

**Youngstown City Schools
Parent Handbook
2017-2018**

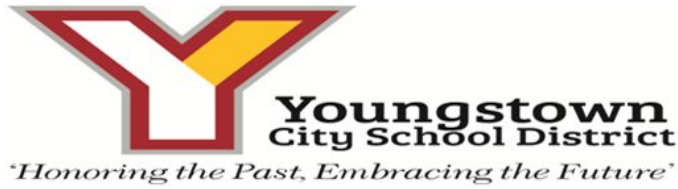


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PHILOSOPHY

- We believe that each child is a unique human being and will be treated with dignity and respect.
- We are committed to supporting each child’s optimal social, emotional, intellectual and physical development within a safe and enriched educational environment.
- We believe that all children want to learn and that the teacher’s role is that of supporter and facilitator of development.
- We believe in a play based developmentally appropriate curriculum with a variety of both quiet and active play activities. Through play, children learn to see themselves as explorers, discoverers, problem solvers and inventors.
- We believe in mutual respect between educational staff, parents and students. The key to this mutual respect is open communication and listening to others’ ideas.
- We believe that the best education will result from an active partnership between parents, administration, educational staff and children.
- We believe in aligning our preschool activities with the Ohio Department of Education Early Learning and Development Standards. By exposing our students to these content standard indicators, they will enter kindergarten ready to learn.

SCHOOL CALENDAR

The Youngstown City Schools Preschool will follow the calendar of the school district. If schools in the district are closed due to inclement weather, all preschool units will be closed.

OPERATING SCHEDULE

Monday-Friday

8:15am-3:40pm

DAILY ACTIVITIES

- Arrival/Sign in
- Breakfast and Lunch
- Large Group incorporating Literacy
- Cooperative Play Centers
- Intervention
- Small Group (game, experiment, object exploration)
- Snack
- Nap/rest
- Gross motor/physical education
- Music & Movement

ATTENDANCE

In order for your child to get the full benefit of preschool, punctual daily attendance is required. To establish first rate school habits, please have your child prepared for a good day. Wake your child up with plenty of time to wash, dress, brush teeth, and welcome the new day with a positive attitude. Your child's thoughts and feelings about school will be a direct reflection of your thoughts and feelings about school, so, stay positive! Parents notify the teacher and bus personnel before the start of the school day if your child is not coming to school.

Youngstown City Schools Busing. 330-744-5906

Youngstown Community Busing. 330-743-5344

TRANSPORTATION

Transportation is available for all preschool children within the city limits. **It is the policy of the preschool program, if a change in transportation occurs, parents/guardians must call the preschool office. Please allow three days for transportation changes.** You may need to transport your child during that time. No telephone call requests for same day transportation changes can be honored. This policy is in effect for the safety of our students. It is the parent's responsibility to insure that someone is at the designated drop off location when the bus arrives following preschool. If there is no one at home, the police will be contacted.

CONFERENCES

Conferences are held twice a year. Parents/guardians are required to attend both of them. Additional conferences may be scheduled at the request of the family or the teacher. Your preschool teacher will make every effort to schedule conferences at convenient times for your family.

BREAKFAST AND LUNCH

Breakfast and lunch are provided for all of the children attending Youngstown City Schools preschool program. Healthy snack will be offered in the afternoon daily. **Please be sure to inform your child's teacher of any known allergies or eating problems.**

NAPTIME PROCEDURES

Children attending our program longer than 5 hours will be offered a rest time for a minimum of 30 minutes. Each child will have their own

individual cot for exclusive use.

CONCERNS/QUESTIONS

If there is ever a concern or question that you have about any part of this Preschool Program, please discuss them with your child's teacher. If a good solution cannot be reached, call:

- Early Childhood Supervisor: Melissa Puhalla
(330) 744-7325
- Early Childhood Coordinator: Emily Walker
(330) 744-7382

Anyone who has a complaint about this program may call the Ohio Department of Education Ombudsman at (614) 466-4839 or the Office of Early Childhood Education at (614) 995- 9974.

INSPECTION REPORTS

You may request a copy of the Ohio Department of Education Preschool Inspection Reports. A copy is displayed in the classroom with the program license.

CONTINUUM OF SERVICES

In accordance with state and federal law, the Youngstown City Schools Preschool Program offers a continuum of services:

- Full Day Program servicing both students with special needs and typically developing students;

- Itinerant Services provided within the child's daycare facility or other designed setting.

CURRICULUM AND ASSESSMENT

The Creative Curriculum has been adopted by the Youngstown City Schools Preschool Program as its' curriculum and evaluation system. It consists of developmentally appropriate activities and approaches which meet the individual needs of children. This curriculum is aligned with the Early Learning and Development Standards adopted by the Ohio State Board of Education.

The Early Learning Assessment (ELA) is the formative assessment component of Ohio's comprehensive early childhood assessment system called Ready for Kindergarten. It is required to be administered two times per year. Teachers are required to administer the ASQ:SE one time per year to all children and the Early Childhood Outcome Summary one time per year to students with special needs. Your child's preschool teacher has a full understanding of child development and provides daily instruction in a child-friendly environment.

During your child's school year, Youngstown City Schools will screen height, weight, vision and hearing as part of the health screening. Developmental screenings will be conducted by the classroom teacher. All screenings are completed within the first 60 days of school.

CLASS SIZE

Each Preschool Special Education class is limited to a maximum of 16 children unless a waiver is provided by the Ohio Department of Education. Each Early Childhood Education class is limited to a maximum of 20 children. There is at a minimum one teacher and one educational assistant per classroom. All classes include children with

special needs and typically developing children. A qualified substitute is available in the absence of the teacher or educational assistant.

DRESS REQUIREMENTS

Your child will work and play in preschool everyday! Please dress them in play clothes and sturdy shoes. Pull-on clothing is required for children who can not do buttons, snaps, zippers, buckles, or other fasteners. Slip-On shoes or shoes with Velcro fasteners are required for children who can not yet tie shoes.

Your child's clothing may become wet or dirty at school. Please send an extra set of clothing for the exclusive use of your child which includes shirts, pants, and undergarments.

Outdoor play is almost always a part of your preschooler's day. The children go out for brief walks and gross motor play. Please dress your child for the weather. During cold weather your child should have hats, mittens, boots, and a warm coat. When boots are worn, please send a pair of shoes for indoor wear.

FIELD TRIPS

Field trips are an essential part of your child's learning experience. You will be notified of the trip ahead of time. For your child's safety, we often need extra adult supervision. Parents are encouraged to volunteer for field trips. No child may go on a field trip without written consent of the parent or guardian. At times a small fee for field trips may be requested since this is not a regular part of our operating budget. Your support is appreciated. However, no child will be denied access to field trips of inability to pay.

PARENT INVOLVEMENT

Preschool orientation, parent meetings, conferences, newsletters, open

house/meet the teacher events, and classroom visits are available to all our preschool families. Family members may also participate in the program by preparing classroom materials or helping out in the classroom on special days. Families are encouraged to communicate with staff about any and all parts of the preschool program, both verbally and in writing. Any parent of a child shall be permitted unlimited access to the school during hours of operation, to contact his or her teacher, to evaluate the care provided by the program, the premises or for other purposes approved by the director. All parents shall sign in upon entering the main office, as well upon entering the preschool classroom.

A parent roster for each group of children in the program, consisting of the name and telephone number of the child and of the child's parents, will be prepared and made available to each parent upon request. Each parent will be asked to provide a signed statement indicating whether such individual desires to be included in the roster. The roster will not be furnished to any other person other than a parent. Please contact the program supervisor or classroom teacher for the roster.

HEALTH/ILLNESS

All children must have a current medical exam on file no later than 30 days after starting in the program. A current dental exam must also be on file for **all** students attending the program (except when a dentist is not able to complete an exam).

For the staff and student protection, we follow the Ohio Department of Health "Child Day Care Communicable Disease Chart." The chart is posted in every classroom. Children who exhibit symptoms of communicable disease are isolated immediately and made comfortable on a cot. A staff person will remain with the child until the parent/designated person arrives to pick up the child.

Children with the following conditions **should** remain at home.

- A fever of 100 degrees F or above
- Unusual spots or rashes that have not been examined by a medical doctor
- Diarrhea or vomiting two or more times in a day
- Rapid or difficulty breathing
- Evidence of head lice, scabies, or other parasitic infestation
- Conjunctivitis (Pink Eye)
- Yellowish skin or eyes
- Unusually dark urine, or gray or white stool
- Stiff neck
- Excessive fatigue
- Pain that interferes with normal activity
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Untreated infected skin patch(es)
- sore throat or difficulty swallowing

The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness. A child with any of the above signs or symptoms shall be isolated immediately and discharged to the parent.

Children are allowed to return if they have no symptoms of communicable disease for at least 24 hours or if a doctor states in writing that they are not a risk to others. If your child has been exposed to a communicable disease, you will be notified by a school staff

member.

Children who are sent home due to head lice must be checked by the school nurse before being readmitted to school.

Please notify a preschool staff member if your child is taking any medications. District procedures for administering medication **MUST** be followed at all times. **Medications cannot be administered without the required documents.**

- Written Doctor's orders/emergency
- Medication in the original container dated and labeled
- Parent signature giving permission to administer the medication

A staff member shall notify parents if a child is experiencing minor cold symptoms, but does not appear to be seriously ill. The child will be cared for within the preschool classroom. The parent may pick up their child from school if desired.

SAFETY

Your child's safety and security is of the highest priority. Our preschoolers are always under adult supervision. Whether it is a parent, teacher, teacher's assistant, bus driver, secretary, or administrator, children are with adults at all times. There is a First Aid Kit and telephone in every preschool classroom.

All teachers and teachers assistants attend approved courses to maintain their certification in First Aid, Communicable Disease Recognition and Management, and Child Abuse Recognition and Management. School

staff is required by law to report suspected neglect or abuse. Emergency evacuation routes are posted and practiced. Preschool is closed if the school is closed. In case of bad weather, please listen to the local TV and radio stations, or call the school.

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 \(Instructions\)](#), [en Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

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

Questions form.

EMERGENCY

In case of accident or illness during the school day, the teacher will notify the parent/guardian using information supplied on the emergency form. If the parent can not be reached, one of the other people listed on the emergency form will be contacted. Please let the adults you have listed know that they may be called in the case of an emergency. Please list only the people that you know can be reached during school hours.

It is important to inform your child's teacher or the Early Childhood main office of any changes with your child's emergency contacts, including whom

BEHAVIOR MANAGEMENT/DISCIPLINE

- (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. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (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 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 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 preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

ACKNOWLEDGEMENTS

Our thanks to the Ohio Department of Education for the development of the Early Learning Content Standards (2008) and the Preschool Licensing Rules (2009), as well as the Trumbull County Educational Service Center. We use information from their documents as a framework and as guidance for the Parent Handbook. The Ohio Department of Education website at www.ode.state.oh.us has information about early childhood education and all public education in Ohio. All families are invited to access this information.

The Youngstown City School District website at www.ycsd.org has information about the district, as well as policies and procedures which govern its programs. All families are invited to access this information.

