



**SHELBY CITY SCHOOLS
LITTLE WHIPPET PRESCHOOL**

2019-2020
Family Handbook

MISSION STATEMENT:

The mission of the Shelby City Schools is to maximize learning for each student ensuring high quality, challenging experiences with appropriate stakeholder responses.

PHILOSOPHY:

We believe that each child is a unique individual who needs a secure, caring and stimulating atmosphere in which to grow and mature emotionally, intellectually, physically, and socially. We believe that young children learn best through interactions with peers, with adults, and with their physical environment. Since children learn through play experiences in which they connect past experiences to new experiences, our role as preschool staff is to provide an environment that is responsive to the children. The focus in early childhood is on the process children use when learning within this environment. Together, with parents and other community resources, the school coordinates the efforts to meet each child's fullest potential by providing an environment that is safe, supports risk taking and promotes respect for all things and people.

PRESCHOOL PROGRAM AND CURRICULUM:

The Shelby City School's Little Whippet Preschool has adopted a curriculum that includes Creative Curriculum which is also aligned with the Ohio Department of Education Early Learning Content Standards. The preschool program includes individual, small group, and whole class instruction that is developmentally and chronologically age appropriate. With a balance of quiet and active play for both indoor and outdoor activities, the daily schedule reflects the type of preschool program that promotes development growth in learning for the children.

The selection of preschool equipment, materials, resources, and activities are based on child development stages, and with a focus on the needs and interests of the children. Through the use of developmentally appropriate equipment, materials, resources, and activities, the children are observed in their development stages during play and assessed on their progress. The results are utilized by the teachers to improve their instruction and to improve their students' learning, thus meeting the individual child's intellectual, physical, social, and emotional needs.

PRESCHOOL POLICIES AND PROCEDURES:

Preschool policies and procedures are consistent with applicable statutory requirements contained in the Ohio Revised Code and Rules that are adopted by the State Board of Education. The Shelby City School Board of Education is the governing body that approves preschool policies and procedures. Parents may access a copy of the preschool policies by contacting the Preschool Director or may go to the district website <https://www.shelbyk12.org>.

SHELBY CITY SCHOOL'S LITTLE WHIPPET PRESCHOOL

CLASSES:

Shelby provides an A.M. and P.M. class. Exact times will be determined prior to the beginning of the school year. Typically, the A.M. begins at approximately 8:30, with P.M. starting at approximately 12:30. Each session is 2.5 hours long. Classes are held Monday-Thursday.

SHELBY CITY SCHOOL'S LITTLE WHIPPET PRESCHOOL:

25 High School Avenue
Shelby, Ohio 44875

**SHELBY CITY SCHOOL'S LITTLE WHIPPET PRESCHOOL
STAFF ROSTER**

Classroom

Teachers

Classroom

Tamara Magers, Lead Teacher
Ronda Sherman, Teacher
Tiffany Curry, Teacher
Jessica Pingitore, Teacher

Preschool Director

Sheri Mitchell

ADMISSION AND PLACEMENT POLICIES:

The Shelby City School's Little Whippet Preschool enrolls children who are 3-5 years of age. Unless the child qualifies for an individualized education plan, he/she must be 3 years old and toilet trained by August 1 to be eligible to attend. Families living in the school district and children previously enrolled in the program are given priority on the enrollment list. Families living outside the school district are welcome to apply; enrollment will be determined by class numbers. Students will be assigned to a classroom that accommodates their needs by the Preschool Coordinator and Teachers.

Prior to the child's first day in the preschool program, all forms in each child's file need to be complete along with payment of the tuition fee. The following are requirements for enrollment:

- **Enrollment Form**
- **Copy of Birth Certificate**
- **Current Immunization Record**
- **Physical Exam:**

The parent shall provide, prior to the date of admission or not later than 30 days after date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for the enrollment in the program. The child will be excluded from the preschool program if there is no current physical as stated above.
- **Dental Examination Form**
- **Custody Agreement, if applicable**
- **Parent permission form/pictures and class lists**
- **Transportation/Bus Authorization Form**
- **Communicable Diseases and Illnesses Form**
- **Family information/Step up to Quality Program (SUTQ)**
- **Immunization Refusal Form, if applicable**
- **Prescription Medication Form**
- **List of current medications, food supplements, modified diet, chronic physical concerns, history of hospitalizations and any diseases**
- **Lead and Hemoglobin Refusal Form**
- **Receipt of Handbook**
- **Service Contract (typical students)**
- **CACFP Enrollment Form**

Note: The above listed required forms and information will be kept in the child's cumulative and health file and will also include the child's daily attendance with excused and unexcused notes, application for enrollment, progress reports, screening/assessments results, current IEP of applicable, accident/incidents reports.

ARRIVAL TO PRESCHOOL:

The Little Whippet Preschool doors will open 3 minutes before the start of each session for dropping off your child. For your child's safety, staff is not available to monitor students before drop-off time. **Your cooperation in this matter is greatly appreciated.**

FAMILY PARTICIPATION:

The preschool encourages family visitors and volunteers. Family members are always welcome to share their time, hobbies, or talents in the classroom. Parent conferences, family workshops, and socials will be planned throughout the year. When you spend time with your children at school, you are demonstrating your interest and commitment to their education.

OPEN DOOR POLICY:

Any parent of a child enrolled in the program will be permitted access to the school during its hours of operation to contact his/her child, to evaluate the program environment, or for other purposes approved by the Preschool Coordinator. Please sign in upon entering the premises, then sign out upon leaving.

SNACK:

A healthy snack is provided for both classes.

PARENT CONFERENCES:

Conferences with parents about their child's educational growth and social development will be held during the evening in the fall and in the spring. Please consult your child's school calendar for these dates. If you require a day conference, please speak with your child's teacher to schedule. Additional conferences may be scheduled at the request of the parent or teacher.



NOTICES SENT HOME:

Sending a backpack or book bag (with your child's name written on it) each day will help insure that children's work and important messages from the teacher get to you safely.

ILLNESSES AND EMERGENCIES:

If a child becomes sick, runs a temperature at school, or shows signs of a communicable disease or illness, the parents or legal guardian will be called immediately so the child can be picked up and his/her health needs properly met. We do not have the facilities to care for a sick child at school.

If your child is absent because of a **contagious illness**, please contact the teacher. A doctor's excuse is required for your child to return to school. We request that you not bring your child to school if he/she is running a temperature or has had a temperature within the last 24 hours; any condition to which you would not want your own child exposed.

In case of a sudden illness or serious accident, a parent or legal guardian will be notified immediately. Be sure the emergency number is current at all times. **A child may not attend preschool without at least two current emergency numbers.** If a parent, legal guardian, or family doctor cannot be

located when a severe emergency develops, the child will be taken to the hospital emergency room by ambulance. Shelby City School's Little Whippet Preschool will not assume responsibility for the payment of hospital, doctor, or ambulance fees.

MEDICATION:

The Preschool Program discourages the dispensing of medication to students while at school. In those cases, where medications must be administered during the school day, the following restrictions apply:

PRESCRIPTION MEDICATION:

By Ohio Law, prescription medicine can only be administered when a physician's order is on file at the school. This form must be signed by both the physician and the parent/guardian. **New medication forms, available from the board office, must be submitted each school year, as well as any changes in medication orders.** Please note that inhaled medications, such as those used in the treatment of asthma, are considered prescription medicines, and require a signed form. Also, remember that:

- Students are not allowed to administer medications to themselves. The school nurse, preschool teacher, preschool site manager, or their designee will perform this task in accordance with physician's instructions.
- Medication must be in the original container with the student's name and directions for administration clearly visible.

NON-PRESCRIPTION MEDICATION:

The use of over-the-counter medications is discouraged in the preschool and will only be dispensed upon completion of appropriate paperwork (see above).

PRESCHOOL HEALTH AND SAFETY:

The health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children.

The program shall adhere to Governing Board policies and administrative guidelines concerning immunization; emergency medical authorization requirements; providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills (including keeping records of such drills or dismissals); and providing procedures for written notification to parents in the event of a child being injured and maintaining a log of injury reports. Medical and dental emergency procedures shall be posted in each preschool room and by each telephone, and shall be made available to school personnel, children, and parents. Emergency numbers shall be posted by each telephone. Grounds, play areas, and other facilities shall be supervised when scheduled for use by children. First-aid facilities and materials shall be provided.

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

- A. prior to administration, secure the written instructions of a licensed prescriber as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and
- B. each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one (1) year.

All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

MANAGEMENT OF COMMUNICABLE DISEASE:

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as s/he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases.

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

- A. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness, or has been exposed to a communicable disease.
- B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
 - 1. diarrhea (more than one (1) abnormally loose stool within a twenty-four (24) hour period);
 - 2. severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - 3. difficult or rapid breathing;
 - 4. yellowish skin or eyes;
 - 5. conjunctivitis;

6. temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 7. untreated infected skin patch(es);
 8. unusually dark urine and/or grey or white stool;
 9. stiff neck;
 10. evidence of lice, scabies, or other parasitic infestation.
- C. A child with any of the following signs or symptoms of illness shall be immediately isolated 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 teacher and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph B of this rule as well as the following:
1. unusual spots or rashes
 2. sore throat or difficulty in swallowing
 3. elevated temperature
 4. vomiting
- D. Programs shall follow the Ohio Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.
- E. A child isolated due to suspected communicable diseases shall be:
1. cared for in a room or portion of a room not being used in the preschool program;
 2. within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

3. 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, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
4. observed carefully for worsening condition;
5. discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.

Training shall be provided for all preschool staff in signs and symptoms of illness and in handwashing and disinfection procedures.

The parent or guardian shall be notified immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease.

The parents of all enrolled children shall be notified when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

In each building in which a program is operated there shall be readily available at all times at least one (1) preschool staff member who has completed a course approved by the State Department of Health in (1) first aid and (2) prevention, recognition, and management of communicable diseases.

CHILD ABUSE RECOGNITION AND PREVENTION:

In each building in which a program is operated, there shall be readily available at all times at least one (1) preschool staff member who has completed a course in child abuse recognition and prevention based on an approved curriculum. Consistent with State law and Policy 8462, preschool staff shall complete at least four (4) hours of in-service training in child abuse recognition and prevention within two (2) years of employment and every five (5) years thereafter.

DIAPERING/TOILETING:

The expectation is that a typically developing peer will be toilet trained prior to entering preschool.

The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- A. The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
- B. The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.

- C. If an infant's diapers are to be changed in his/her crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
- D. The central diaper-changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with the manufacturer's guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- E. Any product used during diaper changing on more than one (1) child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- F. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three (3) months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- A. A clean supply of diapers stored in a specifically designated area shall be available at all times.
- B. Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- A. Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.

- B. Soiled diapers to be disposed of by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.
- C. Soiled disposable diapers shall be discarded daily.

LICE POLICY:

Periodic head checks are made in the classroom throughout the year. If it is found that your child has head lice, then you will need to pick him/her up at the school immediately. Please make sure to have current emergency contact numbers on file at all times. Your child will need to be treated with the appropriate shampoo and all nits (eggs) removed from his/her hair. Before your child may return to school, he/she must be brought in and checked by the nurse or designated personnel and found to be lice free.

RELEASE POLICY:

When not riding the school bus, we will only release your child to you or persons who are designated by you on your child's enrollment form. If you desire someone other than these designated persons to pick up your child, you must notify the school in advance. Please ask the designated person to report to the classroom with a photo ID. **Please do not bring children early. Please pick up promptly. We do not have staff or facilities for taking care of children beyond the designated times.** Parents must enter in to the Preschool with their child when arriving for class and escort them to their classroom.

SHELBY CITY SCHOOL'S PRESCHOOL BEHAVIOR MANAGEMENT POLICY:

PURPOSE:

The behavior policy of Shelby City Preschool Program is to consistently reinforce positive social behavior and encourage a spirit of learning. We encourage parents to take an interest in children's efforts to learn in an environment of respect and cooperation. We believe that children expect and want limits. The purpose of behavior support is to promote a safe and healthy environment for the protection of the students and staff. The overall goal is to provide the students an environment conducive for learning.

GENERAL INTERVENTION STRATEGIES:

Within the school environment, Shelby City Preschool Program use a variety of teaching strategies throughout the day, which act to increase or decrease behaviors. The staffs' first goal is to prevent inappropriate behaviors from occurring by giving the child more choices in his/her setting and by providing interesting and meaningful activities in their learning environment. Secondly, the preschool staff wants to develop and maintain appropriate behaviors by using positive approaches.

The Shelby City Preschool Program'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 as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
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 school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

At times, inappropriate/disruptive behaviors continue and require additional intervention strategies. The purpose of these intervention strategies is to decrease inappropriate behaviors. Sometimes problem behaviors may require highly restrictive procedures because the behavior is a danger to the child or to others. These strategies will only be used when the other three elements have been ineffective. Some of these strategies include:

1. Time outs in which a staff member moves the child to another area or room
2. Withholding of routinely given activities.
3. Protective hold, which could include picking a child up.

If any of these three restrictive strategies are used consistently, the parent will be contacted and a behavior plan will be developed. If you have any questions or concerns about Shelby City School's Preschool Program's behavior management guidelines, please consult the classroom teacher or preschool director.



CLOTHING:

Please dress children appropriately for school and label all clothing to be worn outdoors. Clothing should be comfortable and suitable for playing. It is helpful to the staff and best for your child to have clothing he/she can manage on his/her own. During the day, the child will be running, painting, climbing, etc. If your child is in a dress, please make sure she wears shorts underneath. Your cooperation is asked in making sure your child comes to school with proper footwear. Tennis shoes are best. Please no flip flops. Accidents do happen, and therefore, parents need to provide a complete extra set of clothing, including pants, shirt, underwear, and socks that are suitable for the season.

OUTDOOR ACTIVITIES:

All children will be expected to participate in outdoor play during the school year. The decision to remain indoors when the weather is inclement will be based on temperature, wind chill factor, and precipitation. In cold weather, please dress students appropriately. Students will not be permitted to remain in the classroom unsupervised.

TOYS AND NOVELTIES:

Students are not to bring balls, toys, and novelties to school unless the teacher permits it for a specific activity and they must remain in the classroom. Such playthings can create classroom disruptions and/or cause serious injury to other students. No toy guns, knives, swords, etc. are permitted at school. All items brought to school are the sole responsibility of the student and will be confiscated if unallowable or misused. Parents must claim these items. We provide all equipment necessary for your child's enjoyment at outdoor play.



COST:

There is no tuition fee for children under an IEP, whose admission is determined by state and local criteria. The tuition for preschool per month, September through May will be **\$100.00** per month. There is a \$10.00 non-refundable registration fee for all students.

1. The monthly fee is **DUE** on the **fifteenth of the PREVIOUS month** (Example: October fees are due September 15th). Tuition may be paid at the board office by cash, check, or money order. A delinquent account (late one month) will result in your child's exclusion from school. **Parents who pay tuition are required to sign a service contract.**
2. If you choose to pay by check, please make the check payable to: **Shelby City Schools**. The child's name and the month covered should appear on the face of the check. Post-dated checks will not be accepted. Please save your receipts for income tax purposes because we do not give yearly payment reports.
3. Please present the exact amount if you are paying in cash. We do not keep cash at the school site.
4. There will be no refunds of tuition for early withdrawals or for snow delays or closures.

ATTENDANCE:

Regular attendance by all students is very important and is strongly encouraged. Please refer to the school calendar. In keeping with compliance with the Missing Child Act, please call to report your child's absence and the reason why. In many cases, irregular attendance is the major reason for poor achievement.

If irregular attendance occurs, the student's parent(s) or guardian(s) shall be contacted and/or counseled. If the child's lack of attendance is the result of an accident/injury or illness, then please contact the preschool, and arrangements will be made for your child.

TRANSPORTATION:

The times of pick up and drop off are very important in maintaining a schedule convenient for all participants. **Please have your child ready 15 minutes before his/her scheduled pick up, and make sure you are available 15 minutes prior to his/her scheduled drop off.**

In the event, that there is no response at a designated pick up, drivers will wait 10-15 seconds and look for a signal from the adult at home. To remain on schedule, bus drivers cannot wait longer at each home.

Shelby City Transportation 419-342-2442

The preschool will be contacted if the driver is unable to deliver the child after school. If the parent or emergency number contact cannot be reached, Shelby Police Department may be contacted. Any child receiving transportation for preschool will receive Shelby City School's Transportation Policy.

EMERGENCY PRESCHOOL CLOSINGS:

Closing and delays for the **Shelby City Schools** will be shared with local media outlets. Please watch for your school district's closures or check the districts web-site. Text alerts are also available by signing up on line.

There may be an occasion when the preschool will need to close for an unforeseen reason, such as a water main break or power outage. In these types of situations, you will be contacted by the staff.

NONDISCRIMINATION: The Governing Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment.

Further, it is the policy of Shelby City Schools to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the school, or social or economic background, to learn through the curriculum offered in this school.

COMPLAINT PROCEDURE:

Section I:

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a written complaint with the Assistant Superintendent for Shelby City Schools and may be reached at 419-342-3520.

If any person has a complaint regarding policy, curriculum, services, or procedures, phone contact can be made to the Preschool Director at 419-347-5457 or the Assistant Superintendent at 419-342-3520.

PRIVACY/CONFIDENTIALITY: The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.