

**VALLEY VIEW PRESCHOOL
PARENT HANDBOOK
2019-2020**



“Home to the Littlest Spartans”

Valley View Local School District
Valley View Intermediate
64 Comstock St.
Germantown, Oh 45327
(937) 855-4203

Ben Richards - Superintendent

Lindsey Schmidt – Primary & Intermediate Building Principal

Kevin Phillips –Student Services Director

Board Members: Tom Gglein, Mark Cline, Jenny Michael, Angela Valenti, Elliot Boyd

Valley View Local Schools Website: www.valleyview.k12.oh.us

Adopted August 2010

2019-2020 SCHOOL YEAR

August 21- First day of school for preschool students

September 2 – Labor Day NO SCHOOL

September 3 – NO SCHOOL for students Professional development day for teachers

October 14 – NO SCHOOL

October 15 – NO SCHOOL – professional development day for teachers

November 5– NO SCHOOL for students – professional development day for teachers

November 27, 28, 29- Thanksgiving Break NO SCHOOL

December 23-January 3- Christmas Break NO SCHOOL

January 20- Martin Luther King Day NO SCHOOL

January 21- NO SCHOOL for students, Professional development day for teachers

February 14 – NO SCHOOL for students – professional development day for teachers

February 17- Presidents' day NO SCHOOL

March 23-27- Spring Break NO SCHOOL

April 10- NO SCHOOL

May 14 - LAST DAY FOR PRESCHOOL STUDENTS

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PROGRAM PHILOSOPHY

We have six major goals for all students of our program.

1. Each student will improve his or her motor skills
2. Each student will improve his or her communication skills
3. Each student will interact appropriately with his or her peers.
4. Each student will improve his or her pre-academic readiness skills.
5. Each parent will have the opportunity to interact with the teacher and therapists about their child's progress.
6. Each student will be given opportunities to become independent learners and given strategies to meet their own needs.

PROGRAM

Preschool classes located at Valley View Intermediate School service children living in the Valley View School District. They are for children who are at least 3 years old but not of compulsory school-age, and who are experiencing a developmental delay. Typical children are also included in the program.

(RULE 1501:2-12-45) PARENT INFORMATION

HOURS OF OPERATION

Preschool staff members are available Monday through Friday 8:25-3:40. Valley View Intermediate office hours of operation are Monday through Friday 8:00-4:00. The office number is 855-4203.

LICENSURE

The Preschool Program is licensed by the Ohio Department of Education. The license is posted in each classroom.

The Rules and regulations are available in the preschool classroom. The center's licensing record including compliance report forms and evaluation forms from the Health Department and Fire Department are available upon request from the department. The Ohio Department of Education's telephone number is 1-614-466-0224 for any person to use to report a suspected violation by the preschool.

The capacity in each class is 16 preschool-age children per session.

CURRICULUM

The Ohio Department of Education has developed Early Learning Content Standards for preschool age children in the areas Approaches Toward Learning, Cognition and General Knowledge, Language and Literacy Development, Physical Well-Being & Motor Development and Social-Emotional Development. These early learning standards describe essential concepts and skills for young children. Based on research, these achievable indicators emerge as the result of quality early learning experiences regardless of the setting (e.g. Nursery school, preschool, family care, etc.) In addition, the early learning content indicators are aligned to the K-12 indicators, benchmarks and standards that result in a seamless education framework for children pre-kindergarten through kindergarten and primary grades.

These early learning standards serve as a framework for designing and implementing meaningful curriculum and intentional learning experiences within all preschool and child care settings. The early learning standards are the expectations for the end of the preschool years and thus serve as a guide for our preschool program and also provide the foundation for professional development for staff.

Valley View Board of Education (BOE) has adopted a curriculum which supports the State's Early Learning Content Standards. The "Creative Curriculum for Preschool" balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. It helps teachers guide their students' learning in literacy, math, science and social studies without neglecting their social/emotional development. The curriculum features goals and objectives which are directly linked to the Content Standards and help the teachers define their vital role in connecting content, teaching and learning for our preschool children. The Valley View BOE has also adopted the Handwriting Without Tears program for preschool children.

Developmental appropriate program planning addresses developmentally appropriate materials and equipment.

Developmentally appropriate program planning addresses selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical social and emotional needs of each preschool child.

NON-DISCRIMINATION POLICY

This center will follow a non-discrimination practice in delivery of services to children. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender or handicap.

RELEASE OF A CHILD

No child will be released to anyone other than parent, guardian, or those named on the child release form.

Staff members will not knowingly release any child to a parent, guardian, or other pick-up person who appears to be under the influence of drugs or alcohol. We will contact the parent, or pick-up person listed on the release form.

In the event a child has not been picked up by dismissal time or the parent is not at home when the bus arrives and prior arrangements have not been made, an attempt will be made to contact other pick-up persons on the release form. If contact cannot be made, the police department or Children's Services will be notified.

PARENT VISITATION

The last full week of each month is designated as Parent Participation Week. This gives parents, guardians or grandparents an opportunity to spend class time with their child. We ask that 24 hours notice is given in order to accommodate all parents wanting to participate. This can be done via your child's notebook. We also ask that this be a time that you spend with your child and please find other arrangements for siblings.

Parents or guardians of a child enrolled in a preschool class shall be permitted unlimited access to the classroom during its hours of operation for the purposes of contacting their children, evaluating the program or evaluating the premises.

SPECIAL INSTRUCTIONS

1. If your child will be absent due to illness, doctor's appointment, etc, please notify Joni at the Primary office by 10:30 A.M. at 855-6571. If you need to pick your child up early for an appointment, tell your child's teacher or write a note in his/her notebook in advance so your child is ready when you arrive.
2. If preschool classes are cancelled or delayed because of weather or other circumstances parents will be contacted through the Community Safe phone call system. You may also find the listing on all local TV stations. **In the event of a two-hour delay, the preschool will follow the following schedule: 11:00-12:45 for A.M. session; 1:30-3:25 P.M. session.**

PARENT INVOLVEMENT

1. Parents who need assistance with problems or complaints related to the program are asked to speak with Lyndsey Schmidt Principal at 855-6571 or Kevin Phillips, Student Services Director at 855-6581.
2. Parents are invited to Parent Fun Nights as an opportunity to participate and learn more about the program. This is held twice a year. In the spring we will have an

informational parent meeting for those who will have a child transitioning into Kindergarten.

3. Preschool staff members will exchange information with parents on a daily basis through the use of communication notebooks. If you have questions, concerns, or comments please write them in your child's notebook as they are checked daily and the teacher will respond promptly to you. Parents may also reach staff by phone between the hours of 8:25-8:45 A.M Monday-Thursday and 8:25A.M.-3:40 P.M. on Friday. You may also e-mail your child's teacher at anytime. Cindy: cynthia.spitler@valleyview.k12.oh.us , Jen Jennifer.fischer@valleyview.12.oh.us, Alissa at Alissa.eshbaugh@valleyview.k12.oh.us or Brad at Bradley.miller@valleyview.k12.oh.us.
4. Parent teacher conferences are held twice a year. These are important meetings where home and school behavior, student progress and concerns can be discussed with teachers and specialists serving the student.

ARRIVAL AND DEPARTURE

A.M. Procedure: Drop off time is from 8:50-9:00. When dropping off your child take Arnold around to McClure. Once you get on McClure there will be 2 lanes. The right side is for the elementary and the left is for preschool and Intermediate. PLEASE NOTE: **if you are dropping off a student at the primary building drop the primary student off FIRST then proceed to the preschool line which will be around the back of our building. If you are also dropping off an Intermediate student drop of your PRESCHOOLER first then your intermediate student.** A staff member will greet your child at the car and walk him into the building. When picking up your child please park your car in the parking lot and walk up to the yellow marked lines. Children will remain in the building until a parent is seen and then he will be released to that parent.

P.M. Procedure: Drop off time is from 12:30-12:40. Please park in the parking lot and walk your child up to the yellow lines close to the building. A staff member will let everyone in at 12:30. When picking up your child please line up in your car alongside the gate and building. We will walk your child to the car.

*****During AM drop off and PM pick up do NOT park in the parking lot and walk up to the building. It is imperative for the safety of all students that you follow the protocol listed above.**

PRESCHOOL SCREENING

All children enrolled in our preschool program will be screened within the first 60 days of school. This will include the completion of a parent questionnaire and will provide the staff with information concerning developmental skills. Staff will share the results of this screening with parents to help them plan for future educational programming. This screening process is done on an annual basis.

PRESCHOOL ASSESSMENT

The following assessments are given to the children who are on an IEP.

1. Childhood Outcome Summary is given at each IEP meeting and when the child exits from the program and is designed to be filled out together by the child's team members. This assessment is a development snapshot of where the child is performing currently. It covers three areas of growth: Acquiring and Using Knowledge and Skills, Social/Emotional Skills and Taking Appropriate Action to Meet Own Needs.
- 2.

The following assessments are given to every child in the program:

1. Devereaux is given once a year. This is a questionnaire which is to be filled out by the child's teacher. This questionnaire gives the teacher some insight on that child's social/emotional and behavioral development.
2. Early Learning Assessment Is given twice a year, once in the fall and once in the spring. It is given to the students individually. This assessment tests Math, phonemic awareness, fine motor, safety skills,& social emotional

DAILY PROGRAM SCHEDULE FOR PRESCHOOL CLASSES

The preschool classroom has a program plan describing daily activities which include a balance of quiet and active play, small group instruction, individual free choice activities and a time for free play. Age appropriate materials are provided and arranged so that children may select, remove and replace materials with minimal assistance. Children have an opportunity to participate in a variety of learning experiences including art, reading, computers, science, writing, math, music, dramatic play, building, cooking, creative construction, and active play. A typical day may be organized as follows:

<u>AM</u>	<u>PM</u>	
8:50-9:00	12:30-12:40	Arrival
9:15-9:45	12:45-1:30	1 st Circle: Pledge, Exercise, Show & Tell
9:45-10:45	1:30-2:30	Centers
10:45-11:00	2:30-2:45	Restroom Break & Snack
11:00-11:30	2:45-3:15	2 nd Circle: Calendar, Weather, Song, and Language Activity
11:30-11:45	2:15-3:25	Outdoor play

(AM Only) 1 pack small white plain paper plates for crafts (please no foam) 1 box of plastic spoons
(PM Only) 1 box of Dixie Cups 1 pack large white plain paper plates for crafts (please no foam) (For Everyone)

Please have a backpack that a 8 ½' folder (provided by staff) will fit inside ● 1 1" 3 ring binder with a durable view cover for your child's scrapbook ● 1 pack 8 ½ x 11" top loading page protectors (for your child's scrapbook) ● 1 large box of plastic straws ● 2 Sharpie markers (any color) ● Small bottle of glue ● 1 large container of Clorox wipes (or 2 small) ● Playdoh ● Ziploc baggies (quart or snack sized) ● 4 glue sticks ● Tape (masking, fashion duct, scotch, OR double sided) ● Spare change of clothes including socks (these may be needed after playing at centers as well as from a spill at snack; not just restroom accidents)

OPTIONAL BONUS TREASURES TO SEND:

Assorted size/color/shape buttons ● Mr. Bubble Foam Soap ● Wiggle or sticker eyes ● Gently used storage tubs with lids ● box of Kleenex ● Laminating pouches (5Mil) ● Hot glue gun sticks ● Newspaper ● Paper towels ● Plastic/paper bowls ● Glitter glue ● Pip squeak Markers (shorter/small markers) ● Dry Erase markers ● Old gender neutral children's clothes size 4/6 or 6/8 (esp. sweatpants) for our "emergency" loan stash

SNACK

Parents are asked to send in snack the first Monday of each month. When choosing an item please send in enough for 16 children. Due to state regulations snack must be store bought and healthy. Please save cookies and candy for special occasions. Below you will find a list of suggestions. Please NO fruit snacks or rice Krispie treats. They are not considered to be a healthy snack. The preschool will be a peanut free environment.

- Saltines & cheese slices
- Graham crackers
- Pretzels
- Cereal
- Popcorn
- Fruit Cups
- Applesauce, Bananas, Oranges, Raisins
- Goldfish
- Yogurt/Gogurt
- String Cheese
- Cereal bars
- Ritz Bitz
- Animal Crackers
- Cheez-Its
- Granola Bars/Cereal Bars

We also will send home a drink schedule. This will be a rotating schedule. You will only need to send in drinks on your child's assigned day. Please send in either a gallon of white or chocolate milk OR 2 64 ounce bottles of 100% juice. Please do not send in juice boxes, Hawaiian Punch or Caprisun.

POLICIES

TRANSPORTATION

Valley View Local Schools does not provide transportation to or from school for preschool children.

DISCIPLINE POLICY

Children in the preschool classes will be required to follow classroom rules while in the room and on all field trips. Staff members strive to develop positive self-esteem while helping children to be responsible for their own behavior. Staff members focus on and reinforce children exhibiting positive behaviors so they will provide good models for other students. If a potential behavior problem starts to develop, staff will intervene and redirect the child. If an individual child continuously has difficulty controlling his/her behavior, a meeting with the parents will be held and an individual plan for that child will be developed.

The following guidelines will be followed with regard to discipline.

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline
2. The center shall have a written discipline policy describing the center's philosophy for discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, spanking or biting.
 - b) No discipline shall be delegated to any other child.
 - c) 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, allowing the child to regain control.
 - d) No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
 - e) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 - f) Discipline shall not be imposed on a child for failing to eat or toileting accidents.
 - g) Discipline techniques shall not humiliate shame or frighten a child.
 - h) Discipline shall not include withholding food or toilet use.
 - i) Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - j) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

4. The parent of a child enrolled in the program will receive a written copy of the discipline policy.
5. All preschool staff members will receive a copy of the center's discipline policy for review upon employment.

SAFETY POLICY

1. No child will be left alone or unsupervised.
2. If a child needs to leave before the designated dismissal time he/she must be signed out in the office.
3. Only persons authorized on the pickup paper will be permitted to pick up the child.
4. A telephone is located in the therapist room, which is easily accessible to all classrooms.
5. Fire drills are held several times throughout the year. Children are taught the safest way to exit the building quickly.
6. Tornado drills are held during tornado season. Students are taught to find the safest refuge in their classroom.
7. Lockdown drills are held once a year. Students are taught to go to a safe area until an "all clear" signal is given.
8. Whenever children are transported by buses away from the classroom for field trips, the following requirements will be met.
 - a) A first aid box shall be available on the trip, which meets the requirements of Rule 5101:2-12-31 of the Administrative Code.
 - b) Persons trained in first aid shall be available on the trip which meets the requirement of Rule 5101:2-12-31 of the Administrative Code.
 - c) Each child's emergency medical form will be taken on all field trips.
9. An incident report will be completed when an accident or injury occurs. A calendar of accidents will also be kept in a central location to track areas around the building and classroom where accidents are occurring.
10. Spray aerosols will not be used at any time when children are present in the classroom.
11. All preschool staff members are required under section 2151-421 of the Ohio Revised Code to report any suspicion of child abuse or neglect. Staff members will immediately notify the school nurse and principal when abuse or neglect is suspected. The staff member will then notify Montgomery County Children's Services to make a report. Training in the recognition or neglect and abuse is provided by Montgomery County Regional Center.

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

1. Staff members conduct visual daily health checks on children.
2. Staff Members are trained in the prevention, recognition and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in each classroom and in the nurse's office. It is used as a reference tool when a child needs to be excluded or readmitted to school.
4. A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the preschool program.

5. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
6. A child isolated due to suspected communicable disease shall be 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 cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other bodily fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
7. A child isolated due to suspected communicable disease shall be observed carefully for worsening condition.
8. A child isolated due to suspected communicable disease shall be discharged to parent or guardian as soon as practical.
9. Children are to remain at home if they have any of the following symptoms:
 - A. Temperature of 100 degrees
 - B. Suspicious skin rash
 - C. Diarrhea and/or vomiting within a 24-hour period
 - D. Evidence of lice infestation
 - E. Severe coughing, such that the child becomes red or blue in the face
 - F. Difficult or rapid breathing
 - G. Headache in combination with a stiff neck
 - H. Yellowish skin or eyes
 - I. Drainage from the eye
 - J. Unusually dark urine and/or grey or white stool
 - K. Stiff neck
 - L. Evidence of lice, scabies or other parasitic infestation.

Should any of the above mentioned occur during the school day, the child will be sent home.

10. Head lice can be a common occurrence in preschool children. If your child contacts head lice, they are not to return to school until a head lice treatment has been performed and all nits have been removed. The child must be checked by the school nurse before returning to school.
11. If your child becomes ill at school, he/she will be taken to the nurse's office until a parent/guardian can pick him up. An adult will remain with the child at all times.

GUIDELINES FOR MEDICATION ADMINISTRATION

If your child needs medication administered at school, a written & signed instruction form from your child's physician is required. You may obtain a sheet from either your child's teacher or Intermediate office. The medication will only be administered by the school nurse or authorized staff in the office. The medication must be received in the original container in which it was dispensed, including the child's name and prescribing information.

MEDICAL EMERGENCY PLAN

1. Every classroom has its own First Aid box which is clearly marked.
2. Emergency Numbers:

Children's Services	222-5437
Emergency Squad	911
Fire Department	911
Children's Hospital	641-3000
Poison Control	222-2227
Sheriff	911
Police	911
3. Staff members are trained in first aid by personnel from the Montgomery County Regional Center who are certified to provide such training to meet state requirements.
4. Children's records including Medical Records are located in the school office.
5. If a child is in need of medical assistance while on a field trip and the staff has obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child.
6. The staff/child ratio will be maintained at all times during emergency conditions. The child will be transported by local EMS.
7. A dental first aid chart and emergency instructions are located on the wall in each classroom.

PARENT RIGHTS

Parents are an integral part of a child's education. Participation is welcomed and encouraged at preschool.

There are many opportunities parents/guardians will be given to participate:

- Parent Fun Night
- Parent Participation Week
- Holiday parties
- Field Trips
- Centers

The laws and implementing standards for special education specify that parents of students should be reminded that their participation in their son/daughter's educational program is not just encouraged but, indeed, mandated. For example, the Ohio Department of Education Standards on Due Process lists the following RIGHTS retained by parents of handicapped children:

- To give or deny permission for evaluation
- To review and inspect educational records.
- To obtain a copy of student records at the cost of copying
- To request amendments in the records if inaccurate
- To seek an independent evaluation at their expense

- To give or deny permission for a change in the instructional placement of the child
- To prevent complaints with respect to evaluation or placement
- To participate in a due process hearing
- To be fully informed of all proposed evaluation, placement, and periodic review activities
- To obtain a description of programs, services, and personnel provided for handicapped children
- To have a conference with any person participating in educational decisions

Due Process is a term, which describes:

- Student and parental rights to full information on any educational question.
- The right to review and challenge any assessment or evaluation.
- The right to participate in and review the educational decision-making process.
- The right to have student records maintained in a professional and confidential manner.
- The right to appeal any educational decision to an impartial hearing officer.

Due Process refers to the safeguards to which a person is entitled in order to protect himself and his rights. In other words, a person has a method, which insures his partnership in making decisions. In this case, the decisions are those affecting the education of a child with a handicap or possible handicap.

A complete statement of the Due Process and Procedural Safeguards Standards (as in Section 3301-51-16 of the Ohio Revised Code) along with the Rules for the Education of Preschool Children with Disabilities are available to all parents upon request.

PRESCHOOL ENROLLMENT FOR CHILDREN WITH SPECIAL NEEDS

To be eligible for preschool services the child must be at least 3 years old but not of compulsory school age and must have been determined to have a disability according to the current operating standards for Ohio Educational Agencies Serving Children With Disabilities.

This documented deficit shall be determined by a score of 2 standard deviations below the mean in one area or a score of 1 ½ standard deviations below in two areas.

A screening will be held monthly to process referrals of children whose parents are concerned about their child's development. If, during this screening, there is a concern by staff members and the child fails the screening, an evaluation will take place. This evaluation will involve the following: structured interview, structured observations, standardized, norm referenced testing, and criterion-referenced/curriculum based assessment. Upon completion of the assessment a meeting with parents/guardians will be held to review results and develop a plan if necessary. A determination of eligibility will be made at the time.

There is no charge for services to children found to be eligible under the above stated criteria.

TYPICAL PRESCHOOL ENROLLMENT

Typically-developing children are placed on a list by parent request. In the spring, staff members will contact the parents whose children will be three by the start of the upcoming school year. Phone calls will be made in the order that parent requests were received. Before starting preschool, the following forms must be on file for each child: birth certificate, copy of custody papers if applicable, physician report, immunization record and other paperwork in the preschool packet. Extra packets are located in the school office.

Policies for Preschool mentor families

Starting school year 2019-2020, mentor students of the Valley View Preschool must have their Physical Evaluation and a Dental Evaluation updated annually in order to remain in the program. Failure to provide a yearly Physical Evaluation and Dental Evaluation within the first 4 weeks of the student starting school, as well as within the first 4 weeks of a newly completed physical or dental appointment, could lead to a loss of placement in the Valley View Preschool. If that happens, the student would go back to the bottom of the waitlist.

Mentor Fees for the 2019-2020 school year will be \$100/month with August, December & May counting as 1 month, or \$800/school year. Parents will make payments to Central Office either in person or by mail. (59 Peffley St., Germantown, OH 45327) Parents can pay the full amount before school starts, or \$200 before each quarter. The student may not be able to attend school if quarterly fees are not paid by the 1st day of the new quarter. Failure to pay in the first 5 days of the new quarter could result in a loss of placement in the Valley View Preschool. If that happens, the student would go back to the bottom of the waitlist.

Attendance Policy for mentors

Attendance is an integral part of your child's educational growth. Therefore, it is important that each child attends daily. If your child misses 10 days in one quarter or four consecutive school days it will be necessary to have a doctor's note explaining why he/she is absent. If there is not a doctor's note your child may be excluded from the preschool program at the discretion of the district administration.