



*of the* WESTERN RESERVE

*Inspiring Learning Through Innovation*

PERRY PRESCHOOL

PARENT HANDBOOK



## **PHILOSOPHY**

Children are curious about their world and full of wonder making preschool a crucial time of learning. Early childhood education fosters independence and creativity in all areas of learning so that young children may know the true joy of discovery. Through a prepared environment, preschool can offer a broad spectrum of experiences that spark the imagination of children and alert them to the vast possibilities that their world presents. Exploring together with other children provides an opportunity for children to understand their own needs as well as the needs of others.

The Early Childhood Program has definite objectives and goals. The teaching staff accepts all children as valuable and unique individuals. Therefore, it is a goal of every teacher to help the children develop a healthy self-concept so that they feel confident and excited about learning. When children are happy and confident, they are better able to accept and appreciate the uniqueness of others.

The learning environment is designed to accommodate the individual developmental needs and ages of the children. This is accomplished with interest centers, small and large group activities, and one-on-one learning experiences. It is the goal of these experiences to foster self-motivated learning. Play is viewed as another essential component of a positive preschool experience. Play is a natural arena in which children inquire, explore and gain an understanding about their world. In this balanced approach children have many daily opportunities to grow socially, cognitively, physically and emotionally. A balance between free choice and structure fosters responsibility, intrinsic discipline, and confidence. All children, with or without a disability, are seen as children first. The Early Childhood Program applies the same positive learning principles to all children in the program.

*The Educational Service Center of the Western Reserve does not discriminate on the basis of race, color religion, national origin, sex or handicap in education programs, activities*

## **Ohio Department of Education Compliance**

The Educational Service Center of the Western Reserve/Perry preschool is required to meet Ohio Department of Education rule compliance. Site reviewers will visit programs at least two times per year to assure compliance and will issue compliance reports to the program director and Superintendent. All ODE inspection reports of the program are posted in a conspicuous site near the posted license at each program.

The Early Learning Program's license is available upon request. The phone number for preschool program is (440) 354-7090. All complaints and reports concerning the operation of programs regulated by ODE may be reported to the Ohio Department of Education at (614) 466-0224 or to the Office of Early Childhood Education Licensing Office Licensing at (330) 343-8518.



## **ENROLLMENT:**

Space is limited in the Preschool Program. Parents are required to contact the Educational Service Center of the Western Reserve in order to check space availability and to receive a registration packet. If you choose to withdraw your child for any reason, please notify the classroom teacher and program director via phone or email.

The following will be required as part of the registration process:

1. Enrollment form
2. Birth Certificate
3. Parent ID
4. Medical Examination Form & Immunization Record signed by a physician  
*(If prescribed medication is required, an action plan must also be completed by a physician. Please request appropriate documentation)*
5. Medical Emergency and Transportation Authorization
6. Parent Interview
7. Proof of Residency Forms
8. Dentist contact information
9. Two persons to be contacted if parents cannot be reached

As required by the Ohio Department of Education, all children will receive a standardized developmental screening including all five domains: Language, Cognitive, Social/Emotional, Fine motor and Gross motor.

*The State of Ohio requires that all students maintain a physical/medical exam within 13 months of previous exam to attend preschool.*

## **DAYS AND HOURS OF OPERATION:**

School is in session Monday - Thursday. Preschool times are as follows:

8:30 a.m. – 11:30 a.m. for the morning session

12:30 p.m. – 3:15 p.m. for afternoon session

8:30 a.m. – 3:15 p.m. for full day session

Please remember that the class begins and ends promptly at the times listed above in order to keep to the classroom schedule. We would appreciate that you would respect this time schedule for the benefit of all children.

## **TUITION/FEES:**

The tuition for the preschool program is \$1,260 (\$140 per month) half day, or \$2,520 (\$280 per month) full day. Tuition can be paid in full or divided up into 9 months. Tuition payments are due on the 15<sup>th</sup> day of each month. No credit on tuition is given for school closings due to weather, emergencies or children's absences.

Payment can be made by credit or debit card by calling 440-350-2563 Ext: 722 or checks should be made payable to Educational Service Center of the Western Reserve *Please be sure to write your child's name on the memo line* and sent to:

Attn: Accounts Payable, 8221 Auburn Rd, Painesville, Ohio 44077

*If payment is not received in a timely manner, it may be necessary to remove your child from the program.*

## **SCHOOL CLOSING INFORMATION:**

Perry Preschool follows the Perry Public School District schedule. Preschool is closed when the district is closed or as needed due to weather or other circumstances.



## **ARRIVAL & DEPARTURE PROCEDURES:**

Procedures will be established prior to the start of school and explained at the orientation.

If your child is on an IEP and is using district provided transportation they will be escorted to and from the bus at the beginning and end of each session by a staff member.

**Both parents' right to pick up:** Under the laws of the state of Ohio, both parents 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).

**Authorized list for pick-up:** Persons on the authorized pick up list must be at least 18 years of age and be able to supply documentation of their identity.

## **PARKING:**

Due to the high volume of traffic in front of and alongside the building, parents are requested to use the parking lot at the rear of the building (near the playground).

## **ATTENDANCE:**

Daily attendance will be taken. When your child is unable to attend, please notify your child's teacher at 440-259-2900 ext 9230. In addition, parents of children who receive transportation are responsible to call the Perry Transportation Department at (440) 259-3005.

**Calls to the classroom teacher and transportation should be made prior to the start of school.**

## **EMERGENCY RELEASE:**

In accordance with state regulations, children are released only to a custodial parent, guardian, or person authorized by the custodial person. If a person other than those noted will pick up a child, a telephone call must be placed to the teacher identifying the authorized person. **The teacher will require photo identification from the person picking up the child.** Please relay this I.D. policy information to the person picking up the child.

## **OUTDOOR PLAY:**

Perry Preschool is fortunate to have an excellent facility that allows for indoor and outdoor gross motor activities. As a safety measure children should wear soft sole, non-skid shoes that will not slip off. When the weather permits every effort will be made to spend the gross motor portion of the day outdoors. In colder weather the children will need a warm coat, boots, gloves and hat.

## **EXTRA CLOTHING:**

Parents need to provide a labeled plastic bag containing a complete change of clothing for their child (socks, underpants, shirt and pants). Please label individual items in the bag. The clothing will be kept at school for emergency use and returned at the end of the school year.

## **BACKPACK:**

Every child will need a folder and a backpack large enough to accommodate art projects and papers. Please check your child's backpack **daily** for notes, newsletters, or art projects.



### **SNACK:**

Parents on a voluntary basis will provide nutritious snacks and beverages. Your child's teacher will provide snack schedules and additional information.

### **SPECIAL EVENTS:**

On special occasions, we will have classroom parties, field trips, or special guests. Notices will be sent home prior to these special events. Parents who have a special interest to share with the class such as a musical talent, hobby, unique pet, etc. are always welcome. Please contact your child's teacher to discuss how this interest can be incorporated into the classroom activities!

### **FIELD TRIPS:**

Field trips will be scheduled throughout the year by the preschool staff. Parents will be notified in advance of the field trip date, time, location, and purpose. Each child will be required to have a permission form signed by the parent/guardian for each individual field trip. Children who are **not** attending the field trip will **not** be able to attend class for the day due to all staff attending the scheduled field trip.

### **PARENT PARTICIPATION:**

Parents are the first and most important teachers of their children. Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher or any staff member involved with your child's program to share a concern.

### **CONFERENCES:**

Conferences are scheduled twice each year. A notice will be sent home prior to conference dates and a sign-up sheet will be available. Parents of children who have Individual Educational Plans (IEP) will receive invitations prior to IEP meeting dates.

### **CLASS ROSTERS:**

A roster of names and phone numbers is available on request. Parents may decline to have their name and phone number included.

### **PROGRAM VOLUNTEERS:**

We encourage and actively recruit volunteers to assist with various programs in the classroom. Each volunteer's interest and abilities are coordinated with the particular needs of our students. If you would like to be a volunteer, please let your child's teacher know. For our students' safety, you may be required to get fingerprinted and be approved by the school board. Other opportunities for classroom involvement can include: home visits, communication with the teachers via notebooks, notes, personal contact, assisting with special events, parties, or parent activities, participating in field trips, attending parent conferences/IEP meetings, sharing special skills, participating in volunteer opportunities in the program such as reading in the classroom.

### **CLASS SIZE AND DAILY SCHEDULE:**

Each class has children ages 3-5 years. The maximum number of children per class is 24 with an adult/child ratio of 1:12. The maximum number of children for Room 8 is 16 with an adult/child ratio of 1:8. The maximum number of children for Room 9 is 18 with an adult/child ratio of 1:9.

## **Daily Schedule:**

Your child's teacher will provide you with a copy of the daily classroom schedule. The schedule will include time for the following activities:

**Circle Activities:** Circle provides for teacher-directed music, finger plays, rhythmic, calendar and weather, concepts, etc. Circle is a time for developing listening and memory skills, following directions and sitting quietly.

**Self-Help Skills:** Children will practice self-help skills such as washing hands, opening snack items, zipping coats, etc. **Please note: ALL children not on IEPs are expected to be FULLY toilet-trained by the start of the school year.** For students on IEPs, program teachers will continually work to develop independence in toileting, dressing and feeding skills. While learning to toilet-train, remember to dress your child in **loosely fitted clothing**. Clothing that is too tight does not provide for independence.

**Sensory Activities:** Within our manipulative center, attention will be given to sensory stimulation through a variety of tactile activities (play-doh, shaving cream, slime, clean mud, wood shavings, rice, beans, cornmeal, sand and water play, etc.)

**Storytelling:** Each day, teachers utilize enjoyable stories and various props to encourage story appreciation, listening skills, language development, attention span and fun. This is a teacher-directed activity and children actively participate with props throughout the story. Books change based on thematic units and skills being addressed. Books are displayed and accessible to children.

**Music:** Musical activities are incorporated during the school day. The musical focuses on rhymes, musical instruments, songs, and movements.

**Gross Motor Skills:** Children in all locations have daily and weekly opportunities to develop large motor skills. Throughout the week children have access to the gym and/or outside playground. (weather permitting)

**Snack:** Parents will be asked to provide daily snacks for their child unless otherwise instructed. Snacks need to be a nutritious supplement to the day's meals. Sugary and salty snacks or snacks high in fat should be avoided. Snack suggestions include: vegetables and dip, fruit, yogurt, pure juice, crackers, or cheese. Please be aware that some classrooms follow strict allergy-free food programs. Some classrooms may be Nut Free. Children may not share food. *When sending in a snack to celebrate a birthday or holiday, please check with the teacher first.* Contact your child's teacher with questions regarding the snack policy.

**Therapy:** Speech, physical, and occupational therapies are provided for students with specific IEP goals. Therapists will often provide services in the classroom. Therapists work on skills that enable children to access the curriculum and develop like typical peers. They may make recommendations to teachers about what modifications or accommodations a child needs to access the curriculum. Collaboration occurs between therapists and the teachers.

**Clothing:** It is very important that children be comfortable at school. Children need clothing that allows them to move, climb, crawl, roll, etc. Tennis shoes allow for safety and maneuverability. Because children want and need to be independent, clothing should be easy to fasten, easy to get on and off, and be of the right size. Outdoor play is the goal each day (weather permitting). Please dress your child accordingly.



**Nap:** One cot or mat shall be available for each child who remains more than five consecutive hours in the preschool program. Cots/mats will be labeled in some manner as to who is assigned to each cot/mat. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers.

## **DISCIPLINE:**

Our classroom schedule and curriculum is structured to encourage learning, self-confidence and good feelings. Children are never punished physically or verbally. The rules for behavior are simple, developmentally appropriate, and clearly stated. A preschool staff member in charge of a child or group of children shall be responsible for their discipline. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- Shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated by any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- The teachers are available to discuss any questions or comments about the discipline policy.

## **HEALTH & SAFETY:**

The preschool teacher and her assistant are fully responsible for the children's safety. No child shall be left alone or unsupervised. The use of aerosol cans is prohibited.

- Parents of a child enrolled in the program shall be permitted unlimited access to the school during the hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director.
- Child/staff ratios and maximum group sizes are maintained according the licensing rules.
- No child shall ever be left alone or unsupervised.
- A phone shall be available while the program is in session.
- Emergency procedures, including fire drills, rapid dismissals, tornado drills, and emergency contact information are posted in the classroom.





### **Incident Reports**

In the event a child has an accident or injury at school, the teacher or assistant will complete an Incident Report on the same day of the incident. The Administrator of the program, the person completing the form and the parent or guardian, will sign this report. A copy of the report will be placed in the child's file.

### **Fire and Weather Emergencies**

Procedures have been developed to cover fire and/or tornado emergencies. Guidelines and charts for evacuation are prominently placed in each classroom. Fire drills are conducted monthly and the Board Office staff, in the event of a tornado, monitors a Weather Alert Radio.

### **Nuclear Emergency Procedure**

The Perry Preschool, in conjunction with the Lake County Emergency Management Agency has developed plans to protect students should an emergency at the Perry Nuclear Plant require protective response by the Perry Preschool. There is a very low probability of a major emergency at the plant and an even lower one that it will occur during normal session hours. Nonetheless, Perry Preschool has plans for accomplishing sheltering or evacuation protective actions.

The following table demonstrates the four classifications of an emergency at the Perry Power Plant in order of severity:

**UNUSUAL EVENT** - We are notified.

**ALERT** - We are notified upon full activation of the Lake County EOC; call in additional staff if needed and monitor EAS (Emergency Alert System).

**SITE AREA EMERGENCY** - We begin calling parents to pick up children if recommended by the Lake County Emergency Operations Center.

**GENERAL EMERGENCY** - Protective actions issued. Action may be shelter or evacuation.

As you can see from the table above, we will notify students' parents well in advance of a protective action being recommended. There is no danger to the general public at **SITE AREA EMERGENCY**. We will release students **only** to a parent, legal guardian or adult designated by the parent. This is to ensure that the parent(s) or guardian(s) know exactly where their child is at all times and that the child is safe and being cared for.

If a protective action of **SHELTERING** is recommended for our area, please **DO NOT ATTEMPT TO PICK UP YOUR CHILD**. Both you and your child are safer indoors. Sheltering is normally in effect for 2-3 hours. Your child will be cared for at all times.

If **RELOCATION** is recommended and you have not picked up your child, he/she will be relocated to Chardon Maple Elementary School located at 308 Maple Ave. Chardon, Ohio. Staff will remain with your child until he/she is picked up by a parent or guardian. A map of directions will be posted on the door indicated that we have relocated to Chardon Maple Elementary School. This is a public care center.

### **First Aid/ Communicable Disease/ Child Abuse Recognition and trainings**

A fully supplied first aid kit is available at school and taken on field trips. A Communicable Disease Chart is located at the Preschool. Parents will be notified of exposure to communicable disease (i.e.: conjunctivitis, etc.).

The Administrator and all employees are required to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services.





Each building in which a program is operated there shall be readily available at all times at least one preschool staff member who has completed a course approved by the state department of health ([www.odh.ohio.gov](http://www.odh.ohio.gov)) in First aid, prevention, recognition, and management of communicable diseases, and child abuse recognition and prevention course based on an approved curriculum. Staff shall complete at least four hours of in-service training in child abuse recognition and prevention within two years of employment and every five thereafter.

### **Medical or Dental Emergency**

In the event of a medical or dental emergency, the Preschool staff will immediately take the following steps:

- Immediate first aid administered by trained staff.
- Contact the Perry Rescue Squad.
- Notify parents of accident or injury and inform them that an ambulance has been contacted.
- One staff member will accompany the child with the child's records, in the ambulance.
- Parents will meet the child and staff member at the emergency treatment center specified by the Perry Rescue Squad.

**A written description of the school's safety policies has been explained and distributed to all staff. In addition, emergency phone numbers and procedures are posted in each classroom.**

### **WHEN A CHILD BECOMES ILL:**

A staff member is available to observe all children upon arrival each day. An ill child will be isolated, but under the direct supervision of a staff person, until a parent or guardian picks up the child. A child shall be discharged when the following symptoms occur:

- Diarrhea (more than one occurrence)
- Severe coughing (whooping, red/blue face)
- Difficult or rapid breathing
- Yellow skin or eyes
- Symptoms of conjunctivitis (pink eye)
- Infected skin patches
- Dark urine, gray or white stool
- Stiff neck
- 100-degree temperature
- Evidence of lice infestation

When the above symptoms occur at school, parents will be notified to pick up their child. The child may return to school when they are **symptom free for 24 hours**, without the aid of fever-reducing or any other medication. Parents are requested to keep the health needs of all the children in mind and to refrain from sending their child to school when these symptoms occur at home.

**A mildly ill child will be escorted to the school nurse for observation.** If symptoms persist or worsen, the parent will be called to pick up the child.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. 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 watched for symptoms listed as the following:



- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

No staff member shall attend school if they exhibit signs of communicable disease. The administrator reserves the right to request a physician’s note to return to work.

**IMMUNIZATIONS AND PHYSICALS:**

Preschool children in classrooms licensed by the ODE must have immunization records and a current physical on file.

**Immunizations must be kept up-to-date and submitted prior to the first day of school. IMMUNIZATIONS** (Section 3313.67 of Ohio Revised Code)

According to Ohio Preschool regulations, each child enrolled in the preschool program must have a complete medical exam form signed and dated by a physician each year before entering the program.

Required immunizations for preschoolers are four DPT, three Polio, one Measles, Mumps and Rubella, one HIB shot, and Hepatitis B vaccine. Varicella vaccine is recommended for children of any age that have not had the chicken pox illness.

Immunizations are free for children from 0 to 19 years of age at the County Health Department. Call 440-279-1900 for a schedule and locations.

If you do not have a regular doctor or dentist, you may receive assistance through your local County Health Department. Please call our office to discuss your needs.

Physical forms must be completed by a licensed physician and affirm that the child is in suitable condition for enrollment in preschool. Physicals expire in one year from the date they are given.

**LEAD AND HEMATOCRIT SCREENING:**

In addition to the required immunizations, ODE mandates that **all children** attending an ODE licensed preschool program have lead and hematocrit screenings. Results of these screening are provided with immunization records.

Lead Screenings are available for FREE at the County Health Department. Call 440-279-1900 for a schedule and locations.

**ADMINISTRATION OF MEDICATION:**

Only employees who are health professionals or who have completed a drug administration training will administer medications, food supplements, modified diets, or fluoride supplements to a child. Written instructions from a licensed physician or licensed dentist and written, signed, and dated instructions from the parent or guardian is required prior to administration. All instructions must be written on a form supplied by the preschool. Also, an administration of medication form including dosage, date, and time must be filled out each time the teacher completes the administration and maintained for one year. Medication must be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.



## **HEALTH CHECK:**

Health check is Ohio’s Early and Periodic Screening, Diagnostic, and Treatment (ESPDT) service package. These are comprehensive and preventative services for babies, kids, and young adults younger than 21 who are covered by Ohio Medicaid.

For more information go online to: <http://medicaid.ohio.gov/Healthcheck>

## **CHILD FIND:**

Every school district in the country is mandated to identify children in their districts who have disabilities, ages 3 to 22. The preschool works with the school districts, Job and Family Services, Help Me Grow, and the ESC of the Western Reserve to find and identify children ages 3 to 5 who have special needs. If you have questions about your child’s development and they are of preschool age, please contact the special education director in your district of residence. Information regarding the Individuals with Disabilities Education Act (IDEA), Part C, Assessment and Screenings can be found at the link provided:

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx> You are entitled to a screening to determine eligibility for services. If services are deemed necessary, a team will convene to develop goals for progress.

## **SUSPECTED CHILD ABUSE/NEGLECT:**

All preschool staff members are required by law to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services. The ESCWR preschool staff have been trained in child abuse recognition.

*If you have further questions about our program, please feel free to contact any of the following people who are involved with the Lake County/Perry Preschool Program:*

**Denise Brewster**  
Early Childhood Coordinator  
[dbrewster@escwr.org](mailto:dbrewster@escwr.org)

**Amy Palker**  
Administrative Assistant  
(440) 350-2563 ext: 734  
[apalker@escwr.org](mailto:apalker@escwr.org)

**Heather Robinson**  
**Preschool Teacher**  
(440) 259-9200 ext 9230  
[hrobinson@escwr.org](mailto:hrobinson@escwr.org)  
Classroom Hours  
8:30 a.m. – 3:15 p.m.  
Monday - Thursday

**Crystal Payne**  
**Intervention Specialist**  
(440) 259-9200 ext 9230  
[mabrams@escwr.org](mailto:mabrams@escwr.org)  
Classroom Hours  
8:30 a.m. – 11:30a.m.  
12:30 p.m. – 3:15 p.m.  
Monday – Thursday

**Kendal Kane**  
**Preschool Teacher**  
(440) 259-9200 ext 9230  
[kkane@escwr.org](mailto:kkane@escwr.org)  
Classroom Hours  
8:30 a.m. – 11:30a.m.  
12:30 p.m. – 3:15 p.m.  
Monday – Thursday