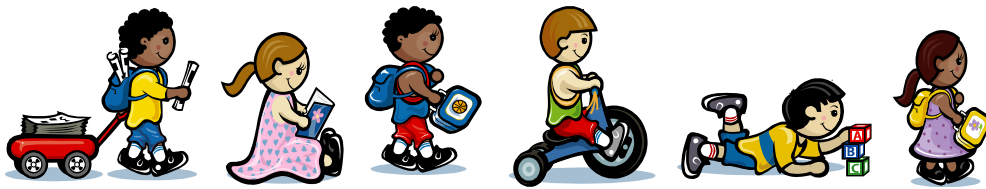


MAPLE HEIGHTS CITY SCHOOLS
Preschool Handbook

2011-2012



Abraham Lincoln Elementary
6009 Dunham Road
Maple Heights, Ohio 44137
(216) 438-6030

Mrs. Alicia K. Lenczewski, Principal

Preschool Handbook

<u><i>Table of Contents:</i></u>	<u><i>Page No.</i></u>
<i>Absences and Illnesses</i>	<i>2</i>
<i>Curriculum</i>	<i>2</i>
<i>Discipline</i>	<i>2 & 3</i>
<i>Field Trips</i>	<i>4</i>
<i>Filing a Complaint</i>	<i>4</i>
<i>Health and Safety</i>	<i>4</i>
<i>Licensing</i>	<i>5</i>
<i>Non-Custodial Parents</i>	<i>5</i>
<i>Parent Involvement</i>	<i>5 & 6</i>
<i>Philosophy</i>	<i>6</i>
<i>Physicals</i>	<i>6</i>
<i>Program Options</i>	<i>6</i>
<i>Pupil Dress</i>	<i>6 & 7</i>
<i>Lunch/Snacks</i>	<i>7</i>
<i>Arrival Procedures</i>	<i>7</i>
<i>Departure Procedures</i>	<i>7</i>
<i>Visitations</i>	<i>7</i>
<i>School Closings</i>	<i>7</i>
<i>Winter Clothing</i>	<i>8</i>
<i>Withdrawal from School</i>	<i>8</i>

Absences and Illness

If your child will be absent for the day, please notify Abraham Lincoln School at 216-587-6135. State law requires that each absent child be accounted for on a daily basis. If a preschool student is absent for 10 consecutive days he/she must return with a note from a physician as to the reason for their absence. Students who reach 20 unexcused absences, consecutive or un-consecutive, will be removed from the program.

Curriculum

The learning environment in our preschool program provides content, materials, experiences and strategies that are both age and individually appropriate. These strategies reflect the varying needs and backgrounds of the children. In our classroom you will see:

- Math and Science Learning Activities
- Computers
- Physical Education
- Literature and Library Experiences
- Housekeeping/Dress-up Play Area
- Music and Movement
- Sand and Water Discovery Center
- Field Trips
- Arts and Crafts
- Cooking Activities
- Large Motor Activities
- Small Motor Puzzles, Blocks and Toys

Our curriculum is based on the State of Ohio's Early Learning Content Standards in language arts, mathematics, science and social studies. A parent/teacher **conference** will be held at least twice a year.

Discipline

Our goal is to help your child become self-reliant and to internalize rules for appropriate behavior. Emphasis is placed on acknowledging and encouraging positive behavior and generating ideas for solving social conflict problems such as, how to share a toy. We expect that children will increasingly demonstrate responsibility for themselves, others and their choices for the room and materials. Each child will accept natural consequences for the choices he makes. Some specific examples include helping to clean up after play, respecting others' work as well as their own, listening to others' ideas and to teacher directions along with making physical contact with others in gentle ways.

The following steps will be taken starting with using verbal and/or physical prompts to assist children to use appropriate behaviors:

1. Set clear limits
2. State cause and effect when appropriate
3. Modify the environment as necessary to encourage positive behaviors
4. Redirect the child to another activity
5. Remove the child from the situation to give him/her time to rethink his/her decision.
6. Physically direct/guide the child to assist him/her with participation

Abraham Lincoln Preschool will not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. If you have any questions about these discipline practices, please consult your child's teacher.

Preschool Behavior Management

The classrooms actual methods of 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 punishments 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, 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/herself or his/her 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. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well ventilated space.

Field Trips

Parents must give written permission for their child to participate in each field trip. Copies of emergency medical forms are taken by staff on all field trips. Preschoolers who cannot attend a field trip should remain home the day of the field trip.

Filing a complaint with the State Department

You may contact the Ohio Department of Education, Office of Early Learning and School Readiness, at 25 South Front Street, Columbus, Ohio 43215-4183 or by calling 1-877-644-6338.

Health and Safety

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms within 24 hours of the school day:

- Temperature of 100 degrees
- Diarrhea
- Vomiting
- Severe coughing
- Skin rash
- Difficult or rapid breathing
- Yellowish skin or eyes
- Unusually dark urine and/or gray or white stool or
- Stiff neck
- Sore throat or difficulty in swallowing
- Any evidence of communicable disease as shown on chart below

Should these symptoms become apparent while your child is at school, it will result in his/her being immediately isolated and released to his/her parent/guardian, or emergency support person.

DISEASE	INCUBATION PERIOD	SYMPTOMS	DURATION	WHEN TO RETURN
CHICKEN POX	14-21 DAY INCUBATION PERIOD. Spread by air droplet, direct contact, articles freshly soiled by discharge from blisters.	Slight fever, small blisters that pop. Do NOT give aspirin. Consult your physician when treating the fever.	7 days or until the blisters are dry and scabbed over.	7 days from the first appearance of blisters.
IMPETIGO	4-10 days incubation period. Spread by direct contact with draining blisters.	Itchy blisters that develop into crusted, yellowish sores on face, elbows, and knees.	Approximately one week.	24 hours after antibiotic treatment begins.
PINK EYE	1-3 day incubation period. Spread by direct or indirect contact with eye drainage.	Redness, swelling, burning, or itching of eye. Yellow drainage. Sensitive to light.	Depends on response to treatment.	May return after evaluated by physician and discharge has stopped.
HEAD LICE	Incubation can be 3-4 weeks. Eggs hatch in 7-10 days. Spread by direct contact with infected person or indirectly with objects that are infested.	Itchy Scalp. Redness and irritation of scalp. Presence of louse insects and/or nits (eggs) attached to hair shaft.	Gone as soon as shampooed and nits are removed.	After shampoo, bugs, and nits are removed. Needs to be rechecked before returning to the classroom.
RINGWORM	10-14 day incubation period. Spread by direct or indirect contact or from contact with articles of infected person. Can be found on feet (athlete's foot), scalp, or body.	Ring-like areas on exposed skin. May be dry, scaling, moist, or crusted. May itch or burn.	Can last 2-3 weeks with treatment	No exclusion, however, treatment is necessary in order for this to clear.

Children who have been absent from school for illness may return when they are no longer contagious, have been WITHOUT FEVER FOR 24 hours and are able to participate comfortably in all indoor and outdoor activities.

Please notify the school office if your child has any condition, such as, an allergy, special diet, or special medical needs of which we need to be aware.

According to state law, no medication, vitamin or special diet is administered unless instructions to administer are written, signed, and dated by a licensed physician. A prescription label with name, current date (within three months), dosage, number of daily dosages, and route of administration is required. The parent must complete a form, which grants permission to administer the medication along with the doctor's signature approving the administering of the medication. Please do not send medication to school with your child.

Licensing

Our programs are licensed to operate by the Ohio Department of Education (614) 466-0224). The laws and rules governing our programs are available for review from the Abraham Lincoln School Principal, Mrs. Alicia K. Lenczewski.

Our licensing record includes compliance reports from the Department of Education and inspection forms from the Health, Building and Fire Departments. These items are available for review.

As required by law, we will report suspected abuse or neglect to the Department of Child and Family Services.

Non Custodial Parents

Non-custodial parents have access to all written school information about their children including school records, progress reports, and IEP's.

Parent Involvement

Since we consider parents to be their child's first teacher, we encourage you to be actively involved in your child's preschool program. Ways to be involved include:

- Parent/teacher conferences
- Classroom helper
- Field trips
- Class Parties
- Home-school activity packets
- Sharing your special skills or interest

A roster of names and telephone numbers of parents, custodial parents, or guardians of children attending our programs will be provided to you upon request. You must sign a permission form for your name to be listed on this roster.

Philosophy

Our philosophy in our preschool program is designed to meet the developmental needs of each child. We strive to facilitate, encourage and enhance learning experiences for all children and to expand their knowledge of themselves and the world around them. **No child** shall ever be left alone or **unsupervised**.

Physicals

Every preschool student is to have a current yearly medical examination report from a licensed physician on file in the school office. Current means, no more than one year from the date on the physical. Any student that does not have his/her yearly physical on file by that date will be excluded from the preschool program. Once the medical examination has been completed and a report has been returned to the school office, your child may return to the program.

Program Options

The Maple Heights City School District operates a fully licensed program for preschool children ages three and four, and those turning five after September 30. All programs are housed in a specially designed preschool area at Abraham Lincoln School. Transportation is provided by the child's parent/guardian.

The Maple Heights City Schools Preschool Program offers two half day sessions. Classes meet five days a week 9:15-11:45 A.M. and 1:25-4:00 P.M. according to the regular school calendar (see attached).

Our full-day program enrolls typically developing preschoolers on a sliding scale based on family income who qualify for free/reduced lunch. Tuition is required for those families over 100% of the poverty guidelines.

Statements will be provided to the parents who are responsible for paying tuition. Tuition is due the first school day of each month. If the monthly tuition is not paid within the first week of the month the child will be excluded from the program. There will be no exceptions since there is a waiting list with students to be placed in the program.

Pupil Dress

A child's dress and appearance become of concern if and when that dress and appearance tend to disrupt the work of the class. Parents will be contacted if inappropriate dress or unusual appearance distract from the effectiveness of work in class.

Shorts may be worn as long as the length is about knee level. See through shirts or shirts that expose the midriff area are not permitted. Clothing that contains inappropriate pictures or words are not permitted. Unsafe footwear (high-heeled shoes, flip flops, etc.) are also not permitted. Parents will be contacted if their child is dressed inappropriately.

Our consistency in the area of appropriate dress will help us maintain a good learning environment/atmosphere during warmer months.

Lunch/Snacks

A nutritious breakfast and snacks are served daily. If your child is diagnosed with a food allergy, a written request is required and should be sent to the office. A treat from home is welcome for birthdays or special occasions. Advanced notice would be appreciated.

Arrival Procedures

To ensure a good start to your child's day, it is important to establish routines. These include: eat a good breakfast, be healthy and rested, be clean and ready to learn, and be on time. The class is disrupted and learning is interrupted when children enter the room late.

Dismissal Procedures

Children must go home in their usual manner unless the teacher receives a note or telephone message of alternative arrangements. A child may only be released to a parent, guardian, custodial parent or the person listed on the pick-up authorization form (see attached). The only exception would be if the teacher received a note or message from the office authorizing another person to pick up the child. All authorize persons, must be at least 16 years old.

Visitations

Parents, custodial parents, or guardians of children enrolled in our programs are permitted unlimited access during hours of operation for the purpose of contacting their child, evaluating the care and education provided, or observing the program. All visitors must first sign in at the office and pick up a visitor's pass before proceeding to the classroom then return the visitor's pass to the office upon leaving. Other visitors are welcomed by appointment.

Weather Related School Closings

The Preschool Program follows the Maple Heights City School District's schedule regarding school cancellation due to weather conditions. School closings will be announced on television and radio along with being posted on the website www.mapleschools.com.

Winter Clothing

Please dress your child in clothing appropriate for the weather. We go outside everyday if the temperature/wind chills is 20 degrees or above. A winter coat, mittens, hat, boots, and snow pants will ensure your child's comfort.

Withdrawal

You are required to come to the Abraham Lincoln School office in order to withdraw your child from the Preschool Program.

***ABRAHAM LINCOLN ELEMENTARY SCHOOL
6009 Dunham Road
Maple Heights, OH 44137***

PARENT AUTHORIZATION FORM

I authorize the individuals listed below to pickup my child

_____ from Abraham Lincoln Elementary
Student Name

1. _____
Name Relationship

2. _____
Name Relationship

3. _____
Name Relationship

Signature of Parent/Guardian Date

My contact information is as follows:

Home Phone: _____

Work Phone: _____

Cell Phone: _____