

# Knox County Career Center Preschool



## 2018-2019 Parent Handbook

Knox County Career Center Public Preschool  
306 Martinsburg Road  
Mount Vernon, Ohio 43050  
Classroom (740) 397-5276 or KCCC (740) 397-5820

Dear Parents:

Welcome to the Knox County Career Center Public Preschool Program. It is our pleasure to work with you and serve your child this year. We are fortunate to have excellent teacher assistants and our own KCCC Early Childhood Education Program will be assisting in our classroom. Working together we will provide a fun and exciting learning experience for your preschooler.

This handbook gives an overview of our preschool program and is an important resource that you will need to keep handy. Please refer to it time and again during the school year. The governing bodies of this program are the KCCC Board members, the Superintendent/ Supervisor, Kathy Greenwich, and Jeremi Jarosz, the Director/ Teacher of the Preschool program. If at any time you have questions or concerns, please contact us at (740)-397-5276 or (740) 397-5820.

Sincerely,

Jeremi Jarosz  
KCCC Preschool Director/ Teacher

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## PARENT HANDBOOK

PLEASE READ THIS INFORMATION CAREFULLY AND SAVE FOR REFERENCE. After reading, please sign the Agreement Form and Return it to school with the Enrollment forms.

### KNOX COUNTY CAREER CENTER PRESCHOOL PHILOSOPHY

We believe that high quality early childhood programs provide a safe and nurturing environment that promotes the physical, social, emotional, language and cognitive development of young children while responding to the needs of families. Ohio Early Learning Program Guidelines serve as the foundation for all programs funded or administered by the Ohio Department of Education, Office of Early Learning and School Readiness. These guidelines are constructed with the following beliefs: that all children are born ready to learn, that environments matter, that relationships are influential and that communication is critical.

Programs that serve young children should be developmentally appropriate and should encompass five components - developmental screening and assessment, curriculum, adult-child interaction, relations between home and school, and transition to an appropriate program. At all times our program should be responsive to individual differences of both typically developing children and children with disabilities.

It is our belief that child-initiated, child-directed, teacher-supported play is essential to quality education for young children. Through this play, the program supports the construction of self-image, a crucial developmental task. The curriculum should be organized flexibly so as to provide many opportunities for children to make choices from alternatives, and determine their own course within an established program. Our environment is setup to foster a trusting relationship that allows and encourages children to develop independence. This independence is characterized by their ability to develop preferences, take initiative, risk failure, solve problems, and accept help. A key element of our program is active learning in which the child is given the role of questioning, probing, exploring, discovering and planning.

School/family interaction plays an integral part in a young child's healthy development. Through working with parents and collaborating with other community agencies, the needs of the child can best be met. Fostering a good relationship with parents is of utmost importance to us as we recognize that parents are the child's first teacher.

**Motto:** Knox County Career Center Preschool - Where learning is fun!

**KCCC Preschool** is licensed by the Ohio Department of Education. This assures our community that high standards have been met regarding space, equipment, the program and the staff. The KCCC Preschool is also a four star rated center, according to Step Up To Quality Guidelines.

**Mission Statement:** The KCCC preschool is committed to providing an individualized learning experience that nurtures the whole child and focuses on connecting with each family. We seek to provide a program that will encourage the optimal growth and development of each young child and promote school readiness.

### PRIMARY GOALS OF THE EARLY CHILDHOOD PROGRAM

- Provide an environment that respects children and supports their optimal social, emotional, physical and intellectual development
- Foster the development of positive self-esteem
- Support and promote positive relationships with peers and adults
- Facilitate and encourage the construction of knowledge and problem solving, within an integrated curriculum
- Plan and implement a wide variety of multi-age, multi-level materials and activities
- Offer opportunities for children's active exploration of their environment through play
- Model and promote opportunities for large and small motor activities and healthy nutritional choices
- Maintain confidentiality surrounding children and their families
- Strengthen the relationship between home and preschool
- Respect families rights to make decisions for their children
- Provide experiences unique to a vocational school environment
- Provide a safe environment where children learn through play
- Facilitate children's ability to communicate through words, both spoken and written
- Promote the development of independence and responsibility
- Seek and provide opportunities for personal and professional growth
- Prepare students for Kindergarten through academics, motor control and socialization

### DAYS AND HOURS OF OPERATION

Both the AM and PM classes are held on Mondays, Tuesdays, Wednesdays and Thursdays. Beginning before Labor Day and ending before Memorial Day. Start and end dates are depicted by the Knox County Career Center calendar.

A.M. Class hours: 8:00 - 11:15

P.M. Class hours: 12:00 - 3:15

The center is open Monday through Thursday from **7:30 AM - 3:15 PM**. An extended half hour will be provided in the morning for a small fee for parents/caregivers who need the extra time because of their work/school schedule. **Extended care costs \$2.00 per day**. Since our program is part of the Knox County Career Center, all of the holidays, vacations and weather-related closings of that campus are observed. We believe that **regular attendance is important** for your child's growth and development.

## **AGES OF CHILDREN SERVED**

Knox County Career Center Preschool provides a preschool program for children aged 3-5 who are completely potty trained by their 3rd birthday

## **LICENSING**

The facility is licensed to operate legally by the Ohio Department of Education. This license is posted in the classroom and available for review. Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338. ODE licensing inspection reports will be posted in the office of the classroom and are available for review.

The program shall have on file and provide to each parent a parent handbook that will encourage parental participation and keep parents informed about the program's operations, services and policies. The ODE licensure and Fire Inspection reported are posted in the room.

If the parents/guardians have concerns regarding their child, they should first discuss the matter with the teacher. If the situation is not resolved, please contact the Superintendent, Kathy Greenwich, 740-397-5820. If the parents/guardians are not satisfied with the response, the Superintendent will contact the KCCC Board for further review.

All complaints and reports concerning the operation of programs regulated by this Chapter of the Administrative Code and Sections 3301.52 to 3301.59 of the Revised Code may be reported to the Department's Office of Early Learning and School Readiness. The name and phone numbers of both parties shall be posted by our license.

## **ADMISSION POLICY**

A child entering the Knox County Career Center Preschool must be three years of age by August 1st, of the current year and be toilet trained. The enrollment packet and registration fee must be paid in order to secure a preschool slot for the current year. Due to ODE Grant Requirements, we need to fulfill the amount of 4-year-old designated slots before opening enrollment to 3-year-olds.

Parents must fill out the following forms and return them to the office within the first **thirty days** of their enrollment (this is a requirement from the Ohio Department of Education):

- Enrollment Form
  - including the name of two persons to be contacted in an emergency if the parent cannot be reached
- Custody papers (if applicable)
- Child's Medical Record (Immunization and Iron and Lead Blood Test)
  - To be completed by a licensed physician, a physician's assistant, a clinical nurse specialist, or a certified nurse affirming that the child is in suitable condition for

enrollment in the program prior to the date of admission or not later than thirty (30) days after date of admission and 13 months from the date of examination thereafter.

- Child's Dental Record -
  - To be completed prior to admission or not later than thirty (30) days after the start of school.
- Child Release Form
  - Names of who the student can and cannot be released to
- Financial Disclosure Verification; including proof of income (current paycheck stub or W2)
- Emergency Card
- Handbook Agreement Form
- Emergency Medical Authorization
- Parent Permission Form
- Social Security Card (Copy)
- EMIS Card
- Birth Certificate (Copy)
- Family Needs and Interest Survey
- Volunteer Survey
- ASQ-SE Social and Emotional Inventory
- A \$20.00 Non-Refundable Registration Fee

**\*If the forms are not returned within the 30 days of student start date, your child will be removed from the program. These items are required by the State of Ohio and we are expected to follow the rules that govern preschools. Thank you.**

It is unlawful for the Career Center Preschool to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin.

- To be eligible to return each year, the child must be under the age of 5 before August 1 of each year, complete the returning student packet and pay the annual registration fee.

### **WITHDRAWAL**

Please let us know if you decide to withdraw your child from our program at any time during the year. We do ask that you fill out a withdrawal form for documentation

### **WAITING LIST**

A student is placed on the waiting list when the two classes (a.m. and p.m.) are at capacity. The students are placed according to the date received. The parents will be contacted when an opening becomes available during the school year. Parents can choose not to place the student in the program during the current school year and ask to keep their child's name on the waiting list until the next school year.

The waiting list for the following school year will be based upon the age of the student and the date the application was received. Students who are four years of age will have priority. After the parents have

been contacted and the program has openings, the students who are three years of age will be placed by the date of the application.

Families may request to be put on the waiting list at any time.

### **TUITION AND FEE INFORMATION**

As a public preschool we offer a range of tuition possibilities. Fees may range from free to full pay depending upon income and number of people in the household. Our grant requires that the majority of our students come from families whose gross annual income is lower than 201% on the U.S. Federal Poverty Income Guidelines chart. Families will be asked to bring in a copy of their W-2 Form or a paycheck stub to determine their tuition cost in regards to this chart. In cases of divorce or separation, we are required by law to have a copy of any court ordered parental plan agreement in which a designated parent is responsible for paying school fees.

A **\$20.00 non-refundable registration fee** is charged each year and is payable at the time of registration.

Full and reduced tuition fees are to be **paid** each month **by the first day of that month**. For example, the amount owed for a child attending school for the month of October should be paid by October 1. A family that needs to use the additional morning care half hour may pay for those hours at the end of the month. Extended care costs \$2.00 per day.

There will be a **late pickup fee** assessed to your account if you pick your child up after 11:15 for the AM class or 3:15 for the PM class. The fee will be \$10 for the first 10 minutes late. After the first 10 minutes it is \$5 for every 5 minutes after that. If it is an emergency, Please contact us at 740-397-5276.

If families have two or more children enrolled during the same school year, the tuition rate for the **second child (or more) is half** price.

Payments may be paid in person at the Asst. Treasurer's Office (Mrs. Caroline Addair) in the front of the building between the hours of 8:00 a.m. and 3:30 p.m. Payments may be made by cash, check, money order, or Visa, MasterCard and Discover credit cards. You may call your CREDIT/DEBIT card information to Mrs. Addair by calling (740) 397-5820 ext. 2268. We also accept payments by mail addressed to:

KNOX COUNTY CAREER CENTER  
TREASURER'S OFFICE  
306 MARTINSBURG ROAD  
MOUNT VERNON, OHIO 43050

If mailing payments, please indicate your child's name and that you are paying for their preschool tuition.



\* All fees are due the first of the month. a 10% late fee will be charged if tuition has not been paid by the 10th of the month. If payment has not been paid within 30 days, this could result in student removal from the program. If you are having financial difficulties, please contact Mrs. Addair in the assistant treasurer's office to make payment arrangements so we may continue to serve your child. If you withdraw your child during the month, you are responsible to pay for the time your child was here.

### ARRIVAL AND DEPARTURE

Parents will be provided with name placards to hang from their rear view mirror for pickup and drop off. We **cannot release children** to anyone who is not on your Child Release List **unless you notify us**, they also need to be at least **18 years old, and will be asked to show photo identification**. Since we have an AM and PM class, we ask that you follow the arrival and departure times.

Preschool classes begin at **8:00 a.m. for the morning class and 12:00 p.m. for the afternoon class**. Morning class students will be dropped off in the drop off line between **8:00 - 8:05 a.m.** To avoid congestion around the noon hour between the AM and PM classes, we ask that you pick up your morning child promptly **between 11:00 - 11:15 a.m., in the front pickup line**.

Our door will lock and we will **close for lunch from 11:15 a.m. - 12:00 p.m.** We are not available during lunchtime. Afternoon parents/caregivers will drop off their children between **12:00 - 12:05 p.m.** Afternoon children must be picked-up promptly **before 3:15 p.m.**

If you have an **emergency**, please **call us** so that we know and so that we may reassure him/her. The **second** late pick-up will result in a **late fee**. A **10 mph speed** limit is posted in the Knox County Career Center parking lot and this is **strictly enforced**. **Failure to comply could result in dismissal from the program**.

### AUTHORIZED LIST FOR PICK UP

Persons on authorized list (Child Release Form) must be at least **18 years old** and be able to supply documentation of their identity.

### PARENTAL PICK-UP RIGHTS

Under the laws of the state of Ohio, both parents may have the right to pick up their child, unless a court document restricts that right. The enrolling parent who chooses not to include the child's other parent on the authorized pick up list, **must file an official court document** (e.g., current restraining order, sole custody decree, divorce decree stating sole custody) and provide our center with a copy. Without this document, the center may release the child to either parent, provided that the parent can document his paternity/ her maternity of the child.

## SCHOOL CLOSING INFORMATION

Notice of a scheduled center closing is given as soon as possible by an automated phone message, one call, so that parents can make arrangements for care of their child/children. During bad weather or emergency situations, please listen to the radio (WMVO 1300 AM) or television for the announcement that the Knox County Career is closed. If the **Knox County Career Center** is closed, the preschool is closed. **If the Knox County Career Center is on a 2 hour delay, both the morning and afternoon classes will follow the 2 Hour Delay Schedule below.** Please be prompt; scheduling will be tight.

### 2 Hour Delay Schedule

**AM Class - 10:00 a.m. - 12:00 p.m.**

**Lunch for Staff - 12:15 p.m. - 1:00 p.m. (doors are closed and locked)**

**PM Class - 1:00 p.m. - 3:00 p.m.**

### LIST OF SCHOOL CLOSINGS FOR THE YEAR

September 3 (Mon.)	Labor Day - No School
September 11 (Tues.)	Professional Development - No School
October 15 (Mon.)	Professional Teacher Day - No School
November 21-26 (Wed.-Mon.)	Thanksgiving Vacation - No School
December 21 - January 2	Christmas Vacation/New Year's Day - No School
January 21 (Mon.)	Martin Luther King Day - No School
February 18 (Mon.)	Presidents' Day - No School
March 25-29	Spring Break - No School

### IMPORTANT DATES TO REMEMBER:

August 17 (Fri.)	Parent Orientation and Open House
August 20-23 (Mon.-Thur)	Staggered Start Days - ASQSE, DIAL-4
May 15 (Wed.)	Last Day of Preschool
May 16 (Thurs.)	End of Year Celebration

Knox County Career Center Preschool 2017-2018 Calendar  
(dates/activities subject to change)

August 13-17	Professional development
August 17 (Fri.)	Open House
August 20-23	Staggered start days, ASQSE, Dial 4 Assessments (SUTQ Requirements)
August 24	Family Meet and Greet in the Children's Garden
August 27 (Mon.)	First Day of School -Everyone
September 3 (Mon.)	Labor Day – No School
September 11 (Tues.)	Professional Development - No School
October (8/9/10/11)	Fire Department Field Trip
October 11 (Thurs.)	Advisory Dinner (1 Parent Rep from each class)
October 15 (Mon.)	No School - Teacher Professional Day
October (16-18)	Fall fun with Parents (Math & Science fun)
October 18 (Thurs.)	Parent/Teacher Conference (3:30-6:00)
October 19 (Fri.)	Parent/Teacher Conferences (9:00-1:30)
October 30 or 31	Trick or Treat in the Building
November 16 (Thurs.)	Open House (4:30 dinner; 5:30 labs open)
November 21-26	Thanksgiving break, school resumes Nov. 27
December 17/18/19	Nursing Home Visits
December 20 Thurs.)	Holiday Celebration at Preschool
December 21- January 2	Christmas Break (No School)
January 3 (Thurs.)	School Resumes
January 21 (Mon.)	No School – Martin Luther King Jr Day
February 14 (Thurs.)	Valentine's Literacy Event
February 18 (Mon.)	No School – Presidents Day
February 19/20	Flag Ceremony – ROTC
March/April	Kindergarten Transition Conferences
March 21 (Thur.)	Easter Egg Hunt
March 25-29	Spring Break, classes resume April 1
March/April/ May ??	Spring Field Trip (ECE plans)
May 13-15	Summer Fun Week
May 16 (Thur.)	End of Year Celebration/ Last Day of School

**CENTER SCHEDULE (subject to change)**

<b>A.M. Schedule</b>		<b>P.M. Schedule</b>
<b>7:30</b>	<b>Center Open (Fee Charged)</b>	
<b>8:00</b>	<b>Arrival</b>	<b>12:00</b>
<b>8:15</b>	<b>Circle Time 1: Job Chart, greeting, attendance, review of activities, pledge</b>	<b>12:15</b>
<b>8:30</b>	<b>Center Choice Activities (self -served snack included as a center, unless a birthday/ special occasion)</b>	<b>12:30</b>
<b>10:00</b>	<b>Literacy Circle/ Circle Time 2 (calendar, weather, literacy book)</b>	<b>2:00</b>
<b>10:20</b>	<b>Outside Play/ Gross Motor/ Games</b>	<b>2:20</b>
<b>10:50</b>	<b>Circle Time 3/ Goodbye Circle (review of day, one thing we did, song and message)</b>	<b>2:50</b>
<b>11:00 - 11:15</b>	<b>Pick up</b>	<b>3:00- 3:15</b>
<b>11:15</b>	<b>Preschool Ends/ Closed and Locked</b>	<b>3:15</b>

**SAFETY OF CHILDREN**

- Children will be supervised by staff at all times.
- The outside play area will be supervised so that all children are visible to a member of the staff at all times. Children will be supervised going to and from the outside area and the classroom. **Our staff will only be responsible for enrolled preschool children in and out of the building.**
- A monthly fire drill will be held. A tornado drill takes place during the spring. An intruder drill will take place in early fall and possibly the spring.
- Emergency plans are posted in the classroom in the event of a tornado or fire.
- In the event a real intruder alarm takes place at the Career Center, we will follow our procedures from the ALICE training that all staff members have gone through.
- A faculty member trained in first aid, CPR and recognition of communicable diseases is available at all times.
- A first aid kit is always on site
- All preschool staff are trained to recognize signs and symptoms of illness, and in hand-washing and disinfection procedures.
- The program follows the Child Day Care Communicable Disease Chart
- Parents shall be notified of accident or injury using an KCCC Preschool accident report. The program shall maintain a log of injury reports.
- If a child becomes ill, they may be isolated in a section of the room not in use. They will remain with a staff member until a parent or caregiver comes to get them.

- If an employee suspects that a child has been abused or neglected, they are required by law to report the concerns to the Knox County Children Services.

### **MANAGEMENT OF COMMUNICABLE DISEASES**

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

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
  - 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 to make a whooping sound;
  - c. Difficult or rapid breathing;
  - d. Yellowish skin or eyes;
  - e. Conjunctivitis (pink eye);
  - f. Temperature of one hundred degrees Fahrenheit taken by the axillary method when in combination with other signs of illness;
  - g. Untreated infected skin patch(es);
  - h. Unusually dark urine and/or grey or white stools;
  - i. Stiff neck; or
  - j. Evidence of lice, scabies or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room not being used in the preschool program within sight and hearing of an adult at all times.

- A. Unusual spots or rashes;
- B. Sore throat or difficulty in swallowing;
- C. Elevated temperature; or
- D. Vomiting.

The child shall be made comfortable. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully observed for signs of additional symptoms and/or a worsening condition. The child shall be discharged to parent, guardian or designated other as soon as practical.

### **READMISSION POLICY**

Children may return to the program under the following conditions:

1. when they have been treated by prescription medication for at least twenty-four (24) hours and in some cases forty-eight (48)
2. with a note from a physician or other medical professional stating they are no longer contagious,  
or
3. when they are fever or symptom-free for twenty-four (24) hours without the aid of fever-reducing or other medications

### **CARE OF MILDLY ILL CHILDREN**

“Mildly ill child” means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities. For example: A mildly ill child may be excused from participation and allowed to rest within the classroom within sight and hearing of an adult until he feels like returning to the group or until discharge to parent or guardian.

### **NOTIFICATION OF EXPOSURE TO A COMMUNICABLE DISEASE**

Parents will be notified by a written notice placed in each child’s cubby/folder along with a posted note on the doors when children are exposed to a diagnosed communicable disease such as pink-eye, chicken pox, lice, etc.

### **ADMINISTRATION OF MEDICATION POLICY**

The preschool is not responsible for administering any medication at school. Since both the morning and afternoon classes are only 3 hours and 15 minutes long, all prescribed medication can be given either before or after school hours.

### **MEDICAL POLICY**

The Ohio Department of Education Rules for Preschool Programs requires that each child have on file a medical form, dental form, physician’s and dentist’s prescription written authorization and an immunization record.

1. **medical form** needs to be completed by a licensed physician (signed and dated) prior to the date of admission and annually updated from the date of the examination.
2. **dental form** needs to be completed by a licensed dentist (signed and dated) prior to the date of admission and annually updated from the date of examination
3. **updated immunization** record as required by section 3313-67 of the Revised Code, which record shall include immunization required by section 3313.671 of the Revised Code.

### **MEDICAL EMERGENCY PLAN**

Each child is required to have a current emergency card and an emergency medical authorization form on file with a **reachable telephone number**. These forms must be completed and returned by the *first day of school*. Any child without these forms will not be permitted to attend class.

In the event of an emergency, the following procedures will be taken:

- Parent will be contacted immediately unless the situation is life threatening. In this case, emergency medical personnel will be called before attempting to reach the parents.
- If efforts to reach the parents are unsuccessful, the staff will follow instructions listed on the Emergency Medical Form.

**GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS - Please read and use common sense as not to infect all children in the classroom.**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses.

CHICKEN POX: A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain at home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

COMMON COLD: Irritated throat, watery discharge from the nose and eyes, sneezing, chills and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops or discharge becomes yellow or green.

FEVER: If your child's temperature is 100 F or greater (1 or 2 degrees above the child's normal temperature) (s)he should remain home until (s)he has been without fever for a **full 24 hours, one full school day, without the aid of fever reducing medicine. For instance if your child goes home on Monday with a fever, they cannot return to school until Wednesday.** Remember a fever is a symptom indicating the presence of an illness.

FLU: Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is **without fever for 24 hours, one full school day, (without the aid of a fever reducing medicine). For instance if your child goes home on Monday with a fever, they cannot return to school until Wednesday**

HEAD LICE: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, **AND ALL NITS HAVE BEEN REMOVED.**

IMPETIGO: Blister-like lesions that later develop into crusted pus-like sores. Your child should remain at home until receiving 48 hours of antibiotic therapy and sores are no longer draining.

PAIN: If your child complains, or behavior indicates, that (s)he is experiencing persistent pain, (s)he should be evaluated by a physician before your child is sent to school.

PINK EYE: Redness and swelling of the membranes of the eye with burning and itching, matter coming from one or both eyes, or crust on the eyelids. Your child should remain home until receiving **24 hours**, of antibiotic therapy and discharge from the eyes has stopped. The spread of infection can be minimized by keeping the hands away from the face, good handwashing practices, using individual washcloths and towels, and **NOT** touching any part of the eyes with the tip of medication applicator while administering the antibiotic ointment.

SKIN RASHES: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

STREP THROAT AND SCARLET FEVER: Strep throat begins with fever, sore and red throat, pu spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throats as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea, and vomiting may also occur. Your child should remain home until receiving a **full 24 hours or even 48 hours** of antibiotic therapy and until without a fever (without the aid of medicine) or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain home until without vomiting, diarrhea, or fever (without the aid of medicine) for a **full 24 hours; one full school day. For instance if they go home Monday they return Wednesday. If your child has had any of these symptoms during the night (s)/he should not be sent to school the following day.**

**PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE PRESCHOOL.**

**Make sure that at all times we have a working phone number.**

### **NUTRITIONAL SNACKS**

Our snacks will be provided by the parents. Each parent will be responsible for a snack about every 5-6 weeks. According to our State Preschool Licensing Rules, each snack must include 2 of the 4 food groups listed below. We will provide all paper products and water for the children to drink. You will find a list of preferred healthy combination snacks below as examples. You may bring a special sweet treat if you are signed up for your child's birthday date, such as cookies, mini cupcakes, ice cream, etc.



**We do encourage you to feed your child a well-balanced breakfast or lunch before coming to preschool.**

Food Groups:

- A. bread/bread-alternative- $\frac{1}{2}$ -1 slice of bread or at least 4 oz. of crackers, chips, cereal, etc.
- B. meat/meat equivalent (protein) - 1 oz. (string cheese, peanut butter, bologna) or  $\frac{1}{2}$  cup yogurt, raisins
- C. fruit/vegetable -  $\frac{1}{2}$  cup (carrots, celery, peaches, grapes, juice, etc.)
- D. dairy group - 6 oz. cup skim or 1% milk

Some combination food examples:

- 4 oz. pretzels/crackers and peanut butter       $\frac{1}{2}$  cup applesauce and 4-5 graham crackers
- $\frac{1}{2}$  cup Chex mix/trail mix and  $\frac{1}{2}$  cup raisins       $\frac{1}{2}$  cup grapes and potato chips (dip)
- 1 slice of bread and peanut butter & jelly      1 string cheese and 4-5 saltines
- 4 oz. taco chips and salsa       $\frac{1}{s}$  apple and at least 4 oz. teddy grahams
- Celery & ranch dip and 4 oz cheese doodles      4 oz. goldfish and  $\frac{1}{2}$  an apple
- $\frac{1}{2}$  c yogurt and  $\frac{1}{2}$  banana or pretzels/rod       $\frac{1}{2}$  cup of dry cereal and 6 oz. 1% / skim milk

**If you are going to be out of town on the day that is assigned to you to bring snack, you may want to ask someone to trade snack days with you. If you forget to bring in your snack, just bring in a non-perishable snack the next day for our “in-case” shelf (2 food groups - e.g. applesauce containers, crackers). We ask that children do not bring gum, candy or soda pop to school. Your cooperation in this matter is greatly appreciated. The calendar of your scheduled snack days are posted by the sign-in podium.**

### **PARENT/TEACHER CONFERENCES**

One of the requirements of the Ohio Department of Education Preschool grant is to have parent teacher conferences. We have conferences available in both the fall and spring when the rest of the career center has them. The purpose of the conferences is if you have a concern about your child and how they are performing in preschool. Discussions about your child may also occur at anytime that the coordinator and parents can make arrangements.

### **PARENT ROSTER**

A roster for each class in the program shall be prepared annually. The roster will contain the child's name, the name and telephone number of the child's parent and be available upon request. The roster **will not** include the name or telephone number of any parent who requests not to be included. The roster will not be made available to any person other than a parent.

### **PARENTAL/ VISITOR ACCESS AND PARTICIPATION**

The parents or guardians of a child enrolled in the Preschool shall be permitted unlimited access to the center during hours of operation for the purposes of observing the child, evaluating the care provided by

the preschool staff, evaluating the premises of the center, or for other purposes approved by the preschool staff. Please call us in advance of your visit so we will be expecting you.

All KCCC building doors will be locked from 8:15 a.m. until 3:00 p.m. each day. All parents must enter through either the front entrance or the back preschool doors during these hours. Our back door will be always be locked. Please ring the doorbell or knock for entry. If a parent chooses to enter through the main entrance in front, they must sign in as a visitor at the Knox County Career Center building. These measures have been taken as a precautionary way to protect all Career Center students and staff.

### **PARK VISIT/ MEET & GREET**

For the safety of our staff, the preschool will be conducting parent meet & greets at the park and Children's Garden in lieu of home visits. This is a casual and informal fun time at the park where parents can ask any questions they have about the coming year, meet the preschool staff, and meet the Early Childhood Education Students. These times are scheduled to enhance the relationships among children, families and staff.

### **EXTRA CLOTHING**

Please send a set of extra clothing (pants, shirt, underwear and socks) marked with your child's name in case of toileting accidents or spills. ***If your child wears their extra clothes, please remember to wash the clothes and return them.*** We understand that an occasional toileting accident can occur, but if your child persists in toileting accidents we will ask that you keep him/her home until he/she is "potty trained." If this is a continuing problem, we will discuss it with you further.

### **BIRTHDAYS**

As Part of our efforts to make each child feel important, we will recognize your child's birthday. He/She will receive a crown, a choice of toy from our Birthday Box and we will sing Happy Birthday to him/her. We understand that birthday treats are special, so cookies, mini cupcakes, ice cream or popsicles, etc., would be fine to bring in for a snack. We will try to make sure that you are signed up to bring snack on your child's birthday. Count on 24 children.

### **TOYS/ SHOW AND TELL**

We welcome special trip or vacation souvenirs as part of our Circle Time sharing experience. However, commercial items and toys are **strongly discouraged** and are best left at home. They are often **lost or broken** and cause hurt feelings when they are not shared. We are **not** responsible for toys that are brought to school. **In lieu of Show-N-Tell, we do a Star of the Week, where your child will be able to bring in special items.**

### **KCCC PRESCHOOL LIBRARY BOOKS**

We encourage children to read, read, read. Therefore, we permit children to check out a book from our preschool library. However, if your family loses one of our books, you will be asked to replace that particular book, at your cost, before your child can check out any more books from our library.

### MESSAGE BOARD

The Parent Message Board is on SeeSaw. We also send home a weekly newsletter besides posting it on SeeSaw. All important information is sent home in a child's folder. PLEASE EMPTY FOLDERS DAILY.

### SHARING INFORMATION

Young children are often affected by events and changes in their environment. In order to help your child deal with these changes, please keep us informed of any events such as:

- Illness or hospitalization of family members, deaths, pregnancies and births
- Changes in family structure within the home: divorce, separation, marriage
- Plans for moving - (please provide current phone and address to the preschool)
- If your child will be out for more than one week, we need to hear from you.
- Extra Stimulation such as visitors or celebrations

### OUTDOOR PLAY

Fresh air and exercise are important. Outdoor play is scheduled daily - weather permitting - and all children are expected to participate. If your child is well enough to attend school, then (s)he is well enough to play outside unless you provide written instructions from a physician or other medical professional restricting outdoor play. We go outside when the weather is 32 degrees or warmer.

### FIELD TRIPS

During field trips, the following precautions and rules will be adopted to ensure each child's safety:

- A first aid box which meets requirements of Ohio licensing rules will be available
- A faculty member trained in first aid and CPR will be present
- Each child will have identification attached to him/her containing the child's name and the school's name, address and telephone
- An adequate number of adults, including volunteers, will participate in each experience. This number will be determined by class size, class make-up and teacher's judgement
- All parents will be notified to give written permission **before** the child can participate
- These trips are designed for our preschoolers only. When we set-up trips, there is an understanding that we will bring preschoolers only. Because of liability issues, parents who volunteer to help with preschoolers are not permitted to bring younger siblings.

### SWIMMING

We do not participate in any type of swimming or water play that utilizes water over two feet in depth.

## DISCIPLINE POLICY

The goal of discipline is to help children build their own self-control and ultimately direct their own behavior. We recognize the important role self-esteem plays in this process and strive to enhance each child's positive feelings of self.

Clear and reasonable ground rules are established for each child's safety and to protect the rights of all children. The rules are few in number and are frequently discussed in the classroom. When ground rules are broken they are clearly and firmly restated. When children are in a conflict situation, they are encouraged to verbalize their feelings or concerns. Problem-solving techniques are encouraged in the classroom during which time the teacher often acts as a facilitator, helping young children express feelings and generate solutions. If situations are more serious in nature, separation is used as a discipline and will be brief in duration, age-appropriate, and the child will be visible by staff members.

Classroom environments are structured to encourage positive behavior. Redirection of children occurs in a positive manner, keeping in mind the child's interests and motives. The teacher intervention in potential problem situations is well-timed and logical consequences of behaviors are implemented. Physical punishment is not used.

If the behavior problems persist, an individual behavior management program will be developed with parent participation. Ongoing discussions will occur to review possible solutions and alternatives. If behavior becomes a safety issue for your child or other students, the center has the right to suspend your child from the program until behavior issues can be resolved.

- **We do not play with guns/weapons at preschool nor do we use our fingers or a toy to pretend we are using a weapon. Any child seen exhibiting such behavior will be warned and a warning will be sent home with the child for parental discussion if it continues.**

### STATE OF OHIO MANDATED BEHAVIOR MANAGEMENT DISCIPLINE

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. The center shall have a written discipline policy describing the center's philosophy 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 (see above).
3. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching pinching, shaking, spanking or biting.

- b. No discipline shall be delegated to any other child.
  - c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - d. No child shall be placed in a locked room or confine in an enclosed area such as a closet, a box or similar cubicle.
  - e. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - g. Techniques of discipline shall not humiliate, shame, or frighten a child.
  - h. Discipline shall not include withholding food, rest or toilet use.
  - i. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well ventilated space.
  - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
4. The parent of a child enrolled in a center shall receive the center's written discipline policy (see above/ previous page).
  5. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.



**VERIFICATION THAT PRESCHOOL HANDBOOK HAS BEEN RECEIVED AND  
REVIEWED**

I acknowledge that I have received the current Preschool Parent Handbook. I have reviewed its content and had questions answered, if there were any.

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Name of Student

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Parent Signature

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Date