

# *Parent Handbook*

*For the 2018-2019 School Year*



*Lexington Local Schools  
Early Childhood Program*

Lexington Board of Education Office:  
(419) 884-2132 ext. 1905

Dear Parents,

The Lexington Preschool provides half-day preschool classes, Monday through Thursday, for typical children ages four and five years old and children who are ELL or with special needs, ages three through five, which provides an inclusive setting. Typical children must turn four prior to August 1<sup>st</sup>, 2018, and special needs students must turn three prior to August 1<sup>st</sup>, 2018. The preschool program is administered by Lexington Local Schools for students residing in our district and is licensed by the Ohio Department of Education.

The classrooms are staffed with talented professional early childhood teachers who are also equipped to educate students with special needs. Two aides are also staffed in the classroom to help support the needs of the early childhood teacher. Together the team will provide an exciting and inviting environment for young children.

This handbook provides an overview of the Preschool Program. We invite you to be an active participant in your child's educational program. If at any time you have questions or concerns, please call me at (419) 884-2765 ext. 5400.

Sincerely,

Genelle Eggerton  
Western Elementary Principal  
Lexington Local Schools

# Lexington Local Schools

## Early Childhood Program Philosophy

We believe that high quality early childhood programming provides a safe and nurturing environment that promotes the physical, social, emotional, communication, adaptive and cognitive development of young children while responding to the needs of families.

We believe programs that serve young children should be developmentally appropriate and should encompass five components – age appropriate screening and assessment, adult-child interactions, relations between home and school, child-centered curriculum and a constant attention to individual needs of both typically developing children, as well as those with disabilities.

We believe that child-initiated, child-directed, teacher-supported play is essential to a quality education for young children. During this time of constructive play, children develop a strong sense of self. The curriculum we use, Learn Every Day: The Preschool Curriculum developed by Kaplan, provides the children opportunities to make choices, develop preferences, take initiative, risk failure, and set an independent course for problem solving. The keystone of our program is active learning in which the child is given a role of questioning, probing, exploring, and planning.

We believe that working with the families of young children plays an integral part in the child's healthy development. Through collaboration with parents, community agencies, and support personnel, the needs of each child are best met. The optimal growth and development of each young child is encouraged and nurtured through a program, which encompasses all of the above principles.





## Mission Statement

The Mission of Lexington Preschool is to introduce young children to formal learning by building a foundation of knowledge and skills within a nurturing environment that promotes self-confidence, encourages love of learning and celebrates the uniqueness of each child.

## Our Early Childhood Program Goals

**The primary goals of our Early Childhood Program are to:**

- Provide an environment that respects children and promotes active exploration through play.
- Foster the development of positive self-esteem.
- Support and promote positive relationships with peers and adults.
- Facilitate and encourage the construction of knowledge within an integrated curriculum.
- Plan and implement a variety of multi-age, multi-level materials and activities.
- Model and promote opportunities for large motor activities and healthy nutritional choices.
- Strengthen the relationship between families and school.

**We need you!**

## Parent Involvement



We believe that parent participation is a vital component in a child's school experience. Parents and grandparents provide valuable input that

helps to ensure a successful transition between home and school. We encourage you to become actively involved.

Parents are welcome to observe and visit the classrooms during operating hours. You may visit any time. You are welcome to be involved in informal ways such as sharing a special talent with the class or going on a field trip. A class roster will be given to you upon your request. We offer parent/teacher conferences in November and May. You may also request to schedule a conference with your child's preschool teacher throughout the year. Our goal is to work as a team to support your child's learning!



## **Our Code of Ethics**

- We are committed to supporting each child's optimum social, emotional, intellectual and physical development within a safe, healthy, and enriched environment.
- We will make every effort to respect the racial, ethnic, religious, cultural and socio-economic differences of all children, parents, and others with whom we work.
- We will maintain confidentiality in our dealings with children, parents, and colleagues.
- We will avoid misrepresentations of our professional skills, qualifications, and affiliations.
- We have the right and obligation to share in the maintenance of the ethics of our profession.

### **Families**

- We will respect families' rights to make decisions for their children, and will uphold their beliefs and practices whenever possible.
- We will be aware that not only the family, but also other people and experiences influence the development and attitudes of the children in our care.
- When conflicts arise between parent and early childhood educator concerning generally accepted professional and/or developmental practices, we will clarify the issues for the parent through education and communication.

### **Children**

- We will uphold the principle that the early childhood educator's primary professional responsibility is to the child.

- Even though working with children may satisfy our own emotional needs, the child's total development will remain our primary concern.
- We will treat each child with respect and dignity.
- We will not mentally, physically, or emotionally abuse a child in any way.
- We uphold the right of every early childhood educator to participate in an evaluation process, Ohio Teacher Evaluation System (OTES), which compares current job performances to job expectations, and the right to written grievance procedures.
- We are committed to seeking and providing opportunities for personal and professional growth.
- We support cooperation among all early childhood professionals.

## ***We have Highly-Qualified Teachers***

Lexington Preschool is taught by a professionally licensed teacher who meets the highly qualified teacher standards set by the Ohio Department of Education for serving both children with special education needs and typical developing preschool children. The teacher is assisted by two paraprofessionals who participate in ongoing professional training in the area of early childhood development and education. For those children requiring additional special education assistance, Lexington Preschool also has available the services of a speech/language pathologist, occupational therapist, physical therapist and school psychologist. Additional services may be available to those students with hearing, vision and/or mobility needs as well. Identified students with special needs enrolled in other early childhood programs may also qualify for itinerate services.

Parents are invited to visit the preschool prior to orientation. Parents may also schedule a conference prior to their child attending by contacting the teacher. Such a conference can enable the teacher to learn some of the unique characteristics of each child so she can individualize the child's school experience.



## **Enrollment**

Registration occurs at Western Elementary at 385 West Main St. After you register, an enrollment packet must be completed for your child prior to his or her entry into the preschool program. This packet includes:

- Background Information form
- Student Emergency Information form
- Child Release form
- Child's Medical Statement signed by a physician with immunization records
- Blood Lead Poisoning Summary Sheet
- Dental form signed by a dentist
- Transportation Information form
- Tuition Agreement for typical students
- Custodial agreements (if applicable)
- Copy of Social Security Card
- Copy of your child's birth certificate
- Proof of Residency



If you need help in finding a primary physician, please contact your child's classroom teacher.



## **Custodial Agreements**

All enrolled children whose parents operate under the guidance of a custody agreement directed by the courts must

provide custody paperwork with the enrollment packet. These court documents will remain in the child's file for documentation purposes. If at any time a question arises regarding transportation, enrollment, medical issues, etc., the classroom teacher will operate under the guidance of the custody papers provided to the school.

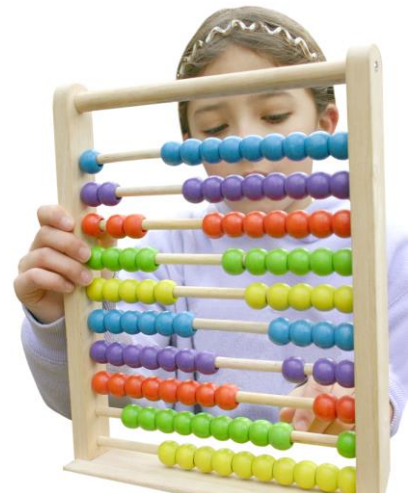
The custodial parent will receive the communication from school personnel. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child. If a custodial parent and non-custodial parent agree that they both want to be given information, a written request must be signed and submitted to the teacher of the enrolled child.

## Parent Drop-off/Pick-Up

Please walk with your child to the preschool classroom when you drop him/her off. Your child's teacher will meet you at the classroom. Each child must be signed in each day unless your child rides the bus, which is a service provided to special education students. Signing your child in and out each day is a state preschool requirement that promotes your child's safety. Please arrive no more than 5 minutes prior to your child's class's scheduled start time.

We ask that you would keep your child's toys at home to avoid issues with lost or broken items. Please keep good-byes brief as those tend to be more natural and less stressful for the child. This also helps to develop your child's independence.

When school has ended for the day, the children who do not ride the bus will be dismissed at the double doors facing the front of the building. Only those people listed on the "Child Release Form" can pick up your child. This form is included in the enrollment packet. Parking is available in the large paved parking lot. Please do not leave cars running or leave other children parked in cars during pick up or drop off times.





# **The Screening & Assessment Process**

All students enrolled will participate in screenings within 60 days of enrollment. These screenings follow the guidelines set forth by the Ohio Early Learning Program Guidelines for public preschools. These individually administered screenings will include:

- A speech and hearing screening
- A vision screening
- An age-appropriate criterion referenced assessment: ASQ
- Early Learning Assessment (ELA)

If no concerns are found, the results of this screening will be shared with you at your child's first parent conference in November. The results of these screenings will be shared with you immediately should there be a concern. Any follow-up assessments that may be needed will be completed with parental signed consent only and will follow timelines and procedures specified by the Ohio Standards for Ohio Schools Serving Children with Disabilities. These screenings help your child's teacher to adapt her instruction to best meet your child's individual needs.

## **Daily Lesson Plans**

Daily lesson plans will be posted on the classroom parent bulletin board. Lesson plans are written based on:

- The Ohio Early Learning Standards
- The children's interests
- Learn Every Day: The Preschool Curriculum developed by Kaplan
- Individual Education Plan (IEP) goals and objectives
- Individual needs as documented through formal and informal assessments and observations completed with your child throughout the school year.



# Program Schedule

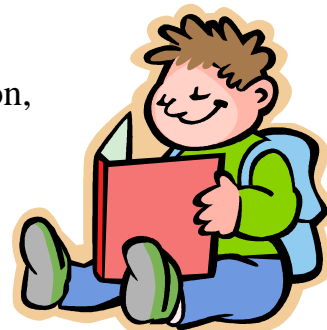
Classes will meet **Mondays through Thursdays during their scheduled AM & PM sessions.** Your child's regular attendance is important. The daily schedule is carefully planned to provide a variety of experiences for your child. The first day of school will be on **August 20, 2018.**

Morning Preschool	Afternoon Preschool
<b>8:55 Arrival, Sign In, &amp; Center Choice Time</b> <b>9:00 Opening Circle: Calendar, Weather, Pledge, Introduction of Weekly Concepts</b> <b>9:20 Centers &amp; Small group/individual Activities</b> <b>10:15 Clean-up</b> <b>10:20 Snack</b> <b>10:30 Story Time</b> <b>11:45 Gross Motor Play-Outdoors, Gym, Music, or Library</b> <b>11:15 Closing Circle</b> <b>11:30 Dismissal</b>	<b>12:55 Arrival, Sign In, &amp; Center Choice Time</b> <b>1:00 Opening Circle: Calendar, Weather, Pledge, Introduction of Weekly Concepts</b> <b>1:20 Centers &amp; Small group/individual Activities</b> <b>2:15 Clean-up</b> <b>2:20 Snack</b> <b>2:30 Story Time</b> <b>2:45 Gross Motor Play-Outdoor, Gym, Music, or Library</b> <b>3:15 Closing Circle</b> <b>3:30 Dismissal</b>

## Parent Bulletin Board & Newsletter

A parent bulletin board can be found near the entrance of the classroom. On the bulletin board, parents can find the following information:

- A weekly or bi-weekly newsletter including pictures of the children, information about coming events, reminders, and ways to extend your child's learning to your home environment. You will get a copy of the newsletters.
- Daily lesson plans, updated on a weekly basis
- Parent information about education, health & nutrition, and special interest topics
- A copy of the preschool's license through the Ohio State Department of Education and a copy of the most recent preschool inspection findings.



- A snack calendar

## **Your Child's Safety is Important to Us**

Your child's safety is our top priority.

- The children are supervised by at least one faculty member at all times throughout the day.
- Fire drills, tornado drills and lock down drills are held on a monthly basis.
- Emergency plans are posted in the classrooms in the event of a tornado, fire, or health/dental emergency.
- A faculty member trained in first aid, CPR and recognition of communicable diseases is available at all times. A first aid kit is kept on site at all times.
- If an employee suspects that a child has been abused or neglected, they are required by law to report concerns to Richland County's Children's Services.

## **Discipline Policy**

The goal of discipline is to help children learn to build their own abilities to use 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 through a nurturing environment. Each child's emotional needs and feelings are addressed, while labeling and threatening children is avoided.

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 a child is in a situation of conflict with another, the child is encouraged to talk about how he feels. 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. Other measures might include redirection, separation from problem situations, and lots of praise for appropriate behaviors.

If behavior problems arise and persist, an individual positive behavior management program will be developed with parent participation. On-going discussions will occur to review possible solutions and alternatives.

Parents are assured of the following:

- There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- Discipline is only administered by a program adult.
- The only physical restraints used to confine a child are techniques in which the staff has been certified to use to ensure the safety of the child and others.
- No child will be placed in a locked room or confined in an enclosed area such as a closet or other cubicle as a form of discipline.
- No child will be subjected to profane language, threats or derogatory remarks about himself or his/her family.
- Discipline is **not** imposed on a child for failure to eat, sleep or for toileting accidents and does **not** include withholding food, rest or toilet use.
- The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance.

### **Ohio Laws and Rules: 3301-37-10 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 positive reinforcement 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 himself or his family, or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
  - (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
  - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
  - (10) The 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.

Effective: 07/03/2014

## **“What Should My Child Wear?”**

We recommend that you send your child to preschool in play clothes that will not be ruined by messy activities such as painting, playing in sand, or



by playground dirt. Certain backless sandals, such as “flip flops”, are not appropriate due to safety reasons.

Also, please consider the weather when dressing your child for school. We will take the children outside to play frequently when the weather is above a “feels like” temperature of 20 degrees. Children will not go out when it is raining. Please send your child with the appropriate gear to wear outside, which may include mittens, boots, hats, heavy coats, etc. Please label your child’s coat and book bag with his/her name.

## Program Fees for Typical Students

Your child’s full tuition is \$100 per month. A signed tuition agreement will be collected at the beginning of the school year.

Please make checks payable to “Lexington Local Schools” and send the payment to:

**Western Elementary**  
**Attention: Genelle Eggerton**  
**385 W. Main St.**  
**Lexington, OH 44904**

**Payments can also be made in the Western office. We highly suggest to not send payments in with the preschool student.**

There are three options for tuition payments for this year:

**Monthly Tuition Schedule:** Each Month (August – April): Monthly tuition is due on or before the 10th of each month. A \$10 late fee will be applied if the payment is made after the 10th of the month.

**Biannual Tuition Schedule:** August 10th: First biannual payment due.  
January 10th: Second biannual payment due.

**Annual Tuition Schedule:** August 10th: Full tuition payment due.

All of the tuition information can be found on the preschool website for your reference throughout the year. In addition, a reminder letter will be sent in August with the amount that is owed for the upcoming year.

If a child is withdrawn, a thirty-day notice must be given in writing in order for any tuition to be refunded. This written notice must be mailed to the preschool mailing address or given to the Western secretary thirty days prior to the withdrawn date. Payment will be refunded for any tuition pre-paid past the thirty-day period. This also applies if a child is withdrawn between August 10 and the first day of school.

If tuition is not paid monthly and attempts are not made to bring the account to date, the child will no longer be enrolled in the preschool program.

## Field Trip Guidelines

In the event of a field trip, the following precautions will be taken to ensure each child's safety.

- A first aid kit, which meets the requirements of Ohio licensing rules, will be available.
- Each child will have identification attached to him/her containing the child's name and the school's name, address and phone number.
- An adequate number of adults will participate in each experience. This number will be determined by class size, class make-up and the teacher's judgment.
- All parents will be notified of the field trips. Parents are invited and encouraged to join in the fun!



## Information Sharing

Young children are often affected by events or changes in their environment. Children may not be able to express their feelings or relay significant information. 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
- Death of family members or close friends
- Changes in family structure within the home or relocation

# School Closing Information



It is sometimes necessary for our school to close due to inclement weather. When this happens WVNO 106.1 FM and many other radio stations will broadcast closings. Whenever Lexington Local Schools are closed, the preschool will also be closed. If there is a two-hour delay, the morning class will be cancelled and the afternoon class will be in session during its scheduled hours. You can also sign up for text alerts on the Lexington Local School District's website at [www.lexington.k12.oh.us/](http://www.lexington.k12.oh.us/). This free service will send a text message to your cell phone alerting you of school cancellations.

## General Guidelines for Keeping Children Home From School Due to Illness

**If your child is ill, please call the school in the morning to let us know he/she will be out for the day. If your child has a contagious condition, please let us know so that we can notify the other families.**



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 illnesses while your child's resistance is lowered. The following guidelines represent the more common childhood illnesses. Please save these for your own reference.

Chicken Pox: A skin rash consisting of small blisters, which 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 home until the 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, chilliness and general body discomfort. Your child should remain at 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 changes from yellow to green.

Fever: If your child's temperature is 100 F or greater (or 1 or 2 degrees above the child's normal temperature) he should remain home until he has been without fever for a full 24 hours. Remember 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.

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. Please be sure to check your child's hair regularly and be responsible in treating any infestation. Following a lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo and all nits have been removed. The school nurse will need to check the child before being released to class.



Impetigo: Blister-like lesions, which later develop into, crusted pus-like sores. Your child must stay at home until antibiotics have been in your child's system for 48 hours and the sores are no longer draining.

Pain: If your child complains, or behavior indicates, that he is experiencing persistent pain, he should be evaluated by a physician before your child is sent to preschool.

Pinkeye: Redness and swelling of the membranes of the eye with burning and/or itching with matter coming from one or both eyes, and/or crusts on the eyelids could indicate your child has pinkeye. Your child should remain home until antibiotic drops have been administered for at least 24 hours from your child's doctor and the discharge and discomfort have subsided. Spread of infection can be minimized by keeping the hands away from the face, using good hand-washing practices, using individual wash cloths and towels, and not touching any part of the eyes with the tip of the medication applicator while administering the antibiotic drops.

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

***If a child becomes ill, he / she may be isolated in a section of the room not in use or in another part of the building. He/ she will remain with a staff member until a parent or caregiver can come get the child.***

## Medical Emergency Plan

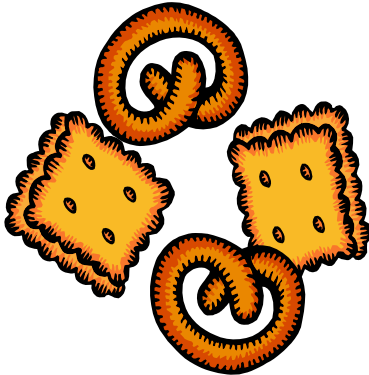
In the event of a medical emergency, the following steps will be taken to ensure your child's health and safety:

- 1.) A parent will be contacted immediately unless the situation warrants a call to emergency medical personnel. In this case, emergency medical personnel will be called before attempting to reach the parent.
- 2.) If efforts to reach the parent(s) are unsuccessful, the staff will follow instructions listed on the Emergency Medical form included in your enrollment packet. No child may attend without a completed Emergency Medical form.



## Preschool Snacks

Snack is a pleasant time of day at preschool. Lexington Local Schools will provide all snacks for preschool children. Please, make known in writing to your child's preschool teacher if there are dietary or allergy concerns.



### Some snack suggestions are:

- |                     |                 |
|---------------------|-----------------|
| Fresh fruit         | Popcorn         |
| Applesauce          | Pretzels        |
| Cheese sticks       | Animal Crackers |
| Pudding cups        | Graham Crackers |
| Cereal/granola bars | Fruit cups      |
| Cereal              | Muffins         |
| Yogurt              |                 |
| Baked crackers      |                 |

## We Want To Help! Do You Have Questions?

We want your child's school experience to go as smoothly as possible. Open communication between you and your child's teacher is a key to your child's success. However, if you have a question or concern that you don't feel comfortable talking to your child's teacher about or would like to file a complaint, please contact our Elementary Principal, Genelle Eggerton at (419) 884-2765 ext. 5400. She can also provide you with current copies of program inspection reports upon request.

### School Supply List



- \_\_\_\_\_ 1 box of tissues
- \_\_\_\_\_ 3 pkg of large, purple glue sticks
- \_\_\_\_\_ 1 roll of paper towels
- \_\_\_\_\_ 1 box of Ziploc snack or sandwich bags
- \_\_\_\_\_ 1 pkg of watercolors (girls only)
- \_\_\_\_\_ 1 pkg of broad tipped, **washable** markers (boys only)
- \_\_\_\_\_ 1 cleaning wipes (Lysol, Clorox)
- \_\_\_\_\_ One Ziploc bag containing a change of clothing  
(Seasonally appropriate shirt, pants, underwear & socks; toileting supplies if appropriate-labeled with child's name)

- **These items are requested of each child. However, providing these items is not mandatory for school attendance.**
- Each student needs a leak proof water bottle labeled with their name. Water bottles are to be brought to school daily.
- Each student needs a book bag/backpack of regular size labeled with their name. Book bags are to be brought to school daily.

