Parent Program
Preschool Guide

LITTLE TREASURES PRESCHOOL
2026-2027

Furry Elementary School

310 Douglas Drive
Sandusky, OH 44870
419.625.4352
furry.perkinsschools.org

Preschool Director: Dr. Hillary Turner
Building Principal: Mr. Eric Kaman

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Foreword

The Student Handbook was developed to provide specific information about certain policies and procedures relevant to being a student in Perkins. Please take time to become familiar with the important information contained in this handbook and keep the handbook available for reference. Please note that the majority of information in our handbooks is standardized and applies to all students K-12. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your teachers or the building principal. This handbook replaces all prior handbooks and other written material on the same subjects. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Current board policies and administrative guidelines are available on the district's website.

Attempts have been made to align the Little Treasures Preschool Program Parent Guide with the Furry Elementary School Student Handbook. The Program Parent Guide and Student Handbook together identify rules and regulations of the Perkins Local School District Little Treasures Preschool Program. If there are questions or conflicting statements between the Parent Program Guide and the Furry Handbook, please contact the office for clarification. Presented to the PLSD Board of Education on July 8, 2026.

Little Treasures Preschool Directory

Address: 310 Douglas Dr., Sandusky, OH 44870

Office: 419-625-4352

Mr. Eric Kaman - *Building Principal*
Mr. Dwayne Arnold - *Assistant Principal*
Dr. Hillary Turner - *Preschool Director*
Mrs. Kim Deming - *Building Secretary*
Ms. Jasmine Kennedy - *Secretary/Receptionist*
Mrs. Diane Smith - *School Counselor*
Dr. Hillary Turner - *School Psychologist*
Mrs. Allison Tamburrino - *Preschool Teacher*
Ms. Brittany Sallee - *Preschool Teacher*
Mrs. Catherine Schild - *Preschool Teacher*
Ms. Maddie Portteus - *Preschool Teacher*
Mrs. Kerry Meggitt - *Speech/Language*
Dr. Erin Lublow - *Physical Therapist*
Mrs. Elise Vaughan*, Occupational Therapist*
Mrs. Morgan Parcher - *Certified OT Assistant*

Perkins Local School District Directory

Perkins Local Schools Board of Education
President: Dr. Bradley Mitchel
Vice President: Mr. Scott Hart
Members: Mr. Jason Dulaney, Mrs. Alison Judy, and Mr. Eric Lapata

Superintendent
Dr. Lonny Rivera

Director of Student Services
Dr. Suzi Leone

Asst. Superintendent
Mrs. Rena McClellan

Treasurer/CFO
Mrs. Brittany Keller

Board Meetings
Regularly scheduled school board meetings are held on the second Wednesday of each month at 6:00 PM. Special meetings are held as needed. Board meeting dates and agendas are available by calling the board office or checking the district website.

District Buildings/Offices:	
Superintendent/Board Office	419-625-0484
Furry Elementary	419-625-4352
Meadowlawn Intermediate	419-625-0214
Briar Middle School	419-625-0132
Perkins High School	419-625-1252

District Services/Department:	
Maintenance, Buildings, & Grounds	419-621-2053
Athletics	419-621-2061
Food Service	419-502-2402
Psychologist	419-624-0484
Transportation	419-625-1272

Statement of Nondiscrimination

The Perkins Board of Education does not discriminate on the basis of race, color, national origin, age, sex, or disability. The following person has been designated to handle complaints and aid compliance with the District's nondiscrimination policies on the basis of sex, disability, race, color, and national origin:

Dr. Lonny Rivera, Superintendent
3714 Campbell Street, Suite B
Sandusky, OH 44870
419-625-0484

The Superintendent may refer some matters and has designated responsibilities as follows:

Title IX – Mr. Jeff Harbal, *High School Principal*: 419-625-1252
Sexual Harassment – Mr. Jeff Harbal, *High School Principal*: 419-625-1252
504 Coordinator – Dr. Suzi Leone, *Director of Student Services*: 419-625-0484

All communications should be directed to the above individuals at:
3714 Campbell St., Suite B, Sandusky, Ohio 44870.

Mission Statement

The Perkins family strives for unsurpassed educational opportunities so every student may reach their greatest potential.

Educational Philosophy

District Policy

The Board is committed to providing a program of education which is consistent with the following tenets:

- Education contributes to the continuous improvement of our democratic society and the cultures it encompasses through the development of concerned, contributing and patriotic citizens.
- The dignity and worth of the individual are respected. Each individual is given the opportunity to participate in our society to the best of his/her ability.
- The educational program is conducive to the optimum intellectual, physical, social and emotional development of all youth.
- Basic knowledge, skills, understandings and appreciations are necessary for full-life functioning.

- All youth are introduced to the humanities and the arts and provided the opportunity to pursue further studies in these areas.
- The immediate and projected personal and societal needs of our youth receive continuous appraisal.
- The development of self-appraisal skills, decision-making techniques and self-discipline by our youth helps them in assuming the responsibility for setting realistic immediate and long-range personal, academic and career goals.
- The development of moral and ethical values by youth is an important aspect of personal maturity for which the parents assume the primary responsibility. However, the schools strive to reinforce their efforts.
- Continuous physical, mental and emotional growth and development are promoted through the maintenance of appropriate educational programs for youth.
- Self-realization and self-expression are encouraged.
- The educational program meets or exceeds the State Board of Education standards. The development and implementation of a program of continuous evaluation based upon stated goals and objectives are necessary for effective program revision and improvement.

District Cultural Initiative

The Pirate Way

Perkins Local Schools has created and adopted **The Pirate Way** which revolves around the core beliefs of **TRUST, OWN, & CONNEC**T. The Pirate Way is based on Focus 3, a mindset that encourages individuals to have positive attitudes and measured responses when confronted with adversity and difficult situations.

At the heart of The Pirate Way is the **R Factor** that guides individuals toward positive behavior, how they make decisions, and the actions they take. The R Factor is based on a simple equation: **E+R=O**. Spelled out, it means when confronted with an **Event**, a person's **Reaction** determines the **Outcome**. The R-Factor is broken down into six disciplines that students will learn and practice: **Press Pause**, **Get Your Mind Right**, **Step Up**, **Adjust & Adapt**, **Make a Difference**, and **Build Skill**.

The Pirate Way helps prepare people and set them up for success when they must React to an Event, good or bad, leading to a positive Outcome of: ***We can count on each other***; ***We take responsibility***; and ***We support each other***.



Perkins Local Schools 2026-27 Calendar

Staff In-Service Days - *Wednesday, August 19 - Friday, August 21*
First Day Of School - *Monday, August 24*
Labor Day *(No School)* - *Monday, September 7*
Staff Professional Development Day *(No School)* - *Friday, October 9*
Staff Day *(No School)* - *Wednesday, November 25*
Thanksgiving *(No School)* - *Thursday, November 26*
No School - *Friday, November 27*
Winter Break *(No School)* - *Monday, Dec. 21 - Sunday, January 3*
Staff Day *(No School)* - *Friday, January 15*
Martin Luther King Jr. Day *(No School)* - *Monday, Jan. 18*
Staff Day *(No School)* - *Friday, February 12*
Presidents Day *(No School)* - *Monday, February 15*
Staff Professional Development Day *(No School)* - *Tuesday, February 16*
Spring Break *(No School)* - *Friday, March 26 - Sunday, April 4*
Graduation - *Sunday, May 30*
Memorial Day *(No School)* - *Monday, May 31*
Last Day Of School - *Wednesday, June 2*
Staff In-Service Day - *Thursday, June 3*

2026-2027 Grading Periods:

Quarter 1: Aug. 24 – Oct. 23 *(43 Days)*
Quarter 2: Oct. 26 – Jan. 14 *(46 Days)*
Quarter 3: Jan. 19 – March 19 *(45 Days)*
Quarter 4: March 22 – June 2 *(42 Days)*
Totals: ***176 Pupil Days, 185 Total School Days***

🏴‍☠️ PLSD Board of Education Policies

NEW Artificial Intelligence

Section E: Support Services. Code EDC

The Board recognizes the need to prepare staff and students for an increasingly technological future. Thus, the Board is committed to providing staff and students with the knowledge and skills necessary to navigate emerging technological innovations effectively and appropriately, including generative artificial intelligence (AI).

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Authorized Use of District-Owned Laptops

Sections E: Support Services. Code EDEC-R-1

The use of District-owned laptops is a privilege, and students may be denied access at any time. Students wishing to participate in the laptop program must comply with the following guidelines and procedures and comply with the laptop agreement expectations.

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Use of Cellphones & Electronic Communications Device

Section J: Student. Code JFCK

Recognizing the impact of student cellphone use on student mental health and achievement and the distractions cellphones present within the classroom, use of student cellphones must be as limited as possible during school hours.

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

NEW Promoting Parental Involvement

Section I: Instruction. Code IGBLA

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy. This policy is made publicly available and posted prominently on the District's website.

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

Acceptable Use Policy. Section E: Support Services

Computer/Online Services (Acceptable Use and Internet Safety). CodeEDE

Technology can greatly enhance the instructional program, as well as the efficiency of the District. The Board recognizes that careful planning is essential to ensure the successful, equitable and cost-effective implementation of technology-based materials, equipment, systems and networks.

Read The Policy (Follow the link and click on Policy Tab):
https://go.boarddocs.com/oh/perkins/Board.nsf/Public

🏴‍☠️ School Admissions & Communication

Program Days and Hours of Operation

The Little Treasures Preschool Program offers a developmental curriculum for children ages 3 to 5 years. Children will attend either 4 days per week, Monday-Thursday or 5 days per week, Monday - Friday; AM or PM. A child on an Individualized Education Program (IEP) attends according to his/her IEP. Once a month, the preschool program will schedule a play date at a community setting on a Friday and the Captains students will not have a regular preschool session. Friday play dates will alternate monthly between AM and PM sessions and is parent choice if students and families attend.

The hours of the preschool program are 8:50 a.m. to 11:35 a.m. or 12:35 p.m. to 3:20 p.m. Home visits, playgroups, field trips, facilitating social service linkage for families, etc. are scheduled for Fridays. Parent-teacher conferences are scheduled two times per year.

Captains: This class will be Monday - Friday and is designed for students who are currently 4 or 5 years old. Students must be age eligible for kindergarten the following school year and preference will be given to students who have already completed one year of preschool with us. These classes will have a maximum of 20 students with one full-time teacher and one full-time paraprofessional.

First Mates: These are general education classrooms for students who are 3 and 4 years old. First Mates will attend Monday - Thursday either morning or afternoon. These classes will have a maximum of 20 students with one full-time teacher and one full-time paraprofessional.

Sailors: These are integrated classrooms with a maximum of 16 students, ages 3-5 years. Within each class, 8 students are identified as students with a disability. The other 8 students serve as model peers and must pass a developmental screening before placement. The center-based classrooms have a full-time dually licensed preschool teacher and one full-time paraprofessional.

Parent Concerns

Resolving parent questions and concerns in a timely manner is a priority for our preschool staff. Please let us know when you have an issue.
To efficiently resolve questions and concerns, parents should take the following steps:
1. Discuss the question or concern with the preschool staff.
2. If you have not received a satisfactory response from the preschool staff, schedule a meeting with the Furry Elementary Principal and/or Student Services Coordinator.

3. Continuing concerns can be brought to the Perkins Local Schools Superintendent for consideration.
4. Ohio Department of Education and Workforce offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

Supply Fee

A one-time supply fee of $45.00 will be due by the first day of attendance. This fee is required of all students. For students enrolling later in the year, this fee will be prorated.

Tuition & Billing Procedures

Tuition charges will be as follows:
• 4 half days per week = $130.00 each month
• 5 half days per week = $160.00 each month

Note: Children on an IEP do not pay monthly tuition.

Billing Procedures

Payment must be received by the 1st of each month for the upcoming month. Payments may be mailed or delivered to Furry Elementary Office. Please mail or deliver payments to:

Furry Elementary School – Attn: Jasmine Kennedy
310 Douglas Dr.
Sandusky, OH 44870

Tuition payments should not be sent to school with your child or given to preschool staff. All payments must be mailed or physically given to office secretaries. Electronic payments, including autopay, may also be made through the Brightwheel app.

Payments not received by the 15th of each month will result in your child's enrollment being terminated and the next child on the waiting list will be enrolled in his/her place. Your child will not be permitted to attend until the supply fee and the September fee has been paid. The second monthly payment must be received by October 1st, and so on. Please pay the exact amount listed on the tuition packet.

Tuition is charged monthly whether or not the student is present. There will be no credit given for sick, vacation or calamity days. Days missed may not be made up due to daily attendance limits imposed by licensing rules.

Enrollment/Withdrawal Procedures

Enrollment includes students from Perkins Local School District who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities (Chapter 3301.31).

Enrollment for children not meeting the eligibility criteria for a preschooler with a disability is available to residents of the Perkins Local School District. Parents must complete an application. Applications are dated as they are received and children are accepted by age* and date of application. In the event that the

program has reached its capacity, your child's name will be placed on a waiting list until such time there is an opening in the program.

*Tuition students must be 3 years or older by the first day of school. For the 2026 - 2027 school year, students must be 3 years of age by August 24th.

We will not enroll any tuition students after December 31. Any exceptions must be approved by the Preschool Director.

The enrollment packet and Emergency Medical Authorization must be completed before your child may begin attending the preschool. The Child's Medical Statement must be completed within 30 days of enrollment and completed by a physician, physician's assistant, clinical nurse specialist, or certified nurse. A new physical form is required for returning students every 13 months from the date of the most recent examination.

If you need to withdraw your tuition student, please call the Furry Elementary School Office at 419-625-4352 to officially withdraw your child from the Little Treasures Preschool Program. If we do not receive a call, you will be charged for each month the office is not notified.

If you need to withdraw your IEP student, please contact the Director of Student Services to withdraw your child from the Little Treasures Preschool Program. If transferring to another district, please provide the new district's contact information so that records can be transferred.

The following information will be required for any new student enrolling in the Perkins Local Schools Little Treasures Preschool program:
• Academic records/report card from the school most recently attended
• Immunization records
• Birth Certificate
• Certified copy of a court-ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if appropriate)
• Name, address, and telephone number of the school most recently attended
• The address and telephone number of the new residence within the service district
• 2 Proofs of Residency

Missing Children

Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearing House and the proper law enforcement agency.

Emergency School Closing or Delay

School closings/delays due to inclement weather or other emergencies are broadcast on local radio stations and regional television stations. In addition, notification will be made using the Alert System and information will be posted on the Perkins Local Schools Web Site www.perkinsschools.org.

Please do not make calls to the schools or other media, as this will tie up phone lines and delay the announcements.

In the case of a two-hour delay, school begins at 11:00 a.m. When the school has a delayed start, there is no morning Little Treasures Preschool. The PM session of preschool will remain open unless Perkins Local Schools announces a closure.

At times, it may become necessary to close the school during the day due to weather conditions, such as snow, fog, flooding, etc. We will attempt to contact all parents/guardians in this situation.

Attendance, Arrival and Departure Procedures

Children who attend the AM session of Little Treasures:
• Drop-Off Time: 8:50 in the front parking lot of Furry Elementary School
• Pick-Up Time: 11:35 in the front parking lot of Furry Elementary School

Children who attend the PM session of Little Treasures:
• Drop-Off Time: 12:35 in the front parking lot of Furry Elementary School
• Pick-Up Time: 3:20 in the front parking lot of Furry Elementary School

Please avoid late arrivals and pick ups so that staff may attend to their additional responsibilities. If your child arrives or departs other than the regularly scheduled time, the adult accompanying the child must report and sign in/out at the school office. If your child will not be attending on a regularly scheduled day, please notify Furry Elementary School by calling 419-625-4352. When your child is absent, please send a note on the day of his/her return.

A child will not be released to an unauthorized person. A written and signed note by the parent/ guardian must be sent to the preschool teacher if someone other than the parent/guardian is picking up the child.

Parents/Guardians are asked annually to provide written approval of having their name, phone number, and child's name on any group/program roster. This roster is not furnished to any person other than parents/guardians.

Safety of the Children

We are very concerned about the safety of the children attending the Little Treasures Preschool program. The following safety procedures are in effect at all times:
• All staff members are aware of the safety rules for both indoor and outdoor activities and the class and playground areas are surveyed continuously for possible safety hazards.
• All preschool staff members are trained in first aid and infant and child CPR. At least one (1) preschool staff member is trained in the recognition of communicable diseases. A first aid kit is always on site.
• Preschool staff members shall have a medical statement as required upon employment/ assignment to preschool and every three (3) years thereafter.
• Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
• Preschool teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.
• No child is left alone or unsupervised at any time.
• A telephone is located in the classroom and is available for use in the event of an emergency.
• Fire drills are held in conjunction with the elementary schedule and the school staff and children practice threatening weather drills. A record of these drills is kept in the school's office.
• Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
• The use of spray aerosols is prohibited when children are in attendance.

• If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid while another school staff member contacts the local rescue squad and the child's parents. Remaining staff members will care for the other children. If the parents cannot be reached, only the people listed as emergency contacts on the child's Emergency Medical Authorization form will be notified. A staff member will accompany the child to the hospital, if necessary.
• In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
• When an accident or injury occurs, staff will complete the injury report form provided by the Perkins Local School District. A copy of this form will be given to the parent and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
• In accordance with Section 2151.421 of the Ohio Revised Code, all Perkins Local School District staff are required to report any suspicions of child Abuse or Neglect to the Erie County Department of Human Services. All preschool staff members have completed an approved course in recognizing signs of child abuse and neglect.

Video and/or Audio Recordings

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of Perkins Local School District activities are not permitted unless permission has been granted by the Superintendent. Said permission will be in the form of a signed authorized statement on Perkins Local School District letterhead. Again, any distribution or posting of an approved recording is prohibited in order to protect the privacy rights of Perkins Local School District students and staff.

FERPA (Confidentiality Policy)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:
1. The right to inspect and review the student's education records within 45 days after the day the Perkins Local School District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Perkins Local School District may disclose appropriately designated "directory information" without consent, unless the parent has submitted a written refusal by the end of the second full week of school. Directory information is defined by Perkins Local School District as the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Perkins Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:
Family Policy Compliance Office U. S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

🏴‍☠️ Curriculum, Instruction & Assessment

Purpose

The purpose of the Little Treasures Preschool Program is to provide a comfortable and enriching environment that respects each child's qualities and nurtures development toward his or her full potential.

Philosophy

Childhood is a series of firsts – first experiences, first friendships, first challenges, first hopes, first dreams, first surprises, and first successes – to be celebrated by everyone. We believe parents and families are their child's first and primary teachers who work with other educators as partners. Children need time to be children and explore their environment with curiosity and discovery. Play is children's work. Without play, there is no childhood.

Key Principles

• The children are members of a community that celebrates the uniqueness of each child – color, culture, religion, gender, age, and ability. Differing levels of ability, learning styles, and development are expected, appreciated, and used to design appropriate learning activities which are motivated by the child's interests and individual growth.
• Play encourages children to learn by active exploration through hands-on discovery. Learning is the result of interaction between the child's thoughts and experiences with people and with materials and ideas that are real and relevant to their lives. These experiences match the child's developing abilities while also challenging the child's developing interests and understanding.
• A blending of children, families, and staff to create a nurturing environment for those we serve is a major focus throughout the program. The contributions of all are valued as we work together to give children time to fully celebrate childhood.

Preschool Curriculum

The Perkins Local School District Board of Education's adopted preschool curriculum is Frog Street Pre-K. Frog Street Pre-K is a comprehensive, dual language program designed to meet the needs of diverse learners. Frog Street Pre-K pairs intentional instruction with meaningful opportunities for children to engage and interact through hands-on explorations. Frog Street Pre-K is organized around 9 thematic units integrating literacy, math, science, social studies, social-emotional connections, STEAM, technology, assessment, and family engagement. Frog Street Pre-K is structured to align with the newly revised Ohio Early Learning and Development Standards (Ohio ELDS) and is an approved core curriculum aligned with the science of reading and effective literacy instruction strategies by the Ohio Department of Education and Workforce.

Perkins Local School District's Little Treasures Preschool program strives to provide all the right steps to prepare your child for the next step in his or her education. Frog Street Pre-K supports Kindergarten readiness by introducing children to instruction that builds strong foundational skills for success in kindergarten. Frog Street Pre-K offers language and literacy experiences that build a foundation for Science of Reading instruction as children grow. The materials and resources support our belief in how children learn and the importance and responsibility of staff and parents in their children's development. They provide early childhood staff with the knowledge and resources to create opportunities and environments for children to be active participants in their own learning.

We firmly believe that the Pre-K years are critical in your child's successful transition to a formal school environment. Our implementation of Frog Street Pre-K helps your child reach these goals while fostering a sense of independence and self-worth in this world.

As your child's most important teacher and to assist us in establishing independence and developmental growth in your child, we ask that you encourage your child to follow all classroom routines, activities, and expectations. Examples of this might include, requiring your child to enter the classroom and hang up his/her coat, remove applicable items from book bag and give to teacher, etc. When your child arrives home, he/she should be expected to complete the same or similar routine. By expecting your child to be as independent as possible, we can all do our part to prepare him/her for kindergarten and beyond.

Program Requirements

The program is guided by written policies of the Perkins Local School District Board of Education that are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio Revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education and Workforce, Division of Early Childhood Education, (614) 466-0224.

While group sizes vary during each half-day session, the preschool maintains a minimum ratio of one staff member per no more than twelve children. Any increase in this number is approved by ODE and affected families are notified in writing of the change.

The most recent inspection reports are posted in the classroom beside the program license. A copy of the most recent or previous reports will be made available upon request.

Ohio Early Learning and Development Standards and State Testing
The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

All preschool students are screened using a standardized screening instrument within 60-days of enrollment. The Brigance Early Childhood Screens III is administered to preschool students. Age-specific screens allow educators to quickly and efficiently assess skills that are critical predictors of school success across key early learning domains: language development, academic skills/cognitive development, self-help and social-emotional skills, and physical development. Results of the Brigance Early Childhood Screens III will be shared with parents and families. For those children whose results indicate potential concerns, a follow-up date for rescreening is scheduled or a referral to special education is completed and placed on the form.

The preschool program also utilizes the Early Learning Assessment (ELA). The Early Learning Assessment is a part of Ohio's Ready for Kindergarten Assessment System and is designed to aid teachers in determining where children are in their readiness for kindergarten and is used to improve and support the growth and development of children. Ohio's Early Learning Assessment is directly aligned to Ohio's Early Learning and Development Standards and is required to be used for assessment and progress-monitoring twice annually for Preschool Special Education. Ohio's Early Learning and Development Standards (birth to kindergarten entry) are the basis for the Early Learning Assessment and focuses on seven areas of a child's growth and development: social foundations, mathematics, science,

social studies, language and literacy, physical well-being and motor development, and fine arts. Results are shared with parents and reported to the Ohio Department of Education as necessary.

Transition Plan

Perkins Local School District believes communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to: preschool to kindergarten/school-age programs; home, and out-of-home care programs to community programs; and 0-2 programs to preschool.

Activities provided to support children and their parents will include, at a minimum, opportunities for parents and children to visit potential preschool, kindergarten, or other school-age classrooms: written information regarding registration and screening dates; classroom activities such as books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers to visit toddler or preschool classrooms. Each child transitioning from one program to another shall have a written transition plan in place which will involve input from parents, teachers, and other members of a child's team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

Information about registration and screening will also be shared with the community through the use of media such as press releases and flyers. Sending and receiving staff shall communicate to determine the student information that shall be shared after receipt of any required parental consent.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental choice.

The above activities will assist children, parents, and staff in achieving a seamless transition as young children move from one program to the next.

Daily Program Schedule

The Little Treasures Preschool Program is based on the open learning center concept. The daily schedule is set up to allow ample time for the children to participate in the various learning centers, be a part of a group of children working together, explore the outdoors and prepare and consume a daily snack.

Learning Center Time

• Children are free to choose a learning center activity such as role-playing in the dramatic play center, experimenting in the science and nature center, working on puzzles in the manipulative center, painting in the creative art center, building in the block center, or experimenting with movement in the gross motor center.
• The teacher/assistant will use this time to work with individual children on skill development or with small groups of children on a particular activity. Children are offered new challenges, asked thought- provoking questions, and encouraged to try new things.

Small Group Time

• Children join their teacher for a story time that includes movement and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. The teacher also uses this time to present activities that are developmentally appropriate for the children in the group. These activities evolve around themes for the week and might include math concepts, language activities, learning about ourselves, etc.

Outdoor Play Time

• Outdoor activity is planned daily so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. Preschool staff monitor weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet. If you feel your child is too ill to participate in the outdoor playtime then possibly he/she should not be in attendance. A student restricted from outdoor play will require a physician's note.

Snack Time

• An important part of the children's day is snack time, not only for their eating enjoyment, but also because nutrition affects their mental functioning and physical well-being.
• The daily snack is provided jointly by Perkins Local School District.
• No child is forced to prepare or consume any snack. If your child has special dietary needs or food allergies, please notify us in writing.

Parent Participation Policy

According to the Ohio Department of Education (ODE) Preschool Licensing Rules, parents/guardians of children enrolled in the class have unlimited access to the class during class hours for the purposes of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. Please report to the school office, sign in and receive a visitor's badge before going to your child's classroom/play area. While parents can observe at any time, they are not permitted to hinder the learning process.

Parents are also welcome to participate in the daily program as often as they wish. Please notify your child's teacher prior to the day you want to volunteer. Volunteers are often asked to read stories, assist in the art center, or play games with the children. Any parent wishing to volunteer must have a BCI check on file with the school district and are good for five years.

If you need assistance with a problem or have a complaint related to the class or its program, you are welcome to take your concerns to your child's teacher, Preschool Director, or Furry Elementary School Principal. Staff members are always open to suggestions for improving the program.

A calendar is sent home every month. The calendar highlights themes, snacks, special events, and important dates. Information helpful to parents will be sent home periodically. If you would like to contribute to the newsletter, please let us know.

Parent meetings, information regarding local/regional workshops, book fairs, parties, and other special events may also be provided for parents. Parents are encouraged to make suggestions for meetings/workshops, daily schedule, curricular topics and activities. Parents are also encouraged to share any special appropriate talents with the students (play an instrument, art skills, etc.).

A formal progress report on each child is sent home at least twice per school year. Parent-teacher conferences are scheduled in the fall and spring. Informal and formal parent-teacher conferences are held as needed. Parents may request a conference at any time.

Play dates may also be scheduled by your child's teacher. The students, their parents (or responsible adults if parents are not available), and staff meet at a community site (example – farm, bowling, pizza, etc.) for learning and social activities.

🏴‍☠️ Discipline Policy

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety and rights. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom during which time the staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation and praising the child for appropriate behavior.

Physical punishment and verbal abuse will not be used. Discipline will not be imposed on a child for failure to eat, sleep or for toileting accidents.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

Based on ODE Preschool Licensing Rules and Perkins Local School District policies, staff members follow these discipline guidelines:

• Preschool staff member(s) in charge of a child/children are responsible for discipline. Policies are in effect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
• All preschool staff members shall be informed of and receive a copy of the Perkins Local School District's discipline policies upon employment and annually in the handbook.The preschool staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
• There shall be no cruel, corporal punishment or any unusual punishments or any punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
• No discipline shall be delegated to any other child.
• No physical restraints shall be used to confine a child by any means other than holding for a short period of time, such as in a protective hug, so the child may regain control.
• No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a small cubicle.
• No child shall be subjected to profane language, threats, derogatory remarks about himself/ herself or his/her family, or other verbal abuse.
• Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.
• Techniques of discipline shall not humiliate, shame, or frighten a child.
• Discipline shall not include withholding food, rest or toilet use.
• Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.

• Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Perkins Local School District's preschool staff members receive on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention© to ensure the care, welfare, safety, and security of all individuals on the premises.

🏴‍☠️ Health & Safety

Management of Communicable Disease

The preschool staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. The "Child Day Care Center Communicable Disease Chart" is posted to help staff in recognizing illnesses. Parents are welcome to view this chart at any time.

Staff is very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are also reminded to wash their hands on a regular basis.

As children arrive, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms listed below, you will be asked to take the child home.

Signs and Symptoms of Communicable Disease

Any one of the following symptoms could be cause for immediate dismissal:

• Diarrhea (more than one abnormally loose stool within a 24 hour period)
• Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
• Difficult or rapid breathing
• Yellowish skin or eyes
• Conjunctivitis ("pink eye")
• Temperature of 100 ˚F (or more) taken under the arm, or temperature of 101 ˚F (or more) taken with an ear thermometer, especially in combination with any other signs of illness
• Untreated infected skin patch(es)
• Unusually dark urine and/or gray or white stool
• Stiff neck
• Unusual spots or rash
• Sore throat or difficulty in swallowing
• Vomiting
• Evidence of lice, lice nits (eggs), scabies, or other parasitic infestation. *Upon occasion, students may be found to have head lice. Because of this condition, students must be excluded from school until corrective action is taken by the home. Your child will be readmitted to school after having head lice if she/he is nit-free as determined after an examination by the school nurse. There will be no exceptions to this procedure.

Removal of a Sick Child

If your child becomes ill while at school and exhibits any of the symptoms listed in the previous section, he/she will be cared for by a staff member in an area not being used by other children. You will be contacted immediately to come and pick up your child. If you cannot be reached, only the people listed as emergency contacts on your child's Emergency Medical Authorization form will be notified and asked to come to pick up your child. Your child will not be readmitted until symptoms are no longer present. In some cases of illness, a written note from your child's physician may be required.

Children must be free from diarrhea and fever for 24 hours before they will be readmitted to school.

A child with minor cold symptoms or a child in the final stages of recovery from an illness may attend if the child has seen a physician and has been diagnosed as non-contagious and/or is on medication. The child shall be carefully observed for signs and symptoms of a worsening condition. Should any of the symptoms listed occur, you will be notified immediately and be asked to pick up your child.

In the event that your child is exposed to another with a communicable disease, you will be notified in writing that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms.

The preschool staff will not administer any medication to children enrolled without the required Physician's Request for the Administration of Medication in School form completed by your physician and on file at Furry Elementary School.

When a staff member is ill, the staff member will not be in attendance and a qualified substitute will be called to assume the responsibilities of that person.

Medications at School

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication.

Before any medication or treatment may be administered to any student during school hours, a written authorization from the child's physician and parent is required on the Perkins Local School District adopted form. This form shall be kept on file in the student's cumulative records.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered. Medication must be transported to the school by the parents and delivered to the school office, where it will be stored in a locked area.

A parent/guardian wishing to discontinue the administration of medication at school must send a signed note to the office/nurse requesting the medication be stopped.

Medicaid School Program Billing Statement

The Perkins Local School District participates in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. The Perkins Local School District uses a third party billing agency to submit MSP claims. This agency is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with the billing agency: student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, case management and psychological evaluations.

It is the parents'/guardians' right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of the billing agency's privacy policy are available upon request. Please contact the Perkins Local School District Treasurer's office for more information.

Healthcheck

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes: medical history, complete unclothed exam (with parent approval), developmental screening (to assess if child's physical and mental abilities are age appropriate), vision screening, dental screening, hearing assessment, immunization assessment (making sure child receives them on time), lead screening; and, other services or screenings as needed. If your children are enrolled on Ohio Medicaid, Healthcheck services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

🏴‍☠️ General Information

Snack Guidelines

Perkins Local Schools will provide snacks to our preschool students.

According to our licensing rules issued by the Ohio Department of Education and Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups: meat/meat equivalent, bread/bread alternative, milk, and fruit/vegetable. In addition, a food source of Vitamin C shall be served daily and a food source of Vitamin A shall be served three times per week with the snack. Suggestions for foods with Vitamin C and A follow:

Vitamin C

• Vitamin C has several important functions in the body, such as helping to form bones and teeth and healthy skin and tissue. Vitamin C also plays a significant role in wound healing and maintaining strong blood vessels.
• Since our bodies do not make Vitamin C, we must eat foods, which provide us with it. It is a good idea to eat foods with Vitamin C every day.
• Important food sources of Vitamin C: asparagus, avocado, broccoli, brussel sprouts, cabbage (raw), cantaloupe, cauliflower, grapefruit, green pepper, greens (collards, kale, beets, mustard, turnip), lemon or lemon juice, lima beans, mangos, orange or orange juice, papaya, peas, potatoes, spinach, squash, strawberries, tomato or tomato juice, turnips, vitamin C fortified cereal, pineapple, and grapefruit juice.

Vitamin A

• Vitamin A is important for normal growth, healthy skin and tissues, and proper bone development.
• Vitamin A is also important for good vision, especially in dim light or darkness. Since our bodies store Vitamin A, including a good source of this vitamin at least every other day will ensure an adequate intake.
• Important food sources of Vitamin A: kidney beans, liver, cheese, enriched corn grits, egg, fortified butter/margarine, fortified milk, Vitamin A fortified cereal, ice cream, apricots, asparagus, broccoli, cantaloupe, carrots, greens (beets, chard, collard, dandelion, kale, mustard, turnip), mangos, nectarines, papayas, prunes, pumpkin, spinach, cabbage (bok choy), tomatoes or tomato juice, sweet potato and winter squash.

Clothing

When selecting your child's clothing, please keep in mind that many of the daily classroom activities involve work with paints, clay, sand, water, food, etc. Staff is not responsible for clothing that becomes stained or extremely soiled.

Staff members encourage children to help themselves whenever they can. This gives them a sense of accomplishment and control over their environment. It would be helpful if parents would select coats, pants, sweaters, Velcro closure shoes, boots, etc. that the children can manipulate themselves.

Students who are not on IEPs are expected to be potty trained prior to the start of preschool. For children who are working on toilet training, easy clothing is a must. Clothes that can easily be pulled off/on such as sweatpants are ideal for toilet training purposes. Clothes with tight fasteners such as jeans and overalls or other clothing items that are hard to manipulate such as belts are not suitable for children learning to use the toilet. Please buy mittens for your children as they are easier for little hands than gloves.

All clothing must be labeled. Many times children do not recognize their own belongings.

By the first day of school, it will be necessary for parents to send an extra pair of underpants, socks, pants, shirt, slippers, or shoes for your child. If your child's clothing becomes extremely soiled or wet, we will change the child into the extra set of clothing and the wet or soiled clothes will be sent home in a bag. Please wash and return the extra set of clothes to the class as soon as possible.

Diapers – If your child on an IEP is not yet toilet trained, please send diapers and wet wipes with his/her name marked on the bag and container. (Only pull-ups with tabs will be accepted.)

Shoes – Please do not send your child with backless shoes.

Birthday Celebrations

Every child's birthday is a big event at the preschool. Even birthdays that fall in the summer or during breaks will be celebrated. Parents are welcome to send a nutritious snack for a birthday treat and come and celebrate with us. Please notify the teacher in advance if you plan to do this so that our preschool schedule can accommodate a celebration.

Toys, Books, Games, Blankets, or Other Possessions Brought from Home
If your child is having difficulty making the transition from home to school, it may be helpful to bring a favorite toy from home. It is very easy to lose a child's toy in a group setting though so once your child has adjusted, he/she will be encouraged to leave the item in his/her cubby/book bag.

On special occasions, toys from home will be encouraged in order to promote a certain theme. At these times, a note will be sent home beforehand. Please do not send weapon related toys to the preschool.

Field Trips

Field trips that enrich the preschool curriculum may be organized occasionally. Children will be transported in approved child-restraint systems as required by law. PARENTAL PERMISSION IS REQUIRED FOR INDIVIDUAL FIELD TRIP PARTICIPATION. Parents are welcome to join in the outing if they have a BCI check on file with the school office.

Release of Names, Pictures and Achievements

On occasion, student names, pictures, and achievements may be published in newspapers, programs, school websites, and other forms of publications. Permission forms permitting the release of this information must be returned to the appropriate staff member.

When you are taking pictures or video of your child at school, be aware that not all parents/ guardians have granted permission for the release of their child's image. Please be sensitive to the rights and expectation of privacy of your child's classmates when displaying the images on social networking sites and other public venues.

Potty Chair Policy

Potty-chairs in the program will not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting. Potty-chairs will be emptied, cleaned, disinfected, and rinsed with water after each use. The rinsing solution will be disposed of into a toilet, not a sink. Disposable cloths used for cleaning potty-chairs will be used once and disposed of in a plastic-lined covered receptacle.

Reusable cloths will be stored in an appropriate germicidal solution and held for laundering for no longer than one day.

Toilet Training

Students who are not on IEPs are expected to be potty trained prior to the start of preschool. We will work cooperatively with the parent to accomplish this with our students who are on IEPs, as consistency between home and school is critical for a child's success. Staff members prefer that you keep your "trainee" in diapers or old-fashioned training pants to assist in accomplishing this task. Staff will only accept pull-ups with the tabs.

Transportation

The Perkins Local School District complies with state statutes regarding the transportation of pupils to and from school (O.R.C. 3327). Boards of Education are charged by the Ohio Revised Code to provide transportation to pupils living in the district. The Perkins Board of Education transports K–12 students. Students must have a Transportation Request information filled out by the parent/guardian on the district's electronic student information site in order to ride the bus. Transportation Policies are listed on the PLSD website. School rules and discipline will be enforced for bus behavior. Please click on this link for the Transportation Handbook.

If a situation should arise that has not been addressed in this handbook, you should contact the school to obtain the information that is needed with respect to the situation with which you are interested. The principal has the final say in such matters. Please review and use this handbook as a reference when needed.