

The Little Raiders Preschool Parent Handbook



13646 West River Road
Columbia Station, Ohio 44028
Phone: 440-236-5021 Fax 440-236-1220
Website: www.columbia.k12.oh.us



2019-20 School Calendar Columbia Local School District

Adopted – January 24, 2018

Revised – March 20, 2019

AUGUST

- 27 Professional Development Day – NO SCHOOL
- 28 District Inservice, CMS Open House 6:00-7:00
- 29 District Inservice, PreK/CES/CHS Open House 6:00-7:00

SEPTEMBER

- 2 Labor Day
- 3 First Day of School – Grades 1-12
- 10 First Day of School – Kindergarten/Preschool
- 27 Professional Development Day – NO SCHOOL

OCTOBER

- 2 Interim – 21 days
- 11 NEOEA Day – NO SCHOOL

NOVEMBER

- 1 End of First Grading Period, 42 days
- 4 Professional Development Day – NO SCHOOL
- 6 Conferences (CHS 3:15-6:00) (PreK-8 4:15-7:00)
- 7 Early Release K-8 at 12:00, CHS at 11:15
Conferences (CHS 12:00-5:00) (PreK-8 1:00-6:00)
- 8 Conference Comp Day – NO SCHOOL
- 27-29 Thanksgiving Recess

DECEMBER

- 9 Interim – 21 days
- 23 Winter Recess Begins

JANUARY

- 6 School Resumes
- 20 Martin Luther King, Jr. Holiday – NO SCHOOL
- 23 End of 2nd Grading Period, 43 days
- 24 District Inservice – No School for Students

FEBRUARY

- 14 Professional Development Day – NO SCHOOL
- 17 President's Day Holiday – NO SCHOOL
- 26 Interim – 21 days

MARCH

- 4 Conferences (CHS 3:15-6:00) (PreK-8 4:15-7:00)
- 5 Early Release K-8 at 12:00, CHS at 11:15
Conferences (CHS 12:00-5:00) (PreK-8 1:00-6:00)
- 6 Conference Comp Day – NO SCHOOL
- 27 End of 3rd Grading Period, 42 days

APRIL

- 10 Good Friday Holiday – NO SCHOOL
- 13-17 Spring Recess
- 20 School Resumes

MAY

- 5 Interim – 21 days
- 25 Memorial Day Holiday – NO SCHOOL
- 30 Commencement – 2:00 p.m.

JUNE

- 3 Last Day for Students
- 3 End of 4th Grading Period, 41 days
- 4 District Inservice

Student Days - 168
Professional Development Days - 4
Conference Days - 2
District Inservice - 4

AUGUST				
MON	TUES	WED	THRS	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

SEPTEMBER				
MON	TUES	WED	THRS	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

OCTOBER				
MON	TUES	WED	THRS	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

NOVEMBER				
MON	TUES	WED	THRS	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

DECEMBER				
MON	TUES	WED	THRS	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JANUARY				
MON	TUES	WED	THRS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

FEBRUARY				
MON	TUES	WED	THRS	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MARCH				
MON	TUES	WED	THRS	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
MON	TUES	WED	THRS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
MON	TUES	WED	THRS	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
MON	TUES	WED	THRS	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY				
MON	TUES	WED	THRS	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

■ NO SCHOOL □ INSTRUCTION DAY ■ STAFF ONLY/NO STUDENTS

On Early Release Days (Nov. 7th & March 5th) there will be no afternoon preschool

Fall Preschool conferences - Nov 6th & Nov. 7th
Spring Preschool conferences - March 4th & March 5th

Little Raiders Preschool

13646 West River Road
Columbia Station, Ohio 44028
Phone 440-236-5021 Fax 440-236-1220
Website: www.columbia.k12.oh.us

Staff

Judith Skoczen - Preschool Administrator
Elizabeth Aniol - Administrative Assistant

Teaching Staff

Mrs. Eva Costa - Teacher
Mrs. Robin Randall - Paraprofessional

School Psychologist

Lynley Roncone

Speech & Language Therapist

Megan Perkins

Occupational Therapist

Chelsea Kaminiski

Custodian

Jim Bassak

Nurse

Anastasia Majoras, LPN

**Policies in this handbook are included in the Columbia Local Schools Board of Education Board Policy. Guidelines in the Governing Board Policy reflect the standard set forth by the Ohio Department of Education. A copy of the Columbia Local School Board of Education Preschool Program Governing Board Policy is available upon request.

(Adopted June 2019)

General Information

Our integrated preschool program serves children ages 3-5 with and without special needs. The children attend school Tuesday through Friday in either the morning or afternoon. During their session, children will receive a nutritional snack. **Please let your child's teacher know about any food allergies.**

Teachers work on skills that are developmentally appropriate for each child attending the program. Children entering the program on an Individualized Education Plan (IEP) will have their goals and objectives included throughout the daily schedule. Related services such as speech therapy, occupational therapy, and physical therapy are provided to students with IEP's as determined by an Evaluation Team Report (ETR).

Itinerant teachers and related service professionals serve students in their homes, community preschool setting or at the Little Raiders Preschool. Related services such as speech, occupational therapy, and physical therapy are provided to students as determined by the Evaluation Team Report and Individual Education Plan.

Regular conferences are scheduled throughout the year with all parents to discuss progress.

The Little Raiders Preschool is licensed through the State of Ohio, Department of Education. We follow all rules and regulations required by the Division of Early Childhood Education. The license is posted in the classroom.

Admission

Typically developing children must be potty trained and at least 3 years old by August 1st each year to be eligible to attend classes. Parents must provide a copy of a legal birth certificate and immunization record prior to enrollment. All children must have a current physical exam on file **within 30 days of enrolling** into the program and register their child with the District Registrar at the Administration Center. Each family will be charged tuition.

Licensing requires that all preschool children have a yearly medical exam. The preschool **medical form** needs to be completed **within 30 days of entry for a new special needs student on an IEP, Peer Models are required to have a medical form on the first day of school.** Please be aware that returning students need an updated medical form each year. Students will be excluded from the program without the completed forms within 30 days.

Preschool children with disabilities are eligible to attend The Little Raider Preschool at no cost as determined by the Operating Standard of Education of Children with Disabilities. The school district in which the parents resides is responsible for determining a child's eligibility for special education services.

If for any reason you need to withdraw your child from the program, a withdrawal form must be completed.

Tuition

Tuition for the 2019-2020 academic year is set at \$1200.00 and a \$60.00 snack fee. A non-refundable deposit of \$300.00 would be due upon registration. By screening \$300.00 is due, with the remaining \$660.00 due by September 1st. Cash or checks are accepted. **Checks are payable to: Columbia Local Schools** and payment is received at the Administration Center.

Program Philosophy

At the Little Raiders Preschool, we believe all of our students are able to learn and grow. A safe, caring and enriching environment will promote the social, emotional, physical, and academic needs of our students. Our family, school, and community involvement will help students reach their full potential.

Family

We believe that family involvement in education is critical to a child's growth. Parents are important partners in their child's learning and development. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities, expectations, and available agency services through periodic progress reports, newsletter, notes home, and/or telephone contacts from the preschool teacher. Parents of identified special needs children will participate in Individual Educational Plan (IEP) meetings.

Standard of Conduct

The Little Raiders Preschool respects and promotes the unique identity of each child and family and refrains from stereotyping or discriminating on the basis of gender, race, ethnicity, culture, religion, or disability. The staff will follow program confidentiality policies concerning information about children, families and other staff members. Staff members never leave children alone or unsupervised while under our care. We do not use corporal punishment, emotional or physical abuse or humiliation. The Little Raiders Preschool staff is required by law to report any suspected child abuse and/or neglect. The phone number for the Lorain County Child Abuse Hotline is 440-329-5340.

Discipline Policy

The preschool staff works to help our students gradually become more independent, self-reliant, confident, and responsible for their behavior. Teachers use a variety of techniques to teach these behaviors. They may use modeling of appropriate behavior, positive reinforcement, natural and logical consequences, redirection, and "time out". Teachers encourage children to express their feeling in an acceptable way. The teachers address student's behavior on an individual basis.

It is our belief that in order to maintain an environment conducive to learning, it shall be necessary to develop an appropriate classroom management policy. This policy shall be conducted and supervised by the certified staff in each classroom. No employee is, at any time, to commit an act of physical or emotional abuse against any student in the program.

The following policies have been adopted by our board and are determined by the ODE Preschool Program Licensing Rules:

Preschool Licensing Rules (ORC 3301-37-10)

One of the goals in working with young children is to help them feel comfortable with themselves and others. In order to do this, a child must learn self-control and responsibility. We strive to guide children to more mature and socially acceptable behavior. There are many ways that we help the child recognize alternative and consequences which affect themselves and others. We DO NOT use cruel or harsh punishments such as spanking, pinching or shaking. Nor do we withhold food, rest or toilet use. Children will not be disciplined for failure to eat, failure to sleep or for toileting accidents. As adults interested in developing self-confidence in children, we do not use techniques that humiliate, shame or frighten children. Some of the ways we DO guide children to more appropriate behavior include:

1. We practice preventative discipline by recognizing the age level characteristics and the needs of individual children as we plan the learning environment to meet these needs including:
 - Providing many choices of play equipment and activities.
 - Viewing the health and safety of the children as a primary concern at all times.
 - Attempting to clearly define limits and consistently and fairly maintain them.
 - Allowing children time and opportunity to solve problems for themselves.
 - Stating suggestions or directions in a positive manner.
 - Providing outlets for expressing feelings or tension.
 - Reward positive behavior we want to see continue.
 - Warning children before transitions occur.

2. In dealing with ongoing classroom conflicts we guide children by:
 - Reinforcing other children while ignoring the child's inappropriate behavior.
 - Pointing out natural or logical consequences.
 - Redirecting children to another activity or play area.

3. The following method is used if preventative and less intrusive discipline measures are not working.
 - REMIND THE CHILD OF THE SPECIFIC RULE HE/SHE NEEDS TO FOLLOW:
"REMEMBER, WE SHARE"
"WE TAKE CARE OF OUR THINGS"
"REMEMBER WE PLAY SAFELY"
"REMEMBER WE USE INSIDE VOICES"
"REMEMBER WE KEEP OUR HANDS AND FEET TO OURSELVES"
 - The child may be removed from the current activity but kept in an adult's presence.
 - Acknowledge child's feeling and restate rule involved with rational.
 - In some cases, it may be necessary for the child to sit in the room away from the group activities to provide time to restore appropriate behavior and reflect.
 - Help child return to the group and be more successful.
 - No discipline shall be delegated to another child, ORC 3301-37-10.
 - No physical restraint shall be used to confine a child by any means other than hold a child for a short period of time, such as a protective hug so the child may regain control. ORC 3301-37-10.
 - No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle, ORC 3301-37-10.
 - No child shall be subjected to profane language, threats and derogatory remarks about himself, his family or other verbal abuse. ORC 3301-37-10

Positive Behavior Interventions and Support

This is a school-wide systematic approach to embed evidence-based practices and data-driven decision making to improve school climate and culture in order to achieve improved academic and social outcomes and increase learning for all students. It encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish re-occurrences of challenging behaviors and teach appropriate behavior to students.

Discipline is addressed as a teaching and learning opportunity throughout the school day. The Columbia Local Schools uses a Positive Behavior Interventions and Supports (PBIS) program known as the RAIDER WAY. This framework focuses on four behaviors for all students. The RAIDER WAY is PRIDE, INTEGRITY, RESPECT, and EMPATHY.

Curriculum

We follow the Ohio Department of Education (ODE) Early Learning and Development Standards when developing lesson plans. These standards lead directly into the ODE Elementary content standards. The Preschool Standards include Language and Literacy, Cognition and General Knowledge (which includes Math, Science, and Social Studies), Social and Emotional, Approaches Toward Learning, and Physical Wellbeing and Motor Development. These standards can be found on the ODE website at www.ode.state.oh.us. The Creative Curriculum is a comprehensive curriculum program that is used as a foundation for classroom learning and is aligned with the Ohio Department of Education Early Learning and Development Standards.

Our Program

Studies

Studies are hands-on, project-based investigations of topics that are relevant to children's everyday experiences. Studies are exciting and engaging. They tap into children's natural curiosity, resulting in a learning environment that is both fun and intentional. The study approach is a method of integrating content learning through children's in-depth investigations of a meaningful topic. Children raise questions about the topic, and, through exploration and discovery, they find answers to their questions. The study approach allows for deep, firsthand exploration of topics that interest children, offering a myriad of ways to learn about each topic. Plus, the study approach not only allows children to gain a deeper understanding of the topic but also encourages them to develop skills across all domains as they apply the investigative process.

Importance of Play

Play is a child's main activity during the preschool years. Play is the way children experience and learn about the world and how they can cope with it and establish foundations for life-long learning. Play promotes the development of the "whole" child, emotionally, physically, intellectually and socially. In play, a child experiences his/her greatest opportunities to control his/her environment and promote a positive approach to learning.

Physical Development

Physical development includes children's gross (large muscles) and fine (small muscle) motor development. With more advanced physical development, children master increasingly sophisticated tasks and gain personal responsibility for their own physical needs, such as dressing themselves. In addition, physical development in many ways promotes social/emotional development. Gross motor control includes balance and stability: movement such as running, jumping, hopping, galloping, and skipping; and physical manipulation such as throwing, kicking and catching. Fine motor control includes performing self-help skills and manipulating small objects such as scissors and writing tools.

Staff

The preschool class is taught by an Early Childhood Intervention Specialist with a classroom assistant(s). The primary role of each team member is to be a facilitator of learning. Essentially the teacher sets the stage for learning and ensures that the developmental needs of the children are being met. Within this environment, the teacher and classroom assistant(s) are careful observers. It is through careful observation that the team can assess how a child relates to his/her peers, how he/she uses materials, a child's strengths and weakness, a child's best modality for learning, and make changes or adaptations that could help a child to learn.

The classroom may also be supported by related services such as a Speech and Language Pathologist (SLP), Occupational Therapist (OT), and Physical Therapist (PT). Children qualify for these services through an Evaluation Team Report by the Preschool Assessment Team.

- SLP is available to enhance language skills individually or in a small group. Language development services as a strong base for our programs, and is emphasized in all areas.
- OT works with children to improve or develop the fine, gross, and sensory motor skills needed to perform school and daily living tasks on a normal basis.
- PT will provide services individually for a child, who is in need of support, to improve or maintain strength and/or range of motion and to encourage motor and reflex development.

Assessment

Teachers assess students in a variety of ways, which may include the following formal assessments:

Early learning Assessment - The Ohio Department of Education requires preschool students to be assessed on early learning skills.

Age & Stages-3 Questionnaire - Student's growth in social-emotional, fine motor, gross motor, communication, and problem-solving are monitored through a questionnaire completed by parents once a school year in the fall. A follow-up screener will be given in the spring if there is an area of concern.

Childhood Outcome Summary Forms (COSF) - Students' cognitive, language and social skills are assessed by teachers twice a school year using this format (as well as other methods).

Progress Reports and Report Cards will be given three times a year, in fall, winter, and spring.

Staff

Our preschool staff meets or exceeds state standards for certification and licensure as teachers and instructional aides. We will continue to provide professional development through in-service and continuing education.

Transitions

Transition Plan and Activities

Our preschool staff believes communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to, preschool to kindergarten programs, home or other care programs to community programs, and community programs to center-based preschool.

Activities provided to support parents and their children might include:

- Preschool Screening
- District Opening Events
- Open House
- Kindergarten Registration Night, which includes tours

- Visits to kindergarten classrooms
- Written information regarding registration and screening dates (kindergarten)
- Classroom activities such as "All About Me"
- Transition meetings held with staff.
- Kindergarten teacher visits to the preschool classroom
- Release time for preschool and kindergarten teachers to go over individual plans for students, plan for the following year, and share assessment information.

Materials

Our materials are developmentally appropriate for use with preschool children. Safety is the main consideration for toy selection. Toys are routinely washed, disinfected, and checked for safety. **TOYS FROM HOME ARE NOT PERMITTED**, except for days designated by your child's teacher (ex. - Show and Tell).

Preschool Supplies

Send a **backpack** with your child every day. Please make sure the backpack is standard size with no wheels and labeled with your child's name. The backpack will help your child carry the communication folder, school projects, and an **extra set of clothes**. The extra set of clothing (shirt, pants, socks and undergarment) should be in a plastic Ziploc bag labeled with your child's name. The bag of clothing should remain in your child's backpack throughout the year.

A pack of diaper/pull up-s and a container of wet wipes may be needed for special education preschoolers. Peer Models are required to be toilet trained.

Clothing

Clothing should be "play-type," comfortable, and suitable for preschool activities, such as painting, gluing and outside playing. **It is unrealistic to expect your children to keep their clothes clean at preschool!** Shoes should fit comfortably and have rubber soles. Children wearing dresses/skirts should wear shorts under them. Please dress your child appropriately for outdoor play. NO flip-flops, high heels, or loose jewelry.

Clothing should be easy enough for children to manage by themselves. "Onesie", bodysuits, suspenders, etc. are difficult to fasten and should not be worn to school.

Food and Snack Guidelines

Snacks and other food served meet the requirements of our current licensure policy. A daily snack will be provided for all students. Please make sure your child has eaten before arriving at school.

Health and safety go hand in hand. Due to the prevalence of food allergies and other health issues affecting our students, we must be proactive when it comes to food, snack, and treats consumed at school. Please follow the following guidelines:

Birthdays

- ✓ If your child would like to share something for his/her birthday, we kindly ask you to send in a non-food item with your child. (Non-food ideas include: pencil, stickers, or eraser)
PLEASE: NO BALLOONS!!!
- ✓ No cupcakes, brownies, cookies, candy, etc. will be permitted for birthdays.
- ✓ If any type of food item is sent into school, it will be sent back home with the child. NO exceptions.

Holiday Parties

- ✓ Students in grades Pre K-4 participate in holiday parties for Halloween, Christmas, and Valentine's Day. Treats and snack WILL BE permitted on the scheduled party days. However, all food must be store bought and pre-packaged.
- ✓ NO homemade food items will be allowed for parties. This way, food labels can be referred to if need be.
- ✓ NO glass items or balloons of any kind may be used in/for party game or crafts.

Personal Snacks and Lunch

- ✓ Individual students may still bring homemade or home-baked foods for personal snacks, lunches, etc. if needed. However, sharing of these snacks or passing out snacks to others will not be permitted.

Miscellaneous Classroom Activities

- ✓ Classroom parties will not serve soda-pop to students. Water, juice, Capri-suns, juice boxes, or milk should be served.
- ✓ There may be preplanned activities that support a unit of study (ie. making applesauce for Johnny Appleseed Day, Thanksgiving Feast, etc.). If this is planned for the classroom, parents will be notified prior to that activity taking place. This does NOT include birthdays.

Attendance

Children attending the Little Raiders Preschool half-day session will be in class from 8:30 a.m. to 11:15 a.m. (morning session) or 12:15 p.m. to 3:00 p.m. (afternoon session). Classes are held Tuesday through Friday following the calendar adopted by the Columbia Board of Education; however, the first day of preschool classes will be the 9/10/2019. Please try to be prompt when dropping your child off for school. Late arrivals are disruptive to the class and are counterproductive to the lessons being taught. If your child will be arriving late or will be picked up early, an authorized adult must bring the child into the main office at Copopa.

Children shall only leave with a parent or persons designated on the enrollment paperwork. If someone other than a designated person will be picking up your child, please follow the procedure as stated in the Child Release Policy section of this handbook.

Attendance is taken daily. Please call the office at 440-236-5020 if your child will be absent. We need a note on the day that he/she returns to school with an explanation for the absence.

If your child is absent for five days in a row without notifying the school, parents will be asked if they plan to continue the child's enrollment in our program.

Bus Transportation

Bus transportation is provided to children receiving special education services only. Typical students must be dropped off and picked up by a parent or guardian. If you wish to speak to the transportation staff regarding questions or concerns, please call 236-8222. Our transportation department will call parents with approximate pick-up drop-off times prior to the first day of school.

Field Trips

Little Raiders Preschool may plan parent-involvement field trips within the community setting throughout the year. If so, the field trip scheduled will take the place of the regular school day. Transportation will be provided by the parent/guardians and parent/guardians will be required to stay and chaperone their child throughout the event.

Arrival/Dismissal Procedures

Children will be escorted daily to and from their classrooms by a designated staff member at the beginning and end of school. A staff member will record your child's arrival and departure daily. ***If for some reason (other than removing them early from class) you need to come in to pick up or drop off your child, please report to the main office at Copopa.*** Please be advised that buses will be given priority at arrival and dismissal times.

Car Rider Procedure:

Students can be dropped off in the morning prior to 8:15 a.m and in the afternoon prior to 12:00 p.m. at the Copopa main office. Students are not allowed in the building earlier than that. After 8:30 and 12:15, you **MUST bring the child** into the front office, sign them in, and bring them to the classroom. **DO NOT** drop the child off to walk in on his/her own. The reason for this is to keep our children safe!

When picking up, if you arrive after 11:25 a.m. or 3:10 p.m. students will be in the main office. Please come in with identification to sign students out.

Students can be picked up at 11:15 a.m. or 3:00 p.m. from the main Copopa office. Please PARK in the parking lot and come to the office for pick up.

Early Dismissal

No student will be allowed to leave school prior to dismissal time without either: (a) a written request signed by the parent or guardian; or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent(s) or guardian without written permission signed by the custodial parent(s) or guardian.

There will be **NO SCHOOL FOR THE AFTERNOON PRESCHOOL** on the following days due to early release for Columbia Schools:

Thursday, November 7th, 2019 Thursday, March 5th, 2020

Professional Development/District Inservice Days

During the school year, the teachers will be taking part in Professional Development/District Inservice Days. On these dates, teachers will be attending school, however: **students will not**. Professional Development days for 2019-2020 school year are as follows:

September 27th, 2019 October 11th, 2019 November 4th, 2019 January 24th, 2020 February 14th, 2020

Safety

The following guidelines are observed:

1. No child will be left unsupervised or alone at any time.
2. Immediate access to working telephones in each classroom.
3. Fire, tornado, and intruder drills are held on a regular basis. Students are instructed by the teachers on these procedures. These drills are required by law.
4. In the event of a fire, weather, or medical emergency, the staff will follow plans which state action to be taken and staff responsibilities. These are posted in each classroom with diagrams showing evacuation routes. Rules for action by children will be explained periodically and practiced regularly.
5. In the event of an accident or minor emergency, a staff member will administer first aid and contact a parent/guardian, as well as send home a written notification of the incident.
6. A staff member is required to legally notify the Lorain County Children Services when it is suspected that a child has been abused or neglected.
7. Each classroom contains a first aid kit that meets the preschool state licensing requirements.
8. The outside play area will be supervised so that all children are visible to a staff member at all times. Children will be supervised going to and coming from the outside playground and the classroom.
9. A registered nurse from the Lorain County Health Department acts as a consultant to the school program and is available as needed. Her duties do not require her to be on site each day. Staff is able to reach her when her expertise is needed.
10. Safety inspections are posted in the classroom for your review.

Health

All children must have immunizations required for their age. Parents will provide information regarding emergency medical and dental care, emergency transportation, and the names of a minimum of three persons who have permission and are available to pick up your child. It is the parent's responsibility to notify us of any changes in this information.

Any child needing medication during school hours must have a completed Columbia medication form that is signed by the parent and physician to specify medication, dosage and time medication is to be given to the child (including cough drops). Medication should be brought to school (**BY THE PARENT**) in the original container appropriately labeled by the pharmacy. A written log will be kept by the school nurse to verify the dosage and time the medication was given.

Our teachers are trained in first aid, recognition of child abuse, handwashing procedures, and symptoms of communicable disease. Every child's health will be observed daily.

Illness

If a child is ill, please keep him/her at home. Should a condition persist, consult your physician. Children with flu-like symptoms, vomiting, and/or a temperature of 100 degrees or higher will not be kept at school. If a child becomes ill or injured at school, a clinic note detailing the event will be sent home with the child. If the need arises, parents will be contacted according to the Emergency Authorization Form on file and asked to pick up their child.

Dispensing Medication

For students who require medication to be dispensed at school the following policy is in effect:

1. Medication shall not be carried, stored or self-administered by the student. (Exceptions to this are epi-pens and inhalers with a physician's permission on file.)
2. For legal purposes, written permission must be obtained for administering medication to a student. This permission must be signed by the parent and physician. The form used for this permission can be picked up at the school office.
3. Each student's medication shall have affixed a prescription label including the child's name, name of the drug and the directions for dosage. Instructions for the duration of the medication should also be included.
4. The school will supervise administration of medication in pill form only. It will not assume responsibility for administering liquid medication that must be measured, application of ointments, change of dressing or injections.
5. Parents may come to the office to administer his/her own child's medication.

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that include:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening; and
- Other services or screenings as needed

If your children are enrolled in Ohio Medicaid, Healthchek services are available to them. If you are younger than 21 and are also enrolled, you can receive Healthchek services, too.

You can get help and information by contacting your county Healthchek coordinator or your managed care plan and by going to <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Injury, Medical or Dental Emergencies

1. There is always at least one preschool staff member on duty that is trained in first aid.
2. First aid supplies are available in the preschool room and in the school clinic. Medical and dental emergency procedures are posted by the telephone. These procedures are also available to parents.
3. For minor injuries standard Red Cross First Aid procedure will be followed. The parent will be notified.

Health Records and Immunizations

We require to have on file an up to date health record/medical statement signed by your physician and a list of immunization dates for each child within the first 30 days of enrollment and **updated annually**. The Ohio Revised Code (ORC 3313.67) requires that the following immunizations be obtained. Students who do not have the required immunizations will be excluded from school per Ohio State Law until such record is provided. You must provide an immunization record verifying the month/date for each of the following:

Doses:

- 5 (Dose 5 required if 4th dose given prior to 4th birthday)
Diphtheria, Tetanus, Pertussis (DPT)
- 4 (Dose 4 required if 3rd dose given prior to 4th birthday)
Polio Vaccine
- 2 **MMR (Measles, Mumps, Rubella)**
- 3 **Hepatitis B vaccine series**
- 2 **Varicella (Chicken Pox vaccine)** (Or documentation of having the disease)

Management of Communicable Disease, Illness

Maintaining a healthy school environment is very important! To ensure the health of your child, as well as other, the following policy has been adopted:

1. There is always at least one staff member who has been trained in first aid, child abuse recognition and communicable disease.
2. All staff members have been trained in signs and symptoms of illness, hand washing procedure, and disinfecting procedures.
3. Children who have a communicable disease, as classified by the Ohio Department of Health or who have the following signs or symptoms of illness need to be excluded from school are advised to contact their physician:
 - Vomiting
 - Diarrhea (2 or more time in the same day)
 - Severe coughing
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis

- Temperature of 100 or above (auxiliary method) when in combination with any other sign of illness
 - Untreated infected skin patches
 - Unusually dark urine and or grey or white stool
 - Stiff neck
 - Evidence of lice, scabies or other parasitic infestation
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing
 - Continuous runny yellow/green mucus from nose accompanied with a cough
4. Children who become ill or injured during the day or are suspected of having a communicable disease will be isolated from the other children and made as comfortable as possible while parents are contacted. Fresh, sanitized cot will be provided.
 5. An adult will care for the child while the parent or person authorized by the parent/guardian arrives to take the child home.
 6. A child is considered to be mildly ill when he/she does not feel well enough to participate in preschool activities but does not have symptoms that may be indicative of a communicable disease.

Returning to School

1. A child is ready to return to preschool under the following conditions:
 - Child's temperature has been normal for 24 hours without a fever-reducing medication
 - Child is free from any contagious skin rash
 - The child has not vomited or had a bout of diarrhea for a 24 hour period
2. Please notify the school if your child is absent with a communicable disease.
3. Parents will be notified in writing if their child has been exposed to chicken pox.
4. In case of severe emergency, the following steps will be taken:
 - Provide immediate necessary first aid
 - Contact 911
 - Contact parents
 - Follow procedure indicated on child's emergency form

Sick Child Pick-Up Policy

If your child should need to be sent home early due to illness, etc., every effort will be made to reach a parent/guardian. If the parent or guardian is unavailable, the emergency contact persons on the emergency form will be contacted. Safety of the other students and staff is a priority. Once you or one of your emergency contacts has been notified of your child's illness, he/she must be picked up promptly.

Child Release Policy

If someone other than the custodial parent should need to pick up your child, the parent/guardian must send a note on the day of pick-up to the teacher stating the name of the person who will be picking up the child. The note must be signed and dated by the parent/guardian. **All persons** picking up a child will be required to show a photo ID to verify identification. This procedure is in place for the protection of your child. Please note that the emergency form is to be used by the school when a child is ill or has an emergency at school. It is **NOT** used for the end of the day pick-up.

School Closing Policy

Winter brings snow and occasional winter storms! When these winter storms cause road conditions to close schools, The Little Raiders Preschool may also be closed. For weather-related issues, the decision to close our school will be made based on the closing of Columbia Local Schools.

Since our primary concerns are for your safety and that of your child on snowy roads, follow these guidelines:

1. Watch any of the local television stations (Channel 3, 5, 8, or 19) for the **Columbia Local Schools** to be delayed or closed. The name of our school will not be listed.
2. School Twitter account (Copopa Elementary @ CopopaElem) will be updated with any school closings.
3. Phone calls from the Superintendent through School Messenger will go out to inform parents of the school closing.
4. In case of weather-related or any other closure, (broken water line, no heat, etc.) an attempt will be made to notify all parents through an automated phone system.

Grievance Policy

This preschool is licensed by the Ohio Department of Education. Ohio Department of Education personnel are available to discuss any concerns or complaints you as a parent may have. However, it is recommended that you attempt to solve the matter internally with the Preschool staff or Program Director, before filing a formal complaint.

Program Director: Judith Skoczen - 440-236-5021

Columbia Administration Center - 440-236-5008

If you still have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call: 614-466-0224 or toll-free 877-644-6338 ask for Preschool Program Licensing.

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call 614-466-0224 or toll-free 877-644-6338 ask for the Office of Early Learning and School Readiness.



LITTLE RAIDERS PRESCHOOL

**2019-2020 PARENT HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT**

This handbook has been prepared for the families of the Columbia Little Raiders Preschool.

I have read and reviewed the contents of the 2019-2020 Parent Handbook.

Child's Name (please print)

Parent/Guardian (please print)

Parent/Guardian Signature

Date

Comment, questions or concerns:

