

PARENT/STUDENT HANDBOOK  
School Year 2019/20



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**PRESCHOOL PROGRAM PHILOSOPHY**

Each child who attends preschool is viewed as a unique child with an individual pattern of growth and development. Our curriculum and adult interaction are responsive to individual differences in ability and interests.

Interaction and activities are designed to develop children’s self-esteem and positive feelings toward learning. Our learning environment is designed to meet the developmental needs of children as well as to meet the standards set forth by the Ohio Department of Education. We strive to foster exploration, creativity, and independence. This rich environment will allow opportunities for the children by doing, interaction with materials and people and to act upon their environment. These experiences will meet the children’s needs and stimulate learning in the areas of cognition, physical, social-emotional, and communication.

**GOALS OF OUR PRESCHOOL PROGRAM**

Our goal is to provide opportunities for your child’s development through:

- a. Positive social interactions with other children
- b. Physical development of large and small motor muscles
- c. Stimulating exploratory experiences that will encourage children to problem solve, think logically, analyze and arrive at possible solutions.

We also hope to:

- a. Stimulate the development of language and literacy skills through listening and speaking.
- b. Encourage independence.
- c. Encourage curiosity and exploration of environment.
- d. Promote and establish a good home/school relationship in order to develop positive attitudes about teachers, school, and learning.
- e. Allow children to enjoy their childhood while meeting their needs through appropriate enriching experiences.

**DAYS AND HOURS OF OPERATION**

A school calendar is adopted each year. A copy of this calendar is distributed to each family. Daily hours of operation are **Monday through Thursday from 8:50a.m. to 3:20p.m.**

Students who do not ride the school bus can be picked-up and dropped-off at the exit between the gym and school. Please do not come to the front entrance unless you are dropping your child off late or picking them up early. If this is the case please send a

note to school with your child indicating that they will be picked up early. A phone call is also acceptable.

Drop-off time: 8:50 a.m. to 9:00 a.m.

Pick-up time: 3:10 p.m. to 3:20 p.m.

### **OFFICE HOURS**

Administrative Staff: 7:30 am to 3:30 pm

Teachers: 8:00 am to 3:30 pm

Transportation: 8:00 am to 4:00 pm

County Board Office: 8:00 am to 4:00 pm

### **ABSENCE REPORTING**

If your child will not be attending school, their absence must be reported to the school by 10 a.m. on the day of their absence. The school secretary will call you any day your child is absent, if the school has not been notified.

### **SAFETY AND SECURITY**

Your child's safety is a top priority at Fairhaven. The doors to our facility remain locked throughout the day. Parents and building guest will not be able to enter the building unless they have business with the school. Children may be released only to those persons authorized on the student's emergency care card. Identification will be required when an authorized individual, whom staff have not met, picks up your child. All building guests must check in with the front office upon entering the building.

During the school day children must be accompanied by staff at all times.

Video surveillance cameras are located at all entrances and throughout the facility in order to increase the safety and security of all children.

### **FIRE EMERGENCY AND WEATHER ALERTS**

All teachers and students participate in regular drills in preparation for emergencies. This enables your child to recognize the alarm and where to go when it sounds.

### **EMERGENCY CARE CARDS**

An emergency care card must be maintained on each child. This includes emergency numbers and contacts, medications, allergies, etc. It also serves as written permission for any person allowed to pick up your child in case of illness or emergency. Parents are responsible for maintaining up to date information.

### **HEALTH RECORD**

All children must have a current (within one year) physical to be eligible to attend preschool. Additionally, all children must receive an updated physical each year. Children are also expected to be current with immunizations to attend school. It is

important to have your child's vision checked regularly to assure he/she is seeing properly.

### **COMMUNICABLE DISEASES**

(A) All staff receives regular training in recognizing the common signs of communicable diseases or other illness.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be isolated immediately and discharged to his parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck; or
- (j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:

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

(4) A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the preschool program;
- (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

- (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- (d) Observed carefully for worsening condition; and
- (e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

(5) To help prevent the spread of infectious diseases the following guidelines shall be followed:

- (a) A child **shall not** return to school until free of **diarrhea, fever or vomiting** for 24 hours.
- (b) A child with head lice shall not return to school until nit free. It will be the responsibility of the parent to transport the child to school upon their return. Upon arrival, the child will be checked by the school nurse, or his/her designee, to determine if the child is free of lice and/or nits. If it is determined that the child is not lice/nit free, the child will be sent home. **The parent must remain at the school during this inspection.**
- (c) A child with pink eye shall not return to school until the discharge is gone or the child has been on an eye antibiotic for 24 hours.
- (d) A child with scabies shall not return to school until the family doctor releases him/her to return. A doctor's note will be required.

### **TUITION AND FEES**

All preschool students receiving special education services and on an Individual Education Program (IEP) will not be charged tuition. However, additional fees may be required (i.e., classroom and field trip fees).

All typically developing children (students' not receiving special education services) will be required to pay a monthly tuition. All payments are due on the sixth day of each month. If payment has not been received by the 10<sup>th</sup> day, the student may not return to school until payment is received. After 30 days, the student will be permanently removed from the roster. Parents also have the option of paying tuition for the entire school year.

Please refer to the tuition and fees document included in the enrollment packet for pricing information.

## **BREAKFAST AND LUNCH**

Children need healthy meals to learn. Fairhaven school offers healthy meals each school day. Preschool children may purchase breakfast and/or lunch on a daily basis. They also have the option of packing their breakfast and/or lunch.

Your child may qualify for free meals or for reduced price meals.

All meals **must be paid for in advance** or on the **day of purchase**. Fairhaven school does not offer meal charges.

\*Breakfast and lunch fees are included separately in the enrollment packet.

## **SCHOOL TRANSPORTATION**

Fairhaven school may be able to provide transportation services, for a fee, to all typically developing students in our preschool program (see Tuition and Fees document for pricing). Transportation will be provided for all students on an IEP. There is no fee for these students. Parents also have the option of transporting their child. Children under 4 years of age and 40 pounds must travel in a car seat on the bus. Car seats are provided by our program.

- Parents are required to assist their child with boarding and exiting the bus and fastening/unfastening their seatbelt. Please do so in a timely manner.
- If your child misses their bus we will not be able to come back and pick him or her up. It will be your responsibility to bring them to school if that happens.
- If your child is ill and will not be attending school on any particular day the parent(s) must cancel transportation for that day. Cancellations can be made by calling the following number: 740-852-7050 ext. 23. Please provide the following information when cancelling transportation: Child's Name, Your Name, Phone Number, and date(s) your child will not need transportation, and date of return (if known).
- If you fail to cancel transportation the bus/van will return the following day, however if your child misses two consecutive days and a cancellation was not made he or she will be removed from the transportation schedule until the transportation department is notified.

## **ASSESSMENT OF CHILDREN**

Assessment may occur prior to your child's placement in our program. Individual, on-going assessment of the child takes place throughout the school year. Regular written reports will help you know how your child is developing. Additionally, each preschooler is evaluated using the Ohio Department of Education's Early Learning Assessment and Early Childhood Outcome Summary.

### **BAD WEATHER**

In case of bad weather listen to the radio and television stations listed below for an announcement regarding Fairhaven School's delays or cancellations. We can also alert you of closings and delays using our "One Call" system, which is a system that alerts everyone on our "One Call" list via a phone call. In order to be on our "One Call" list you must provide us with the phone number(s) you would like to receive the alert. Up to 3 numbers can be used for the notification.

<b><u>TV Stations</u></b>	<b><u>FM Radio Stations</u></b>	<b><u>AM Radio Stations</u></b>
WCMH TV-Channel 4	WNCI 97.9	WTVN 610
WBNS TV-Channel 10	WCOL 92.3	WBNS 1460
	WBNS 97.1	
	The Fox 105.7	
	WSNY (Sunny 95) 94.7	

### **CURRICULUM**

We use the Creative Curriculum as a basis for instruction. It is aligned with the Ohio Department of Education standards for early learning and school readiness. All staff have received training on assessment and implementation of this curriculum.

### **DISCIPLINE**

Discipline is an important part of development in young children. They are just beginning to communicate, share, and turn-take. Often it is necessary for immediate discipline to occur for children to understand parameters. In preschool, we use the time away or loss of a preferred activity. Time away as it is used in the preschool setting is defined by our county board policy as an intervention wherein the individual is removed from the immediate instructional / reinforcing environment, however egress from the area is not prevented by physical means. The child may be asked to sit on a chair, floor space, or marked area for a period of time to regain control and understand our expectations. Our guideline for time away is up to one minute away for each year of age, thusly a time away for a 3 year old would be three minutes. These times are maximums and staff will look for indicators that the child has calmed down to return the child to activity as soon as possible.

Teachers and paraprofessionals will use positive intervention techniques to promote appropriate behaviors and will only use time away to address behaviors that are harmful to the student or others or that present a disruption to the classroom environment. Students should be encouraged to voluntarily seek time away when they are becoming upset and should be taught to recognize signs that they are becoming upset as part of the procedure. Time out may not be used. All incidents of time away will be documented by the staff and reviewed by the Children's Services Supervisor who will determine if a recommendation for a formal behavior plan is needed. No behavior assessment will be administered without parental consent.

Additionally and according to Ohio Revised Code 3301-37-10

- A. A preschool member in charge of a child or group of children shall be responsible for their discipline.
- B. 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, shaking, spanking, or biting.
  2. No discipline shall be delegated to any other child.
  3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
  5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
  6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
  7. Techniques of discipline shall not humiliate, shame, or frighten a child.
  8. Discipline shall not include withholding of food, rest, or toilet use.
  9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
  10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program
- C. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- D. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### **DANGEROUS WEAPONS AND THREATS**

Unfortunately, we live in a time where we must take every threat involving the use of a dangerous weapon seriously, even when it involves preschool age children. If any student makes such a threat toward other children or staff the following will happen:

- Written report
- Phone call to parents
- Phone call to law enforcement (determined case by case at the discretion of the Children Services Supervisor)

## **PARENT CONCERNS**

Parents are encouraged to resolve student matters directly with teachers. Parental involvement, concerns, or complaints should be handled at the most appropriate level. Please follow our school chain of command when trying to resolve issues. If a conference is needed, please schedule an appointment before your visit so all parties can be available.

1. Contact and/or conference with student's teacher.
2. Contact and/or conference with the Children Services Supervisor.
3. Contact and/or conference with the Superintendent.
4. Contact and/or meeting with the Board of DD.

## **PRESCHOOL STAFF**

All preschool teachers have a minimum of a Bachelor's Degree and are appropriately licensed to teach special education preschool. All paraprofessionals are also appropriately licensed.

## **CHILD ABUSE AND NEGLECT**

Any instance of suspected child abuse or neglect will be reported to the Children Services Supervisor and Children Services. All staff at Fairhaven school are mandated reporters of suspected child abuse.

## **CLOTHING**

Children become more independent when wearing clothing they can manipulate by themselves. This independence builds confidence.

## **BIRTHDAYS**

On your child's birthday you may send in a special treat. It is helpful if you can inform the child's teacher in advance. Parents are welcome to come and share the occasion.

## **BOOK BAGS**

It is helpful if your child can carry a book bag to school. Many notes, papers, and their notebook travel back and forth. Notes in hand tend to be lost. Please make sure your child's book bag is large enough to carry such items.

## **EXTRA CLOTHING**

Every child has occasional accidents. Save yourself a trip to school by sending an extra change of clothing with your child.

## **NEWSLETTERS**

Newsletters and notebooks will be sent home on a regular basis to keep families informed about the various activities your child is experiencing at school.

## **OUTDOOR PLAY**

Children engage in outdoor play, weather permitting. Please dress your child so he/she will be comfortable outdoors.

## **PLAY**

Play is a vital part of a child's development. Whether it is with toys, other children or adults, or pretend play it may all help your child to develop. Children learn many skills for social interactions and communication through play. Play is an important part of our daily routine at school. Both structured and free play occurs throughout the day.

## **QUESTIONS**

Questions or concerns of parents should be discussed promptly with the teacher or Children Services Supervisor.

## **READING**

Reading and literacy are a major part of preschool programming today. Children begin to understand literacy by identifying restaurant signs, community places, and turning pages in a book. Parents can foster this development by pointing out the stop sign, McDonalds, or their child's name in print.

## **TIME**

Take time to be a part of your child's education. Stop by and visit us when you have time, attend programs, or volunteer. Working together makes our program a better one.

## **UNDERSTANDING**

There is an ancient proverb: "Children need understanding the most when they deserve it the least." This is true for all children.

## **XYLOID**

Xyloid (wood) materials are available for the children to build, pound, and create with.

## **YOUR CHILD**

Your child is very special to us. We will strive to make his/her preschool experience a wonderful one.

## **FIELD TRIPS**

Field trips are an important part of our programming as children learn by doing and seeing. We encourage parents to attend field trips with their child's class whenever possible. There will be some field trips where parents will not be able to attend due to space. We hope you understand.

Parents are free to access a complete copy of policies of the Madison County Board of Developmental Disabilities by making a request.

## **Addendum 1**

### **What Works**

- Talking with children
- Listen to their feelings
- Acknowledge their feelings – “It looks like you were mad when Johnny took your toy.”
- Give children information about what happens when they hit. Teach empathy – “Johnny is crying because it hurts when he gets hit.”
- Offer alternative ways to express their ideas. “You can tell Johnny “I don’t like it when you take my truck”.
- Help children come up with alternative solutions. “Johnny wants to play trucks with you – can you help him find another truck?”
- Set limits and follow through – “Can you play nice or shall I help you move away to play somewhere else for a while?’
- Remember – It takes time, repetition, and modeling.
- Children don’t learn communication and problem solving skills quickly. They will get it with practice.

Adapted from: [parentsoup.com](http://parentsoup.com)