS**

Parents are encouraged to maintain open communication with their classroom teacher to address any questions or concerns. The Preschool program welcomes visitors. However, please arrange a visit with your child's teacher in advance. This includes completing the district application for the observational visit. To make sure that visits do not distract students from instruction, we ask that parents adhere to the following procedure:

1. State law requires any person visiting the school to report directly to the office, sign in, and secure a visitor's pass. You must show a picture ID to enter the building.
2. Since staff are directly responsible for students, please reserve questions and discussions with classroom personnel for a time when they are not involved with students outside of the observation time. This would require a scheduled meeting between the teacher and parents at a later time.
3. Please refrain from interrupting student routines, as well as talking with your child.

### **Visitor Requests to Use School Facilities to Provide Private Services**

Except in unique circumstances or an isolated instance, schools will not make facilities available to private service providers, such as doctors, psychologists, and therapists, for students to receive services at school, either in person or remotely. Parents may remove their children from school to receive private services off campus. However, parents are encouraged to schedule private services at a time that does not conflict with the student's school day.

## **CONFIDENTIALITY**

**DIRECTORY INFORMATION NOTICE:** The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent before the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not wish for Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing. The district has designated the following as directory information: student's name, major field of study, dates of attendance, current grade level, participation in officially recognized activities and sports, height and weight of a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student. The primary purpose of directory information is to allow the district to include this type of information in publications such as a playbill, showing your student's role in drama or musical productions; a yearbook; an honor roll or other recognition list; and graduation programs.

## **STUDENT RECORDS:**

Teachers, counselors, and administrative staff keep many student records. There are two basic types of records: confidential records and directory information. The district's Records Control Officer is responsible for the processing and maintenance of all student records.

Confidential records contain educational and behavioral information that is restricted under the Family Educational Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents'/guardians' written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator. Parents/guardians should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into the directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents/guardians have the right to review educational records generated by the school district, request amendment to these records, insert an addendum to these records, and obtain copies of such records. Copying costs may be charged to the requester. If a review of records is requested, please contact the building principal in writing, specifying the records desired. The records will be collected, and an appointment will be made with the appropriate persons, who will be present to answer any questions.

## **PHOTOGRAPHY/PUBLICATION DISCLAIMER:**

During the course of the school year, pictures, videotapes, etc., containing your child's image may be used in newspaper articles, television stories, newsletters, brochures, school web pages, yearbooks, promotional products, and other similar publications. If you DO NOT want your child's image published in the manner described above, please notify the office in writing as soon as possible and then verify with us that we have received your request. You must submit a written notice to the office at the beginning of each school year.

## **INDIAN TRAIL FACULTY AND STAFF**

**\* For a list of all faculty and staff members, please visit**

**<https://indiantrail.cwschools.org/about/staff-directory>**

### **Important Phone Numbers**

ITES Office	614-833-2154
ITES Fax	614-833-2167
Board Office	614-837-4533
School Counseling	614-833-2166
Transportation	614-833-2164

## **PARENT MEETINGS**

Parent/Teacher Conferences are scheduled twice during the school year on parent-teacher conference nights. These meetings are meant to help keep open lines of communication between parent and teacher. If additional time or conferences are needed, arrangements may

be made through the teacher. Information sheets and online access to schedule a meeting will be sent home with students before these scheduled conference dates. In addition, annual IEP conferences are held for all students with special needs. The teacher will schedule these conferences and include the IEP team.

### **PROGRAM LICENSE**

The Preschool Program is inspected and licensed by the Ohio Department of Education. Our license and inspection letter are displayed in the preschool areas. Copies of the program's inspection and compliance reports are available to parents upon request.