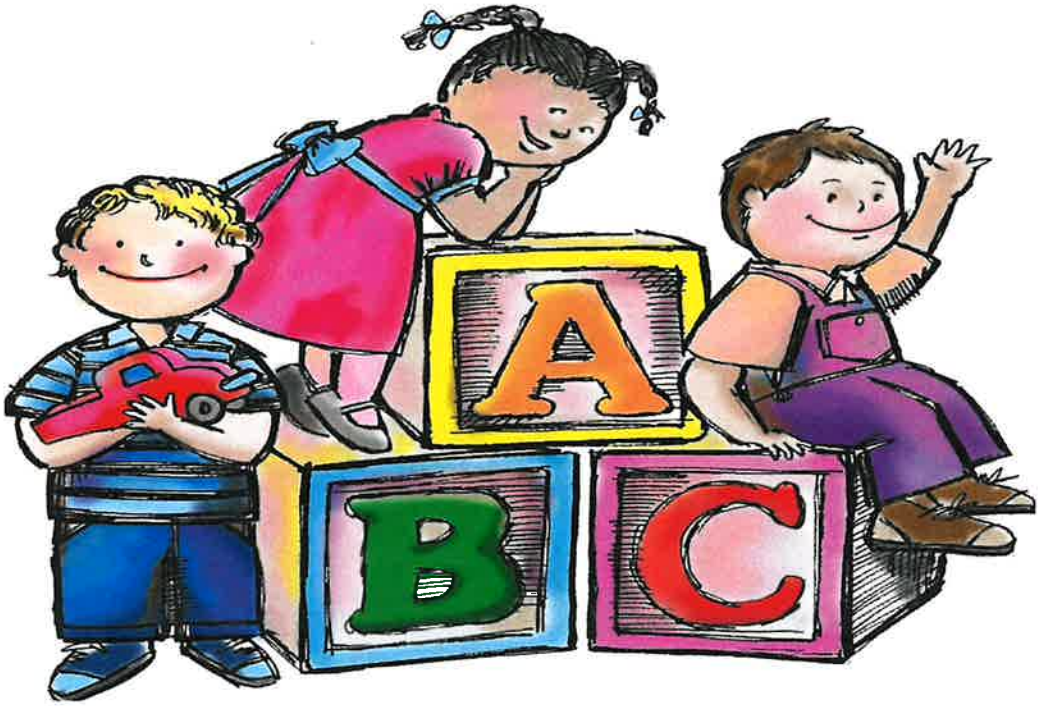
Gallipolis City School District Early Childhood Program



Parent Handbook

Gallipolis City Schools
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Welcome to Gallipolis City Early Childhood Program

Dear Parents,

We are very happy you have selected our program for your child. It is our belief that every child can learn and succeed. We want your child to have a strong foundation for future learning.

We offer a strong, developmentally appropriate early childhood program, which adheres to the National Association for the Education of Young Children and is licensed by the State of Ohio. Our research-based and board-approved curriculum aligns with the Ohio Department of Education's Early Learning and Developmental Standards and concentrates on skills that are important to Kindergarten success.

Our staff members are committed to making your child's preschool experience meaningful and rewarding. We are committed to remaining lifelong learners in the growing and ever-changing profession of early childhood education. As you get to know us better, you will come to share our enthusiasm and see why the Gallipolis City School District Early Childhood Program is unique and special.

Please feel free to contact us at any time throughout the school year if you have any concerns or questions. We look forward to working with you and your child this school year.

Sincerely,

Suzanne Eachus

Supervisor, Gallipolis City Schools
ECE Preschool & Integrated Preschool

Philosophy

The philosophy of the Gallipolis City Schools Early Childhood Program is to provide opportunities, through active and quiet play, for children to grow through a variety of experiences. We believe that every child can learn, and that the preschool experience should be positive, enjoyable, and rewarding for children and their families. Activities provided in our preschool are multicultural, play-based, child-initiated, and purposeful. As nurturing occurs in the preschool environment, the child develops communication skills and learns to interact with others in his/her world.

Program Goals

Gallipolis City Schools Early Childhood Program is designed to create a safe, engaging, and developmentally appropriate environment that supports the inclusive growth of each child in our care. Children in this setting will experience a nurturing space that fosters physical, emotional, social, and intellectual development through age-appropriate programming materials and activities across all domains, including cognitive, physical, social, and emotional. The district adopted the *Creative Curriculum to help* support developmentally appropriate activities, engaging learning environments, and approaches that meet the individual needs of the children. The curriculum is aligned with the early learning and developmental standards adopted by the Ohio Department of Education, and is on the Ohio-approved list for the Science of Reading.

The Child

- To recognize the uniqueness of each child, working creatively to develop a plan to guide each child's progress.
- To encourage development of a positive self-image.
- To help children develop their physical, social, emotional, linguistic, aesthetic, and cognitive potentials.
- To address all areas of the child's development when engaging in activities with the child.
- To encourage every child to learn through instructional methods that include a variety of approaches.

The Environment

- To take advantage of learning opportunities within activities of daily living and play in the child's environment.
- To provide a secure environment that encourages creative exploration and independence, optimizing the child's experiences of success.
- To provide an environment where individual differences are respected and appreciated.
- To integrate children with varying abilities.
- To provide developmentally appropriate activities for children.
- To engage children in active rather than passive learning.

Parents and Families

- To recognize parents as children's primary teachers.
- To involve children's families in the program and to make resources available to them.
- To review children's progress in the program and report to parents at mid-year and year-end.

• To support children and families in making the transition from preschool to school-age programs.

Creative Curriculum: Curriculum / Learning Centers

Creative Curriculum aligns with Early Learning Developmental Standards (ELDS) and Early Learning Assessments (ELA). The curriculum identifies 11 areas of interest for preschool children. The eleven areas of interest will be represented in specific areas of the classroom or in scheduled activities.

BLOCKS – When children construct, create, and represent their experiences with blocks, they grow in many ways. They learn to follow rules, exchange ideas & share with peers, use large and small muscles, create representations of their experiences, use abstract & logical thinking, learn about sizes, shapes, numbers, order, area, patterns & weight, and increase vocabulary and writing & documentation skills as they label and talk about their creations.

DRAMATIC PLAY – When children engage in dramatic play, they deepen their understanding of the world and use their imaginations as they make up situations and take on roles. They learn to recreate life experiences and act out their feelings about them. They cooperate with peers & work together to act out a wide variety of scenarios. They use small motor skills to dress dolls, put on costumes, and manipulate household items. Many functional academic skills, such as using money in a play store or writing a shopping list, are encouraged in this area.

TOYS & GAMES – This area includes manipulative items, puzzles, collections, and games that offer opportunities to play alone, in pairs, or in small groups. Children develop confidence as they can complete activities, learn the rules of a game, and take turns with peers. Small muscles are developed as children manipulate pieces of material while they classify, compare, match, and make patterns, using new vocabulary. Children use many math skills in this area. They also explore games and toys that develop alphabet recognition and other reading skills, such as left-to-right progression and visual discrimination.

ART – In the art area, children have many opportunities to use small motor skills to explore materials and make creations that express feelings or represent things. They experiment with colors, lines, shapes, and sizes, cause and effect, and planning & trying out new ideas. Children often tell stories about or label their creations and build communication skills when they explain to classmates or adults how they made something.

LIBRARY – The library is a source of good books, a variety of writing materials, comfortable furniture, and a quiet spot for children to relax. Children share books with others, retell or act our stories, or send a card to a friend or relative. All aspects of literacy – reading, writing, listening, and speaking – can be strengthened in the Library area.

DISCOVERY AREA – This area is a place for children to wonder about many interesting things and then use their senses to explore, act on objects, and observe. Children work together to explore and make discoveries. They make predictions about how things might change, move, or react under different conditions. They organize their thoughts by classifying, comparing,

measuring, counting, and graphing, and they represent their findings in a variety of ways, using writing, drawing, and creating models.

SAND AND WATER – Tables and containers filled with sand, water, beans, rice, etc. provide opportunities for children to work independently or together using a variety of tools such as funnels, sieves, buckets & rakes. They build social and motor skills as they explore & observe liquids & solids with different characteristics. This stimulates children's thinking & language.

MUSIC AND MOVEMENT – Activities using music and movement are often part of circle time and outdoor play, but can be integrated into many parts of the daily routine to provide an outlet for children's creative energy. Songs, dances, and finger plays help children learn to take turns, memorize words, sequences, and patterns, and to use their bodies to express emotions or try out new ways to move. Children build listening skills and learn the concepts that are embedded in the music.

COOKING – Cooking experiences give children the opportunity to learn how food is prepared and how it contributes to their health and independence. Cultural diversity can be celebrated through cooking, and children can use their creativity while learning many practical skills. Vocabulary is developed while children prepare to cook, problem-solve, measure, observe, and present their final products.

COMPUTERS – Computers and other appropriate technology allow children to investigate, solve problems, and explore using tools that will be important throughout their lives. Children are often more motivated to learn the operation of technology that they have seen adults using. Children use computers to create art, arrange objects in unique ways, experiment with graphics, and play cooperatively with peers while learning keyboarding skills and basic computer operations.

OUTDOORS – The outdoors offers many ways to enrich the curriculum and support children's learning and development. Children can make more noise without disturbing others while playing outdoors. They learn to safely use playground equipment, play a variety of active games, and use the outdoor space as a natural laboratory for scientific explorations.

Gallipolis City Schools Early Childhood Programs • Overview

Public School Preschool General Education Class

The Gallipolis City School District Early Childhood Program offers a comprehensive preschool program for children who are three and four years old. Children who turn five on or after the first day of school are also eligible to apply for preschool; however, enrollment priority is given to income-eligible three- and four-year-old children.

Our preschool program operates five days a week as a full-day program. Each classroom is led by a licensed general education teacher with the support of a paraprofessional. Together they provide a nurturing and engaging learning environment.

Through hands-on exploration, play-based learning, a language-rich environment, and developmentally appropriate activities, children build the physical, social, emotional, and cognitive skills needed for future success. We are committed to providing a structured, supportive setting that fosters curiosity, confidence, and a lifelong love of learning while giving every child a strong foundation for kindergarten and beyond.

Developmental Screenings

The Gallipolis City School District Early Childhood Program uses the Developmental Indicators for the Assessment of Learning, Fourth Edition (DIAL-4) as its developmental screening tool. The DIAL-4 is a comprehensive screening instrument that assesses multiple areas of a child's development, including language, cognitive, motor, social, emotional, and behavioral skills.

All children enrolled in preschool will receive a developmental screening within the first 60 days of enrollment and annually thereafter. Families will be notified of the screening results within 30 days of the completed screening. Results may be shared through a parent conference, progress report, phone conference, written communication, or other appropriate means.

If the screening identifies an area of concern, the teacher will work with the family to make an appropriate referral within 60 days of the completed screening. Referrals may include services such as vision or hearing evaluations, outpatient therapy, early intervention, mental health services, or other community resources based on the child's needs.

This referral process is part of the district's Multi-Tiered System of Supports (MTSS). Families will be informed throughout the process, and written documentation of all referrals will be maintained in the child's educational record.

Following a referral, the teacher will contact the family within 30 days to answer any questions, discuss progress, and determine whether additional support or assistance is needed.

If there are concerns, we use the INTERVENTION PROCESS, known as MTSS;

- **TIER 1- 4-6 weeks**
  Monitor ALL students providing regular instruction and assessments.
  Keeping specific data on students who are suspected of being at RISK. Keep DATA and Report on deficits they are having, for example: Specific sounds, sentences, questions, following directions, behaviors, sensory seeking, and fine motor.
- **At the end of 4-6 weeks**
  Determine students who have performed significantly below appropriate levels for peers of the same age. (At Risk Students) Determine specific deficit.
  Gather and document data; if significant progress has not been demonstrated, refer the at-risk students for screening by a supportive staff.
  Start intervening by providing interventions. Create specific learning opportunities to intervene.
- **TIER 2- 8 Weeks**
  Interventions will be monitored for at least 8 weeks.

This may be direct intervention from supportive staff or opportunities in the classroom.
Work with a small group with Letters,
Create sharing opportunities
Referral to speech

- **Progress**
  If progress is demonstrated at a steady pace, previous and new determined INTERVENTIONS will continue until the next assessment time.
  If Progress is **minimal** or they are **NOT Making Progress** during the 8-week intervention period, the student shall be referred to the school district (Special Education Director and School Psychologist) for a formal evaluation. Be sure to include all documentation from the initial 4 weeks of general setting as well as from the 8 weeks of intervention.
- **Evaluation-**
  The team will meet to look at data and determine if there is a suspected disability and if additional testing needs to be completed. If additional testing needs to be completed, this needs to be completed within **90 days**.
- **Exceptions**
  If there are multiple deficits specific to a diagnosis that interfere with the educational process, or an immediate concern with data to support those concerns, the TEAM may decide to skip the intervention process and request a formal evaluation.

Itinerant Services

The Gallipolis City School District Early Childhood Program provides individualized intervention services for preschool children with developmental delays and disabilities while supporting their families throughout the process. Services are designed to meet each child's unique needs and are delivered in the child's least restrictive environment (LRE). Children receive individualized services through engaging, hands-on learning experiences designed to strengthen cognitive, fine, and gross motor, communication, social, and emotional development. The program also offers guidance, education, and ongoing support to help families actively participate in their child's growth and development.

Transition Supports

Gallipolis City Schools' Early Childhood Program transition services are designed to meet the educational needs of those students as they enter the program. This includes: orientation, meet the teacher, and preschool registration at the buildings. They also include children who will be leaving the preschool program. For example, times are set up to attend the Kindergarten classroom during circle time so they can meet the teachers and see the classrooms, and we offer Kindergarten registration at the end of the current school year. Classroom experiences are provided that will increase independence and school readiness skills.

Related Services

School Psychological Services

Gallipolis City certified preschool psychologists assist teachers and parents by evaluating children to determine eligibility for special education services. Psychological services include consulting with parents and teachers to develop plans to address behavior, learning, and other issues in serving preschool children.

Speech/Language Therapy

Speech/Language Therapy services are available to those qualified children enrolled in the Gallipolis City School District Early Childhood Program. The children are seen weekly in their PSE or ECE classroom environment for individual and/or group therapy sessions. Language and speech skills are enhanced through play-based activities.

Audiology

Audiology services are available

Occupational Therapy

Occupational Therapy is provided to children who have been referred and evaluated by an Occupational Therapist due to fine motor/sensory concerns that are affecting their educational performance. Children who qualify for occupational therapy will follow a prescribed therapy plan. Therapy is designed to improve the ability to perform tasks independently.

Physical Therapy

Physical Therapy is provided to children who have been referred and evaluated due to gross motor concerns that are affecting their educational performance. Children who qualify for physical therapy will follow a prescribed therapy plan. The therapy may aid the child with walking, physical exercise, wheelchair activities, and proper positioning. The therapeutic exercise program may be designed to improve strength and range of motion.

Confidentiality of Student Information

Student records, educational and personal information are maintained in a confidential manner in compliance with the Family Education Rights and Privacy Act: 20 USC 1232g (FERPA). These procedures follow the Ohio Revised Code and protect the integrity of each student's personal information.

"In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

Class Roster

We prepare a class roster each fall so families can contact each other. The roster will only be available to parents of other preschool children. Permission to have parents' names, phone numbers, and children's names on a classroom roster is requested as a part of the registration

process. If you do **not** want your contact information shared with other families, please make sure that your child's teacher knows this.

Program Operations

Days of Operation

The Gallipolis City School District Early Childhood Program operates five days a week and follows the district's academic calendar, with the exception of the preschool start and end dates. For the 2026–2027 school year, preschool classes will begin the day after Labor Day and conclude on May 19, 2027.

Throughout the school year, families will also have opportunities to participate in a variety of family engagement activities and educational events designed to support their child's learning and strengthen the home-school partnership.

Inclement Weather

If Gallipolis City School District cancels school due to inclement weather, or if you believe road conditions are unsafe, please keep your child at home.

To stay informed about school delays and cancellations, listen to local radio stations, watch local television stations, or sign up to receive weather and emergency notifications through the Gallipolis City School District website at gc-k12.org by selecting "E-Communication." Registered users will receive important alerts by text message and/or phone call.

Transportation: Arrival/Departure

Whether or not your child is provided transportation by the school district depends on the program in which the child is enrolled.

a. Preschool Integrated Program — transportation is arranged and/or coordinated by the local school district as part of the program.
b. Preschool Program (OPP) — the parents may be requested to provide transportation to and from the program. Parents should bear in mind that teachers have schedules to maintain and preparations that need to be completed for the next day. If families are providing transportation, **your child must be picked up on time**, since the childcare service is not available.

Safety

1. Children will be with adults at all times.
2. Under no circumstances will a child be released to anyone not known to the school without authorization from the parent or guardian. Identification, e.g., a driver's license, is required when a new person picks up a child.
3. A teacher and/or teacher assistant will escort the children to and from the bus.
4. Fire drills will be held monthly in coordination with the individual school district. Tornado drills will be held during tornado season, April-May. Emergency Lockdown Drills will be held twice a year. A record of all drills will be maintained in the school office.

5. Each preschool staff member will be aware of the location of each student's file and of procedures to follow in the event of illness, injury, or emergencies such as fire and weather alerts.
6. There will be immediate access at all times to a working telephone within the building, and teachers will have backup communication.
7. Procedures for fire and emergency exiting are posted in the classroom.
8. A class roster of children and parents is on file and available upon request.
9. Inspection reports will be posted in the classroom for families to view.

Parents are responsible for making the teacher aware of their child's **arrival** and **departure plans**. A change in transportation arrangements is not allowed unless **written permission** is given by the parent.

Accident/Injury
When an accident or injury occurs that requires medical treatment, an incident report will be completed. A copy will be given to the person picking the student up on the day of the incident, or it will be sent electronically. A copy will be kept on file at the preschool site for the remainder of the child's enrollment in the program.
The teacher in charge of a child or a group of children is responsible for their safety. Program staff are trained on emergency first aid procedures.

No child will ever be left alone or unsupervised.
In the event there is a serious incident, we will contact the family member according to the emergency sheet. If the child needs to be transported for further medical treatment, a trained staff person will accompany the child and take their medical records with them.

Nutrition

The Gallipolis City School District Early Childhood Program is committed to providing safe, healthy, and nutritious meals and snacks that support each child's growth, development, and overall well-being.

A nutritious breakfast and lunch are offered daily and include foods from the five major food groups: protein, grains, fruits, vegetables, and dairy. Currently, all Gallipolis City School District students receive breakfast and lunch at no cost.

Families will receive meal application information at the beginning of each school year. Although meals are provided free of charge, completion of meal forms may still be requested to assist the district with state and federal program requirements.

A healthy snack is also provided each day. Snack menus are posted in the classroom and sent home monthly. Snacks include foods from at least two of the five major food groups.

Families may choose to send a packed lunch from home if they prefer. Please note that lunches brought from home should be nutritious and ready to eat, as refrigeration and heating may be limited.

Families are welcome to provide a special snack to celebrate their child's birthday or another special occasion. Please contact your child's teacher in advance to make arrangements and to ensure the snack complies with classroom allergy and nutrition guidelines.

If your child has a food allergy or dietary restriction, please notify the teacher before the start of school. A physician's statement may be required to document food allergies or to request meal modifications. This information helps us provide a safe environment and meet your child's nutritional needs.

Admission / Enrollment / Withdrawal

The Gallipolis City School District Early Childhood Program provides equal educational opportunities and does not discriminate based on race, color, religion, sex, national origin, or disability.

Children whose family income falls at or below 200% of the Federal Poverty Guidelines are given enrollment priority to meet state-funded preschool requirements. Preference is also given to children who reside within the district and are four years old (but not yet five) by the district's kindergarten eligibility date.

Once all available state-funded preschool slots have been filled, the district may enroll additional children whose family income exceeds 200% of the Federal Poverty Guidelines on a tuition-paying basis, as space permits. Families enrolling under the tuition option will work with the District Treasurer to establish a payment schedule. Tuition payments must be made according to the agreed-upon schedule. Failure to make timely payments may result in the child's withdrawal from the preschool program.

To ensure appropriate staff-to-child ratios and maintain a safe, high-quality learning environment, enrollment at individual preschool locations may close once maximum capacity has been reached. Priority for enrollment is given to children who reside within the attendance boundaries of each preschool site.

Families who live outside the district or outside a school's attendance area may request enrollment by contacting the Preschool Supervisor at **740-446-3211**.

- **If a child is approved to attend preschool outside of their assigned district or attendance area, this approval applies only to preschool enrol*lment and does not guarantee placement in kindergarten at that same school building.***

Child Cumulative Record/Enrollment Requirements

To enroll in the Gallipolis City School District Early Childhood Program, families must submit all required enrollment documentation, including:

- An official birth certificate
- Current immunization records-
- Health insurance information
- A completed well-child check/physical examination

- Proof of family income (such as a W-2, 1040 tax return, two consecutive pay stubs, or documentation of public benefits)
- JFS Application 7200
- Complete Final Forms
- Child Enrollment Form- DCY 01234
- Health Care Plan, * if applicable DCY 01236
- Medication Administration, * if applicable
- Emergency Medical Authorization for School Based Preschool
- Incident Report DCY 01299 *if applicable

Enrollment is not considered complete until all required documentation has been received and verified by the district. If you are accepted into the preschool program, someone from the district will contact you to let you know your child has been accepted.

The Gallipolis City School District provides special education services for eligible children ages 3 through 5 in the least restrictive environment (LRE). Preschool services are available at no cost to children who qualify for an Individualized Education Program (IEP).

Unenrollment

If you choose to withdraw your child from the preschool program, please notify your child's teacher as soon as possible. Upon withdrawal, parents or guardians may request a copy of their child's cumulative educational records.

Attendance / Absence

The preschool teacher and school secretary maintain daily attendance records for all students, including admission and withdrawal. If your child will be absent, please notify the school before your child's scheduled arrival time on the day of the absence. If we do not hear from you, you will receive a call or message from the secretary. If we have not had contact with you and your child has missed 3 consecutive days, you should receive a call from your child's teacher.

Regular attendance is important and strongly encouraged. Consistent participation helps children establish a predictable routine, engage fully in classroom learning experiences, build relationships with peers and teachers, and make continuous progress toward their developmental and educational goals.

Daily Schedule

The activities listed below represent a typical preschool day. Individual classroom schedules may vary slightly based on each teacher's instructional plan. A daily schedule is posted in every classroom so that children and families can become familiar with the flow of the day.

A typical preschool day includes:

- Breakfast
- Circle Time/Morning Meeting
- Learning Centers and Free Choice Play

- Literacy and Language Activities
- Lunch
- Rest Time/Quiet Time
- Restroom Breaks and Handwashing
- Gross Motor Activities, Music, and Movement
- Outdoor Recess and Play (weather permitting)
- Snack
- Story Time and Classroom Closing Activities

Children generally go outdoors each day when weather conditions are safe. Outdoor play is typically scheduled when temperatures are between 25°F and 90°F, although the length of outdoor time may be adjusted based on weather conditions.

During center time, children participate in a variety of teacher-guided and child-directed learning experiences, which may include:

- Dramatic Play
- Blocks and Construction
- Writing and Literacy
- Discovery and Science
- Art and Creative Expression
- Sensory Play (Sand and Water)
- Housekeeping/Pretend Play
- Reading Center
- Technology/Computer Center

Daily classroom experiences are thoughtfully planned to support the Gallipolis City School District Early Childhood Program's philosophy and goals. Instruction is aligned with the Ohio Early Learning and Development Standards and implemented through The Creative Curriculum®, providing developmentally appropriate, hands-on learning experiences that foster children's cognitive, physical, social-emotional, and language development.

Items Children May Bring

1. We encourage ALL children to bring a backpack to carry items to and from school.
2. We encourage ALL children to have an extra change of clothes just in case.
3. Children may always bring science items to show to the class: a bird's nest, flowers, rocks, leaves, shells, worms, bugs, and so forth. They may also bring vacation brochures and/or pictures, and other things of educational value. Note: In some classes, there are set days for "sharing."
4. Please do not allow your child to bring toys to school, as missing pieces, breakage, and sharing cause problems. There are sufficient toys at the school to provide stimulating, creative play

Clothing for School

1. Washables are best; we often have messy "projects" at school.

Underclothes should be simple and easy to adjust. Clothes should be simple, washable, sturdy, not too tight, safe, and easy to manage.

2. Buttons and zippers should allow for independence in toilet and dressing habits. (Try to avoid belts and suspenders.)
3. Boots should be easy to manage. They should be large enough so the child can put them on without help.
4. To prevent the loss of clothing, sew the child's name into his/her coat, hat, mittens, etc. A laundry marker can also be used.
5. Book bags should be 13" by 15" or larger to accommodate all papers and supplies. Canvas, denim, or any durable cloth is best. They can easily be homemade. Your child should bring his/her book bag every day.

Field Trips

1. Throughout the school year, preschoolers may be allowed to go on field trips. Field trips are arranged with a purpose. Locations are selected so that children can visit and learn new information.
2. Safe transportation is arranged through the school district.
   The following procedures are followed:
   a. Permission slips are required for all field trips.
   b. An identification tag will be attached to each child. This tag will include the child's name, school name, and telephone number.
   d. A first aid kit will be taken on each trip away from the school.
   e. A person trained in first aid shall accompany the children on all field trips.
   f. Emergency Medical Authorization forms will be taken along on the trip.

"Gee, All Those Kids Seem to do is Play…"

Yes, children in our early childhood program do play a lot . . . 15 to 45 minutes per session. During this time, a lot of structured play is going on.

They are:

- meeting friends
- playing with toys
- exploring how things work
- looking at books
- listening to music
- sharing
- pouring and measuring in the sandbox
- having different experiences in a mostly-child group situation vs. a mostly-adult situation
- developing and expanding their language abilities
- having creative art experiences
- having cooperative play experiences
- learning to share the adults' attention
- learning social skills needed to play games and make friends
- building with materials that may not be available at home
- using "messy" art materials in a space provided for experimentation

- trying on different personalities with different clothing
- becoming independent
- comparing and contrasting different experiences
- learning from other children about appropriate behavior and their mistakes
- indoor/outdoor gross motor activities

What *looks* like play is really hard work!

Child Guidance Policy

A. Our goal as adults is to help children learn to live successfully with classmates, family members, adults, and others. To achieve this, we encourage children to develop self-control and be responsible for their own actions. Children are guided using positive, developmentally appropriate techniques that foster emotional growth, social skills, and self-regulation, while ensuring transparency and collaboration with families. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. 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 recognition for appropriate behavior.

B. Child Guidance policies and procedures ensure the safety, physical, and emotional well-being of all individuals on the premises. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
   1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, spanking, or biting.
   2. No discipline shall be delegated to any other child.
   3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to mitigate or control the movement or normal functioning of any portion, or measures used to mitigate or control the movement or normal functioning of any portion or all of a child's body while the child is in a face-down position.
   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, and 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 from problem situations, when used as a disciplinary measure, shall be brief, developmentally appropriate, and implemented in a manner that ensures the child remains within sight and hearing of a preschool staff member at all times. The designated area must

be safe, lighted, ventilated and it may not include any physical barriers that prevent the child from freely leaving the space.

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

C. **Bus Behavior**

Children are required to follow their local school district's policy on bus behavior. Stated below are a few of the basic bus rules:

1. Children must wait for the bus in a location clear of traffic and away from bus stops.
2. Children should go directly to assigned seats.
3. Children need to remain seated to keep aisles and exits clear.
4. Children should observe appropriate conduct and obey the driver.
5. Children must not throw or pass objects into, on, or from the bus.
6. Children may carry on the bus only objects that are safe and can be held in their laps.

In addition, the following rules apply to parents, legal guardians, etc.:

7. An adult is required to accompany the child to the bus stop and remain with him/her until the child boards the bus.
8. An adult is required to meet the child at the bus stop when the child exits the bus at the end of the school day.
9. If a child is in a car seat, an adult is responsible to secure the child in the car seat as well as unbuckling them. If your child uses a car seat, an adult is responsible for securing the child in the car seat and for unbuckling and removing the child from the car seat during drop-off.

Re: Ohio Revised Code 3301-37-10 Board Adopted August 2012

D. **Behavior Management Plan**

When developing a Behavior Management Plan, the teacher will communicate and consult with the child's Parent/guardian before implementing a specific behavior management plan. The written plan will be consistent with rule 5108.2-20-10 and Applicable Individualized Education Plan (IEP) or 504 plan for the child and signed by the parents.

Child Abuse and Neglect Reporting

In accordance with Ohio Revised Code 2151.421 and subsequent amendments, a staff member who has reasonable cause to suspect that a child has been abused or neglected is to immediately make a report to the Gallia County Department of Children Services as required by law and submit a serious incident report to the Department of Children and Youth (DCY) within twenty-four hours.

* The parent's receipt of this notebook is the official notification of the program's behavior management procedures.

Child Health and Safety

Health and Dental Examinations

A **medical examination** by the family's physician is required for each child before starting school. Hemoglobin or hematocrit and lead results should be supplied annually as a part of the child's physical examination. The physical form must be returned to the school district **within 30 days of enrollment.** If your child's most current physical exam is more than one year old, a new exam needs to be completed, as the exam on file at the school must be current.

Immunizations

No later than **30 days** after the first day of enrollment, families have to bring in a copy of their child's immunization record or provide a written statement explaining why the child is exempt from the immunization requirements. Before the date of admission, or not later than 30 days after the date of admission, and every thirteen months thereafter, an immunization record for enrollment is to be provided.

The immunization record is to contain the following information:

- The Child's name and Birth date
- A record of the immunizations that the child has had, specifying the month, day, and year of each immunization.

A list of Immunizations are given to families during preschool registration, and additional information on immunizations can be obtained at the Gallia County Health Department, 4499 Jackson Pike, Gallipolis, OH 55631, or by calling 740-441-2018.

Immunization Information

In accordance with the Ohio Revised Code, Sections 3313.671 and 3701.13, all school districts must be provided with complete immunization information for each child upon entrance into the school district. These immunizations must be kept up to date, administered in a timely manner, according to your family physician's or health clinic's instructions, until the series has been completed. Upon entrance to preschool, a medical form signed by your family physician or health clinic will document the following immunization requirements:

- DTP 4 doses
- Polio 3 doses
- Measles, Mumps, Rubella -- usually combined as MMR 1 dose
- HIB 1 dose
- The 5th DTP and 4th Polio are normally administered just before Kindergarten.

**** Immunizations are required by law for entrance into preschool.**

Health Screening

School nurses are responsible for vision and hearing screenings to be completed within 30 days of enrollment and annually thereafter. The school nurse makes a referral by providing a written notice to the parent of any child who does not pass the vision and/or hearing screening.

Health Records

If your child has any medical-related conditions, we will require written instructions from a physician to guide us in the administration of medication or to perform any medical procedures. A **Health Care Plan Documentation** and **Permission to Administer Medication** will need to

be completed for any health condition, such as an allergy, medication, medical food, or modified diet that requires monitoring or treatment while at school.

Dental

We also *strongly* recommend that your child have a dental examination completed prior to school entrance. It is a great idea to establish a dentist when children are young.

Required medical and dental exam forms are distributed at registration or can be obtained by stopping by the Board office at 61 State Street, Gallipolis, OH, 45631, Final Fomrs or by calling your child's teacher.

Illness and Medical/Dental Emergency Procedures

1. A child is considered to be mildly ill when he/she does not feel well enough to participate in preschool activities, but does not have symptoms that may be indicative of a communicable disease. When your child appears mildly ill and unable to participate fully in preschool, we will call to inform you of the child's condition, giving you the option to pick up your child.
2. There is a suitable place in each building provided for student emergency care, which may be needed due to illness or injury while the student is at school, and where students wait while parents are being contacted.
3. No child will be left alone or unsupervised at any time.
4. There is a preschool staff member available at all times trained in First Aid, CPR, Communicable Disease, and Child Abuse recognition and Prevention.
5. First Aid kits and supplies are available to staff at all times.
6. Medical and dental numbers and procedures are posted in the classroom in the event of an emergency.
7. In the event there is a serious incident, we will contact the family member according to the emergency sheet. If the child needs to be transported by anyone other than the parent for emergency medical treatment, the child's health and medical records will be taken with them. The director, administrator, or a preschool staff member will stay with the child until the parent assumes responsibility for the child's care. All required forms are kept in the student's file in the classroom.
8. An Incident form would be completed and sent home with the family.

Medication Policy

Many students can attend school regularly only through the effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others.

1. If possible, all medication should be administered at home.
2. If medication is required to be administered at preschool, a parent must complete our MEDICATIONS FORM and hand it directly to the child's teacher.
3. If your child will be taking any medication while at school, there are several steps to follow before the administration of medication, food supplement, modified diet, or fluoride supplement:
    a. The parent must write a note to the teacher requesting that the teacher comply with the physician's order.

b. The teacher must receive and retain a statement signed by the physician who prescribed the medication.
c. Trained health professionals or those who have completed a drug administration training may administer medication.
d. All medication shall be stored in a designated locked storage place; except medication requiring refrigeration shall be kept in a refrigerator not accessible to children. EMERGENCY medication shall be kept in an unlocked storage place as long as it is out of reach of children.
e. All medication shall be in the original container.
f. A written record or log will be kept on file with the dosage, time, and date administered. The medication log will be kept on file for one year.
g. Parent permission **is REQUIRED** for the application of **topical products** and **lotions.** to be applied according to the manufacturer's instructions.
h. Parent permission is **not** needed for **lip balm** or **hand sanitize**r.
i. For the purpose of dapering Topical ointment and dreams provided by the parent shall include written instructions. Such instructions shall include:
    - Name of the child
    - Date
    - Signature

    Written instructions shall be valid for not longer than 3 months. Authorization for the administration of ointment, cream, or lotion may be canceled by written request of the parent at any time.

Communicable Disease Policy

If your child is ill when at home, do not send him/her to school. Other children will be exposed to disease, and your child most likely will not benefit from time at school. Other children may have a low immune system due to a physical condition. Please be considerate of peers in the classroom and keep your child home until you can determine what else may be developing.

These symptoms may mean the start of a communicable disease. Please keep your child home, or you will be immediately called to pick up your child if these symptoms appear:

- Diarrhea within the last 24 hours
    - (3 or more abnormally loose stools within a 24-hour period)
- Severe cough
- Severe cold
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Heavy green or yellow nasal discharge
- Untreated and/or undetermined rash
- Temperature of **100 degrees F** or higher within the past 24 hours
- Sore throat (if your child is waiting results of the strep test, please keep him/her home)

- Red, watery, burning, discharging, and/or itching eyes
- Unusually dark urine and/or grey or white stool
- Vomiting within the past 24 hours
- Stiff neck with an elevated temperature
- Evidence of head lice
- Exposure to a contagious disease that could jeopardize the health of others

Children who have fevers should **NOT** return to school until **24 hours** after the fever is gone. Children on antibiotics should remain at home until they have been receiving medication for **24 hours**.

If your child is exposed to a communicable disease while at school, you will be notified as appropriate. Notification may be provided through a note sent home with your child, a message through the district's communication system, or a phone call, depending on the circumstances.

Preschool programs are required to report to ODEW if a communicable disease is required to be reported to the local health department, as indicated on the DCY 08087 "Communicable Disease Chart". Preschool programs are required to continue reporting COVID-19 cases to ODEW per Ohio Administrative Code.

Emergency / Safety Procedures

- Fire and tornado drill plans are posted in each classroom.
- Plans for rapid dismissals and lockdown drills are available in individual buildings.
- First aid kits and supplies are readily available at all times and taken on all field trips. And throughout the building
- Teachers are trained in first aid, communicable diseases, and child abuse recognition.
- Each child must have completed a medical evaluation (including an updated immunization record) and an emergency medical authorization form. All required forms are kept in student files in the classroom.
- Each restroom in the building has hand-washing procedures posted on the wall.

Parent Involvement & Participation

A. Active Parent Plan

1. Field Trips

All field trips for the preschool will be curriculum-related. Parents are welcome to accompany their child on these special occasions.

2. Family Involvement Opportunities

Several family involvement activities are offered throughout the year. Some examples include: Meet the Teacher, Preschool Orientation, Fall Festival, Christmas Program, Family Engagement Day/Nights, and Parent Teacher Conferences.

- **Parent-Teacher conferences** are held twice a year. The dates are indicated on the Preschool Calendar, and teachers will contact you to set up a date and time convenient for both parents and teachers. This will allow parents and teachers the opportunity to share information about the child's strengths, needs, progress, and behavior.

3. PTO

Parents may volunteer to be a part of the PTO and a site representative. Please contact the teacher if interested. PTO shares information and provides input to the preschool program. Meetings are scheduled in advance and take place at a convenient location. The meetings are designed to share resources, assist in implementing parent/family involvement activities, and provide a variety of other activities.

4. ETR/IEP Meetings

Children involved in the Gallipolis City Integrated Preschool Program will have an Individualized Education Program (IEP) developed and on file. The IEP will be written at the time of the initial placement. Realistic goals and objectives will be developed for the preschool child by the parents and the professionals involved. The group members (team) will sign the IEP and meet again to review progress prior to the expiration date on the IEP and/or entrance into a school-age program. The team, which is comprised of parents and professionals, jointly determines the least restrictive environment for the child.

5. Classroom Visitation

The input and participation of preschool parents can help to ensure your child's progress and enjoyment of the preschool program. **Parents of a child enrolled in the preschool program are permitted unlimited access to the school during operation hours. Parents should report to the office or sign in at the designated area upon entering the school building.** Parenting is the most important form of teaching that the preschool experience only supplements.

6. Parent Volunteers

Parents are encouraged to volunteer in their child's classroom. Children love having their parents spend time with them at school. Please let your child's teacher know if you are willing to volunteer in the program.

7. Parent Training- Parent Training Opportunities and events that take place in the community will be sent home with your child and shared on Facebook. We also try to provide training on topics that are important to our families based on feedback that we receive.

8. Seasonal Programs

Seasonal programs are held several times a year, for example: fall and winter festivals, and spring celebration. Parents are encouraged to attend and share the day with their child. Teachers will notify parents of special activities and parties that are planned.

9. Parent Communication- Parent communication takes place in a variety of ways that include but are not limited to: class newsletters, Class DoJO, notes, phone calls, emails, text messages, and in-person meetings.

B. Parent Pick-Up/Drop-Off

If you are picking up or dropping off your child at preschool, **you must be on time**. Please ask the preschool teacher about the pickup or drop-off times & procedures at your building. If you are late in picking up or dropping off your child, please report to the school office. The office secretary will notify your child's teacher. The teacher or teacher assistant will come to the office and escort your child to the preschool classroom if he/she arrives late.

To ensure the safety of all children, only authorized personnel may escort children to the classroom while school is in session.

- If someone other than the parent/guardian is picking up your child from preschool, they will need to be listed on the permission to pick up form. A photo ID will be requested at the time of pick up. Anyone picking up a preschool student must be 18 years of age unless prior authorization has been granted.

C. Parent Access to Information

Preschool parents will have access to information regarding local district, county, state, and national conferences and other professional development addressing early childhood issues (either by communicating with the teacher or newsletters).

D. Parent Access to Inspection Reports

Parents will have access to preschool licensing reports, annual fire inspection reports, food safety reports, and reports from any program or classroom environment evaluations performed. These are available to view on site.

Complaint Procedures

Gallipolis City School District Early Childhood Program provides an equal opportunity for all students, regardless of race, color, disability, religion, sex, ancestry, age, economic background, to learn through the curriculum offered or any program or activity sponsored or conducted by this agency. Any person who believes that the agency or any staff person has discriminated against a student has the right to file a complaint. A formal complaint can be made in writing to the Gallipolis City Schools Board Office, 61 State Street, Gallipolis, OH; phone 740-446-3211. The complaint will be investigated, and a response will be given to the concerned person within five working days. The Early Childhood Director can provide additional information concerning access to equal educational opportunities. Under no circumstances will Gallipolis City Schools threaten or retaliate against anyone who raises or files a complaint.

All State licensing rules and laws, the Preschool's licensing record, and Board of Education-approved policies are available upon request. The Preschool's license is displayed in the classrooms. Any suspected violation of licensing or policies can be reported to either the DCY 844-234-KIDS or the Gallipolis City Schools Board of Education Office at 740-446-3211

Tuition Policy

Families whose income is at or below the 200% Federal Poverty Guidelines attend tuition-free and may not be charged tuition or program fees, such as registration, snack, or materials fees.

Children from families whose income is higher than 200% of the Federal Poverty Level will attend at full pay, which is $24 a day. This tuition is a vital part of our operating money, and allows us to continue to offer quality preschool services within Gallia County. The fee is based on the gross yearly income and the number of family members in the household. Each family will be sent notice of payment monthly via electronic notification or paper. If payment or explanation of late payment is not received within **30 days** of the due date, you may receive a notice removing your child from the program. Tuition not paid will accumulate, and past due charges will be reflected on their student account. This will follow the student through their

school career, which will affect their report cards and diploma. We require a deposit of one month's tuition in advance, which will cover the final month's tuition. If your child withdraws from the program and payments are current, this amount will be refunded to you. The deposit is due with the first payment in September. Payment is required when students do not attend. If there is a balance at the end of the school year, this will be added to your child's record.

Gallipolis City School District has built additional hours into the school calendar in case there are days school is closed due to hazardous weather or unforeseen circumstances. However, if school is closed due to hazardous weather or unforeseen circumstances, make-up days will take place during Spring Break. In this event, no additional tuition charges will be required for make-up days. The tuition amount does not change, regardless of absence, vacation, or calamity days.

We are unable to hold positions as our programs are usually full and have waiting lists.
Children who qualify for an Individualized Education Plan (IEP) attend the program at no cost to the family (regardless of family income level).
Children who are foster children or are receiving protective care as part of a family with a case plan with the Protective Children's Service Agency (PCSA) attend the program at no cost to the family. It is not necessary for families of children in these situations to provide income information. A copy of the court order is sufficient.

School Board Members

Morgan Saunders, President
Jennifer Easter, Vice President
Meghan Denney
Lynn Angell
Alex Saunders

Site Locations / Staff

Gallipolis City Schools
Administrative Offices
61 State Street
Gallipolis, OH 45631
740-446-3211
Early Childhood Supervisor – Suzanne Eachus
Please visit our website at http://gallipoliscityschools.k12.oh.us/

Preschool Locations	Phone Number	Staff	Email
Green Elementary 113 Centenary Church Road Gallipolis, OH 45631	740-446-3236	Amy Evans-Teacher Sarah Wamsley-Itinerant Angel Blazer- Aide Karla Carroll prk/K-Aide	**Amy.evans@gc-k12.org** **Sarah.wamsley@gc-k12.org**
		Breanna Henry-Teacher - Aide	**Breanna.henry@gc-k12.org**
Rio Grande Elementary 439 Lake Drive Rio Grande, OH 45631	740-245-5333	HannahCalvert-Teacher Sarah Wansley- Itinerant Marlee Sparks- Aide Jenny Davis- Pr/K Aide	**Hannah.calvert@gc-k12.org** **Sarah.wamsley@gc-k12.org**
		Yvonne Kinder-Teacher Karenda Vance- Aide	Yvonne.kinder@gc-k12.org
Washington Elementary 450 Fourth Avenue Gallipolis OH 45631	740-446-3213	Jessica Willis-Teacher Candace Yongue-Itinerant Rachel M Champlin- Aide Megan Saunders- Pr/KAide	**Jessica.willis@gc-k12.org** **Candace.yongue@gc-k12.org**
		McKenzie Blouir- Teacher Angel Henry- Aide	**Mckenzie.blouir@gc-k12.org**

Parent Resources

State Agencies

Ohio Center for Autism and Low Incidence (OCALI)
(614) 410-0321
1-877-644-6562
Ohio Department of Education, Division of Early Childhood Education
(614) 995-9974 (614) 466-2596
Ohio Department of Developmental Disabilities
(614) 752-1462 (614) 466-5214
Ohio Department of Health Bureau of Early Intervention
(614) 644-8389

Federally Funded Parent Organizations

Ohio Coalition for the Education of Children with Disabilities (OCECD)
(740) 382-5452 or 1-800-374-2806 (parents only)
OCECD provides information, training, and assistance to parents of children with disabilities throughout Ohio. OCEDC has a network of Family Resource Centers, located throughout Ohio, that provide free support, training, and information services to Ohio's families of children with special needs.

State Projects

Parent Mentor Project
A statewide parent-to-parent network that provides information, support, and education in which selected school districts have a parent(s) available to serve as a liaison between families and the schools. Contact: The Ohio Department of Education or your local SST at (740) 797-0150 for the parent mentors in your region.
Family Information Network
A project supported by the Ohio Department for Families of infants and young children who have developmental delays or disabilities. Contact the Family Information Network at the Department of Health for the FIN Consultant in your region at (614) 644-8389.

Regional Resources

State Support Team, Region 16 (SST)
740-797-0150 or 1-800-855-797-0150

Local Resources

FOOD RESOURCES
Vinton Baptist Church – 740-388-8454 (Mondays) Nazarene Church – 740-446-1772 (Thursdays)
Kingdom Ministries – 740-388-8980 (last 3 Mondays)
Cheshire Baptist Church – 740-367-7801 (3rd Monday)
New Life Lutheran Church – 1-877-704-3663 (1st Tuesdays)
Grace United Methodist Church – 1-877-704-3663 (3rd Tues)
Outreach Center – 740-446-7555 (2nd, 3rd, 4th Tues. and Thurs.)
God's Hands At Work – 740-645-7609 (application necessary)
Simpson Chapel United Methodist –740-245-9140-3rd Wed

DEVELOPMENTAL DISABILITIES
Gallia County Board of DD – 740-446-6902
Early Intervention – 740-446-6902
Early Intervention Referral Contact – 1-740-371-3322
Ohio Coalition for Children with Disabilities – 1-844-226-0535
HOPE Intervention – facebook.com/hopeintervention
OCALI – 614-410-0321 (or www.ocali.org)
Area Agency on Aging - 1-740-245-5306 or aaa7.org
Gallipolis Developmental Center – 740-446-1642
Opportunities for Ohioans with Disabilities – 1-800-637-9341

TRANSPORTATION
Need A Lift – 740-709-0177 (Medicaid)
On The Go – 740-645-2268 (Medicaid)
Community Action Agency – 740-367-7341(Medicaid)
Senior Resource Center (wheelchair) – 740-446-7000
Area Agency on Aging – 1-800-582-7277

SCHOOL DISTRICTS/SCHOOLS
Gallia County Local School Board Office – 740-379-9085
Gallipolis City School Board Office – 740-446-3211
Ohio Valley Christian School – 740-446-0374
Buckeye Hills Career Center – 740-245-5334
URG/Community College - 1 (800) 282-7201
Guiding Hand School – 740-446-6903
Gallia-Vinton Educational Service Center – 740-245-0593

HOUSING RESOURCES
Integrated Services Non-Emergency Assistance–(John) 800-321-8293
Gallia Housing Authority (HUDD) -740-446-0251
Hopewell Health Centers – 740-446-5500
Square One- 441-5809
SoJourner's Care Network – 1-877-496-8531

HEALTH CARE
Holzer Hospital/Clinic – 740-446-5937
Canaday Care – 740-446-2929
Ohio Valley Physicians – 740-446-4600
Gallia County Health Department – 740-441-2950
Rio Family Health Care – 740-245-0033

DRUG/ALCOHOL ADDICTION TREATMENT
Health Recovery Services – 740-446-7010

Field of Hope Community Campus – 740-245-3051

TASC of Southeast Ohio – 740-446-6471
Spectrum Outreach Services – 740-446-2085
Hopewell Health Centers – 740-446-5500
STEPS of Recovery – 740-441-9800
Smith Family Healthcare – 740-578-4824
Holzer Health System – 740-446-5000

MENTAL HEALTH TREATMENT
Hopewell Health Centers – 740-446-5500
Integrated Services – 740-702-2637
Mental Health Board – 740-446-3022

SOCIAL SERVICES
Child Protective Services – 740-446-4963
Adult Protective Services – 740-446-7000
Gallia County Courthouse – 740-446-4612
Municipal Court – 740-446-9400
Senior Resource Center – 740-446-7000
Job & Family Services – 740-446-3222
Community Action Agency – 740-367-7341
Social Security Administration – 888-397-6343
Gallia County Health Department – 740-441-2018
Women, Infant, Child Clinic – 740-441-2977
BCMH – 740-441-2955
Legal Aid of Southeastern Ohio – 1-800-686-3669 Family & Children First Council – 740-446-3022
Sojourners Care Network – 1-740-596-1117
Ohio Buckles Buckeyes Carseat Program – 740-446-6902

SAFETY/EMERGENCY SERVICES
911 Non-Emergency – 740-446-0025
City Police – 740-441-6015 or 740-446-1313
Sheriff's Office – 740-446-1221
Gallipolis Fire Department – 740-446-1234
State Highway Patrol – 1-740-446-2433
Red Cross – 740-446-8555
Crime Watch – 740-446-1242
Coroner – 740-446-7711
Portsmouth Ambulance – 740-354-3122
Human Trafficking Hotline – 1-888-3737-888

MISCELLANEOUS
Bossard Memorial Library – 740-446-7323
License Bureau – 740-446-8510
Extension Office – 740-446-7007
Fairgrounds – 740-446-4120
Landfill – 740-388-9740

COAD/RSVP of the Ohio Valley- 740-286-4918
TRANSPORTATION
Gallia County Transit- (740) 209-2990 *free in GALLIA