

# WELLSVILLE LOCAL SCHOOLS

## PreSchool Handbook



*Rachel Dieringer*  
*Samantha Catalano*  
*Deb McCartney*  
*Lacey Dotson*  
*Kelsey Kaeze*

Preschool Teacher  
Preschool Teacher  
Classroom Paraeducator  
Classroom Paraeducator  
Paraeducator

*Shelbie Householder*  
*Lori Traina*

Principal  
Secretary

## Staff Directory

### Garfield Elementary

1600 Lincoln Ave.  
Wellsville, OH 43968  
School Phone: 330-532-3301  
Classroom Phone: 330-831-6079

<i>Rachel Dieringer</i>	Preschool Teacher (Room 124)
<i>Samantha Catalano</i>	Preschool Teacher (Room 122)
<i>Deb McCartney</i>	Classroom Paraeducator (Room 124)
<i>Lacey Dotson</i>	Classroom Paraeducator (Room 122)
<i>Kelsey Kasee</i>	Paraeducator (Room 122)

<i>Shelbie Householder</i>	Principal
<i>Lori Traina</i>	Secretary
<i>Stacey Beck</i>	SLP

To Report  
Complaints or Concerns  
Regarding the CCESC Preschool Program  
CALL

### The Office of Early Learning and School Readiness

@ The Ohio Department of Education  
1-877-644-6338  
(toll free)

**\*\*Each classroom is part of a yearly compliance process through the Ohio Department of Education. Parents may request a copy of the most current report at any time by contacting the classroom teacher or the CCESC Preschool Coordinator at 330-424-9591.**

## PROGRAM PHILOSOPHY

The Wellsville Preschool Program strives to provide a comprehensive and holistic preschool experience designed to enhance the child's *physical, social, emotional, creative, cognitive* and *language* growth. Children's learning occurs in these areas both independently and as a whole. Children are much more "alike" than they are "different." Therefore, the same good learning principles apply to all preschoolers.

A positive self-image is developed to a great degree during the preschool period and is the basic ingredient to future educational success. Multi-cultural, non-bias experiences, as well as age and individually appropriate equipment and materials are provided for children to develop their self-esteem and to encourage their acceptance of others. Adults model behavior based on respect for others which is then observed and imitated by children. Individual needs are met so that children feel safe and secure.

Language development is a key ingredient for success. Understanding and expressing one's actions, experiences, thoughts, needs, and feelings are part of active learning. Individual and small group interactions in naturally occurring experiences are the most effective ways to promote the development of competent communication skills in children.

Activities that are concrete, real, and relevant to the child's life enhance cognitive development in children. Activities that are child centered rather than teacher-directed are preferred in many situations. As children investigate, manipulate, and experiment with materials through play, they learn to construct their own knowledge. Teachers guide, expand, and stimulate the children's thought processes.

An interesting physical environment offering opportunities for both indoor and outdoor exploration, quiet and active play, self-selected or teacher selected play and individual, small and large group activity is designed. This environment will provide for intellectual stimulation, social, language, and physical development. Above all, experiences are fun, thought-provoking, and open-ended.

Gaining each of these skills and concepts will take place gradually and according to each individual child's timetable for growth. The process will be guided and encouraged, but not rushed or forced. Concepts will be introduced, defined, extended, and reinforced throughout the child's early childhood experience in ways that will enhance individual growth and promote self-esteem.

The instructional process will enable all children to develop and integrate their skills and values into a framework of creative decision-making and problem solving, the end result being a competent, responsible, well-rounded functioning citizen.

Wellsville Local Schools  
2024-2025 w/Spring Break

Aug 22	Teacher In-service
Aug 23	Teacher In-service
Aug 26	First Day of School for Students
Sept 2	No School - Labor Day
Sept 26	Parent Teacher Conferences 3-8pm
Sept 27	No School - Comp Day for Conferences
Oct 25	Last Day of 1st Term - ½ Day for Students
1st Term: Student Days - 43	In-service - 2      PT Conf - 1
Nov 5	Teacher In-service
Nov 27-Dec 2	No School - Thanksgiving Break
Dec 3	School resumes
Dec 23-Jan 3	No School - Christmas Break
Jan 6	School resumes
Jan 17	Last Day of 2nd Term - ½ Day for Students
2nd Term: Student Days - 45	In-service - 1
Jan 20	No School - Martin Luther King, Jr. Day
Feb 13	Parent Teacher Conferences 3-8pm
Feb 14	No School - Comp Day for Conferences
Feb 17	No School - Presidents' Day
Mar 28	Last Day of 3rd Term - ½ Day for Students
3rd Term: Student Days - 47	In-service - 0      PT Conf - 1
Apr 14	Teacher In-service - No School for Students
Apr 15-18	No School - Spring Break
Apr 21	School Resumes
May 26	No School - Memorial Day
Jun 5	Last Day of 4th Term - ½ Day for Students
4th Term: Student Days - 43	In-Service - 1
Totals:	
Student Days	178
PT Conferences	2
<u>In-Service</u>	<u>4</u>
	184



## **Preschool Program Goals**

1. Develop and strengthen each child's ability to choose and complete tasks with originality, responsibility, and self-discipline.
2. Encourage the child's curiosity and construction of knowledge through and intriguing environment and developmentally appropriate activities, materials, and practices.
3. Improve each child's ability to express and comprehend thoughts, ideas, needs, and feelings in order to communicate effectively with others.
4. Develop a positive self-concept and attitude toward learning self-control and a sense of belonging in each child.
5. Encourage the child's ability to think critically, reason, and solve problems.
6. Strengthen each child's management of his or her body and display gross and fine motor skills.
7. Develop relationships of mutual trust and respect with adults and peers.
8. Develop an awareness, tolerance, and acceptance of individual differences, needs, and viewpoints in an integrated culturally sensitive environment.

## **WELLSVILLE CALENDAR**

**\*All classes are Monday–Friday**

Morning Class 8:15–11:10

Afternoon Class 11:40–2:40

Full Day Class 8:15–2:15

## **Attendance**

Regular attendance is important for establishing routines, for maximizing opportunities for social interactions and for providing opportunities for children to practice new skills and behaviors.

Please notify your child's teacher if your child is unable to attend school for any reason. You may call the classroom phone or the school office. Please leave a message if the classroom staff or office is unable to answer when you call. **A written excuse is needed upon your child's return to school even if you have previously talked with the teacher.**

## **Physicals**

A physical must be on file within 30 days of your child's start date. If a physical expires or is not complete and on file within 30 days of the state date your child may not return to school until it is received. By law, there can be **NO** exceptions.

# Wellsville Local Schools

## Calendar A

August '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
Su	M	Tu	W	Th	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
Su	M	Tu	W	Th	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
Su	M	Tu	W	Th	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
Su	M	Tu	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July '25						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



School Closed/ Holidays



Inservice (no school for students)



Half Day



First and Last Day of School



P/T Conferences 3-8pm

**A child will be re-admitted to school under the following conditions:**

- Child's temperature has returned to normal for a 24 hour period, without the aid of medication.
- Child is free of any skin rash.
- No vomiting or diarrhea has occurred for a 24 hour period.
- Child has been properly treated for lice infestation.

**When a child who has been sent home with lice is ready to return to school, the parent must bring his child into the classroom in order for a staff member to determine that the child is indeed free of lice.**

**\*\*Also, as a precautionary measure, the classroom teacher will periodically check children for head lice.**

### **Medication**

Before medicine can be administered at school, a Release Form for Administering Medication must be completed. This form is to be filled out by the physician and must list the following information: 1) type of medication, 2) frequency, 3) possible reactions, 4) special instructions, 5) dosage.

### **Medical Issues**

When a medical condition arises that requires a doctor's care and/or special precautions or considerations, it is mandatory that the school receive a signed doctor's release for return to school to insure the child's safety while at school. If a medical plan should be updated as needed and reviewed at least yearly with the parents.

### **Snow Days/Delays**

Cancellation of classes for the entire day due to inclement weather will result in cancellation of all preschool classes.

**Two Hour Delays** will result in no morning classes. If a district is having an **early dismissal** of more than one hour, afternoon classes will be cancelled. Parents will be notified in advance of early dismissals.

### **Parent-Teacher Communication**

Teachers are available for conferences either in person or by phone. Parents/families are always welcome to visit the classrooms, but first, please give a notice to the teacher. Remember you must always sign in at the office when entering the building.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled twice during the school year. Additional conferences may be scheduled at the parent's or teacher's request.

### **General Well Being**

Upon arrival, and throughout the day, adults in the classroom will monitor the students' physical and emotional wellbeing. Any signs of distress will be reported to parents.

### **Illness**

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

A staff member shall immediately notify the parent when a child has been observed with symptoms or signs of illness.

A child with symptoms of illness will be isolated from other children for the following reasons:

- Temperature of 100 degrees Fahrenheit, or slightly elevated
- Unexplained spots or rashes
- Severe coughing that causes the child to become red or blue in the face and/or to make a whooping or croupy sound
- Difficult or rapid breathing
- Vomiting
- Diarrhea two or more times in the same day
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Untreated infected skin patches
- Unusually dark urine and/or grey or white stool
- Sore throat or difficulty swallowing
- Evidence of lice, scabies, or other parasitic infestation
- Stiff neck

A child with any of the above signs or symptoms of illness shall be immediately isolated from other children and provided with a cot and blanket. A staff member will remain with the child. Upon identifying any signs of illness, the teacher or assistant trained in communicable diseases will contact the parent/family. At that time, a decision regarding whether the child should be discharged immediately or at some other time during the day will be made.

When the ill child leaves the center, all linens and blankets used by the child will be laundered immediately following disinfecting guidelines. After use, the cot shall be disinfected with appropriate germicidal agents or, if soiled with blood, feces, vomitus, or other body fluids will be cleaned with soap and water then disinfected with a germicidal agent.

When the parent/family member comes to pick up the child, staff will instruct them to contact their family physician. The child cannot return to class until 24 hours have elapsed since symptoms were last present. If the child was diagnosed or suspected to have a contagious disease, a release from the doctor is necessary for the child to reenter the class. If the child has the flu or cold, he/she can return to the classroom after 24 hours have elapsed with not symptoms.

**\*\*Any child exhibiting any of the symptoms at home should not be sent to school.**

### **Transition Procedure**

The transition from preschool to school age for children with special needs will begin approximately in January of the year that the child will be entering school age programming. This transition process will include parental written consent for a reevaluation of the child. The reevaluation generally consists of teacher input, speech/language testing, intelligence testing, and any other relevant information deemed necessary by the evaluation team.

Transition for the typical students will involve parent conferences to discuss the transition, completion of transition forms, visits to the kindergarten classroom and information concerning kindergarten screening being shared with the parents.

### **Wellsville Preschool Fees**

For families who do not qualify for the E.C.E. Preschool Scholarship Grant, we offer an all-day or half day class. The cost is \$160.00 for all-day and \$80.00 for the half day.

The fees are due on the 15<sup>th</sup> of each month, beginning on September 15<sup>th</sup>.

- If the 15<sup>th</sup> falls on a Saturday, the fees are due on the 14<sup>th</sup>.
- If the 15<sup>th</sup> falls on a Sunday, the fees will be due on Monday the 16<sup>th</sup>.

There will be a 3-day grace period for all fees. If fees are not paid by then your child will not be able to return to class until fees are paid. May 15<sup>th</sup> will be the last monthly payment for the school year.

You may pay cash or check made out to Wellsville Local Schools.

## The Ohio Department of Medicaid

(<http://medicaid.ohio.gov/>)

Look under Families & Individuals tab, then Programs & Initiatives, then Healthchek

### Healthchek

*Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.*

#### Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

medical history

complete unclothed exam (with parent approval)

developmental screening (to assess if child's physical and mental abilities are age appropriate)

vision screening

dental screening

hearing assessment

immunization assessment (making sure child receives them on time)

[lead screening](#); and

other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

Read the Healthchek and Pregnancy Related Services Information Sheet: [English](#) , [en Espanol](#) or [Somali](#)

Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.





## *Garfield Elementary Preschool*

1600 LINCOLN AVENUE  
WELLSVILLE, OHIO 43968

### BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constrictive, 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.
- C. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- D. The center's actual method 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 chair 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 the child or the child's 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 center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- E. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- F. All staff members shall receive a copy of the center's discipline policy for review upon employment.





## *Garfield Elementary Preschool*

1600 LINCOLN AVENUE  
WELLSVILLE, OHIO 43968

I have received a copy of the Garfield Elementary Preschool  
Behavior Management/Discipline Policy for the Wellsville Local  
Schools Preschool Program.

Student Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_