

Trotwood Early Learning Center

Preschool Handbook

2026-2027



♥ Welcome to
Preschool!!

*Trotwood Madison - Early Learning Center
4400 N. Union Road
Trotwood, Ohio 45406
(937) 854-4511*



Trotwood-Madison Early Learning Center

Building Principal

Ms. Sheri Moss

Building Secretary

Mrs. Ebony Fleetwood

Central Office Administrators

Superintendent of Schools

Mr. Marlon Howard

Ext. 1100

Executive Director of Student Services

Mr. Tyrone Nadir

Ext. 1152

Director of Curriculum and School Improvement

Mrs. Rachael Murdock

Ext. 1165

Treasurer/CFO

Ms. Jill Adams

Ext. 1131

Director of Human Capital

Mr. Mark Manley

Ext. 1126

MISSION STATEMENT (Brd. Pol. #2105)

The mission of Trotwood-Madison City Schools is to graduate all students prepared to excel in a global society with a commitment to lifelong learning by guaranteeing a challenging curriculum facilitated by an innovative and dedicated staff, community participation, and state-of-the-art resources in a stimulating atmosphere.

The mission of Trotwood-Madison Early Learning Center is **E**veryone is a member of our school family. **L**earning and growing. **C**elebrating our accomplishments big and small.

At Trotwood-Madison **Preschool**, our **mission** is to provide a safe, nurturing early learning environment where all children can thrive through hands-on, interactive instruction, exploration, and play. We celebrate and support students of all abilities by intentionally designing inclusive learning experiences.

The vision of Trotwood-Madison City Schools is 100% Student Success!!

We recognize that families are a child's first and most important teachers. By building strong partnerships with families, we aim to collaboratively meet the unique needs of each student. We believe that a strong school-family connection is essential to fostering student growth and long-term success.

BELIEFS

- We believe that learning is a lifelong process.
- We believe that each individual is unique.
- We believe that all people are capable of achieving success.
- We believe that there is strength in diversity.
- We believe that all people have value.
- We believe that involvement is essential for a community to be successful.

GUIDING PRINCIPLES

At Trotwood-Madison Preschool, we are united in our dedication to ensuring that every child reaches their full potential. Our work is grounded in the following principles:

- **Shared Purpose**
We align our efforts with a common mission, vision, values, and goals to create coherence and clarity in all that we do.
- **Focused on Achievement for All**
We are committed to ensuring success for every student through proactive systems of prevention and targeted interventions.

- **Collaborative Practice**
We reject isolation and work as collaborative teams, continuously improving teaching and learning through shared expertise.
- **Data-Driven Decision Making**
We rely on data to guide our actions, inform instruction, and support continuous school improvement.
- **Family and Community Engagement**
We actively seek and value the partnership of families and community members in supporting the learning and development of our students.
- **Sustainable Leadership**
We are dedicated to building leadership capacity across our staff to sustain progress and drive long-term success.
- **Unwavering Belief in Every Child**
We communicate to all students that they are important, they are valued, and we will do everything in our power to ensure they succeed.

RAMS ARE
RESPECTFUL
ACCOUNTABLE
MOTIVATED
AND SHOW SELF-CONTROL
‘WE ARE HEROES IN THE MAKING’

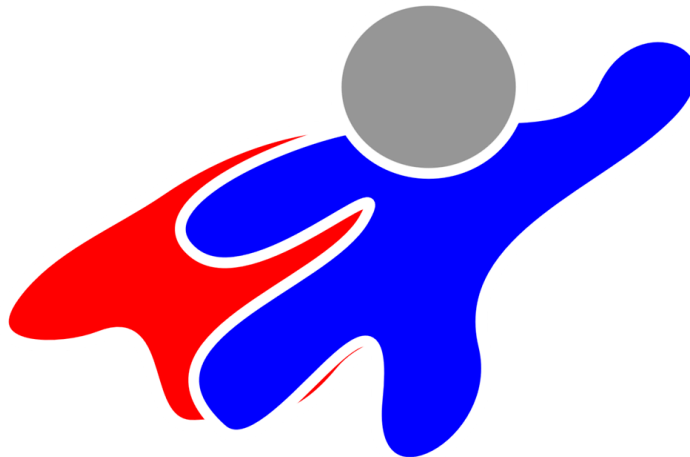


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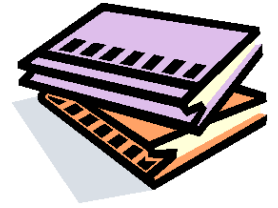
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General Information-section I



School Hours

(Brd. Pol. #8220)

The starting/ending times for Preschool students are:

9:00-3:00 for full-day programming Monday through Friday

Equal Education Opportunity

(Brd. Pol. #2260)

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Director of Student Supports and Special Education, Mr. Tyrone Nadir, 937-845-3050 x1104

All complaints will be investigated in accordance with the procedures outlined in the District's Administrative Guidelines. Any student who files a complaint or participates in an investigation will be **protected from retaliation**.

For more information about complaint procedures or to learn more about **equal access to educational opportunities**, please contact the **District Compliance Officer**.

Sexual Harassment

(Brd. Pol. #3362)

The Trotwood-Madison City School District maintains a **strict no-tolerance policy** regarding sexual harassment or intimidation by any staff member, student, visitor, or through any school policy or practice.

Each school has a designated **Sexual Harassment Officer** to help enforce this policy and ensure a safe, respectful learning environment for all.

If you have concerns or need to report an incident, please contact the **Director of Human Capital** at **937-854-3050**.

Licensure **(ORC. 3301.53)**

Our facility is fully licensed to operate by the **Ohio Department of Education**. Copies of our most recent **licensing, compliance, and inspection reports** are available for public review.

You can find these documents on the **Preschool Licensing Board** located outside **Room D109 (Ms. Moss Office #2)**. An additional copy is also available in the **main office** upon request.

Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338 or by email at ELSR@education.ohio.gov.

Programs **(Brd. Pol. #2280)**

Trotwood-Madison Preschool offers a **comprehensive range of early childhood services** at no cost to families. Our program includes:

- **Preschool classrooms for typically developing children**
- **Center-based special education preschool services**
- **Itinerant special education services**
- **Collaborative partnerships with local daycare providers** to support school readiness

We are proud to provide a robust program for students identified with disabilities, working closely with **Montgomery County Help Me Grow** to ensure early intervention and support.

Eligibility:

- Children must be **at least 4 years old**, but **not yet 6**, and **not enrolled in a kindergarten program**
- Students with disabilities may begin receiving services **as early as age 3**
- The program is **tuition-free** and open to families of **all income levels** residing in the **Trotwood-Madison City School District**

Our goal is to ensure that every child enters kindergarten with the skills and confidence needed to succeed.

Enrollment and Withdrawal Information

(Brd. Pol. #2280, 5111, 5112, 5113, 5114, 5120, 5130)

Who is eligible to enroll?

- Ohio law requires students to enroll in the school district in which their custodial parent or legal guardian resides.
- Homeless students meeting Federal guidelines may enroll under the guidance of the District Liaison for Homeless Children, contact **Mr. Tyrone Nadir**, Director of Student Services for more information.
- A student who has a duly executed grandparent power of attorney or caretaker authorization.
- Foreign exchange students from recognized and approved student programs.

Who is not eligible to enroll?

- A student who is currently serving a suspension or expulsion at another District.
- A student whose parent/guardian does not reside in the school district. Trotwood Madison City School District does not accept open enrollment applications for preschool.

What documents are needed to enroll?

- Initially, contact preschool about available openings. Further information can be requested by contacting the building secretary, **Ebony Fleetwood at 937-854-4511 ext. 4006**
- If space is available, complete the preschool enrollment form available on the District website www.trotwood.k12.oh.us
- Once the application has been received through Final Forms, registration will be completed by setting an appointment with the Building Secretary, Mrs. Ebony Fleetwood, and using the following documents:
 - Valid Picture ID for parent/guardian
 - Original birth certificate
 - Updated shot record
 - Proof of residency (home purchase agreement, appropriate lease agreement, current AES, or Centerpoint Energy)
 - Proof of custody (if applicable)
 - Current physical examination in order to remain tuition-free; therefore an income verification form will be required.
 - Proof of Income
 - Eligibility screening tool

Why is proof of custody required?

- Court-determined custody establishes residency.
- The school is required by law to honor all legal custody agreements.
- School personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless custody information has been provided to the school.

Why is proof of income required?

- Trotwood Early Learning Center is proud to offer **free preschool** to **all children**, regardless of family income. While income verification is required, it is used solely to determine whether a

family falls at or below **200% of the federal poverty level** for reporting and funding purposes—**not for enrollment eligibility**.

- Every child in the Trotwood-Madison City School District has access to high-quality early learning opportunities at no cost.

What do I do if my address or telephone number changes after my child has enrolled?

- Parents are **REQUIRED** to immediately notify the School of any changes.
- In the event we are unable to make contact with designated emergency contact persons, Trotwood Police may be contacted for assistance.

How are classroom schedules/assignments made?

- The Coordinator will assign each student to the appropriate classroom or program.

What is the procedure for withdrawing from school?

- Parent/guardian notifies the school office of intent to withdraw.
- Picture ID for parent/guardian
- All bills and fees must be paid.
- If a bill is outstanding, the parent or guardian will be sent a reminder

Medical Information

(Brd. Pol. #5310, 5320, 5330, 5341, 8450)

What is an Emergency Medical Authorization and why is it required?

- The form tells the school what you want to be done for your child should he/she become injured or a medical emergency occurs.
- The form is required by Ohio law to be completed annually.
- The form must be on file with the school by September 4 or the student cannot continue to attend school.
- It is provided at the time of enrollment and at the beginning of each year (form 5341F1-see sample in Addendum 4).
- Students will not be allowed to participate in any activity off school grounds without an Emergency Medical Authorization on file.

What are the immunization requirements?

- Preschool students must be current on poliomyelitis, varicella (chickenpox), diphtheria, pertussis, tetanus (DPT), measles, mumps, rubella (MMR), HIB, and hepatitis B immunizations.
- In addition, students who attend kindergarten must have two doses of varicella (chickenpox).
- If the student does not have the necessary immunizations or an authorized exemption, they may be excluded from school until they have been completed.

Can my child take prescription medication at school?

- Yes, under strict guidelines.
- Forms #5330-F1 (see samples in Addendum 1) must be completed by the parent and the physician/licensed health care professional authorized to prescribe drugs, annually prior to administration or with medication changes.

- Medication must be delivered to the school office by the parent/guardian in the original container properly labeled. Students may not transport medication on the school bus.
- Medication will be secured in the office unless the physician has indicated it is for an emergency allergic reaction or is an asthma inhaler (Form #5330-F3).
- Each administration of medication will be logged by the person administering the medication.
- Parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time.
- The remaining medication must be picked up when discontinued or at the end of the year. Unclaimed medicine will be destroyed by school personnel.

Can my child take nonprescription medication at school?

- Yes, under strict guidelines.
- Form #5330-F1a must be completed by the physician/licensed health care professional authorized to prescribe drugs and parent/guardian.
- Medication will be secured in the office.
- Medication may not be shared or distributed to other students.

How does the school control the spread of communicable diseases?

- A student may be removed or isolated if he/she has been ill or exposed to a communicable disease.
- Upon return to school, the student must check-in at the clinic prior to being admitted to the classroom.
- When appropriate, the Montgomery County Public Health Department may advise the school on proper measures to control the spread of communicable diseases.
- Students are expected to take precautions to follow universal procedures in order to reduce risks and minimize and/or prevent the potential for accidental infection.

What happens if my child becomes ill or injured while at school?

- If a child becomes ill at school, he/she will report to the office. The parent will be called if necessary.
- A child with a temperature of 100, vomiting, or showing other signs of illness will be sent home.
- First aid supplies are located in the clinic and in each classroom with easy access to all staff members, but out of the reach of children.
- Staff members are trained in first aid and CPR by persons certified to meet State child care guidelines.
- If medical attention is required, the Emergency Medical Authorization instructions will be followed.
- Student records, including medical records, are located in the student files in the school office.
- Emergency numbers are posted on all phones.
- A dental first-aid chart and emergency instructions are located by the phones in each classroom and clinic.
- The child should remain at home until he/she is temperature-free for 24 hours without the use of Tylenol, aspirin, etc.
- Upon return to school, the student must check-in at the clinic prior to being admitted to the classroom

MANAGEMENT OF COMMUNICABLE DISEASE (Brd. Pol. #2280)

- A. To protect the health and well-being of all children, a staff member **trained in the recognition of communicable diseases** will observe each child daily upon arrival to the classroom. This ensures early identification of any signs of illness.

A “person trained to recognize the common signs of communicable disease” is defined as someone who has completed training in the **prevention, recognition, and management of communicable diseases** in accordance with **Rule 3301-37-07 (D) of the Ohio Administrative Code**.

All preschool staff members receive this required training to ensure a safe and healthy learning environment for all students.

- B. Trotwood-Madison Preschool follows strict health and safety protocols to protect the well-being of all students and staff. These procedures align with Ohio Administrative Code and the Ohio Department of Health guidelines.
-

1. Immediate Notification

Parents or guardians will be contacted **immediately** if their child shows any signs or symptoms of illness while at school.

2. Isolation and Dismissal

A child exhibiting any of the following symptoms will be **immediately isolated** from other children and must be **promptly picked up** by a parent or guardian:

- a) Diarrhea (more than one abnormally loose stool within a 24-hour period)
- b) Severe coughing, causing the child to turn red or blue in the face or make a whooping sound
- c) Difficult or rapid breathing
- d) Yellowish skin or eyes
- e) Conjunctivitis (pink eye)
- f) Temperature of 100°F or higher (taken axillary/underarm) when accompanied by other signs of illness
- g) Untreated infected skin patches
- h) Unusually dark urine and/or gray or white stool
- i) Stiff neck
- j) Evidence of lice, scabies, or other parasitic infestation

3. Further Observation and Preschool Coordinator Discretion

If a child exhibits **any of the following symptoms**, they will be isolated and observed. The **Preschool Administrator** will determine whether the child should be sent home immediately or later in the day:

- a) Unusual spots or rashes
- b) Sore throat or difficulty swallowing
- c) Elevated temperature
- d) Vomiting

While isolated, the child will continue to be monitored for signs of worsening illness or any symptoms listed in Section 2.

4. Guidance and Protocol

The program will follow the **Ohio Department of Health’s “Child Daycare Communicable Disease Chart”** to guide decisions on managing suspected illnesses and determine appropriate return-to-school protocols.

5. Care of Isolated Children

A child isolated due to a suspected communicable disease will:

- a) Be cared for in a **room or portion of a room** not in use by the preschool program
- b) Remain **within sight and hearing** of a staff member at all times (no child will be left alone or unsupervised)
- c) Be made comfortable and provided with a **cot**
 - All linens and blankets used will be **laundered** before reuse
 - Cots will be **disinfected with a germicidal agent**, or, if soiled with bodily fluids, first cleaned with soap and water, then disinfected
- d) Be **closely observed** for signs of worsening condition
- e) Be **released as soon as practical** to a parent, guardian, or designated emergency contact

These practices are essential to help minimize the spread of illness and maintain a healthy learning environment for all children and staff.

Student Safety

(Brd. Pol. #5340, 7440, 8400, 9150)

At Trotwood-Madison Preschool, student safety is a shared responsibility between staff and students. To support a secure learning environment, we have installed video surveillance equipment throughout our buildings, on school buses, and across school grounds.

The primary purpose of this equipment is to enhance the safety and security of students, staff, and visitors. Video recordings may be used by school administration in the investigation of disciplinary matters, as permitted by Board policy.

Access to video footage is restricted to individuals authorized to view student records, in compliance with applicable privacy laws and district policies.

The preschool program is committed to safeguarding the health and safety of every child through a comprehensive system of school health services and policies. These procedures are designed to identify potential health concerns early and to protect all children while they are in our care. Our organized approach ensures a safe, healthy learning environment that supports each child's well-being and development.

What policies have been put into place to ensure preschool health and safety?

- Child/staff ratios and maximum group sizes are maintained.
- No child is ever left alone or unsupervised.
- A phone shall be available in the office and classrooms while the program is in session.
- Emergency procedures, including fire drills, and tornado drills, and emergency contact information are posted by phone.
- All preschool staff are trained to recognize signs and symptoms of illness and in handwashing and disinfection procedures.
- The program follows the child daycare communicable disease chart that is posted in the clinic and each classroom to serve as guidance for staff.
- Parents shall be notified of an accident or injury using an incident/injury report. The program maintains a log of injury reports.

How does the school prepare for disasters?

- Fire drills are held monthly in each building.
- Tornado drills are held monthly during tornado seasons.
- Crisis drills are held periodically.
- All staff members are familiar with emergency procedures such as fire/tornado drills and accident reporting procedures.

What measures are in place to ensure the safety of my child?

- Visitors may only enter and exit the building through the main entrance as all other doors are kept locked.

- All visitors/parents must stop in the office for a pass and sign in and out.
- Parents must obtain a pass in order to accompany their children to the classroom.
- Students may not bring visitors to school without prior written permission from the Preschool Coordinator.
- Parents must be escorted to and from classrooms by school personnel.

Preschool Students With Disabilities

(Brd. Pol. #2280)

What if my student has a preschool disability?

- To be eligible for services as a preschool student with a disability, the child must be at least 3 years old, but not of compulsory school age and;
- Must exhibit a documented deficit in one or more of the following areas: cognitive, communication skills, motor functioning, social/emotional, behavioral functioning, adaptive behavior, visual ability, or hearing ability.
- There are no fees for services to children with special needs.

How will you determine if my student has a disability?

- Screenings are held twice a month to process referrals for children whose parents are concerned about their development.
- Based on screening information, the student may begin a formal 60-day assessment period consisting of a structured interview and observation, standardized norm-referenced assessments, criterion-referenced/curriculum-based assessment, and a physical examination.
- At the conclusion of the assessment, a formal meeting will be held with the parent to review the results.
- A determination of eligibility will be made at that time.

Contact **Aisha Wilburn**, Special Education Coordinator, at 937-854-3050 x 1149 to inquire about evaluation procedures, programs, and services.

Homeless Students

(Brd. Pol. 5511)

What can I expect if I am a homeless student?

Under the homeless child and youth law a student will:

- Be provided with a free and appropriate public education in the same manner as other students served by the District.
- Be eligible to receive transportation services.
- Be allowed to receive additional educational services if eligible.
- Receive meals under school nutrition programs.
- Not be denied enrollment based on lack of proof of residency.

For more information or assistance, contact **Mr. Tyrone Nadir**, 937-854-3050

School Cancellation

How will I know when school is canceled?

- Information will be released to local radio, district social media platforms and TV stations. Our District will be listed as Trotwood-Madison City Schools.
- Notification will also be provided by the district's automated messaging system and a shared through Parent Square notification .

Parent Roster

How will I know the parents of the other preschool students?

- A roster for each group of children in the program shall be prepared annually.
- The roster will contain the child's name, the name and telephone number of the child's parent(s) and be available upon request.
- The roster will not include the name or telephone number of any parent who requests not to be included.
- The roster will also not be made available to anyone other than a parent.

Nutrition

What are the basic guidelines associated with the meal program?

- Children are served a meal that meets the USDA requirements daily at preschool. Students receive breakfast, lunch, and a snack.
- Children are provided foods that offer sources of vitamin A, C, and D. These foods include milk and a bread/bread alternative option.
- Weekly breakfast, lunch, and snack menus are available in the office.
- The preschool personnel may administer a special diet after written instructions signed by a licensed physician are secured.

Dress Code (Brd. Pol. #5511)

What is the dress code for the school?

- Student's uniforms should be clean and in good repair.
- Uniforms should fit the student.
- Key chains, large costume jewelry, caps, sunglasses, pagers/beepers, cell phones, etc. are not allowed to be displayed on the uniform.
- The building administrator always has the authority to regulate student dress.
- Students will wear an appropriate uniform while on school grounds for class and all school functions unless otherwise notified.
- The uniform follows the listed guidelines:
 - ➔ PANTS: *Black uniform trouser, shorts, skirt (mid-thigh), skort (knee length), and jumper (no design, no leggings, no jeans, no denim material).*
 - ➔ TOPS: *Plain red shirt/blouse with a collar. White, red, or black turtleneck or T-shirt (no design or graphics) may be worn under the uniform shirt/blouse.*
 - ➔ SWEATERS: *Plain black, red, or white cardigan or sweater vest-must be of*

- sweater material with no logo other than the School and/or the District.*
- SWEATSHIRTS: *Plain red, white, or black, or those with the School and/or District logo (no hoodies).*
 - SHOES: *Must be the hard sole, flat, and completely enclosing the foot...no flip flops, Crocs, or sandals.*
 - HATS/CAPS: *No head covering, unless for religious purposes.*

Attendance (Brd. Pol. #5200)

Attendance Requirements

Regular and consistent attendance is essential to your child's success in preschool. In accordance with Ohio Revised Code (ORC), it is the responsibility of the parent or guardian to ensure their child attends school daily unless there is an approved reason for the absence.

Excused Absences

The following are considered legitimate reasons for absence from school:

- *Personal illness (a physician's note may be required)*
- *Illness in the family requiring the presence of the student*
- *Necessary work at home due to the absence or incapacity of a parent or guardian*
- *Death in the family*
- *Quarantine of the family home*
- *Religious holidays observed as part of a student's faith*
- *Out-of-state travel for up to four (4) days per school year for district-approved enrichment or extracurricular activities (Missed assignments must be completed)*
- *Other circumstances deemed acceptable by the Superintendent*

 **Note:** *A parent/guardian written note does not automatically excuse an absence or tardy. The school will determine if the reason meets criteria for an excused absence.*

Unexcused Absences / Truancy

Absences that do not fall under the approved categories above will be considered unexcused, and may be treated as truancy.

A student is considered habitually truant if they accumulate:

- 30 or more consecutive hours without a legitimate excuse
- 42 hours in one month without a legitimate excuse
- 72 hours in a school year without a legitimate excuse

If a truancy event is triggered:

- An attendance meeting will be held with school staff and the family.
- Continued attendance concerns may result in removal from the program.

Need Help?

We understand that some absences may be due to extenuating circumstances. If you need assistance or support, please contact:

Ms. Moss, Principal

 **(937) 854-4511 ext. 4109**

What should I do if my student has a legitimate absence?

Reporting a Legitimate Absence

If your child will be absent from school for a legitimate reason, please follow these steps:

1. Call the School

Contact the school on the day of the absence to report that your child will not be attending. Prompt communication helps us ensure your child's safety and maintain accurate attendance records.

2. Submit a Written Note Upon Return

When your child returns to school, they **must bring a written note** from a parent or guardian. This note should include:

- The **student's full name**
- The **date(s)** of the absence
- The **specific reason** for the absence

- A **working phone number** where the parent or guardian can be reached

 Please note: Even if you call to report the absence, a written note is still required for our records. A written parent/guardian note **does not automatically excuse** the absence. The school will review the note to determine whether the absence meets state-approved criteria.

Daily Dismissal (Brd. Pol. #5230)

Arrival Procedures

- Students arriving by car should enter the building through Door 28, located near the preschool wing. A parent or guardian must remain with the child until a preschool staff member opens the door and welcomes the child into the building.
- **Please do not drop off your child and leave them unattended on the playground.** For safety reasons, all children must be supervised until they are safely in the care of school staff.
- If you are dropping off your child after 9:00 a.m., please escort them to the main office for entry into the building. For safety and accountability, all preschool children must be accompanied by an adult at all times during arrival.

Dismissal Procedures

- Car riders will be dismissed from the preschool entrance at **Door 28**, beginning at **2:50 p.m.** If you need to pick up your child before this time, you must check them out through the **main office**.
- For the safety of all students, **teachers are not permitted to open doors or release children prior to the designated dismissal time.** We appreciate your cooperation in following these procedures.

What is the procedure if I need to pick my student up from school early?

- No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School office personally to request the release.
- No student will be released to a person other than a custodial parent/ guardian without a written authorization signed by the custodial parent/ guardian.
- A driver's license or other picture identification will be required.

What will happen if I do not pick my student up at dismissal time?

- Our utmost concern is for the safety of our students.
- If a student is dropped off at school prior to the first bell, not picked up after any school event (*within ½ hour*), or the parent is not present at the bus stop when the bus arrives, any one of the following may occur:
 - ➔ **A charge of \$25.00 per hour** or any part of the hour will be imposed.
 - ➔ Children's Services Board and/or Trotwood Police will be contacted.
 - ➔ The child will be transported to the Trotwood Police Department.

- Any change in routine dismissal procedure requires written permission from the student's parent or guardian. (This includes students walking or riding a different school bus.)
- Changes will be allowed for emergencies only and must be approved by the Building Preschool Coordinator.

ACADEMICS-section II

Philosophy (Brd. Pol. #2280)

At Trotwood-Madison Preschool, we are deeply committed to supporting children's natural curiosity through hands-on, meaningful activities. We strongly advocate for the critical role of play in early childhood development. Through play, children develop essential social skills, such as sharing, collaboration, and empathy. They express emotions, expand their imagination, and begin to understand the perspectives of others. Play also allows children to explore, ask questions, and build early theories about the world around them. We nurture and encourage this innate desire to explore, ensuring our learning environment supports discovery, creativity, and growth through purposeful play.

Trotwood-Madison Preschool implements **The Creative Curriculum® for Preschool**, one of the most widely used and research-based early childhood curricula in the nation. This comprehensive, whole-child approach supports development across all key learning domains—including math, literacy, social-emotional, physical, and cognitive skills. Aligned with **Ohio's Early Learning and Development Standards**, The Creative Curriculum emphasizes learning through **exploration and discovery**. This approach fosters creativity, builds confidence, and helps children develop critical thinking skills that serve as the foundation for lifelong learning.

At Trotwood-Madison Preschool, each child is valued and respected as a unique individual. We are dedicated to helping children become responsible for their actions, develop strong problem-solving skills, and foster a lifelong love of learning. Our caring and highly trained early childhood educators are committed to supporting every child's growth across all areas of development—emotional, social, physical, creative, intellectual, and cognitive. We strive to create a nurturing environment where each child can reach their fullest potential.

To support the development of healthy relationships and social-emotional wellness, Trotwood-Madison Preschool has partnered with **Preschool Promise** to implement **Conscious Discipline**—a trauma-informed, evidence-based program. Conscious Discipline integrates social-emotional learning with effective classroom management strategies. It is designed to foster positive relationships, build emotional resilience, and create a safe, supportive learning environment for all children.

At Trotwood-Madison Preschool, we believe that a strong, collaborative relationship between families and the school is essential to student success. We are committed to working together to support every child's growth, learning, and development. When schools and families partner effectively, all students benefit.

Goals (Brd. Pol. #2280)

- To develop positive self-esteem.
- To develop an awareness of and sensitivity to, others
- To develop social skills
- To develop verbal skills for interacting with peers and adults
- To develop perseverance and problem-solving skills
- To listen and follow directions
- To develop a sense of wonder and curiosity

- To develop an awareness of health and safety practice
- To develop an interest in creative arts (music, body movement, crafts, dramatic play).

The Program Curriculum will

- Implement Ohio's early learning content standards
- Be based on sound child development principles, accepted standards, and best practices in the field.
- Establish and maintain an environment for children to learn through active exploration and interaction with adults, other children, and materials.
- Provide learning activities and materials that are concrete, real, and relevant to the lives of young children.
- Offer children the choice of participating in child-initiated, teacher-directed, or small group activities.
- Provide an integrated day mixed with all subject areas.
- Help develop social and emotional skills children need to succeed in life.

The Curriculum Interest Areas are

- Early Math (blocks)
- Self Help (discovery)
- Nature and Science (sand and water, outdoors)
- Social/Emotional Development
- Language and Literacy (computers)
- Music and Movement
- Dramatic Play
- Large and Fine Motor Skills
- Art

Parent Participation (Brd. Pol. #2280)

How will I be able to keep up with my student's academic progress?

- Following the safety guidelines, parents/guardians of a student enrolled in a preschool class, shall have unlimited access to the classroom during its hours of operation to contact their child and evaluate the care provided by the program.
- Parents who need assistance related to the program should contact the building principal or preschool supervisor
- Parents are invited to attend parent meetings and conferences as an opportunity to participate in the program.
- Parents are encouraged to meet with their student's teacher personally to discuss their needs and progress.
- Parents will receive monthly newsletters from their student's teachers.
- Parent/teacher conferences are held at least two times per year.
- Documentation of conferences will be retained in your child's file.
- Every effort will be made to accommodate a variety of parent schedules. In the event a conference in person is not possible, a telephone conference will be held.

Field Trips (Brd. Pol. #2340)

What are field trips and what are the requirements for participation?

Field trips are **valuable academic experiences** that take place **off school grounds** and are designed to enhance classroom learning through real-world exploration.

Participation Requirements

To ensure the safety and readiness of all students, the following **requirements must be met** before a student can participate in a field trip:

- **Parental Consent:**
A permission slip must be signed and returned **before** the date of the trip.
- **Emergency Medical Form:**
A **current emergency medical form** must be on file with the school.
- **Field Trip Information:**
Prior to each trip, a note will be sent home detailing:
 - The purpose and destination of the trip
 - Date and time
 - Transportation plans
 - Any associated fees (if applicable)
 - What your child should bring or wear
- **Student Conduct:**
Students must be in good standing and follow all school rules.
 - Those with behavior concerns may **lose the privilege** to participate in field trips.

What are the rules that apply to field trips?

- The Student Code of Conduct applies to all field trips.
- Attendance rules apply to all field trips.
- Medications approved for administration at school will be administered while on field trips.
- Alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Student Conduct -section III

TROTWOOD-MADISON CITY SCHOOLS PRESCHOOL DISCIPLINE POLICY (BRD. POL. #2280.05),

At Trotwood-Madison City Schools, we are committed to providing our preschool students with a safe, nurturing, and structured environment. Our goal is to support each child's growth—academically, socially, and emotionally—while fostering the development of a positive self-image and strong self-esteem.

Philosophy

We believe that children thrive in environments where behavior expectations are clear, developmentally appropriate, and positively reinforced. Our behavior management approach is rooted in respect for the child and a deep understanding of early childhood development.

Classroom Behavior Management

Classroom teachers and preschool staff are responsible for managing behavior and discipline within their classrooms. All discipline methods used at the Early Learning Center are constructive, age-appropriate, and designed to help children learn acceptable behaviors.

Techniques may include:

- Redirection to more appropriate activities
- Brief separation from the problem situation (always under supervision)
- Verbal guidance and discussions to help children understand and express feelings appropriately
- Positive reinforcement and praise for appropriate behaviors

Any separation from the group will be:

- Brief in duration
- Appropriate to the child's age and developmental level
- In a safe, well-lit, and ventilated area
- Within sight and hearing of a staff member at all times

Prohibited Disciplinary Practices

To ensure the safety and dignity of every child, the following disciplinary actions are strictly

prohibited:

- Spanking, hitting, shaking, pinching, or any other form of physical punishment
- Yelling, threatening, humiliating, or using derogatory or abusive language
- Confinement in a small or locked space, such as a closet or box
- Withholding of food, rest, or toileting as a form of discipline
- Disciplining a child for accidents related to eating, sleeping, or toileting

Physical restraint is only permitted in situations where it is necessary to ensure the safety of the child or others, and must be limited to a short, protective hold. No other forms of restraint are allowed under any circumstance.

Staff Responsibility

Only trained staff members are permitted to implement discipline or behavior management strategies. This responsibility cannot be delegated to volunteers, visitors, or anyone who is not a designated member of the Early Learning Center staff.

We are fully committed to protecting all children from any form of abuse or neglect—physical or emotional—while they are in our care.

Our Commitment

We believe in providing our students with the structure and safety necessary for a meaningful learning experience. Our approach is grounded in love for children and a deep understanding of how crucial the early years are for long-term development and success.

OHIO DEPARTMENT OF EDUCATION RULE 3301-37-10/BEHAVIOR MANAGEMENT/DISCIPLINE - PRESCHOOL

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior. The center's written discipline policy is to comply with this rule, section 3319.46 of the Revised Code and rule 3301-35-15 of the Administrative Code.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written in accordance with section 3313.66 of the Revised Code.

(D) The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of

a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Conscious Discipline for Preschool - Behavior Model

Trotwood-Madison Preschool utilizes **Conscious Discipline** as both a classroom management approach and a social-emotional learning curriculum. This evidence-based, trauma-informed program helps both adults and children recognize and manage their emotions, while fostering intrinsic motivation to make positive choices that benefit our **School Family**. Grounded in current brain research, child development theory, and developmentally appropriate practices, Conscious Discipline transforms classrooms into caring communities. Within this **School Family** model, every member—adult and child alike—learns essential life skills such as forming healthy relationships, communicating effectively, showing empathy, and resolving conflicts peacefully.

Every effective classroom management system is built around a core motivator. In **Conscious Discipline**, that motivator is the **School Family**. This concept is rooted in the belief that a sense of **connection, belonging, and contribution** inspires children to cooperate and thrive within the classroom community.

By fostering strong relationships and emotional safety, the School Family naturally motivates students to become helpful, responsible, and caring citizens. Conscious Discipline is intentionally designed to teach students the skills they need to succeed socially, emotionally, and academically.

Key Skills Taught Through Conscious Discipline:

- **Emotional regulation** – recognizing and managing feelings appropriately
- **Empathy** – understanding and responding to the emotions of others
- **Conflict resolution** – solving problems peacefully and respectfully

- **Personal responsibility** – making choices that positively impact the community
- **Positive communication** – expressing needs and feelings in constructive ways
- **Cooperation and teamwork** – working effectively with others

Personal Items

- Toys, electronics, and other personal items unrelated to classroom activities are **not permitted** at school unless specifically approved by both the teacher and the preschool coordinator. This policy helps maintain a focused, distraction-free learning environment for all students.

Transportation Expectations (Brd. Pol. #5610.04, 7440)

Many of our students ride the school bus daily. To ensure a safe and respectful ride for everyone, all students must follow these important bus safety rules:

1. **Be on time** at the bus stop.
2. **Keep the bus clean** – do not litter.
3. **No food, drinks, or gum** are allowed on the bus.
4. **Remain completely silent** when the bus is crossing railroad tracks.
5. **Enter and exit promptly** at your assigned stop and move safely away from the bus.
6. **Keep all body parts inside** the bus at all times.
7. **Wait safely** – stand off the road while waiting for the bus.
8. **Do not board the bus** unless the driver is present.
9. **Ride only your assigned bus.**
10. **Do not throw objects** inside the bus or out of the windows.
11. **Take your seat promptly** and remain seated; do not walk or stand while the bus is moving.
12. **Do not open emergency exits** unless directed by the driver.

Following these rules helps ensure the safety of all students and supports a positive transportation experience.

- ★ All preschool children are eligible to receive transportation to and from school. Parents may choose to transport their child.
- ★ All preschool children are to be brought to the bus by a parent or caregiver.
- ★ Should there be no one at the residence to receive the child; the student shall be brought back to the school after notifying the office. Parents will be charged according to the district's policy
- ★ If a permanent change in transportation is needed, notice must be received by the transportation office at least one week prior to the change.

Videotapes on School Buses

To support student safety and appropriate behavior, the Board of Education has installed video cameras on all school buses. These cameras are used to monitor student conduct during transportation.

If a student engages in inappropriate behavior on the bus and it is captured on video, the recording may be reviewed by the Preschool Coordinator and used as evidence when addressing the incident.

Access to bus video footage is limited to authorized school personnel and will be reviewed only in accordance with Board policy and applicable privacy regulations.