



Southeast Local Schools

Preschool
Registration





Welcome Aboard!

Southeast Local Schools Preschool
Located at Apple Creek Elementary School
173 West Main Street
Apple Creek, Oh 44606

Administration and Staff

Matt Karolewski, Principal and Preschool Director
Holly Mastrine, Curriculum/Special Programs
Vickie McConnell, Building Secretary
Lindsey Conrad, Preschool Teacher
Amy Carter, Preschool Aide



Phone Numbers

Apple Creek Elementary 330-698-3111
Southeast Board of Education Office 330-698-3001

Preschool Class Hours:

9:15a.m. – 3:00 p.m. Monday, Wednesday, Friday - 4 and 5 year olds

9:15a.m. - 11:30a.m. Tuesday, Thursday - 3 year olds

12:45p.m. - 3:00p.m. Tuesday, Thursday - 4 and 5 year olds



Our Philosophy

We believe:

- that children should be valued as individuals;
- that children should feel safe and supported in their environments;
- that playing and talking are the ways in which young children learn about themselves and the world around them;
- that learning should be meaningful and fun;
- that children are actively engaged in learning;
- that children learn through taking risks, making mistakes and celebrating success;
- that learning should encompass multiple opportunities and experiences to meet diverse needs and interests of individual children;
- that the process of learning is more important than the end product;
- that children develop their social, emotional, physical, and cognitive skills at differing rates;
- that children need to develop a sense of responsibility for their own learning;
- that parents are the first educators of children and have a vital part to play in the establishment of their child's learning environment.

The Southeast Local Schools Preschool will ensure that young children will develop, learn and thrive in an environment of relationships. Our children deserve to be connected to adults who nurture their self worth, respect their understanding of experiences and support their growing abilities.

Our Goals:

- To foster the development of a healthy self image to develop positive relationships, strong learners and eager participants.
- To ensure that each child feels safe, secure and valued.
- To develop in each child an active curiosity about the world and an enthusiasm for learning.
- To provide opportunities for the children to build fundamental skills and acquire new information and knowledge through discovery and problem solving.
- To provide opportunities to enable children to be expressive and creative through the use of language, physical activity, play materials, exploration, art and music.
- To develop the whole child socially, emotionally, cognitively and physically.
- To ensure that parents and teachers work together in the interest of the individual child.

Our goal is to provide the highest quality preschool education experience in a secure, nurturing and stimulating environment. Southeast Local Schools will serve the physical, emotional and intellectual needs of the preschool children and their families.

Staff

Teachers are an essential part of a quality program. For this reason, our standards are high in choosing highly qualified staff members. The staff continues to improve their knowledge of child development through classes, workshops, seminars and college level courses. All staff will be trained in CPR/First Aid, Child Abuse Recognition and Communicable Disease Awareness.

Developmentally Appropriate Practices: Curriculum

Ohio's Preschool Learning Standards are statements that describe the knowledge and skills young children should learn, with adult guidance, before entering kindergarten. Based on research, these standards serve as the foundation for creating meaningful developmentally appropriate early learning experiences within our preschool classes. The preschool standards are aligned with Ohio's Kindergarten Standards that help teachers, children and families understand what is expected in kindergarten. The Southeast Local Schools Preschool learning experiences are established following these state standards. These standards include Language Arts, Mathematics, Science and Social Studies. All families are provided with a copy of the Preschool Learning Standards upon registration.

Two important frameworks are critical to our preschool curriculum development: The Ohio Revised Early Learning Content Standard and The Ohio Model Curriculum.

Learning and instruction experiences are provided through the use of various learning centers. Centers may include, but not limited to, the following: Literacy, Math, Writing, Art, Blocks, Dramatic Play, Science/Discovery, Large Motor, Fine Motor, Thematic, Water/Sand, Music/Movement, Cooking and Technology.

Sample Half-Day Schedule for Tuesday & Thursday:



Drop-Off/Welcome
Center Time
Circle/Group Time
Snack
Directed Activity / Large Motor
Music/Movement
Dismissal



Sample Full-Day Schedule for Monday, Wednesday & Friday:

Note: Times may be a little flexible especially around lunch, etc., until a routine is achieved.

9:15- 9:25	Arrival, wash hands, morning work	11:30-11:50	Lunch (no additional cost)
9:25- 9:55	Free Choice Centers	11:50-12:20	Recess
9:55-10:15	Circle Time	12:20-12:30	Read Aloud
10:15-10:20	Restroom	12:30- 1:15	Nap / Quiet Time
10:20-10:35	Snack (juice – no additional cost)	1:15- 1:50	Free Choice CENTERS
10:35-10:50	Recess (outdoor play)	1:50- 1:55	Restroom
10:50-11:00	Music and Movement	1:55- 2:30	Special Activity (P.E., Music, Art)
11:00-11:25	Directed Activity (whole group)	2:30- 2:45	Circle Time
11:25-11:30	Restroom/Wash Hands	2:45- 2:55	Pack up to go home
	(a.m. students pack up to go home)	2:55- 3:00	Dismissal



Drop Off/Dismissal Procedures

Drop off for preschool students is to begin no earlier than 9:05 a.m. and 12:35 p.m.

The route will be to turn down Mayer Street off of SR 250 (an alley east of the school), turn right at the end of the alley (west), turn right onto the east drive by the school (north), stop by the double door of the elementary building where a staff member will unload your child for you, proceed onto SR 250. This can not begin until 9:05 a.m. If you find yourself ahead of schedule, please wait in the grocery store parking lot until 9:05 a.m.

Preschool dismissal time is 11:30 a.m. and 3:00 p.m. Buses have been instructed not to enter the east drive until after 3:20 in the afternoon.

Follow the same route for *Drop Off*. You may have your child enter your car, then move ahead a space in order to stop and buckle your child before proceeding out the drive. By moving ahead a bit, it will allow another child to be picked up while you are seeing that your child is secure. As you move through the drive and alley, please go very slowly and be watchful for others.

Children must be picked up by an authorized adult. At the Parent Orientation Meeting, the preschool teachers will explain about a sign with your child's name on it that you will need for your car for "pick up" of your preschooler. Parents must complete the authorization release form that is in your registration packet.

Personnel for supervision of children are not available past the dismissal time. Therefore, it is important to be prompt. In the event that your child is not picked up at the appropriate time, every effort will be made to reach you at home, work, or your emergency contact person will be called. If a child is not consistently picked up on time (15 minutes late), there will be a \$5.00 fee assessed for the third time and subsequent times.

Preschool Parent Orientation Meeting

You will receive a letter regarding a preschool parent orientation meeting to take place at the beginning of the school year. Supplies and paperwork may be turned in at this meeting and fees paid. Fees can be paid with money order, personal check, or cash (**exact change please**).

Meet Your Teacher Night

Meet Your Teacher Night will be held before school starts. This date will be the same for all Apple Creek Elementary students. We will keep you informed of the date and time once it is set. Students and their families are invited to come to school on this evening to see their new classrooms, meet their teachers and meet old and new friends. You may also bring any supplies and turn in paperwork. Once you have visited the preschool room, please feel free to walk around the main building before you leave.

Parent Participation

All parents are welcome and encouraged to participate in a variety of ways in the preschool program. This is not a requirement but a way to create a positive home and school connection and provide extra support for our teacher, aide and children. Southeast Local's District Parent Coordinator and one parent at each building is assigned to be a Parent Volunteer Coordinator for that building. A volunteer sign up form will be provided and any parent interested in contributing their time and talents is invited to respond. The preschool teacher may also request specific assistance throughout the year. Working parents are also invited to help out with special projects that can be done outside of school hours.

Parent/Teacher Conferences

Parent/teacher conferences are formally arranged two times each school year. All parents are urged to participate. Detailed information is sent home to you in advance to schedule times and dates. It is our goal to have 100% participation at both first and second semester conferences. Individual progress reports will be provided at parent/teacher conferences.

Teachers or parents may also request a conference on an "as needed" basis. Please make prior arrangements to meet with the teacher through a note or a phone call. Impromptu conferences during preschool class time are not appropriate.

1st Semester Conferences held in November ~ watch for specific date/time

2nd Semester Conferences held in February ~ watch for specific date/time

Student Records

Senate Bill 140 requires that parents inform the school anytime the custody of a child changes. Copies of court orders pertaining to a child's custody must be on file in the child's record.

Health and Safety

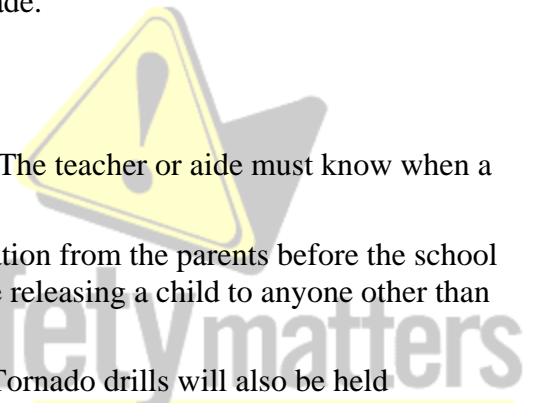
The Ohio Revised Code Section 2151.421 requires any professional employee to report suspected child abuse or neglect to Children's Services immediately. The school does not investigate such cases and makes no other decision in that regard. All referrals are confidential.

Safety

After a child arrives at school, he/she is not permitted to leave the school grounds for any reason unless accompanied by a parent or an individual designated by the parent. Parents must notify the school with a written note (if possible) if someone will be picking up the child other than the parent. Also, please notify the preschool staff of any carpool arrangements that are made.

Safety Policy

1. No child will ever be left alone or unsupervised.
2. Children will be brought inside the building upon arrival. The teacher or aide must know when a child has arrived, and when a child is being picked up.
3. Anyone picking up a child from school must have verification from the parents before the school will release a child. Identification may be asked for before releasing a child to anyone other than a parent or person listed on the Emergency Medical form.
4. The school will hold monthly fire drills at various times. Tornado drills will also be held periodically. The dates and times of all fire and tornado drills will be recorded and on file in the school. An emergency lock down drill will also take place within the school buildings once a year.
5. A plan and diagram showing evacuation routes is posted in the classroom explaining action to be taken and staff responsibility in case of fire emergency and weather alerts.



Emergency Drills

Fire, tornado and other emergency drills are held periodically. Instructions for drill procedures are posted in the classroom and are reviewed and practiced with all children. Please remind your child that these are practice drills for everyone's safety.

Admission/Registration Policy

Parents/guardians of all prospective preschool students should complete a registration form and \$30.00 nonrefundable registration fee to hold a space for the child. Preschool registration begins March 1 each year. Until March 31, classroom space priority will be given first to residents of the Southeast Local School district. After March 31, enrollment of out of district residents will be considered on a "space available" basis.

Children must be 3 by August 1st for the 3 Year Old class or 4 years old by August 1st for the 4 & 5 year old class.

If your child is not 3 by August 1st, and you would like to enroll them during the school year when they turn of age, you may enroll them if there is an opening at that time in the desired program. **Early entry to preschool will not qualify or warrant early entrance to Kindergarten.**

A physician's medical report is required to be on file.



Programs available at this time:

Three Day Program <i>Monday/Wednesday/Friday</i>	4 & 5 year olds <i>All Day Program</i>	9:15 – 3:00 p.m.	\$210.00/month
Two Day Program <i>Tuesday/Thursday</i>	4 & 5 year olds <i>Afternoon Program</i>	12:45 – 3:00 p.m.	\$ 80.00/month
Two Day Program <i>Tuesday/Thursday</i>	3 year olds <i>Morning Program</i>	9:15 – 11:30 a.m.	\$ 80.00/month

Tuition payments are due the **first day of each month** starting September 1.

Mail payments to:

Southeast Local Schools, ATTN: PRESCHOOL, 9048 Dover Road, Apple Creek, OH 44606.

The payment must reach our office by the first day of each month (or be postmarked before that date) to avoid a \$25.00 late fee (As long as it is post marked by the due date, you will not be charged a late fee.) **Please make checks payable to the Southeast Local School District.** There will be no charge for the days of preschool in August. Fees will not be adjusted for calamity days, vacations or illness.

If making a payment in person, please pay with check, money order or cash (exact change only).

NOTE: If tuition is still not received two weeks after the due date (the 15th), your child may no longer attend classes until that month has been paid in full, including the late fee. A sliding fee scale is available upon request for families who qualify for assistance.

School Calendar

Preschool classes will begin on the first day of school for all students in the district and will follow the school calendar year.

School Closing / Delay...

In the case of inclement weather or emergency school closings, please listen to WQKT 104.5 or WKLM 95.3 radio, TV channel 3 "I-ALERT", or the Southeast School District website at southeast.K12.OH.US. If Southeast Local Schools (Wayne County) are closed, the preschool class for that day is canceled. **If Southeast Local Schools are on a one hour delay, preschool will begin at 10:15 a.m. If Southeast Local Schools are on a two hour delay, the morning preschool class will be canceled.**

Snack

There will be a Snack Schedule distributed to parents to provide daily snacks. Snack time is a very important part of the preschool day as children are learning a variety of social and fine motor skills. Juice will be available for all students during snack time.

Snack Juice & Lunches for M-W-F Class: The cost of snack juice and lunches are included in monthly fee.

Birthdays

We recognize birthdays as special and important occasions. Parents/guardians are welcome to provide a birthday treat to share with your child's class. Please make arrangements with your child's teacher.

Preschool Supplies

Each child should bring a tote bag/back pack to school daily.

In addition to the tote bag/back pack, we are asking each family to bring the following supplies to preschool:

- Change of clothes (underwear, socks, shirt, and pants) in a gallon size zip-lock plastic bag with the child's name taped on the plastic bag. These will be kept at school in the event a change of clothes is needed.
- **Monday, Wednesday, Friday class only:** two containers of Clorox Wipes, one container of baby wipes, one box of Kleenex, eight glue sticks, one box of sandwich size ziplock bags, and two black dry erase markers.
- **Tuesday, Thursday half-day classes:** one roll of paper towels, one package of napkins, one box of dixie cups, one box of quart-size ziplock bags, eight glue sticks, and two containers of playdoh.

These supplies can be brought to the preschool classroom on Meet Your Teacher Night in August or anytime during the first week of school.

Behavior Management/Discipline

In order to maintain a happy, healthy, disciplined learning environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration/respect for others.

The key to effective discipline is reinforcement of positive behaviors, firmness, fairness, consistency and mutual respect. The preschool staff members will set reasonable limits of behavior (based on safety and concern for the welfare of the child and other children). Guidelines, based on research and theory from The Creative Curriculum, will also be followed as the learning environment is created each year. Examples include: a discussion with children about rules, teaching social problem-solving skills, and responding to challenging behavior.

The goals for the children are to:

- Become self-confident and independent while learning to accept limits
- Develop inner control
- Develop respectful relationships
- Show respect for themselves, adults and property
- Learn about problem-solving and making good choices



Behavior Management/Discipline (continued...

Within the Southeast Local Schools preschool classes, children will learn through positive reinforcement and direction. When problems arise, the staff will evaluate the situation, redirect and process the issue with the child. Also, a child may be directed to a supervised 2-5 minute calming down period or time at the "Quiet Area" to provide the opportunity for personal resolution of the conflict.

If a child continues to misbehave and disrupt the class, the parents will be asked to participate in a parent/teacher conference to determine the best way to remedy the issue. Every effort will be made to correct the problematic situation; however, at some time it may be the director's decision to terminate the child's enrollment in the preschool program. The following are considered possible reasons for termination from the preschool program: continued disruptive or dangerous behavior, abuse of other children, staff or property or the schools inability to meet the child's needs.

Discipline Policy & Procedure Requirements as Indicated by the ODE Rule 3301-37-10

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline should be delegated to any other child.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or family; or other verbal abuse.
- 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.
- 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.
- 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.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Parental Concerns Procedures

Communication is a priority within the Southeast Local School District. If a parent feels that he/she has a justifiable concern or complaint the following procedures should be followed:

1. Discuss the concern with the teacher.
2. If an agreeable resolution is not determined, discuss the concern with the building principal/preschool director.
3. If not resolved, the parent may then file a written complaint to the superintendent's office. The superintendent, or designee, will conference with the parents.

The most recent written inspection report, done by the Ohio Department of Education, shall remain posted near the program license in the classroom. Parents may obtain a copy of the inspection report by contacting the Board Office: 330-698-3001.

Health

Student Medication at School

The primary responsibility for the administration of prescription drugs and other medication to their children is with the parent. Times for the administration of such medication should be done whenever possible to avoid school hours. If this is not possible, parents may come to school to administer medication to their children by notifying the school.

School personnel will only administer drugs, prescribed by a physician, to any student during school hours in accordance with board policy and state law. This includes prescription and over the counter medication, such as Tylenol, cough syrup or cough drops. Medication must be received in its original container, labeled with the student's name, name of medication and proper dosage. The proper medication form at the back of this handbook can be copied, and **must** accompany the medication before personnel can dispense it to a student.

Epinephrine Auto-Injectors (Epi-Pens) are available at our buildings for emergency use.

Management of Communicable Disease

All preschool staff members will be trained in the prevention, recognition and management of communicable diseases and will annually review the signs and symptoms of illness as well as proper hand washing and disinfection procedures. No staff member will be present in the classroom if he/she shows signs of a communicable disease.

A list of communicable diseases will be posted in the preschool classroom. Staff members will observe children upon entering the classroom and throughout class time. A staff member will notify the parent/guardian if the child is displaying any of the following signs and symptoms:

Level I

- | | |
|-----------------------------------|---|
| 1. Diarrhea | 8. Stiff neck |
| 2. Severe coughing | 9. Unusual spots or rashes |
| 3. Difficult or rapid breathing | 10. Sore throat / difficulty swallowing |
| 4. Yellow skin or eyes | 11. Vomiting |
| 5. Conjunctivitis (pink eye) | 12. Lice, scabies or parasites |
| 6. Infected skin patches | 13. Elevated temperatures (of 100 degrees Fahrenheit or higher) |
| 7. Dark urine/gray or white stool | |



In the event that one or more of these conditions are present, the child will be isolated, parents notified, and arrangements for the child to go home will be made. Children who are isolated will be cared for in the school office, where a cot is available and supervision given, until being dismissed to the parent/guardian.

Level II (Mildly Ill)

1. Minor cold symptoms
2. Not feeling well enough to participate

A mildly ill child will be observed for escalation of the condition. Decisions about removing the child from class will be made by the preschool staff and parent. A child who becomes ill during the day will be dismissed to the care of his/her parent or guardian. If the parent/guardian is not available, the child will be dismissed to his/her designated emergency contact person.

All preschool parents will be notified in writing when children are exposed to pink eye, ringworm, chicken pox or lice, as well as other communicable diseases, consistent with board policy and state regulations.



Returning to the Classroom

Children must be free from fever or other symptoms of communicable disease for 24 hours before returning to school. If applicable, a good rule of thumb is that a child should complete 24 hours of antibiotic treatment before returning to school.

If the child has a communicable disease, we may request a doctor's note, which should include the following:

- Date of visit to doctor
- Type of illness
- Date child may return
- Doctor's signature

Head Lice Policy

Students will be checked for head lice by the school health nurse or by other school personnel at intervals or as the need is indicated during the school year. When students are found to have had lice or nits (egg cases) present in their hair, parents will immediately be called to pick up the child. Children who have lice or nits must be properly treated and proof of treatment must be provided to the school before the student can be readmitted to class. The student's hair will be rechecked upon their return to school to ensure that they are free from lice and nits before they are readmitted to class. The Board reserves the right to require a written statement from the student's physician or from the public health department, indicating that the student is free from lice and nits before being readmitted to class.

Immunizations

An immunization report is required for your child to be enrolled and participate in preschool. The immunization record must be provided to preschool staff by the first day of school. (See Page 9)

Physician's Medical Report

A physician's medical report must be on file with preschool staff prior to the first day of school. The form for this medical report is provided in the registration packet.

Health Screenings

The following screenings will take place throughout the school year: head lice, hearing, speech and vision.

REQUIRED PAPERWORK

As you fill out your child's paperwork for preschool, please read each section carefully. Fill out each form completely.

1. CHILD ENROLLMENT AND HEALTH INFORMATION FOR CHILD CARE CENTERS AND TYPE A HOMES (3 Pages)

This form must be completed in full and must be on file **prior to** your child's first day of preschool. Make sure to indicate if you would like to be on the parent roster. The parent roster is distributed to other families in the class for use in contacting other parents to arrange carpooling or play dates. It includes the child's name, parent(s)' name(s), and a telephone number for each family in the class that has elected to be on it.

If your child attends preschool for two years, this form only needs to be reviewed for the second year. You will not need to fill out a new form unless there are changes in personal information or medical history.

2. HOME LANGUAGE SURVEY

This form is required for all students attending Southeast Local Schools and all children attending Ohio public schools. Its purpose is to help identify students who may need to be tested for English as a Second Language services. This form needs to be on file **prior to** your child's first day of preschool.

3. CHILD MEDICAL STATEMENT

This form must be filled out by your child's physician. A copy of immunizations can be attached or written directly on the form. The physician must sign the form and include their contact information. This form must be turned in **within 30 days** of your child's first day of school. Medical statements are valid for one year from the date of examination. If your child's medical statement expires during the school year, you will receive a notice from the teacher and you will have 30 days from the expiration date to turn in an updated form. If your child does not receive immunizations, please see the teacher or administrator to receive an *Immunization Exemption Form*. You will still need a physician's signature on the **CHILD MEDICAL STATEMENT** to insure your child's health.

4. STUDENT MEDICATION REQUEST FORM

This form only needs to be filled out and turned in if your child has medication that must be administered during the school day. This may include daily medications, EpiPens and/or emergency inhalers. If your child has food allergies or asthma, please make sure these emergency medications are turned in.

5. EMERGENCY MEDICAL FORM

Ohio State law requires an Emergency Medical Authorization Form from each student. This enables parents to authorize emergency treatment for a child should they become ill or injured while under school authority. This is very important when parents cannot be reached. It will also alert preschool personnel to medical problems that may require special treatment. Students who become ill or injured during school hours may come to the school office/clinic for help. No student will be allowed to leave the building without the permission of a parent, guardian, or another person (as noted on the Emergency Medical Authorization Form) designated to assume responsibility when a student is ill. Only minor first aid treatments are performed at school, such as a band aid or an ice pack.

If any changes are needed on the Emergency Medical Form, please inform the preschool staff.

Attendance

Please notify the Apple Creek Elementary school office by 9:00 a.m. **each day** that your child will be absent from preschool. The phone number is 330-698-3111. Regular attendance is important. In order to initiate good school habits, we encourage you to have your child at school on time.

Field Trips

If children are transported by vehicle away from the school on field trips:

1. A first aid kit will be available on all field trips.
2. A person trained in first aid will be available on all field trips.
3. Each child on the trip will have an identification tag attached to him/her.
4. Each child's Emergency Medical Authorization form will be taken on field trips.
5. A minimal extra cost may be requested for some field trips.



For family events and/or trips, the parent/guardian is responsible for safety of his/her child(ren).



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, go to: <http://www.medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>