



Putman Elementary School 2024-2025

Preschool Parent Handbook

Please sign and return this page to school.
Keep the handbook at home for reference.

I have received a copy of the Putman Elementary School 2024-2025
Preschool Parent Handbook and agree to abide by the policies set
forth.

Student name: _____

Teacher name: _____

Parent name: _____

Date: _____



Putman Elementary Preschool Parent Handbook

327 E. Baldwin St.
Blanchester, OH 45107
(937)783-2681

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Message to our families

We would like to welcome you and your child to our Early Childhood Education Program. Our program provides children with a fun, safe learning environment to achieve academic and social growth.

Our classrooms respect each child's individuality and create an environment where children learn from each other. All classrooms contain a maximum of 16 students with a ratio of eight (8) students with special needs and eight (8) students who are typically developing. We provide developmentally appropriate practices, cultural sensitivity, and mutual respect between the children and staff to all families. All classrooms offer educational, play, nutritional and creative learning experiences for all learners and their families. Classrooms are led by an Ohio Department of Education licensed Preschool intervention specialists who provide instruction in the general curriculum as well as specially designed instruction to our students who have been identified as needing an Individualized Education Program(IEP). Each classroom is assisted by a classroom paraprofessional also certified by the Ohio Department of Education. Preschoolers who qualify for services may receive speech therapy, physical therapy, occupational therapy or other related services as agreed upon in the child's IEP.

We welcome and encourage parent participation in our program and look forward to you visiting the classroom. We hope you find the information contained in this handbook to be helpful. Please keep it for future reference. If you need more information or have specific questions, please feel free to contact a member of the preschool staff.

Philosophy

The philosophy of the Putman Elementary Preschool Program is based on the belief that each child is unique, with an individual pattern of growth and development. The Blanchester Local School District preschool curriculum, materials, and staff are responsive to the needs, abilities and interests of each child. Differing levels of ability and development are expected, accepted and used to design appropriate learning activities. The preschool program is designed to meet the needs of young children ages three (3) to five (5). It provides experiences that enrich and enhance each child's cognitive, motor, physical, daily living, social, emotional, language and creative development.

- Within the daily schedule, each child has the opportunity to explore the environment, play, participate in structured and unstructured activities while learning problem solving, social and academic skills.
- Children develop positive self-concepts through a balance of teacher-directed and student-led activities. Opportunities for individual work are provided through the use of choice time.
- Staff members serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs.
- Related services are provided by specialists either within the classroom or removed from the classroom as each child's needs require.
- Parents are respected as the primary and most important provider of care and nurturing. Preschool emphasizes and promotes parent-teacher partnerships in childcare and education.

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Admission and Placement Policies

General:

- Enrollment is open to three, four and five year olds who are not yet eligible for kindergarten.
- Peer Model spots are filled using a lottery system.
- The program does not discriminate in the enrollment of children on the basis on race, color, disability, religion, sex, or national origin.
- THE SCHOOL MUST HAVE THE FOLLOWING DOCUMENTS ON FILE:
 - Emergency Medical/ Registration Form
 - Physician's permission to participate and physical form
 - Class roster permission and publicity release form
 - Authorization for pick-up
 - Birth Certificate
 - Proof of residency
 - Birth Certificate
 - Immunization records
 - Parent/Guardian's driver's license
 - Custody paperwork (if applicable)
- Snack fees of \$71.00 are collected in September for all students.

Students with Special Needs:

- Eligibility for special education services has two parts:
 - Documentation of deficit functioning in the area(s) of suspected disability determined by Preschool Special Education Rule, 3301-51-11
 - Multiple disabilities
 - Deaf-Blindness
 - Visual Impairment
 - Deafness
 - Speech and Language Impairment
 - Orthopedic Impairment
 - Emotional Disturbance
 - Cognitive Disability
 - Specific Learning Disability

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- Autism
 - Traumatic Brain Injury
 - Other Health Impairment
 - Developmental Delay as defined in paragraph (C)(6) of this rule
- Determination by a qualified team that the deficit(s) have an adverse effect on the child's education.
- To determine if a child qualifies for services as a child with a disability the family needs to contact the district Director of Student Services. Once contact is made, a screening can be arranged to determine if the team suspects a disability. An Evaluation planning meeting will be held within 30 days. An Evaluation Team Report (ETR) will be completed within 60 days and an Individual Education Program (IEP) will be written within 90 if the child is found to qualify for services.
- Students identified as having a disability **do not** pay tuition.

Peer Models:

- Fees are due the first full week of each month.
 - Please see the front insert for the sliding scale tuition amount.
 - Annual snack fee will apply for all students. Th

Curriculum

The Putman Elementary School Preschool Program uses The Creative Curriculum for Preschool. This curriculum is a comprehensive, researched based curriculum designed to help educators at all levels of experience, plan and implement a developmentally appropriate, content-rich program for children with diverse backgrounds and skill levels. Creative Curriculum is aligned with the Ohio Early Learning and Development Standards. These standards contain essential concepts and skills that young children should know and be able to do at the end of their preschool experience. Copies of the Ohio Department of Education's Early Learning and Development Standards are available for parents to review online at www.ode.state.oh.us

School Hours

All preschool classrooms operate four (4) days a week, Monday- Thursday. If there is a Monday holiday, students will attend on Friday. Make up days due to weather may be made up if necessary.

See front insert for school days and times.

The daily preschool schedule is very flexible. An activity may be initiated as an extension of a student's question or interests, aside from those already included in the day's plans.

Typical Preschool Day

Greetings, Reading & Writing Tabletop

Gathering Circle

Move It - Motor Moves

Clues & Questions - Curiosity, Getting Along Together/Rhyme Time

Restroom Break

Plan & Play/ Center/ Choice time

Story time/ STar

Math Moments / Magic Boards, Letters and Numbers

Snack Time

Outdoor Time/ Gross Motor/ Pack-up

Questions & Reflections

Dismissal

What to Bring and Wear

Clothing: Children are engaged in hands-on activities throughout the day. These activities involve the use of sand, water, paint, glue, and other messy materials. Many times, the children sit or play on the floor. Even though aprons work for many activities, sleeves and pants still get wet and dirty. Please do not send your child to school in his/her best clothes. Expect whatever your child wears to school

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to get dirty. School dress code also asks that we avoid thin strapped tank tops and short shorts.

Footwear: Please be mindful of what shoes your child wears to school. Mulch, pebbles and grass are the most common materials that cover the ground in our active areas. For your child's safety, they need close toed shoes that fit properly. Please avoid flip flops or backless shoes or sandals.

Outdoor: We will go outside if possible please dress your child appropriately for the weather. Hat, mittens and coats are essential for cold weather. There are climbing structures on our playground as well as swings, shorts need to be worn under dresses or skirts.

Snack

Snack time is a valuable part of the school day as children converse with each other and staff members. If your child has an allergy to any food, please notify the school immediately. The school will assist you with the required paperwork for written medical documentation, instructions and medications as directed by your physician is needed.

The Program shall be in compliance with sections 3717.01 of the Ohio Revised Code and shall provide snack in accordance with the following;

- A choice from two of the groups listed below must be served for snack;
 - meat/meat-equivalent group
 - bread/bread-alternatives group
 - milk group
 - fruit/vegetable group

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Attendance

Good attendance is one of the most important factors in any child's education. A child's attitude and work ethic are molded at a very young age. It is important to teach our children that being at school and being on time is worthwhile.


ATTEND TODAY, ACHIEVE TOMORROW

GOOD SCHOOL ATTENDANCE MEANS...



PRESCHOOLERS build skills and develop good habits for showing up on time	ELEMENTARY STUDENTS read well by the end of third grade	HIGH SCHOOLERS stay on track for graduation	COLLEGE STUDENTS earn their degrees	WORKERS succeed in their jobs
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Too many absences—excused or unexcused—can keep students from succeeding in school and in life. How many are too many? 10% of the school year—that's 18 missed days or 2 days a month—can knock students off track.



www.attendanceworks.org

The Blanchester Local School District has established these attendance policies, which apply to all students including preschool:

- When it is necessary for a student to be absent, the student's parent or guardian is required to contact the school office between 8:00 and 10:00am on the day of the absence.
- If the school does not hear from the parent or guardian, we will attempt to contact you by phone.
- Parents or guardians who are not able to call the school may write a signed and dated note stating the reason for the student's absence. The note

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should accompany the student on his or her return to school. Any medical notes should be sent to the school with the student as well.

- Students who are absent receive an unexcused absence until we hear from the parent or receive a note.

Transitions

Into the Program:

Before a student enters the preschool for the first time, a meeting will be held with the family, teacher and student. This meeting will include the following; initial screening and assessments, program policy and schedule discussion, student information, developmental and educational goal setting, and sharing of available resources and services. Parents will be given a copy of the Handbook and any other relevant materials.

Families are encouraged to come to Preschool to register and meet the teachers. As well as attend Open House at the beginning of the school year to meet their child's teacher and visit the classroom.

Within the Program or onto Our Kindergarten:

There will be a meeting when the student transitions to a new educational setting, classroom or to kindergarten. Students will have the opportunity to visit the classroom as well as meet some of the teachers during "Bump Up." A written transition plan will also be completed listing activities and strategies to support each child's needs in the new setting, with an opportunity for family input. Each child's teacher will also fill out a student profile sheet which will be passed on to the next year's teacher.

Out of the Program:

If a child is transferred from our preschool program to another program, we ask parents and guardians to complete two forms. The first is a Discharge Summary form and the second is a Consent for Records Release form. These forms enable us to evaluate our program and communicate with the child's next school.

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Program Screening and Assessment Tools

Our preschool teachers use a variety of methods for data collection and assessment. Formal assessments such as the Brigance and the Early Learning Assessment (ELA) are used in the fall and spring as well as upon entry to the program. Informal assessments such as observations, checklists, progress monitoring and work samples are used to collect data on all students throughout the year.

Brigance or DIAL-4

These comprehensive screening tools are administered once per year, within 60 days of student's entry into the program. Data is recorded and used for planning. The 2020-2021 school year is our test year for the DIAL-4 to determine if we feel it meets the needs of our program.

The Early Learning Assessment (ELA):

This assessment is a state mandated assessment that focuses on seven areas of a child's growth and development:

- Social Foundations
- Mathematics
- Science
- Social Studies
- Language and Literacy
- Physical Well-being and Motor Development
- Fine Arts

Teachers observe students in the preschool setting, complete forms and submit assessment results to the EMIS Coordinator.

Developmental Screening Referral Process:

Results from informal and formal assessments are recorded and compiled for each classroom. The assessment data is analyzed and interventions are discussed to help students who score lower in specific areas. Preschool staff implement interventions.

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Referrals for further educational evaluation are made when a student is not responding to interventions and continues to have significant deficits in specific areas. Immediate referrals for evaluation are made when a child has significant delays and is not able to communicate with peers and adults. If you have concerns for your child, please let a preschool staff member know immediately, and we will schedule a team meeting.

Teachers communicate assessment results and student progress with parents using a variety of methods: written reports, conferences, social media apps, email, telephone conversation, and communication notebook.

Closing and Delays

During inclement weather, please tune into local radio or TV stations in our area for school closings, delays or early dismissals. Families will also receive a call from the school's automated One Call Now System. *Please remember to report any phone number changes to the school office so that this system is current.* Preschool classes will follow the operating schedule of Putman Elementary School.

Putman Announces	AM schedule	PM schedule
Closed	Closed	Closed
Delay of any length	Closed	Normal times
Early Dismissal	Normal times	Closed

*Make-up days due to weather may be necessary

Reporting of Child Abuse/Neglect

The staff of Blanchester Local School District is required by law to report suspicion of child abuse or neglect to the proper agency. The following information is given in such a report:

- Name, age and address of the child suspected of being abused or neglected
- Names of the child's parent(s) or guardians and all others living in the home

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- The nature and extent of the child's injuries, abuse, including evidence of abuse or neglect.

Safety

We take the safety of our students very seriously.

- No child is ever left unsupervised
- Smoking is not permitted on school property, including parking lots and the playground.
- Monthly safety drills will take place and records of these events will be maintained in the office.
- A telephone is located in each classroom.

Communicable Disease Policy and Procedures

Management of communicable disease which meets the requirements of rule 3301-37-11 of the Administrative Code:

- In each building in which a program is operated has readily available at all times at least one preschool staff member who has completed a course approved by the state department of health
 - First Aid; CPR and
 - Prevention, recognition, and management of communicable disease.
- In 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 child abuse recognition and prevention course based on an approved curriculum.

The Preschool staff will conduct a daily visual health check as students enter the classroom. Parents will be notified immediately if a staff member suspects an illness.

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Children should not be sent to school with the following symptoms and will be isolated and sent home if they exhibit these symptoms at school:

- Head or body lice, scabies, or other parasitic infestations
- Fever of 100 degrees or above
- Diarrhea in the past 24 hours
- Vomiting in the past 24 hours
- Sore throat that persists more than 24-36 hours
- Severe coughing (coughing that causes the child to become red or blue in the face or to make a whooping sound)
- Conjunctivitis (pink eye)
- Yellowish skin or eyes
- Untreated infected skin patches
- Infected or draining ears
- Green, thick mucus from the nose
- Difficulty breathing or rapid breathing
- Stiff neck

A child isolated due to a suspected communicable disease shall be:

- Cared for in a room or portion of the room not being used for other children
- Within the sight and hearing of an adult at all times
- While the child is isolated, her or she will be carefully monitored for additional symptoms as well as any of the following:
 - Unusual spots or rashes
 - Sore throat or difficulty swallowing
 - Vomiting
 - Evidence of lice, scabies, or other parasitic infections
- Discharge to a parent or guardian, or person designated by the parent or guardian, as soon as possible.

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Management of Pediculosis (Head Lice Infestation)

Blanchester Local Schools are committed to providing a healthy environment in which each student can learn. Our district head lice protocol falls under the communicable disease policy. The protocol is based on evidence based practice and the recommendations of the Centers for Disease Control, American Academy of Pediatrics, the Ohio Department of Health and the National Association of School Nurses. Public health scientific evidence describes head lice as "a nuisance, but they have not been shown to spread disease." (<http://www.cdc.gov>) Thus, efforts to manage pediculosis in our schools will focus only on those children with infestations, will protect the confidentiality and integrity of the student/family involved, and will not disrupt the educational process.

Definitions:

Pediculosis infestation: The presence of live lice. Only live lice cause infestation. The presence of nits close (4-6 mm) to the scalp only suggests (does not confirm) a lice infestation. Nits: the tiny eggs of head lice. Not all nits are viable eggs. The literature varies in description of a viable nit. Thus, our policy will consider nits found more than 1 cm from the scalp to be likely not viable.

Procedure:

A) If a student is found to have pediculosis (live lice infestation): Parent Notified:
a. An initial attempt will be made to notify the parent by phone; 6 If the initial attempt to notify the parent by phone is not successful, written notice will be sent home with the child in a sealed envelope. b. The student may be sent home from school at the discretion of the school nurse, in consultation with the Administrator, or designee (see Exclusion procedure). The parent is instructed that the child must be appropriately treated before returning to school. it is appropriate to have the student's head checked upon returning to school. c. If the infestation remains: The child will not be permitted to return to the classroom until the parent has successfully removed all live lice. d. If nits are found (and no

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active infestation remains): The student is permitted to attend school. The parent will be instructed to continue efforts to delouse (remove nits) at least daily for the next two weeks. Follow up head checks may be done by trained school staff to confirm pediculosis management efforts. · Parents of the student's classmates will be notified by letter if there is an outbreak of cases in an elementary classroom as determined by the School Nurse, in consultation with the Administration, or designee. Older students change classes and have less likelihood of head-to-head contact. Thus, those parents will be notified at the discretion of the School Administrator and/or School Nurse. B) If a student is found to have nits in the hair (no live lice detected): · The parent is notified: a. An initial attempt will be made to notify the parent by phone; b. If the initial attempt to notify the parent by phone is not successful, written notice will be sent home with the child in a sealed envelope. c. The parent will be encouraged to continue delousing efforts (remove nits) at least daily for the next two weeks. The student is not sent home from school in the absence of an active infestation (nits only) C)

Exclusion Procedures: · In the rare case that a student has a severe pediculosis infestation that may be disruptive to the learning environment, the School Administrator and/or School Nurse may consider exclusion. This measure will be taken with careful consideration. a. The return of a student after exclusion will necessitate a head check with evidence of progress in head lice management (evidence is elimination of live lice and a decrease in the number of nits). b. It may be appropriate in the judgment of the school nurse to monitor the progress of live lice management over a period of time in these rare cases. The goal of such monitoring is to support the student/family in eradication of the pest and foster the student's continued learning (attendance in school).

Preschool Discipline

We believe that the goal of discipline in the preschool setting is to help children develop self-control and appropriate social skills such as cooperation, helping, negotiating and communication with others involved to solve interpersonal problems. We encourage these skills through our Positive Behavior Intervention Supports (PBIS) structure and the following techniques:

- Modeling of appropriate behavior
- Redirecting towards desired outcomes
- Providing clear, simple limits in positive terms
- Encouraging children to work together to solve problems
- Encouraging children to communicate to express feelings
- Providing logical and natural consequences
- Giving children choices between two appropriate alternatives
- Removing children from the situation, explaining the rules in clear, simple language and giving the child the chance to try again; repeating if necessary
- Use of a "safe place" in the classroom for regaining self-control
- Prevention- When dealing with children, it is vital to provide an environment in which they can succeed. Success depends on the adult's ability to create environments that cater to their needs and specific developmental level. The following were compiled after consulting several published experts in child development, classroom observations and the experience of the consultant author in dealing with at-risk preschoolers.
 - Routines - staff will develop a daily schedule so that children can develop a sense of security and become comfortable in their environment.
 - Expectations - staff will develop with the class, positive rules for the classroom to help children have knowledge about what is expected of them and take ownership of them. Staff is encouraged to review expectations on a regular basis. Staff will also recognize developmental issues when developing expectations of children and consistently responding to them.
 - Room Arrangement - staff will take into consideration, when arranging their rooms, children's need for a quiet space to be alone.

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- Communication - staff will use positive communication with children. Adults will encourage children in the class in doing the same. Staff members are to be models of correct behavior for children at all times.
- Transition - staff assist children in moving to the next activity with as little anxiety as possible. Transition activities should be thought out and planned as much as any other activity in the classroom.
- Emotional Outlets - children will have available to them a variety of emotional outlets including but not limited to, gross motor play, quiet time, art activities and social times.

For children who need additional help in modifying undesired behavior, the classroom team along with the parent will develop a plan which targets the inappropriate behavior and focuses on consistent interactions from all members of the team on how to address the behavior to be eliminated and positive behaviors to be reinforced.

In accordance with 3301-37-10 of the Administrative Code for Preschool Program Rules, the following approaches to child discipline shall apply to all persons on the premises and shall be restricted as follows:

- 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;
- 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, box, or a similar cubical;
- 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

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- Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Parent Involvement

Parents and teachers work together to determine what forms of learning experiences they desire for their children in preschool. A good preschool program enables people to work cooperatively to share talents, knowledge, and energy for the benefit of the children. Parental involvement is vital to the success of our program.

There are three areas in which a parent may contribute knowledge to benefit the overall preschool program:

- Each child's parents serve as the most informed expert for their child. Preschool staff members hope each parent will share important knowledge about their child to enable the most individually tailored program possible.
- Parents know the ways in which they want their child to learn and grow. Young children are learning constantly whether they are at preschool or at home. The cooperative effort of the staff, volunteers, and parents allow the child to grow and learn effectively.
- Parents are active members of the local community. As a result of involvement, parents may know of community concerns or problems which need to be addressed.

Parents are welcome to contact or visit the preschool site at any time to discuss ideas, ask questions, or share a concern. Except in the event of an emergency, please arrange an appointment with the preschool staff member. All visitors are required to sign in at the school office and obtain a visitor's badge before proceeding to the classroom. Parents are informed and encouraged to attend various preschool functions such as PTO meetings, parent meetings, parent training sessions, special meetings, and other opportunities provided within each preschool

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classroom or in cooperation with the preschool. Also, parent volunteers are appreciated. Parent-teacher conferences are scheduled throughout the school year (fall/spring) to address any concerns or update the child's progress. In our Preschool program, events and changes in their environment often affect young children.

Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as:

- Illness or hospitalization of family members
- Pregnancies and births
- Deaths of family members or close friends
- Changes in family structure within the home
- Plans for moving
- Extra stimulation such as visitors or celebrations
- Change of address or phone number

Student Records

Confidentiality

Student records are confidential and are protected by the "Privacy Act". Only authorized school personnel and the child's natural parents or legal guardians have access to these records. Information is only given to others after the child's parents have granted permission. School may release records to another school district as long as a release of record is requested if a child leaves the Blanchester SD.

- Child Custody
 - Parents are to inform the school anytime the custody of a child changes (SB-140 requires this information.) School officials will need to see a copy of Court Orders pertaining to a child's custody. Questions concerning proper procedures will be handled through the school office. Restraining orders must be on file in our office to activate non-release of children. Should the restraining order not be in effect, it is the responsibility of the parent to contact the school.
- Parent's Access to Student Records

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- Communication lines between parents and teachers must remain open concerning the records being maintained on the progress of children. School records must contain personal information about the student (name, birth date, address, phone, etc.), health and emergency information, information about the child's academic progress. Parents have the right to request access to their child's school records and the reasonable request of school officials to explain and/or interpret those records. Parents may request copies of the records and they are afforded the opportunity for a hearing to challenge the contents of the records. School officials must grant access to these records within 45 days of request. A fair charge may be imposed for the cost of the copies.
- Non-Custodial Parent Access to Student Records
 - A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents have no rights to records, reports, or conferences unless granted by the custodial parent.

Licensing

Our Program is licensed by the Ohio Department of Education and inspected annually by the Office of Early Learning and School Readiness to ensure criterion set out in Chapter 3301-37 of the Ohio Operating Standards in being met. A copy of the compliance report is posted in the classroom and is available at all times. Parents may contact the Ohio Department of Education Office of Early Learning and School Readiness if they have questions and/or concerns. The contact information is as follows: 1-877-644-6338 or to reach them via email at ELSR@education.ohio.gov.

We, at Blanchester Local Schools, feel that your concerns about your child and their education is very important. Please contact the school to set up a time to discuss your concerns. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matter you may also call:
Ohio Department of Education (ask for Preschool Program Licensing)
614-466-0224 or toll free 877-644-6338

If you have any questions or concerns about the information in this handbook please contact your child's teacher or the school office. Thank you!