

East Palestine Preschool Handbook

2023-2024



East Palestine City Schools
200 West North St.
East Palestine, Ohio 44413
330-426-5306

Board Adopted Aug 2024

Philosophy

East Palestine Preschool is designed to meet the needs of all types of learners. We are dedicated to the students and families to provide a caring, creative and developmentally appropriate environment. All students will be prepared emotionally, socially, and academically for their future educational experiences. Your preschool child is our number one priority in developing this hands-on program that is based on love and acceptance.. Your Little Bulldog has a bright future here at EP!

We Believe in the Value of Play-Based Learning and Parent Involvement in Early Education and our preschool mission is to provide the highest quality care, while creating a nurturing and supportive community of children, parents, and highly skilled teachers and staff. Through a play-based program that attends to the whole child and inclusive of our families, we provide a model of community that will sustain and enrich your children throughout their lives.

Program Goals

1. We believe in the potential development of all children.
2. We believe that all families and children deserve a high quality and caring environment and services.
3. We believe early learning educational experiences are crucial in preparing a child for future learning.
4. We believe learning and growing within the community is a priority for our district and staff.
5. We believe staff and families need to be partners in the child's developmental process and opportunities.
6. We believe that all children learn by interacting in play, small groups, large groups, and individually within their environment.
7. We believe that families play an important role in our program and will be welcome as a part of our classrooms and programs.

Programs

Morning Class	9:00-11:45
Afternoon Class	12:30-3:15
All Day Class	9:00-3:15

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before August 30th of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten.

- * All half day children will receive one snack during their preschool daily schedule
- * All full day children will receive breakfast/lunch and a snack during the school day

Tuition Cost

Half-Day Programs = \$75/month \$600 if paid in full by October 10th

Full-Day Programs = \$120/month \$950 if paid in full by October 10th

*Tuition is due by the 10th of each month.

* Parents will set up payments on  [brightwheel](#)

*Please understand that full payment is still required if your child is absent.

*The full amount is due whether the month consists of Holidays, In-service, or Snow Days.

*Students identified as preschoolers with special needs and placed on an IEP by the school district are not required to pay tuition. (Ohio Operating Standards for the Education of Children with Disabilities 3301-51-02 Free appropriate public education).

Enrollment and Registration

*Registration for the upcoming school year will begin each year during the month of February. Students will receive a reserved spot on the preschool roster after **ALL** the Registration Form in Final Forms are completed and the birth certificate, parent's driver license and proof of residence is on file in the preschool office. Availability will be based on IEP students, returning families, district families and first come basis.

The **Medical Evaluation/Health Record is required annually for all children in the preschool program and expires 13 months after the date of the **office visit**. The Ohio Department of Early Learning requires that medical evaluation be performed and signed by a licensed physician. **Undated medical forms will not be accepted. If your child**

does not have a current Medical Evaluation on file, he/she will not be able to attend EP Preschool until such a time that there is an updated evaluation on file.

* **All custody papers must be on file** in the preschool office if this applies to your child. The law in Ohio with regard to parental rights for unmarried fathers is very clear. An unmarried father has zero rights with respect to his child until he proactively takes steps to establish paternity. Even if an unmarried father has established paternity and is paying child support, that does not necessarily mean that he is entitled to see the child. In Ohio, the mother of any child born outside of marriage automatically is granted 100% custody and all other rights with respect to the child. A father has certain legal actions they must take before they get any rights. The father would have to have legal custody through the court to enroll the student. We can not accept a notarized letter that the mother has written. We **MUST** have a custody agreement.

*The teacher needs to be notified upon registration if the child is **not toilet trained**. Parents **must be willing** to support the toilet training and/or the behavior plan introduced by the preschool staff. Parents are responsible for providing pull ups/diapers for the child.

Calendar

* Preschool classes will be held **Monday-Thursday**. There will be no preschool classes on **Friday**. Friday will be used by staff for state mandated Professional Development, planning and classroom sanitizing.

*We will follow the East Palestine City Schools Calendar. The academic calendar designates early release days, holiday breaks etc.

*We will abide by **early release days** with only having **morning session** preschool on those days. In the event of a **2 hour delay**, there will be **no morning session for ½ day**. **ALL DAY Students** will arrive 2 hours from regular start time and ½ day PM will arrive at their normal times. DOJO. EP Preschool Facebook and Brightwheel messages will be sent out prior to dates for all families.

Attendance

*A child begins developing habits and patterns in preschool that continues into their school years. The importance of regular attendance is an important habit to begin with.

* On days that your child is ill please call them off within an hour of scheduled arrival time. Please utilize DOJO to communicate with teachers or the Brightwheel App which will send a message to the Preschool office or call the

Preschool Office: 330-426-5306

* A written excuse is beneficial upon your child's return to school even if you have previously notified the teacher.

DO NOT CALL THE ELEMENTARY OFFICE TO CALL YOUR PRESCHOOLER OFF or with any questions regarding transportation or preschool questions.

Snow Days

* If the East Palestine school district is closed due to inclement weather there will be no preschool for morning or afternoon classes.

* Two-hour delay = There will be no morning $\frac{1}{2}$ day preschool classes. There will be class for the Full Day students. We will follow the School District Schedule.

Withdrawal

*Please notify the preschool office in writing within 10 days upon withdrawal of your child. No refunds will be issued at any time. Information will be sent to the appropriate school upon receipt of a release of records signed by the guardian from the new school/program.

Transportation

*East Palestine City School will provide transportation as a service to the students with an IEP and students that have siblings that ride a bus. Please notify preschool if the bus service is needed for your child when registering for the upcoming school year.

*The school district will provide transportation to and from licensed daycares.

* Parents/guardians/family members must present a photo ID before the child will be released in the preschool office or at the preschool door.

* No child will be released to anyone NOT on the parent approved list.

*If staff have concerns about the health or abilities of the person or persons transporting the child, the property authorities will be notified and the child will remain in the classroom until the concerns are addressed.

Ohio's car seat laws:

- Ohio safety officials recommend infants be placed in a rear-facing car seat until they exceed the manufacturer's car seat recommendations.
- Toddlers who have outgrown back-facing restraints should move into forward-facing restraints.
- Children under the age of four and under 40 pounds must be in an appropriate safety restraint for their weight and height in the car's rear seat.
- All children under the age of eight and shorter than 4'9" (but who exceed the recommendation for forward-facing restraints) must be placed in a booster seat. Parents must ensure all children that are placed in booster seats are comfortably strapped in with both the shoulder and lap belts.
- Any child below the age of eight who is taller than 4'9" can legally transition from a booster seat to the car's seat belt.
- Regardless of height, children between the ages of eight and fifteen are required to sit in the car's rear seat and wear the car's safety belt.

EP Preschool will not allow a student to be placed in a vehicle without a proper car seat. Repeat offenders will be reported to the EPPD.

General Well Being

* Upon arrival, and throughout the day, adults in the classroom will monitor all children's physical and emotional well being. Any signs of distress will be reported to parents/guardians of the child.

***All employees of the EP Preschool are considered Mandated Reporters and are by law required to report if a child has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child (ORC 2151.421).**

Illness

Parents are responsible for monitoring the health of their child before putting their preschooler on the bus, dropping off at daycare or dropping off at the preschool door.

*The following precautions will be taken for children suspected of having a communicable disease.

1. A staff member will immediately notify the parent when a child has been observed or exhibits signs of illness.
2. A child will be isolated from the other children if displaying the following:

Symptoms:

- a. diarrhea (more than one abnormally loose stool within a twenty-four 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 ("pink eye")
- f. temperature of 100 degrees Fahrenheit taken by the ancillary method or the no touch thermometer when in combination with other signs of illness
- g. untreated infected skin patches
- h. unusually dark urine and/or gray or white stool
- i. stiff neck
- j. unusual spots or rashes
- k. sore throat or difficulty in swallowing
- l. vomiting
- m. evidence of lice, scabies, or other parasitic infestation

*A child isolated due to suspected communicable disease shall be cared for in the Preschool Office used for the preschool program and be within sight of an adult at all times. No child shall ever be left alone or unsupervised. The child will be made comfortable until discharged to his or her parent/guardian. Decisions regarding whether a child should be discharged is determined by the teacher and administrator. The child, while isolated in the office, shall be carefully watched for symptoms as listed above.

*EP Preschool shall follow the Ohio department of health "child day care communicable disease chart" (www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.

Any cot/sleep mat used by the child during this time shall be cleaned with soap and water and then disinfected with appropriate germicidal agents immediately after the child is

discharged. All linens and blankets used by the ill child shall be laundered before being used by another child.

All program teachers and classroom assistants are trained in the initial six hour communicable disease and first aid classes which are offered each school year.

The 3-hour communicable disease and first aid renewal classes are also required each school year. The communicable disease classes teach proper hand washing technique, disinfection procedures, and meticulous management.

The Ohio Department of Health communicable disease chart is posted outside the preschool classrooms. If a child is exposed to a communicable disease, information will be disseminated informing parents of signs and symptoms. **Children must be symptom-free for 24 hours prior to returning to school.**

If your child is vomiting, fevered or has diarrhea within 24 hours of coming to school, he/she will be sent home. If your child is fevered, do not give him/her medicine then send them to school. Please keep them home so they can get better.

Administration of Medication

- a. Because administration of medication is an additional responsibility for staff, and having medication in the facility is a safety hazard; parents/guardians need to check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the classroom. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents/guardians may administer medication to their own child during school hours.
- c. Medication having to be administered during school hours will be done so by the following guidelines:
***Release Form for Administering Medication must be completed.** This form is to be filled out and **signed by the doctor** and must list the following information: 1.) Type of medication 2.) Frequency, 3.) Possible reactions 4.) Special instructions 5.) Dosage
- c. A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. Examples of recurring problems or emergency situations include but are not limited to asthma or bee stings.

- d. Medications are kept at the temperature recommended for that type of medication, in sturdy, child-resistant, closed containers that are inaccessible to children and prevent spillage. Medications are kept in a locked cabinet or drawer.
- e. Medication is not used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication.
- f. Food allergies must be documented and assigned by a physician. Food allergy documentation is valid for the current school year. **A parent/guardian cannot sign the documentation in lieu of a physician.** Foods are omitted from the menu due to religious or cultural reasons upon the parent/guardian's written request.
- g. **"Incident Report"** forms are completed on children who exhibit unusual behavior or who have a physical accident. Any questions pertaining to the completion of the form are directed to the staff member or teacher filling out the report.

Physicals: Dental/Medical

State regulations require that each child must have a **physical exam completed within 30 days after the start of school. Immunization must be completed and up-to-date before the first day of school. A copy of the immunization record must be on file prior to the start of school.** (See required immunizations in attachment)

It is the recommendation of the East Palestine Preschool that **all students have a dental exam within 6 months of beginning school.** Parents are reminded that good oral hygiene begins at a young age. (See attached list of local dentists if the child does not have a dentist).

Medical and Dental Emergency Plan

In case of an accident or injury, the parent will be notified immediately. Each child shall have on file an emergency medical and transportation authorization form. All students must have a physician and dentist listed on their emergency medical form.

Diapering and Toileting

The changing of diapers for all 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. Each half day classroom has a changing station located in the classroom restroom.
- b. There shall be some separation material placed between the child and the changing surface, which shall be discarded and replaced after each change.
- c. The diaper changing station shall be disinfected after each diaper change with an appropriate germicidal agent. If the station is soiled after a change, it shall be cleaned with soap and water before the disinfecting procedure.
- d. Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained from a common container and 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.
- e. 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 parent's signature. Written instructions shall be valid for no longer than three months. Authorization for administration of ointment, cream, or lotion may be canceled by written request of the parent or guardian at any time. When used for skin irritations or manifestations of skin irritations, the ointment can be applied by program personnel for 14 days at one time.
- f. A clean supply of diapers stored in a specifically designated area shall be available at all times. Diapers or clothing used during diaper changing belonging to an individual child shall be stored in a space assigned exclusively for that child.

Medical Issues

*When a medical condition arises that requires doctors' care and or special precautions or considerations, it is **mandatory that the preschool receives a signed doctor's release to return to school to ensure safety.**

* If a medical plan or specific protocol has been completed, a copy shall be provided to the preschool and kept on file. This plan should be updated and reviewed with parents/guardians yearly.

EP Preschool must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program. Columbiana County Health Department- 330-424-0272

Special Education Services

* Parents of a child diagnosed with, or suspected of having difficulties in communication, motor, cognitive, social, emotional, adaptive, or behavioral areas may contact the director of student services (Kim Russo). She will make recommendations concerning ways to meet the child's educational needs, and provide a complete picture of the child to determine a starting point for planning educational services. If an evaluation is recommended, the parent will be informed of all available options and rights before signing permission for completing the referral. Related services such as speech, occupational and physical therapy are available, based on the child's needs. The preschool will collaborate with the Educational Service Center of Eastern Ohio for psychology and related services.

Director of Student Services: Mrs. Kim Russo 330-426-5310

*The preschool teacher and the intervention specialist will assist all student needs and assist the related service providers in enabling an appropriate and individual developmental education.

*East Palestine City School District and the Educational Service Center of Eastern Ohio will provide needed services for students with developmental disabilities.

* Individual Educational Plans (IEP's) shall be developed in compliance with Ohio Administrative Code 3301-51-16 and the State Operating Procedures for Special Education.

Contacts/Change of Address & Phone Numbers

*It is crucial due to safety reasons for you to notify your child's teacher immediately if there is change of address, phone numbers, or emergency contacts.

*No child will not be released to an adult that is not listed on the Drop Off/Pick Up List unless a formal phone call or note has been sent with the child.

*Please understand we are required to request ID of individuals that we aren't familiar with or who are listed on forms and documents.

Conferences

*Conferences are held 2 times/year and are an opportunity to work with the teacher in developing plans to better serve your child and family. Additional conferences are held on an as needed basis.

* Parents will be invited to participate in goal setting for their child within the first 60 days of school. These meetings will be held at the Parent Teacher Conference in October.

Parent Concerns/Questions

*If there are concerns or questions please talk with your child's preschool teacher. She may not be able to address your concerns immediately, but will do so within the appropriate amount of time.

* Parent Surveys will be distributed at the end of the school year to aid us in gaining a better parent perspective.

* Annual Fire, Health Inspection, Preschool License, and Inspections are available upon request.

* The Department of Education is responsible for ensuring that children with disabilities receive FAPE in the least restrictive environment as defined by the Individuals with Disabilities Education Improvement Act of 2004 (IDEA 2004) and corresponding state guidelines.

* Other organizations that might be helpful in addressing your concerns are:

Ohio's Special Education Regional Resource Centers (SERRCs)

The Ohio Coalition for the Educational of Children with Disabilities

Bank One Building
165 W. Center St., Suite 302
Marion, Ohio 433302-3741
(800) 374-2806

Ohio Legal Rights Services
8 East Long St.
Columbus, Ohio 43215
(800) 282-9181

Transition Procedures

Transition meetings with teachers and parents will be conducted in the month of April. These meetings may be held in person, or via phone.

Prior Enrolled Student - Transition into Preschool

1. Spots for the upcoming school year are available to those returning families that have children eligible for the 3 and/or 4 year classes **if tuition has been paid** for the current year.
2. Returning families will complete the registration in Final Forms February for the 2024-2025 school year.
3. Transition paperwork for the upcoming school year will be provided during spring conferences. Paperwork includes information regarding whether a child will return to a preschool class for the upcoming school year, parent/guardian suggestions and comments, and review of the child's developmental progress.
4. The Parent/guardian and the preschool teacher will sign the Transition Paperwork of official designation for the upcoming school year.
5. Preschool Orientation will be in August for the upcoming school year. At that time the students will meet their teacher, spend some time in their classroom, and perform activities with their parents. The administrator will review the Parent Handbook, policies, and procedures of the preschool program with parents/guardians.

Prior Enrolled Student-Transition into Kindergarten

1. Kindergarten Registration information letters from East Palestine Elementary School will be sent home with all eligible students island families will need to complete the registration in Final Forms
2. Transition into Kindergarten paperwork will be provided during spring conferences. Paperwork includes information whether a child is eligible and/or ready developmentally for a kindergarten classroom for upcoming school year, parent/guardian suggestions and comments, review of child's developmental progress, and visitation schedule for preschool students into K classrooms.
3. Parent/guardian and preschool teachers will sign the Transition Form of official designation for the upcoming school year.
4. Kindergarten paperwork and the schedule for Kindergarten Screening times will be provided to the parent/guardian.
5. Students that will transition into the Kindergarten classroom for the upcoming school year with no suspected disability, behavior concerns, or IEP will visit a K classroom 2 times prior to the end of this school year.
6. Students that will transition into the Kindergarten classroom with an IEP or behavior concerns in place will visit a K classroom 3 times. K teachers will meet with preschool teacher and intervention specialist regarding best placement for upcoming school year based on IEP and developmental needs

New Enrolled Student-Transition into Preschool

1. Enrollment information for the public will be distributed to district families and posted on the website, facebook and the newspaper for the upcoming school year.
2. Registration for the public will be available in the month of February on Final Forms. Registration will be based on first come first placed.
3. Orientation for each age group will be in August prior to the beginning of the school year. At that time the students will meet their teacher, spend some time in their classroom, and become familiar with the environment. Teachers will get baseline data to find out where the child is academically. The teachers will review the handbook with the parents, students will have hearing and vision assessments.

4. Any parent/guardian of a child with an IEP or health concerns will meet with preschool teacher and preschool administrator to review the child's needs and concerns.

Arrival Procedures

* Preschool teachers and aides will be located inside building doors off the parking lot of West North Ave.

1. Parents will pull cars up in a single file line through the elementary parking lot off of Thomas Street and across the alley at the rear off the elementary through the parking lot to the E-13 doors. .
2. Each car will **pull all the way up to the West North Ave.** to allow for as many cars as possible to unload. Parents will walk their kids to the E-13
3. Students will stand inside in assigned areas until the class enters the classrooms

* Please note that drop off times are 9:00 and 12:30. If you arrive after drop off time, please bring your child to administration office doors at 200 W. North Ave. There, you will sign your child into the building and your child's teacher will be notified and someone will escort your child to their preschool classroom. The administration secretary can help you with this process.

Departure Procedures

*Preschool teachers and aides will be located inside building doors off the parking lot of West North Ave. with children.

1. Parents will pull cars up in a single file line proceeding via the alley adjacent to the parking lot.
2. Each car will pull up to West North Ave. and parents will pick up children at the doors.
3. Older siblings WILL NOT be released from the PreK door and need to exit at their assigned grade level door.

*Pick up time: morning class @ 11:45 and afternoon class and all day class @ 3:15.

***DUE TO CLEANING PROCEDURES BETWEEN CLASSES, ALL STUDENTS MUST BE PICKED UP ON TIME.** Please call the teacher if you are going to be late for pick up.

Late Pickup Fee

*We would like to thank our families in advance for picking up preschoolers on time. This allows staff time for proper preparation. Because the time to prepare is so important, there will be a late fee for children that are picked up late. If the child is picked up 10 minutes after scheduled pick up time begins, a fee of \$5.00 will be assessed. Every minute after 10 minutes is \$1.00/minute. For example, if a parent arrives @ 11:57 for their child, the fee would be \$7.00 . Late fees will be assessed on



Classroom Procedures

Classroom schedules are posted in the classroom and available upon request.

- a. Beginning of the day
 - i. Children come in, hang up their backpack and coat, and practice with an activity that is located at their seats.
 - ii. The children will then follow directions to move to the carpet for morning/calendar time.
- b. End of the day
 - i. Students will place earned stickers on charts, gather their coats and backpacks and line up in an orderly manner to be dismissed.
- c. Transitions
 - i. Attention grabbers will be used in between activities to gain their attention for transition. (Examples: Mac & Cheese-time to freeze, clean up song)
 - ii. When student attention is needed there are three other signals that may be utilized
 - 1. Teacher may chant "Hands on top" while putting her hands on her head and students respond "Time to STOP" while putting their hands on their heads.
 - 2. Clap signal- Teacher may clap a pattern, students clap that pattern back to her
 - 3. When the lights are turned off, students are to stop talking

Confidentiality

*Confidentiality refers to the privacy of all students and family records and information.

*East Palestine Preschool considers all information concerning students and families to be confidential.

*The right of privacy is an inalienable right of all persons, and each staff member and program volunteer (including parents) are obligated to safeguard information obtained about children and families.

* Federal laws and regulations do not protect any information regarding suspected child abuse or neglect from being reported.

*All volunteers will sign a confidentiality pledge upon working in a preschool classroom.

Opportunities for Participation

*All parents are encouraged to participate in their child's learning by assisting in various experiences.

*The development of a quality preschool program is based on involvement from all individuals who are in a child's life. There are many opportunities for parents/guardians to be involved. Some possibilities are listed below:

1. Working with your children @ home in cooperation with the teachers and staff.
2. The opportunity to express ideas, concerns, and suggestions through an end of year parent survey.
3. Participate in Parent/Teacher Conferences, Goal Setting and Transition meetings.
4. Complete the ASQ and student questionnaire.
5. Attend parent engagement nights
6. Attend monthly PTO meetings
7. Be a parent volunteer in the classroom.
8. Attend special engagement days in the PreK classroom.

Classroom Ratios

3yr old Classrooms= Maximum rostered for classroom :18, ratio of adults to children 1:6

4yr old Classrooms= Maximum rostered for classroom: 28, ratio of adults to children 1:14

Curriculum

*Early Learning Content Standards that have been developed by the Ohio Department of Education serves to assist in the design and implementation of a quality curriculum for all learners.

*The district will utilize the Heggerty and Sit Together and Read curriculums for phonetic awareness and reading in the preschool classrooms. These programs will be used to aid in the development of daily lessons, experiences, activities, centers, stations and lessons that address academic and social emotional needs of the preschool child. Math skills will be taught through centers and small groups instruction utilizing the Highscope Curriculum. Wilson writing will be introduced and utilized to develop correct formation of letters and numbers and spacing.

*Ongoing documentation of the child's learning development will be provided to the parent at conferences at the end of the school year.

*Teachers will abundantly provide age and individual appropriate activities to promote all children's emotional, social, and educational growth. Teachers and parents will create goals for the students and these goals will be monitored by the teacher throughout the year.

Assessments

* All children will receive screening of vision and hearing within the first 45 days of enrollment. Concerns will be reported to parents for follow up with a doctor.

*Daily Observations and checklists used to track behavioral and developmental patterns of growth.

* Midyear and end of year progress reports will be based on the child's developmental levels and age appropriate expectations. (Every 12 weeks)

*Progress monitoring will aid in teachers developing lessons and activities to promote learning for all students.

* Parents will complete the ASQ yearly to aid in the assessment for all students.

*Teachers will administer the ELA (Early Learning Assessments) 2 times per school year for all students.

Staff

- * Staff licenses, health reports, and background checks (BCI and FBI) are available upon request.
- * All staff are trained in first-aid, CPR, recognition and management of communicable disease, and child abuse awareness.

Discipline

* The preschool teachers are responsible and in charge of their group of children. The classroom rules will be aligned with the EP Elementary Building PBIS plan.

Classroom Rules

1. We are respectful.
2. We are responsible.
3. We are kind.
4. We are cooperative.
5. We are safe.

*The examples of the rules will be developed together at the beginning of the year.

Individual Management Plan

*Modeling, redirecting, prompting, and provided choices will be used to modify child behavior. Separation from the problem, talking to the child about appropriate behavior and praising appropriate behavior will be used.

*When necessary an occasional short time out may be necessary.

*Positive choices and inappropriate choices will be taught and reinforced with individual stickers and a daily chart in the student's folder for the parents to monitor their child's behavior.

-Each child has their name on a sticker chart.

-All children will earn a sticker on their chart for making good choices at the end of each day. -During daily schedule if a child is caught making good choices they will be praised

-When the child fills up their sticker chart they may choose a prize from the treasure chest.

- Inappropriate or harmful behaviors will be reported to parents immediately.

-If a child consistently demonstrates negative behaviors, parents will be informed in writing of the behavior and consequences. If necessary, a behavior plan will be created to address the behaviors.

East Palestine City Schools has a BCaBA in the elementary school and trained RBTs (Registered Behavior Techs). These people will be utilized if needed.

Whole Group Management Plan

*All EP Preschool classrooms will utilize a whole class behavior plan. This is a great way to motivate EP Preschool students to follow class and school rules and procedures! This helps to create an atmosphere of community in the preschool classrooms.

Social Emotional Learning

* Each classroom will be utilizing the Second Step program or another SEL curriculum for social emotional learning. These curriculums help little learners listen, manage their behaviors and get along with others.

Procedures & Policies

* A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group for an appropriate amount of time per age. (1 minute/age)
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns.

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff

Discipline Procedures for disruptive behavior:

· Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as

a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, signed, and returned the next day to the teacher.

- If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's preschool teacher and preschool director.

- If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for the child to be sent home for a time to be determined, or removed from the preschool program altogether.

Behavior management/discipline policies and procedures shall 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, 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 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, and food shall not be used as a reward for behavior.

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

Safety Policy

- No child shall be left alone or unsupervised.
- Fire Emergency and weather alert plans are posted in each room.
- Children will climb only equipment designed for climbing.
- All staff is trained in child abuse/neglect and **required by law to notify Children's Services if they suspect any abuse or neglect has or is concurring.**
- Children are only allowed to leave the classroom with a parent or designated person.
- EP Preschool must immediately send home any child or employee who has a temperature of 100 degrees or higher. This individual may not return until they are fever free for 24 hours, without the use of fever-reducing medication. If the individual has had contact with someone confirmed or probable to have COVID-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program. Columbiana County Health Department- 330-424-0272

Directory

East Palestine Preschool
200 West North Ave
East Palestine, Ohio 44413
330-426-5306
Fax # 330-426-9592

Superintendent

Mr. Chris Neifer
330-426-4191

Elementary Principal

Mr. Rob Clunen
330-426-3638

Preschool Administrator

Carol Vollnogle
330-426-5307

Director of Student Services

Kim Russo
330-426-5310

3 yr old & 4 yr old Preschool Teacher

Mandy Cuddy
330-426-5349

3 yr old Preschool Teacher

Erica St. Esprit
330-426-5347

All Day Classroom Preschool Teacher

Nicole Goontz
330-426-5348

Logan Cope
330-426-5351

Intervention Specialist

Danitra DiLisio

330-426-5358

Program Secretary and Classroom Aide

Kasey Kridler 330-426-5306

Preschool Aides

Allison Sorrell	Sara Kinkead
Brittany Chick	Jamie Rosen
Lori Schwartz	Jennifer Kubler

All parents must sign and return this by September 4, 2023.

I have read and understand the Board approved East Palestine Preschool Handbook for the upcoming 2023-2024 school year.

Childs name: _____

Parent signature: _____ Date: _____

