

2026-2027
Worthington Early Childhood Program and Sutter Park Preschool Program Handbook

For information regarding other District policies and the below topics, please go to:

https://go.boarddocs.com/oh/worth/Board.nsf/Public?open&id=meetings

Electronic/Network Acceptable Usage Policy
Student Conduct on School Buses
Prohibition of Smoking, Use of Tobacco and Electronic Cigarettes
Student Conduct/Zero Tolerance
Student Dress Code
Tobacco Use by Students
Alcohol Use by Students/Student Drug Abuse/Prevention of Chemical Abuse
Student Discipline
Administering Medicines to Students
No Smoking/Tobacco Use on District Property

Worthington Schools Early
Childhood Program
Sutter Park Preschool

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Dear Parents,

It is with great pleasure that we welcome your family to Sutter Park Preschool and the Worthington Early Childhood Program. Believing that children learn best through play and with each other, we have planned an integrated program of exciting learning activities for this school year. In a majority of the early childhood classes, participants include preschool children with an Individualized Education Program (IEP), as well as typically developing children. Through the formally planned activities and spontaneous play, children are able to learn, grow and develop together.

Our overall goal is to provide high quality education to our students in a safe, loving and welcoming environment. This handbook is designed to help your child be a successful school community member. It includes information regarding the day to day operation of our program, our policies and procedures, and district policies and procedures. Our policies and procedures are in place for several reasons, including following the regulations set by the Ohio Department of Education and Ohio Department of Job and Family Services that are particular to preschool centers and programs. We ask that our families, community members, and any adult support our goals.

We welcome both you and your child to Sutter Park and look forward to working with you throughout your child's school years.

Sincerely,

Missy Grimmett
Principal, Sutter Park Preschool

Rob Messenheimer
Director, Elementary Education

Malika Jefferson
Director, Special Education

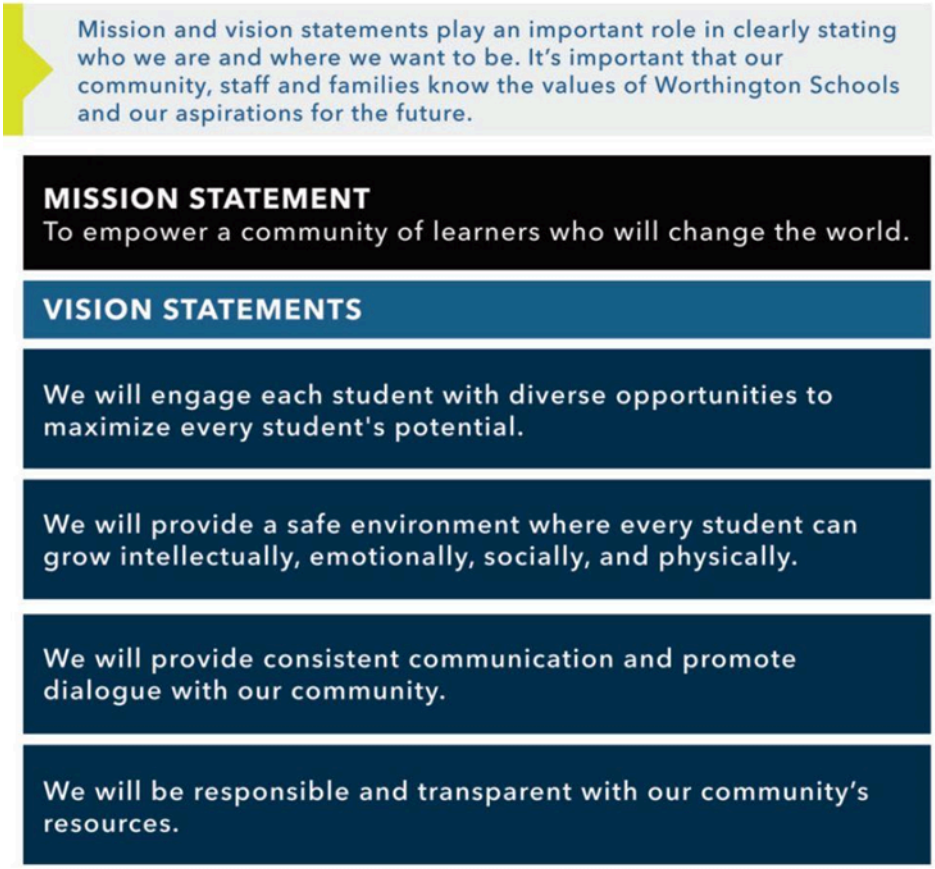
Philosophy

The Worthington School District believes that children benefit from a comprehensive, developmentally appropriate early childhood curriculum. The Worthington School District also believes a developmentally appropriate early childhood curriculum is critical in addressing the special needs of young children as they acquire linkages to skills that lead to success in the school-age curricula.

Each child is a unique individual who has diverse experiences, interests and capabilities that are the foundation for the child's continued growth. A safe, rich, child-centered environment nurtures children and provides them with opportunities to engage in meaningful learning experiences through social interaction as well as self-directed and teacher facilitated learning. Recognizing that learning occurs in many ways and through a variety of modalities, activities are designed to foster language development, problem solving and creativity.

A successful preschool experience for the child is enhanced through a partnership with the family. Meaningful communication between school staff and family supports the overall development of each child. By working together, the early childhood program strives to develop each child's skills which lead to independence and participation in the community.

Worthington City Schools' Mission and Vision



Sutter Park Vision Statement

Using research and best-practices, we create a positive climate and culture that promotes growth in all areas of development.

Our Core Beliefs

1. We believe all students can learn and make progress, which will be recognized and celebrated.
2. We believe inclusive teaching and learning practices are instrumental in creating and maintaining a positive learning environment in which all participants are fully engaged and respected.
3. We believe that through a play based curriculum and classroom environment, our students will build a strong foundation for learning.
4. We expand our knowledge of child development and research-based intervention practices through continuous professional development.
5. We believe that strong relationships with families and community members are essential to student growth.

Overview of the Early Childhood Program

The Worthington Early Childhood Program is designed so that preschool children with an Individualized Education Program receive educational services in an environment with typically developing peers. The play-based preschool program focuses on providing educational opportunities for all preschool children which will enable them to grow, develop and learn from one another. The program is in session four half-days per week. Young children, ages 3 and 4, attend the

morning session. Children who are 4 or older before August 1 attend the afternoon session. All children attend school four, half-days per week following the preschool calendar.

Arrival and Dismissal

Session	Arrival	Dismissal
AM Preschool	8:10 a.m.	10:55 a.m.
PM Preschool	12:10 p.m	2:55 p.m.

Bus Rider Information and Expectations

- Only students on an IEP will receive transportation provided by Worthington City Schools.
- Sutter Park Preschool buses will pick up and drop off students in the back parking lot between Sutter Park and Liberty Elementary. Students will be escorted to and from buses by preschool staff.
- Each student that rides a bus will have accommodations determined per their IEP. All of our preschool students will be buckled by the bus driver or Sutter Park staff member through the use of a bus booster seat. Some students may need to utilize a safety harness.
- Worthington City Schools will transport preschool students on an IEP to a daycare center or babysitter as long as the location is within our school district. Parents are responsible for communicating this need to transportation AND Sutter Park. Transportation will not change a bus stop that is temporary (i.e. one week at one stop, the next week at another stop).
- Contact the Transportation Department at 614-450-6600 if your child will not be attending school at least one-half (1/2) hour prior to the pick-up time. Reminder: you will still need to call the school office at 450-4900 to report your child's absence and reason for absence.
- An adult must walk their child to the bus. Any authorized individual (individuals listed on your child's release card) meeting your child at the bus stop is expected to escort your child off the bus. **All individuals must be prepared to show photo ID. Note: Name on photo ID must match name on release card. The adult should have their ID with them at all times in case there is a substitute bus driver.**
- Please arrive at the bus stop five (5) minutes before the pick up time.
- If these expectations are not met, the driver will keep the child on the bus and report any problems via 2-way radio to the Transportation Department and they will attempt to contact the parent by telephone. If the Transportation Department is unable to make telephone contact, the bus driver will be instructed to take the child back to Sutter Park at the end of the

route. The transportation department or the school will continue to attempt to reach someone that is listed on the student's release card to pick up the child.

- If school staff has been unable to reach the parent or any emergency contact to pick up the child by 12:00pm for students who attend the AM session and 4:15pm for students who attend the PM session, Franklin County Children's Services will be contacted and the child will be delivered to the 24-hour in-take facility at 525 East Mound Street.

Parent Pick Up and Drop Off (Car Rider) Procedures

Sutter Park Preschool parents will drop-off and pick-up students in front of Sutter Park. Morning arrival begins at 8:10 and ends promptly at 8:20. Afternoon arrival begins at 12:10 and ends promptly at 12:20. Dismissal times are 10:55-11:05 in the morning and 2:55-3:05 in the afternoon. It is expected that the adults pick-up during the dismissal window. If you are running late, please call the office. Children who are not picked up by the end of dismissal will be waiting in the school's office (door 1).

Before or after school child care is not available.

Parking

We realize that parking is limited at our building. It is important that our arrival and dismissal procedures are as safe and efficient as possible. We ask that every adult who is picking up or dropping off follow our parking flow and guidelines.

- We ask that you drive slowly and pay attention. Children are walking along the crosswalk and driveway. This includes staying off of your cell phone when driving in our parking lot.

- If possible, please park in a parking spot first. You may have to circle around until a parking spot becomes available.

- Please do not "stop" and wait for a spot to open up. We need the cars to keep moving. If you do not see a spot, you will need to circle around until a parking spot becomes available.

- There are cones placed in the parking area to help keep cars from blocking the drive.

- There is no parking behind the school. This lot is for Sutter Park and Liberty Staff, as well as for bus drop-off and pick-up for both schools.

Car Rider Arrival Procedures

- The following teachers will have their children enter DOOR ONE (Main Door):

Lay	Montenaro	Seed	Swart	Borchers

Waugh	Lombard	Tackett	Lovegrove	Young

- The following teachers will have their children enter DOOR TWO (Playground):

McIntyre	Keller	Loudner	Pohlman
Hartman	Davis	Green	

- Cars should not be left running for the health and safety of everyone. Also, please lock your car when you are not in it. Sutter is not responsible for lost or stolen items.

- Parents are required to bring their child to the door. **Children are not permitted to walk from the car or curb to the school without an adult.**

- When the doors open, your child will be greeted by a member of the Sutter Park School staff. Please say good-bye to your child at the door and return to your car. It is sometimes hard to separate, but usually minutes after you leave the building, your child calms down and becomes happily involved in the day's activities. For the safety of all our students, parents will not be able to walk their child to the classroom.

- During arrival, staff inside the building is responsible for monitoring children and facilitating the arrival process. Staff is unable to address parent questions or concerns at arrival times. Please send a note, email the teacher, or call the school if you wish to discuss something with your child's teacher or therapist.

- If your child arrives after 8:20 or 12:20, the adult and child are required to go to the office to sign the child in using our check-in system. A Sutter Park staff member will then walk the child to their classroom.

Car Rider Dismissal Procedures

School staff will only release preschool children to individuals authorized on specific forms provided by Sutter Park which are completed by the child's parents. Everyone, including all parents, relatives, friends, and yourself who may at some time pick up your child must be listed on the release card. All individuals to whom a child is to be released will be asked for picture identification prior to being released if that person is not known to school personnel. The name on the photo ID must match the name on the authorized forms. These forms must be completed every year prior to your child's first day of school. If you find it necessary to add or remove authorization for an individual, you must contact the main office.

- Dismissal parking and parent waiting line is the same as at arrival. Parents will be responsible for going to the correct door (door 1 or 2) to pick-up their child.

- The following teachers will have their children leave DOOR ONE (Main Door):

Borchers	Lay	Monentaro	Seed	Swart
Waugh	Lombard	Tackett	Young	Lovegrove

- The following teachers will have their children leave DOOR TWO (Playground):

McIntyre	Keller	Loudner	Pohlman
Hartman	Davis	Green	

- Staff members will be present at the front doors to assist your child's exit from the building. We ask that parents line up in front of the correct door.

- We will release students to parents in the order that parents have lined up. Parents should remain outside the doorway. Each parent will be provided with 3 "child id" cards. These need to be held up by the adult picking up the child at the door. Additionally, adults who are picking up will need to have their ID with them. This will ensure the adult picking up a child has the correct permission to do so.

- During dismissal, the teacher/assistant is inside the building, responsible for monitoring children in their class that have not been released to parents. Sutter Park staff are unable to address parent questions or concerns at dismissal time. Please send a note or call the school if you wish to discuss something with your child's teacher, assistant or therapist.

- If you need to pick up your child before the end of his/her school session, please report to the office first to sign your child out for the day. Please note that in order to sign your child out early, you must bring your driver's license.

- The dismissal window is 10:55-11:55 and 2:55-3:05. After that time, the doors will close and parents will need to come into the office and sign their child out.

Absences

- If your child is going to be absent, you can call the Sutter Park office OR submit the absence in the student portal.

- A child's absence is considered excused if:
    - They have a fever, vomiting, diarrhea, or other contagious disease
    - They have a doctor or therapy appointment
    - As approved by the principal on a student by student basis for situations that could include a family vacation, family emergency, etc.

- An unexcused absence could include:

- Overslept
- Taking the day off

- Please note the principal reserves the right to ask for a doctor's note after a child has been absent a certain number of days in order for the absence to be excused.

- If you reach voice mail, please leave the following information:
  - your name and your child's name
  - date of the absence
  - **reason** for the absence so that it can be marked excused or unexcused.

For all preschool children, regular attendance in preschool is imperative if the child is to make growth. It is important that your child arrives on time and departs at the end of the day in order to benefit from all aspects of the preschool day. Irregular attendance and/or late arrival or early departure prohibits your child from participating in the continuity of instruction. Regular attendance enables your child to gain maximum benefit from instruction.

If you enroll your child as a typically developing peer, your child is expected to attend preschool each day that preschool class meets, arriving at the beginning of the school day and leaving at the scheduled ending time. As stated in the Preschool Fee Agreement excessive absences may necessitate your child to be withdrawn from the preschool program.

Early Childhood Curriculum

The Worthington curriculum is aligned with the Ohio Department of Education's Early Learning and Development Standards. These standards range in developmental sequence and age of a child, from birth to Kindergarten. Our classroom instruction, based on the curriculum, is individualized to meet the needs of all preschool children through play and meet them where they are developmentally in all areas of growth to include: Approaches to Learning, Cognitive Development, Creative Development, Language and Literacy, Math, Physical Development and Wellness, Science, Social and Emotional Development, and Social Studies. You can find the standards on Ohio Department of Education's website at:

https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards

Snack and Gross Motor Time

Please note our school is NUT FREE. Each student will receive one snack opportunity per day. A nutritious snack is served daily, with white milk or water being offered for drink choice. A snack calendar will be provided at the beginning of the year for district provided snacks. On non-school snack days, students will individually bring their own snack from home. Please check with your child's teacher for healthy snack ideas to bring in. During snack time, this is a wonderful language experience for our students. We also encourage self-help skills, such as drinking out of a cup, opening packages, and throwing trash away.

Gross motor play is an opportunity for students to exercise and develop their large motor skills. Each child must be provided with at least 20 minutes of gross motor play per day. This could include playing on our outdoor equipment, inside in our motor room, or within the classroom. Please be sure your child wears proper footwear (no flip-flops) to ensure their safety during gross motor play.

Services for Students Identified with a Disability (IEP)

The Worthington Early Childhood Education Program provides a variety of services for students identified with a disability. The IEP team will determine the best placement option to support the child's progress in his/her development and areas of need. Our service delivery models include:

- Center based services for 2.75 hours a day, 4 days a week.
    - We have Integrated Classrooms in which there are half of the students with disabilities and half of the students as peer role models. These classrooms can have between 14-16 students.
    - We have Special Education Classrooms in which there are 4-6 students identified with a disability and no typical peers. This classroom is considered a more restrictive environment and the students are working on building foundational skills such as language, safety and play.

- Itinerant services within the home, private preschool or daycare center provided by the Early Childhood Intervention Specialist. Services are provided according to the IEP and can include related services such as Speech and Occupational Therapy.

- Attend a private preschool or private services using the Autism Scholarship. The private preschool or provider is responsible for all special education services; the child must have an educational disability category of Autism. If a child receives services through the Autism Scholarship, the child will not receive any special education services through Sutter Park or Worthington City Schools.

Early Childhood Assessments

The Ohio Department of Education requires that preschool children with an IEP participate in the Early Learning Assessment. This is a formative assessment intended to measure student growth in the Early Learning Standards. The Assessment is completed through observation and most of the students have no idea they are participating in the assessment. The ELA is administered in the fall and spring with results reported to the Ohio Department of Education.

For students with an IEP, the child's teacher will complete the Childhood Outcome Summary one time a year. Teachers and therapists review each child's assessments and progress as well as using information from the child's parents to ascertain a rating score in three outcome areas. The rating scores are provided to the Ohio Department of Education to monitor whether students in the program are making continual progress over a period of time.

For all students, the Worthington Curriculum Based Assessment (WCBA) is administered throughout the year to identify how each child is progressing in the Early Childhood Curriculum. This progress will be reported two times a year (November and May) through our Developmental Learning Profile.

Screening Tool: All peer role model students' parents will complete the ASQ:SE2 and ASQ3 prior to enrollment.

Reporting Student Progress

- Worthington Schools has a preset schedule for fall and winter parent conferences for all children enrolled in the district. These dates are noted on the school calendar you received in the fall or upon enrollment. As the conference dates approach, your teacher will work with you to set up a time for you to meet.

- Families who have a child with an IEP will receive trimester updates (progress reports three times a year) on their child's IEP goals from the teachers and all therapists that work with their child.

- All children, those with an IEP and peer role models, will receive an overall written progress report related to the preschool curriculum called Developmental Learning Profile, or the DLP, twice a year in November and May.

- Additional meetings may be scheduled to discuss the development of your child during the year if a member of the team, which includes parents, feels it is warranted.

MTSS (Multi-Tiered System of Supports)

Students who attend Sutter Park may participate in the MTSS process if a staff member determines that they would benefit from additional support and interventions that are beyond what is provided for all students within the classroom. The teacher will provide informal intervention over a period of six weeks. If they determine that more formal interventions are needed, they will work with the MTSS team and the parent to begin the MTSS process.

Staff gather information and data through a variety of sources, create a plan that includes goal areas, implement the plan, gather data on progress, and then review that progress with the team that includes the parent. Throughout this process, teachers will communicate their concerns and plan with the parents and appropriate classroom staff.

These supports and interventions could be in the areas of communication, behavior, social-emotional, pre-academics, fine motor and sensory. It could include instruction from the classroom

Communication Between Parent and Staff

Believing that the home and school need to work together to meet the needs of the child, parent communication is extremely important. Communication from the school to parents occurs in a variety of ways. Listed below are a few of the more common means of communicating with parents:

- Communication from your child's teacher will occur at a minimum of every two weeks in the form of a S'more newsletter. This newsletter will include information related to class activities, vocabulary, unit theme, and ideas for at home. If you do not have access to a computer, you may request information be sent home in the backpack.

- Behavior or comments relative to your specific child will be communicated via your child's folder, email, or through a phone call.

- Newsletters, calendars, and other important information about class/ school activities are often sent through a newsletter, email, or posted on the school's website or Facebook page. If requested, information can be sent home with your child.

- Telephone or face-to-face conferences can be scheduled.

The preschool teacher welcomes communication from parents. Please feel free to send email, notes, or call the teacher at school and leave a message. If you would like a parent-teacher conference at any time, one can be arranged by speaking with the teacher.

If a child has Occupational Therapy (OT), Physical Therapy (PT) , Adapted Physical Education (APE) or speech goals on his/her Individualized Education Program (IEP), communication can be sent home as needed.

Worthington School District Website and Sutter Park Website

Please visit the Worthington Schools www.worthington.k12.oh.us. To view Sutter Park's website click on the scroll down arrow at the top of the page under "Select School" and click on Sutter Park. School information and miscellaneous documents and forms can be accessed on the website. Our school also provides a lot of information and reminders via social media. Don't forget to follow us on Facebook: Sutter Monarchs and Instagram.

Parent-Family Involvement

By working together, both the parents and the school are better able to understand the needs of the child. The school provides many opportunities for parents to participate in their child's school program both in the classroom and in the school. Please contact your child's teacher or our PTA to discuss what opportunities may be available that work for your family.

Classroom opportunities may include:

- Classroom volunteer
- Mystery Guest Reader
- Sharing of family traditions

School opportunities may include:

- Membership in the PTA
- Volunteer with the PTA (you don't need to be a member to volunteer in PTA events)
- Parent Night
- Fall and spring parent conferences
- Annual Spring Barnyard Bash (family picnic)
- PTA sponsored play dates.
- Other school-wide and classroom activities

Classroom Visitations and Observations

- Parent access to the Worthington Schools Early Childhood Program adheres to Ohio Administrative Code 3301-37-07 (E) which states "Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation, to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office."

- We ask that you schedule an observation with the teacher prior to coming into the building.

- **Upon entering the building for any reason, please stop at the office to sign in and obtain a visitor's badge.**

If you have scheduled an observation with your child's teacher, we ask you to keep these things in mind:

- Please jot down on a sheet of paper any questions you may have. You may schedule a conference or phone call with the teacher or the therapist to discuss your questions or concerns. Please remember that the teacher, assistant and therapist are there to work with the children and engaging them in conversation distracts from the attention the children need.

- It is important that anything observed in the classroom be kept confidential.

- The time spent observing in the classroom should be spent observing **your** child. It is sometimes tempting to observe and compare your child with the other children in the class. It may also be tempting to ask questions about other children's disabilities, challenges or needs. Due to confidentiality, please understand that other children cannot be discussed with you.

- If your observation(s) become distracting to the students within the classroom, it is the principal's right to finish the observation and schedule a follow-up meeting if necessary.

How Is Confidentiality Maintained?

Please be aware that specific information about other children in your child's class or in the school cannot be shared with others due to confidentiality laws. If you volunteer, visit the class, or help with a party, keep any observations regarding any child's behavior or functioning in the class or school confidential. If you are in the class on a regular basis, other parents may ask you questions about their child's school day. Please refer them back to the teacher.

You **must check** with your child's teacher prior to taking pictures or videos in the classroom. Some parents choose not to have their child's picture taken and only the teacher will know each parent's preference. Please be considerate of other parents and **do not** post their child's picture on social networks without their permission. Confidentiality is a required component of our program and must be adhered to by everyone. Your sensitivity to this matter is appreciated.

Transition

Throughout the year a focus of the early childhood program is to prepare children to transition between activities within a familiar environment. As children gain skills in transitioning between daily activities, opportunities are planned to acquaint children with unfamiliar environments. The long-term goal is to prepare children to transition to school-age programs. If a student is 6 by September 30, transition to school-age programming is required. A new state law implemented August 2026 requires students to be 5 years old by the first day of Kindergarten in order to be eligible to attend Kindergarten. Your child's teacher will conference with you about the transition process so you can make an informed decision for your child.

Discipline Policy

Licensure Rule 3301-37-10 (Behavior Management/Discipline) requires that all early childhood centers include methods of discipline that apply to all persons on the premises and shall be restricted in the following plan. These rules have been implemented in our preschool behavior management/discipline philosophy and guidelines and are part of the building's "positive" intervention plan for all preschool students. All parents and staff members receive a copy of the discipline policy.

Early Childhood Philosophy Regarding Discipline of Preschool Children

The Worthington School District believes that children of preschool age are to be disciplined by using constructive, developmentally appropriate child guidance and management techniques at all times to foster positive self-esteem and to provide a safe environment for all children. Early Childhood Program staff follows a general plan that is positive and proactive in preventing behavior problems.

Preventive techniques may include, but are not limited to:

- **Positive reinforcement** (increasing behavior by adding something to the environment that is perceived as positive to the child).

- **Positive phrasing** (telling a child what he/she can do instead of what he/she can't do; i.e., "We sit on the chair, not on the table.").

- **Reflective listening** (honoring and labeling a child's emotion; i.e., "It makes you sad when it is time to clean up.").

- **Modeling appropriate behavior** (modeling desired behavior; i.e., teacher helps a child calm down by demonstrating deep breathing or taking a break).

- **Emotional language curriculum** (teaching students to put words to their feelings, providing visuals and language to prevent meltdowns, frustrations, etc).

Interventions addressing a child's behavior may include, but are not limited to:

- **Planned ignoring** of undesired behavior (attending to child doing the correct thing; i.e., "Mary is sitting quietly.").

- **Verbal and nonverbal redirection** (redirecting child to desired activity/teach alternative behavior).

- **Proximity control or touch control** (moving closer to a child who is having behavioral difficulty, touching his/her shoulder to redirect behavior).

- **Limiting choices** (limiting child's choices to 2, and following through).

- **Sensory strategies** (could include differentiated seating, belly breathing, fidgets, swings, weighted items, taking a break, etc).

- **Natural consequences** (temporarily losing a motivator; i.e., child intentionally throws toy, child loses privilege that moment to play with toy).

Methods of Discipline of Preschool Children

Constructive, developmentally appropriate child guidance and management techniques are used at all times and include such measures as redirection, separation from problem situations, problem talking with the child about the situation and praise for appropriate behavior. These discipline methods shall apply to all persons on the premises and shall be restricted as follows:

- There shall not be cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking and/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 a child 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 similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to 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.
- The early childhood staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Administration of First Aid and Caring for Illness

Sutter Park has a licensed Registered Nurse that is available throughout the week. Teachers, teaching assistants and/or office staff will handle illnesses and injuries when the nurse is not available. All teachers and teaching assistants maintain an active First Aid designation as part of our licensure requirements. You may call the school nurse any time you have questions about an illness or

medication. The school nurse needs to be aware of any health concerns that you may have about your child so that his/her health and welfare are maintained at the highest level.

Parents will be notified via phone call and receive a paper copy if a child has a head injury (head bump, collision, etc).

Health Assessments and Screenings

Vision and hearing screenings are conducted annually. Additional screenings may be done at the request of parents or staff. You will be notified of any results outside the normal range. If you have any questions regarding these screenings or do not wish to have your child participate, please contact the school nurse.

Immunization Policy

State law requires immunizations for all children. A report of immunization status is sent to the State of Ohio by October 1st of each school year.

State School Immunization Law, Sections 370.13, 3313.671 and 5104.011 (A) (5) of the Ohio Revised Code states that all students must have an Immunization Record on file within 14 days of entrance. If the student is not in compliance, exclusion from school is required until this compliance is met. If you have any questions regarding this policy, please contact the school nurse.

Management of Communicable Disease

- The protocol for management of communicable disease at Sutter Park will be based upon the Ohio Department of Health's guidelines and recommendations.

- All early childhood staff receive state mandated training in communicable disease recognition including recognizing signs and symptoms of illness, proper hand washing techniques and disinfection procedures.

- Children identified with a communicable disease will be isolated from other children in an area with a cot in the nurse's or Principal's office under the direct supervision of staff until a parent or authorized individual is able to pick the child up from school.

- Parents/guardians will be contacted by phone (phone numbers listed for your child online will be called) in the event that their child is exhibiting the following signs or symptoms of illness.
  - Fever (100 degrees or over)
  - Diarrhea (more than one abnormally loose stool within a twenty four hour period)
  - Vomiting
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Difficult or rapid breathing that is undiagnosed
  - Yellowish skin or eyes
  - Conjunctivitis (pink eye)

- Untreated infected skin patch(es)
- Unusually dark urine and/or or gray or white stool that is undiagnosed
- Stiff neck that is undiagnosed
- Evidence of lice, scabies or other parasitic infestation
- Difficulty swallowing or extremely sore throat that is undiagnosed

- If there is a child in a classroom that has been diagnosed with a communicable disease, letters notifying of possible exposure will be sent to all parents/guardians of children in that classroom. Letters will be sent home in the child's communication folder in their book bag. This includes communicable diseases such as conjunctivitis, ringworm, impetigo, scabies, chicken pox, lice and strep throat.

- The following communicable diseases must also be reported to the school nurse/designee:

Encephalitis	Meningitis	Ringworm
Hepatitis	Mumps	Rubella (German Measles)
Infectious Mononucleosis	Polio	Scabies
Measles	Reyes' Syndrome	Whooping Cough

When to Keep your Child at Home

- Children who have a communicable disease will be excluded from school until they have been without fever, vomiting and diarrhea for 24 hours without the use of medications which would treat those symptoms.

- In order for a child to return to school in the event of a communicable disease exhibiting as a rash, the rash must be gone or a note from a doctor stating that the child may return must be presented.

- If a child is exhibiting signs of conjunctivitis (crusty eyes, red or swollen eyes), the symptoms must be gone or a note from a doctor stating that the child may return must be presented.

Prescription and Non-Prescription Medication

- There is an approved form by the Board of Education that must be filled out and on file in the office before school personnel can dispense prescription and/or non-prescription (over the counter) medication.

- The form for prescription medication requires the signatures of the prescribing physician and at least one parent/guardian. The form can be found on the Worthington Schools website and is available in the school office. This form must be completed annually. Procedures, doses, dosage times, etc. stated in the form must be followed precisely and without exception as established by policy and law.

- The form for non-prescription/over the counter medication needs to have just a parent signature.

- Both forms can be provided by the office or school nurse upon request.

Bathrooms and Diapering

Our students will have access to the bathroom through their school day. Classrooms go at least twice a day at a scheduled time and a staff member will take a child to the bathroom additionally if needed.

All young children can have accidents or not be toilet trained. Typically developing peers must be toilet trained in order to attend as a peer at Sutter Park Preschool. If a peer has 3 or more accidents within a short time frame, the principal and teacher will address their concern with the parent to come up with a plan. If the peer continues to have accidents, they may not be allowed to continue preschool at Sutter Park.

Students on an IEP cannot be prevented from coming to school if they are not toilet trained. Sutter Park school staff will provide the student with assistance deemed appropriate and necessary. If the child is in diapers, staff will follow diapering procedures to regularly change their diaper at least once per day (more if the diaper is soiled). All staff will be trained yearly on the diapering procedures. Parents are responsible for providing the school with diapers and wipes.

We ask that ALL students be sent a change of clothes in a Ziploc bag with their name on it. If a child needs a change of clothes (whether it is due to a toilet accident, vomit, blood, etc), we will use their extra set of clothes first. If a child does not have an extra set, we do have donated clothes that can be used.

Changes in Family Information

- Please notify the office immediately and update your information online whenever there is a change in student's and/or parent's telephone number, address, place of employment, marital status, child custody, e-mail address or other changes which the school should be made aware of.

- A change in address requires two new proofs of residency be submitted to the Welcome Center at 200 E. Wilson Bridge Rd, Worthington OH 43085.

- Instructions for updating your child's information on Infinite Campus through the portal:
  - Access site at www.worthington.k12.oh.us
  - Click Login
  - Enter Parent ID and password –

- If you do not know your ID and/or password, click Parent Account Recovery OR you can email a request to support@worthington.k12.oh.us (please include your name and your child's name in your request.
- Click Emergency Data Review once you are signed on to the cloud

Child Custody

In all cases where custody of a child has been designated by the court, the school must have on file a copy of that official, stamped document. The parent who is residing in the Worthington School District and at the address designated for the student must be the "residential parent for school purposes" and stated as such in any child custody document. This document must be provided at the time of enrollment or if the student is currently enrolled, when the document is approved by the court. School personnel cannot abide by custody specifications if the proper documents are not received.

Emergency Medical Information

The purpose of this information is to provide all telephone numbers where parents and/or their designee may be reached in an emergency and to enable parents to authorize emergency treatment for children when parents cannot be reached.

As part of enrollment or prior to the start of school every year, you will be asked to make sure this information is accurate/updated on Infinite Campus. Please see the instructions listed under Changes in Family Information.

- **Two emergency contact persons other than mother and father, who are in the area, must be listed as well as the child's doctor, dentist and a preferred hospital.**

IMPORTANT PLEASE NOTE: The early childhood program must have on file an active working telephone number at all times for at least one parent.

Student Roster

A student roster which includes each child's name, telephone number and email address will be prepared annually by teachers and provided to parents upon request. Parents will be asked to sign a statement indicating whether they desire to have their child's name included on the roster.

Directory Information

The Worthington City School District has designated the following categories of personally identifiable information contained in student records as "directory information" which may be released at the discretion of the District:

- Name
- Address
- Telephone Number
- Date and Place of Birth

The parent of any student under eighteen years of age or any student eighteen years of age or older may refuse to permit designation of and consequently, refuse to authorize the release of any such personally identifiable information in the student's records as "directory information" by refusing consent on your child's record. There are three different options under "directory information": consent to all; consent only for school sponsored activities and programs; or withhold consent. It is the parent's responsibility to update their preference each year in Infinite Campus. Sutter Park's Directory goes home in the spring.

Student Dress

Students will participate in a variety of activities during the school day, including gross motor play in the gym or outside. During the winter season, please send your child to school in a warm jacket, hat, and mittens if the weather is cold or snowy.

Our classrooms have a variety of sensory play materials and ideas that your child can interact with and get on their clothes. These include paint, markers, shaving cream, sand, etc. Their clothes can be dirty or messy, so we recommend not sending them in clothes that you do not want to get dirty. It is highly recommended for students to not wear the following shoes to school as they may not be safe for our various preschool activities: flip flops, large snow boots, sandals w/o a back.

Field Trips

At this time, Sutter Park Preschool students do not participate in field trips that are off site. However, we will provide enriching community programs within our building.

Drills (Fire, Tornado, Safety)

- Rapid Dismissal Drills (also known as fire drills) are held at least one time a month throughout the year to prepare children and staff for an emergency should one arise. Children and staff leave the building quickly and quietly. All persons are required to leave the building during the drill.

- Tornado emergency drills are practiced during tornado season (April – July when school is in session). Children and staff go to a designated safe place within the school and assume a protected body posture. If a **tornado watch** is in effect at regular dismissal times, students will be dismissed as usual. If a **tornado warning** is in effect at regular dismissal times, parents will be invited to shelter with their child inside the building until it is safe to leave.

- "School Safety Drills" are practiced at least one time during a school year to prepare children and staff for other possible emergency situations. After an announcement is made, teachers move students to a safe area and secure the classrooms or can be rapidly evacuated. At least one drill will have students secured in the building. The other two may be secured in the building or dismissed rapidly. Volunteers and visitors will remain in the classroom; a secured area; or evacuated until the drill is over.

- If you happen to be dropping off your child late and it is during one of our drills, please remain with your child until you can officially sign them in at the office. If you arrive to pick up your child early, you will need to wait outside until the drill is over as we cannot let anyone inside during a safety drill.

Harassment

The Worthington Board of Education and Schools are committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation is prohibited. If you have a concern in this area, please contact your child's teacher and/or the school office. You can also visit the district's website for more information.

Celebrations

It is the district's and school's policy that food not be included during birthday celebrations or holiday celebrations. This is to not only promote healthy food choices, but it also ensures that ALL students can participate in the celebration regardless of a food allergy. Feel free to bring in stickers, trinkets, pencils, etc. If food is going to be provided, parents within the classroom must be notified 7 days prior to the event as to what food will be brought in and given to the students. Birthday parties do not take place at school. Individual party invitations for students may be distributed at school when everyone in the class is included.

Early Childhood Licensing

The most recent written compliance report for Sutter Park Preschool is posted next to our program's current license in the main office. Please reference rule 3301-37-02(I) of the Preschool Program Licensing Rules. Worthington Schools Early Childhood Center at Sutter Park is currently in compliance as of our last licensure inspection. Copies of the inspection report are available from the Office of Early Childhood Education upon request.

School Closings

Emergency school closing because of snow, ice or other calamity is announced on Columbus area radio and television broadcasts either the night before or the day of the closure. Additionally, phone calls are made to parents and posted on the Worthington Schools website, Facebook page, and Twitter Account. You can also check Sutter Park's Facebook page as well. It should be assumed that schools are open unless announced otherwise.

Emergency early dismissal plans are completed online by parents. Please indicate who should be notified in an emergency early dismissal by marking them as a "high priority".

If there is a one (1) hour delay, AM sessions will be delayed one (1) hour but PM sessions will occur on time. If there is a two (2) hour delay, AM sessions will be canceled but PM sessions will occur on time. Please be sure to check the local news and social media for updates regarding school closings.

Student Records

- Under federal law and Worthington School District Board of Education policy, parents of any student under eighteen years of age or the student, if eighteen years of age or older, has the right to examine the student's records, to challenge the contents of those records to insure that they are not misleading, inaccurate or in violation of the student's rights, to insert in the record an explanation of disputed material, and to file a complaint with the Family Educational Rights and Private Act Office, 330 Independence Avenue, SW, Washington, DC 20201, if the parent or student believes the District is not complying with federal law or regulations governing student records.

- The Board of Education has established policies and procedures regarding access to and challenges of student records. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, 200 E. Wilson Bridge Road, Worthington, OH 43085.

Withdraw from Sutter Park or the Early Childhood Program

There are many reasons why a student needs to withdraw from our program. This could be due to moving out of the district, lack of transportation for typical peers, a sudden illness or death in the family that impacts long-term childcare, etc.

If a family moves out of Worthington schools, the child can no longer attend Sutter Park. If your child has an IEP, that IEP can be implemented in the new school district. It is important when enrolling your child you let the new school district know that your child has an IEP.

Parents are asked to contact the school office when a student is going to be withdrawn from school. Please notify the office several days in advance.

Child Find

Worthington Schools is responsible for locating any child ages three to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: a preschool child with a disability, multiple disabilities, deaf-blindness, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, developmental delay, specific learning disability, autism, traumatic brain injury, and other health impairment. If you know of a child who is suspected to have a disability, please call the Director of Special Education at 614-450-6014 or contact your building principal for more information.

Ombudsperson

If you should have any concerns, complaints or to report violations about the preschool program that have not been resolved by the school district, you may contact the Ohio Department of Education's Ombudsperson at 1-877-644-6338. The Ombudsperson will provide you information and assist you in addressing your concerns.