

Early Childhood Program



Lexington Local
Schools



Lexington Preschool
890 W 4th St, Mansfield, OH 44903

www.lexington.k12.oh.us/index.php

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

Early Childhood Program

Dear Parents,

The Lexington Preschool provides half-day preschool classes Monday through Thursday. Typical children ages four and five years old and children ages three through five who are ELL or with special needs may enroll. Typically developing children must turn four prior to August 1st of the upcoming school year. The preschool program is administered by Lexington Local Schools for students residing in the 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. One aide is also staffed in each 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) 884-0896 ext. 6500.

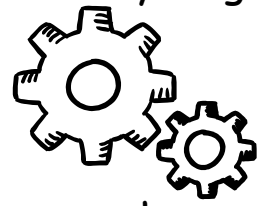
Sincerely,



Meredith Cotterill
Preschool Director
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.

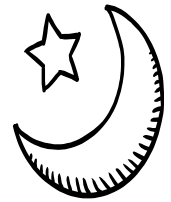


We believe that working with the families of young children plays an integral part in the child's healthy development. Through collaboration with parents, community agencies, and support personnel, the needs of each child are best met. The optimal growth and development of each young child is encouraged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

Mission Statement

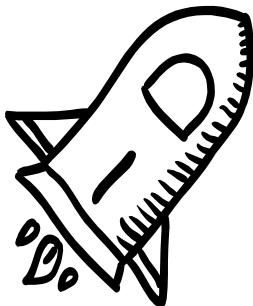
Program Goals

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.



The primary goals of our Early Childhood Program are to:

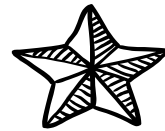
- Provide an environment that respects children and promotes active exploration through play.
- Foster the development of positive self-esteem.
- Support and promote positive relationships with peers and adults.
- Facilitate and encourage the construction of knowledge within an integrated curriculum.
- 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.



The Program's 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.

Highly Qualified Teachers Screening & Assessment

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 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 itinerant services.



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-3 and ASQ-SE
- 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.

Parent Involvement Enrollment

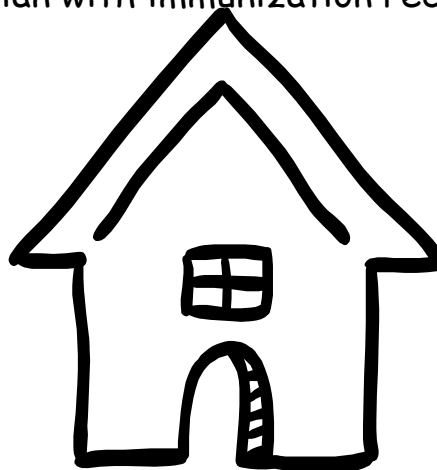
We believe that parent participation is a vital component in a child's school experience. Parents and grandparents provide valuable input that helps to ensure a successful transition between home and school. We encourage you to become actively involved.

You are welcome to be involved in your child's education by volunteering, for classroom activities such as special projects and field trips.

A class roster will be given to you upon your request. We offer parent/teacher conferences in November and March. 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.

Registration occurs at the preschool located at 890 W 4th St, Mansfield, OH 44903. After you register, you will complete enrollment on Lexington's webpage through final forms prior to his or her entry into the preschool program.

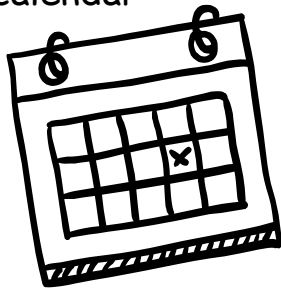
- Student Emergency Information form
- Child Release form
- Child's Medical Statement signed by a physician with immunization records
- Blood Lead Poisoning Summary Sheet
- Dental form signed by a dentist
- Transportation Information form
- Tuition Agreement for typical students
- Custodial agreements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



Bulletin Board & Newsletter Lesson Plans

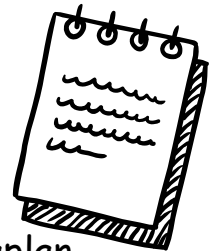
A parent bulletin board can be found near the entrance of the program. On the bulletin board, parents can find the following information:

- A weekly or bi-weekly newsletter including information about coming events, reminders, and ways to extend your child's learning in the home environment. The preschool newsletter will be sent to parents as well
- Daily lesson plans, updated on a weekly basis
- Parent information about education, health and 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



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
- Individualized Education Program (IEP) goals and objectives
- Individual needs as documented through formal and informal assessments and observations completed with your child throughout the school year.
- Daily lesson plans show a schedule that includes center time, small group/individual instruction, snack, gross motor, PE, library.



Parent Drop-off & Pick-up

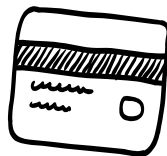
AM Preschool begins at **9:00**- Drop off begins in the car line at **8:55**. Please keep good-byes brief as those tend to be more natural and less stressful for the child

AM Dismissal will begin at **11:30**- You will pull up to the front doors when it is clear of buses, please remain in your car until staff brings your child to your vehicle. We will be checking IDs until we are familiar with you and your car.



PM Preschool begins at **12:30**- Drop off begins at the front door of the building at **12:25**. Please keep good-byes brief as those tend to be more natural and less stressful for the child

PM Dismissal will begin at **3:00**- You will pull up to the front doors when it is clear of buses, please remain in your car until staff brings your child to your vehicle. We will be checking IDs until we are familiar with you and your car.



We ask that you keep your child's toys at home to avoid issues with lost or broken items.

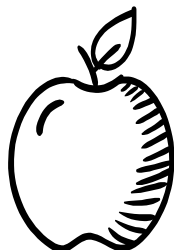
What to Wear Preschool Snacks

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 predicted weather when dressing your child for school. We will take the children outside to play frequently when the "real feel" is 20 degrees or above. 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 bookbag with his/her name.



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. A snack calendar can be provided upon request.



General Guidelines

Keeping Child Home

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.

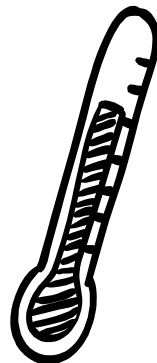
It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others, and to prevent your child from acquiring any other illnesses while your child's resistance is lowered. The following 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.



General Guidelines

Keeping Child Home

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 washcloths 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.

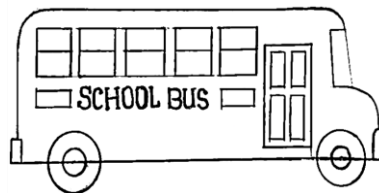


Field Trip Guidelines

Information Sharing

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!



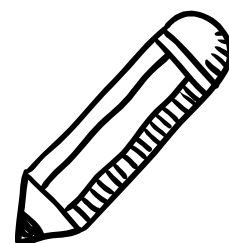
Young children are often affected by events or changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with these changes, please keep us informed of any events such as:

- Illness or hospitalization of family members
- Death of family members or close friends
- Changes in family structure within the home or relocation

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.

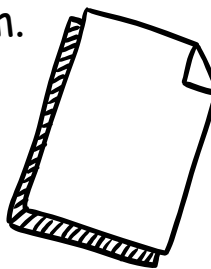
The custodial parent will receive communication from school personnel. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child. If a custodial parent and non-custodial parent agree that they both want to be given information,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



Medical Emergency

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.



Program Fees for Typically Developing Students

Your child's full tuition is \$120 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:

Lexington Preschool
Attention: Meredith Cotterill
890 W 4th St, Mansfield, OH 44903

Payments can also be made in the Preschool office. We highly suggest you do not send payments in with the preschool student.

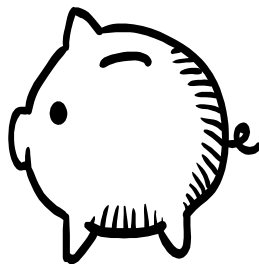
There are three options for tuition payments for this year:

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.

Bi-annual Tuition Schedule: August 10th: First bi-annual payment due. January 10th: Second biannual payment due.

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

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.



Discipline Policy

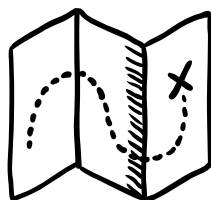
The goal of discipline is to help children learn to build their own abilities to use self-control and ultimately direct their own behavior. We recognize the important role self-esteem plays in this process and strive to enhance each child's positive feelings of self through a nurturing environment. Each 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 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. Ongoing 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.
- No child will be secluded in a locked room or confined in an enclosed area such as a closet or other cubicle.
- 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.



Discipline Policy (cont.)

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

PBIS

Positive Behavioral Intervention and Supports

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

Lexington Local Schools implements Positive Behavior Interventions and Supports (PBIS), and its discipline plan aligns to PBIS principles. The purpose of the PBIS plan is to reinforce positive behavior. Student behavior is aligned to common expectations in all areas: Be Respectful, Be Responsible, Be Ready. A PBIS Matrix is posted throughout the school to reinforce behavioral expectations.

Lexington's Early Childhood Program uses a continuum of positive behavior support for all students within its school setting and implements PBIS expectations in areas of the school including the classroom and non-classroom settings, such as hallways, buses, and restrooms. Positive behavior support is an application of a behaviorally based systems approach to enhance the capacity of our preschool, the families we serve, and our communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs.



PBIS

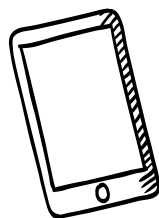
Positive Behavioral Intervention and Supports

Expectations	Be Respectful	Be Responsible	Be Ready
Bus	<ul style="list-style-type: none"> • Voices Quiet • Hands to self 	<ul style="list-style-type: none"> • Backpack on lap 	<ul style="list-style-type: none"> • Shoulders back • Bottom down
Arrival	<ul style="list-style-type: none"> • Greet your friends and teachers 	<ul style="list-style-type: none"> • Voices quiet • Coat and Backpack in cubby 	<ul style="list-style-type: none"> • Check in
Dismissal	<ul style="list-style-type: none"> • Eyes watching • Voices quiet • Bodies calm • Ears listening 	<ul style="list-style-type: none"> • Put on coat • Put on backpack 	<ul style="list-style-type: none"> • Stand against the wall • Listen for your name
Hallway	<ul style="list-style-type: none"> • Hands to self • Wave and smile 	<ul style="list-style-type: none"> • Walk on the right side • Stay in line 	<ul style="list-style-type: none"> • Voices quiet • Body calm
Snacktime	<ul style="list-style-type: none"> • Touch own food • Say "yes please", "no thank you" and "thank you" 	<ul style="list-style-type: none"> • Wash hands • Throw away trash • Push in chair 	<ul style="list-style-type: none"> • Wait your turn • Try it first • Talk to friends at the table
Playground	<ul style="list-style-type: none"> • Be kind • Take turns 	<ul style="list-style-type: none"> • Stop play when you hear the signal • Put toys away 	<ul style="list-style-type: none"> • Use toys with care • Enter school with voices quiet and body calm
Restrooms	<ul style="list-style-type: none"> • Wait for your turn outside the door • Flush the toilet 	<ul style="list-style-type: none"> • Wash hands • Throw away towel 	<ul style="list-style-type: none"> • Walking feet • Quiet voices • Be quick

School Closing Information

Additional Questions?

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 . This free service will send a text message to your cell phone alerting you of school cancellations.



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 Preschool Director, **Meredith Cotterill** at (419) 884-0896 ext. 6500 . She can also provide you with current copies of program inspection reports upon request.