

Canal Winchester School District

Preschool Handbook



2022-2023

CANAL WINCHESTER PRESCHOOL PARENT HANDBOOK

TABLE OF CONTENTS	Page
ADMINISTRATIVE PERSONNEL _____	3
INTRODUCTION _____	4
MISSION STATEMENT _____	4
PHILOSOPHY _____	5
SCHOOL BEGINS AT HOME _____	6
PRESCHOOL PROGRAM INFORMATION	
CHILDREN WITH SPECIAL NEEDS REGISTRATION REQUIREMENTS	7-8
PEER MODEL REGISTRATION REQUIREMENTS _____	8-9
PEER MODEL TUITION _____	9-10
TRANSPORTATION _____	10
ATTENDANCE	
ABSENCES _____	11
TARDINESS _____	12
REPORTING ABSENCES _____	12
WITHDRAWAL PROCEDURES _____	12
STUDENT HEALTH AND MEDICAL INFORMATION	
ILLNESSES THAT WARRANT KEEPING A CHILD HOME _____	12-13
WHEN YOUR CHILD IS ILL AT SCHOOL _____	14
ADMINISTRATION OF MEDICATIONS _____	14
PRESCRIPTION MEDICATIONS _____	14
NON-PRESCRIPTION MEDICATIONS _____	15
HEALTH SCREENINGS _____	15
SNACKS _____	15
POLICIES	
CLASSROOM STANDARDS _____	16
BEHAVIOR MANAGEMENT/DISCIPLINE _____	17
CHILD ABUSE AND NEGLECT REPORTING _____	18
FIRE, TORNADO AND SAFETY DRILLS _____	18
SCHOOL DELAYS/CANCELLATIONS _____	18
EARLY DISMISSAL/RELEASE _____	19
SCHOOL VISITS _____	19
CONFIDENTIALITY _____	19-20
STUDENT RECORDS _____	20
PHOTOGRAPHY/PUBLICATION _____	20
PARENT MEETINGS _____	20
PROGRAM LICENSE _____	20
RECEIPT AND REVIEW ACKNOWLEDGEMENT _____	21

CANAL WINCHESTER SCHOOL DISTRICT

Special Services Office

100 Washington Street

Canal Winchester, OH 43110

Phone: (614) 833-3182 Fax: (614) 920-2623

Mrs. Kiya Hunt
Mrs. Cyndi Toledo
Mr. Nicholas Roberts

Superintendent
Director of Human Resources
Treasurer

Canal Winchester Board of Education

Mr. Kevin Butler
Mr. Matt Krueger
Ms. Vangela Barnes
Mr. David George
Mrs. Monika Talley

Board President
Board Vice-President
Board Member
Board Member
Board Member

Director of Special Education

Dr. Brooke Hippler
Phone: (614) 920-2624
Fax: (614) 920-2623

Preschool Coordinator

Mrs. Maleea Anderson
Phone: (614) 920-2757
Fax: (614) 833-2161

Preschool Teachers:

Room 302	Andrea` Cordova , Intervention Specialist
Room 305	Allison Fryer , Intervention Specialist
Room 308	Andrea Hoppel , Intervention Specialist
Room 311	Chloe Heydinger , General Education Teacher
Room 313	Lindsey Owens , Intervention Specialist & Itinerant
Room 319	Lindsey Karns , Intervention Specialist

Paraprofessional Team Members: Mary Batin, Britney Champlin, Beth Deeds, Natalie Krell, Allison McCoy, Karla McKeon, Danielle McLeish, & Hannah Sackett

Occupational Therapist
Physical Therapist
Speech Language Pathologists

Courtney Bush
Deborah Miller
Alexa Gough and Megan Mayes

Introduction

Welcome to Preschool! The Preschool Parent Handbook was developed to answer many commonly asked questions. Please use this tool as a reference during the school year as a means to provide clarification when questions arise. Should you have any questions that are not addressed in this handbook, please contact your child's teacher or Maleea Anderson, Preschool Coordinator at (614) 920-2757.

PRESCHOOL PROGRAM MISSION STATEMENT

The mission of Canal Winchester Local School District is to empower all students for success in order to prepare for the most seamless transition to kindergarten possible.

The Preschool Program is designed for children residing in Canal Winchester who are between 3-5 years of age, and identified with delays in one or more developmental areas along with their typically developing peer models.

- * Our goal is to provide Preschool children with opportunities to develop motor, social and emotional skills, pre-academic, and language skills along with increasing independence with a positive self-concept.
- * Quality instruction provided by certified Early Childhood Intervention Specialists and trained paraprofessionals with an emphasis on the individual needs of each child.
- * Developmentally appropriate learning activities guided by the Canal Winchester Board of Education approved preschool curriculum and aligned with the Ohio Early Learning and Development Standards.
- * Differentiated instruction through individual, small and large group activities utilized to develop and promote maximized learning for all students.
- * The opportunity for parent involvement is available through ongoing communication with classroom staff, daily sheets, Curriculum Night, conferences, and other scheduled parent meetings.
- * For our students with special needs, an Evaluation Team Report (ETR) and Individual Education Program (IEP) identifies the intervention and related services to be provided based upon the needs of the child and are incorporated into the classroom by qualified personnel.

PRESCHOOL PROGRAM PHILOSOPHY

It is the philosophy of the Canal Winchester Local School District Preschool Program to assist preschool children in developing cognitive, communication, pre-academic, social and emotional, play, and motor skills.

Our program is designed to help each student develop curiosity and initiative to learn, independence, and a positive self-image. Classroom teams are dedicated to providing a safe and nurturing environment for children to be able to interact with peers, adults, and materials to achieve individual goals. Recognizing the diversity of our student's abilities, interests and cultural backgrounds, our preschool program provides varied experiences to enhance their learning experience.

We believe that children develop their understanding of the world through interaction with people, materials, and concepts. Our classroom staff facilitates each child's discovery of the world by creating opportunities that enhance this exploration through the use of appropriate materials, planned spaces, teacher guided lessons, play opportunities, and a consistent daily routine.

We believe that all children develop a greater understanding of their world when given the opportunity to interact with peers who are at various developmental levels within the school community. Our preschool classrooms provide children with special needs with peer models who exhibit age appropriate social and communication skills.

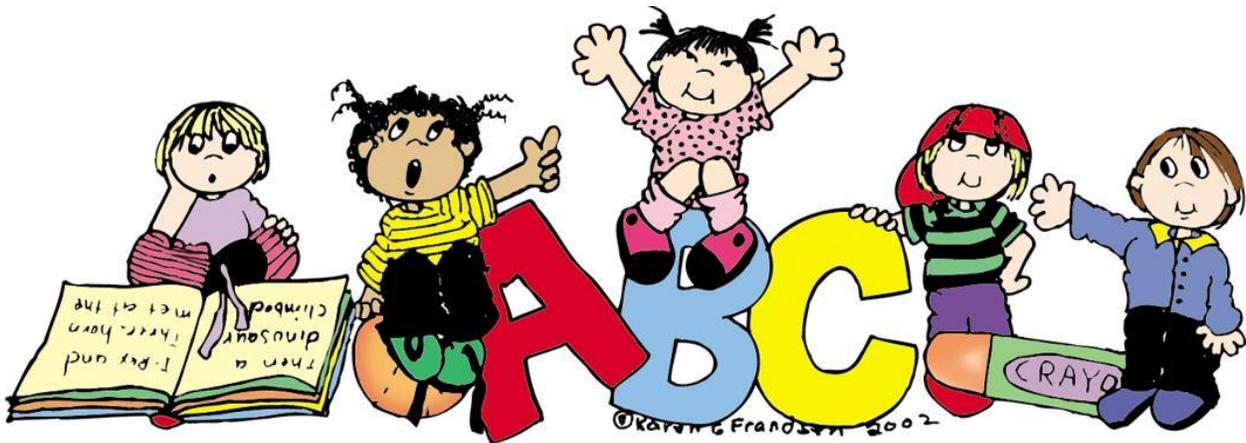
We believe family is the child's most important teacher. Family support is provided through ongoing communication between staff and parent, daily sheets, annual events, and parent/teacher conferences.



SCHOOL BEGINS AT HOME

It is important that your child starts each day on a positive note. The following suggestions may help support your efforts:

- It is very important to establish a bedtime routine for your child. Preschool children need between 10-12 hours of sleep each night. Children learn best when they are refreshed and can actively participate while at school.
- Children should wear comfortable clothing. Tennis shoes are best for daily gross motor activities.
- Please provide your child with a nourishing breakfast and lunch. Good nutrition maximizes your child's engagement at school.
- Please label all clothing and supplies sent to school with your child's first and last name.
- Please have your child at school on time, not too early or late (see page 12).
- Teach and model respect for adults.
- Talk with your child about treating other children in the same manner as he/she wants to be treated (avoid name calling, arguing, etc.).
- Most importantly, tell your child when he/she is trying their best at school. Praise him/her for good efforts and good behavior at school. We are doing the same at school.



PRESCHOOL REGISTRATION REQUIREMENTS

PRESCHOOL PROGRAM FOR CHILDREN WITH SPECIAL NEEDS

Canal Winchester Local School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). Parents of Preschool-age children with special needs may make a referral for special education services that are tuition free. Contact Maleea Anderson, Preschool Coordinator, at (614) 920-2757 for information.

QUALIFICATION/REGISTRATION REQUIREMENTS

Students are required to be evaluated to determine eligibility for the program. A team meeting will be held with parents and school personnel to determine whether or not the student qualifies as having a disability as defined by IDEA and the Ohio Department of Education's guidelines. The following requirements must be met for a student to attend the Preschool program as a student with special needs:

- All applicants are required to be residents of the Canal Winchester Local School District (Please check with the district office to be sure 614 837-4533).
- If parents have concerns and believe their child may be eligible for the special education services, please complete the Special Needs Application, which is found on the district preschool website page
- Following your application submission, parents will be contacted by the Preschool Coordinator, Maleea Anderson for further support.
- If the district suspects a disability, registration information will be sent to parents, including a schedule of events for future meetings and evaluation
- **To register a student with the school district**, parents must go to www.cwschools.org for registration information
 - Under QUICK LINKS, select STUDENT REGISTRATION and complete the pre-registration
 - Parents will receive an email approving the pre-registration as well as next steps to complete online forms and schedule an appointment with the District Registrar
- **At the time of the registration appointment**, parents are required to take the following:
 - a. Certified (with a raised seal) Birth Certificate
 - b. Custody Documents (if applicable) - Must include the ENTIRE document, including the Judge/Magistrate's signature
 - c. Proof of Residency –
 - d. Homeowner - Please provide a monthly mortgage statement/coupon printed on your lender's letterhead. It must include the name and address of the homeowner (legal guardian of the child), and must have a current date. If the home is a new purchase, mortgage closing papers will be accepted within 2 months of closing and must include the signature page.
 - e. Signed Lease/Rental Agreement - The Custodial Parent or Legal Guardian

must be the Lessee. The lease must be signed by both the Landlord and Lessee. If the lease has an expired ending date, you will also need a current utility bill (gas, water, or electric).

- f. Child Medical Statement - This document is attached and must be signed by the physician within the last 12 months
 - g. Immunization Records - Documentation must be within the last 12 months
- Once a student's registration is confirmed from the District Registrar, the Preschool Coordinator will contact parents to confirm the scheduled meetings, as well as send calendar invites, specifically if the meetings are held virtually through Google Meets.

INDIVIDUALS WITH DISABILITIES: The Americans' With Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual be discriminated against on the basis of disability. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities. If a disabled person visits the school and requests accommodation, s/he may submit in advance of the visit, Request for Accommodation Form (9160A). The Canal Winchester School District provides a variety of special education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services through the proper evaluation and placement procedure. Parent/guardian involvement in this procedure is required. More importantly, the school wants the parent/guardian to be an active participant. To inquire about the procedure or programs, a parent/guardian may contact the Director of Special Education at 614-8333182.

PRESCHOOL PROGRAM FOR PEER MODELS

The Preschool program integrates typically developing Preschoolers (peer models) with our Preschoolers with disabilities. Parent can complete a Peer Model Application, which is found on the district preschool website page

QUALIFICATIONS

1. Enrollment for Peer Models is open to all children ages **4-5 years of age and MUST reside in the Canal Winchester Local School District.**
2. Peer Models will provide children with special needs appropriate peer model interactions while benefiting from an affordable, high quality Preschool program.
3. Peer Models must be toilet trained.
4. Peer Models should exhibit age appropriate behavior, social, and communication skill development as determined by a screening session.

REGISTRATION REQUIREMENTS FOR PEER MODELS

The following requirements must be met **before** being accepted into the program.

- All applicants are required to be residents of the Canal Winchester Local School District (Please check with the district office to be sure 614 837-4533).
- Parents and potential students will participate in a Child Check (developmental screening).
- Following the Child Check, the Preschool Coordinator will contact each family to discuss their child's placement. Registration information will be sent to parents.
- **To register a student with the school district**, parents must go to www.cwschools.org for registration information
 - Under QUICK LINKS, select STUDENT REGISTRATION and complete the pre-registration
 - Parents will receive an email approving the pre-registration as well as next steps to complete online forms and schedule an appointment with the District Registrar
- **At the time of the registration appointment**, parents are required to take the following:
 - a. Certified (with a raised seal) Birth Certificate
 - b. Custody Documents (if applicable) - Must include the ENTIRE document, including the Judge/Magistrate's signature
 - c. Proof of Residency –
 - d. Homeowner - Please provide a monthly mortgage statement/coupon printed on your lender's letterhead. It must include the name and address of the homeowner (legal guardian of the child), and must have a current date. If the home is a new purchase, mortgage closing papers will be accepted within 2 months of closing and must include the signature page.
 - e. Signed Lease/Rental Agreement - The Custodial Parent or Legal Guardian must be the Lessee. The lease must be signed by both the Landlord and Lessee. If the lease has an expired ending date, you will also need a current utility bill (gas, water, or electric).
 - f. Child Medical Statement - This document is attached and must be signed by the physician within the last 12 months
 - g. Immunization Records - Documentation must be within the last 12 months
- Once a student's registration is confirmed from the District Registrar, the Preschool Coordinator will provide parents with their child's start date, classroom teacher assignment, and additional preschool information.

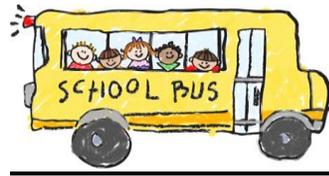
TUITION

1. Tuition for peer models is \$100.00 per month (for a 9 month period) - September through May. Payment is due on the 25th day of the preceding month with the first month's tuition to be made at the time of registration, before the first day of attendance in the preschool program.

2. Payment may be made by cash (exact amount only), **ONLINE**, personal check, or money order in the Winchester Trail office. Checks or money orders should be made payable to Canal Winchester Local Schools. A \$25.00 fee will be assessed for each returned check. If mailing, please send to: Winchester Trail Elementary, Canal Winchester Local Schools, 6865 Gender Road, Canal Winchester, Ohio, 43110.

Please note, we are NOT able to accept VISA or MasterCard in the building.

3. For all future payments, a grace period will be given until the 1st of the month. **If a payment is not received by the 1st day of the month, a \$20.00 late fee will be assessed. If a payment, including late fee, is not received by the 5th day of the current month, the child will no longer be able to participate as a peer model.** Parents will not receive a monthly bill; it is the parent's responsibility to pay tuition on time.



TRANSPORTATION

Transportation is available to students with an IEP if deemed necessary by the IEP team. Placement in morning versus afternoon classes of students receiving special transportation will be determined based on bus routes and available class seats. Please talk to your child's driver to determine who is responsible for fastening your child into a bus harness or other safety seat. If you choose to transport your child, please stay with him/her until reaching the designated meeting place determined by your child's teacher in order to ensure the safety of your child around moving cars and busses.

Bus transportation is **NOT provided** for peer model students. Parents must transport students to and from Preschool.

Student and Parent Responsibilities: Parents/guardians and pupils must assume that school bus transportation is a privilege to the student – not a right. Pupils will ride on assigned buses. Parents/guardians must request, in writing, to permit deviation from this rule. Requests shall be made to the elementary and transportation offices. Pupils will ride their assigned bus both to and from home unless a written request signed by the parents/guardians asking permission to be let off the bus at some other stop is presented to the office. This note along with a bus pass issued by the office will be given to the driver by the student. Parents/guardians will assume responsibility of the child when such a request is made.

Parent/Guardian Pick-up/Drop Off Procedure

Pick-up - Every time a parent/guardian comes to pick up a student early, you must show a photo ID. Any change in plans or person(s) for the pick-up of a child must be put in writing and submitted to the front office, (not the student's teacher). **No one except a primary guardian is permitted to pick-up a student without a written note or email from the guardian on file.**

Drop off - If a child is dropped off at school late, the parent/guardian must walk the child into the building, show ID at camera, and sign him/her in.



ATTENDANCE

Students attend Preschool four days per week (**M, T, W, TH**) for 2 hours, 30 minute each day.
There is NO preschool on FRIDAYS.

	<u>AM Schedule</u>		<u>PM Schedule</u>
Drop-Off	8:50AM	Drop-Off	12:30PM
School Begins	9:00AM	School Begins	12:40PM
Parent Pick-up	11:25AM	Parent Pick-up	3:05PM
Bus Depart Time	11:30AM	Bus Depart Time	3:10PM

ABSENCES

The following are legitimate reasons for absence:

1. Personal illness
2. Illness in the family
3. Quarantine of the home
4. Death of a relative, funerals or weddings
5. Observance of a religious holiday
6. Exceptional cases (such as conventions, court, 4-H at fairs, or other activities of a school nature) deemed acceptable by the principal
7. Approved family vacations

A student is considered a habitual truant if s/he is absent without a legitimate excuse for five or more consecutive school days, seven or more days in a month, or nine or more school days in a school year. Students may be excused for the first nine absences by notification to the school by the parent. On the 10th absence, additional documentation must be provided (e.g. a doctor's note).

EXCESSIVE TARDINESS

Chronic tardiness is unacceptable. A student is considered a chronic truant if they are tardy without legitimate excuse for five or more consecutive school days, seven or more days in a month, or 12 or more days in a school year. Each student is expected to be in his/her classroom at the beginning of class whether for the morning or afternoon session. If a child is late arriving at school, he/she must be walked into the school by the parent/guardian and signed in at the office.

Regular attendance is vital to your child's success in our program. Truancy, as described above, may result in your child being asked to leave the program if he or she is a peer model. If your child has an IEP, services will not be denied; however, a change of placement to itinerant services may be considered.

REPORTING ABSENCES

If your child will not be attending school, it is important to call:

The building secretary at (614) 833-2150

Transportation (if your child rides the bus) at (614) 833-2164



Please give your child's name, teacher's name and reason for his/her absence to the secretary. If the office is unable to answer the phone, please leave the information on the school's voice mail. It is important for us to know the reason your child is absent, especially if he/she has a contagious illness such as chicken pox, pink eye, strep throat, etc. A note will be sent home to other classmates to make parents aware of the illness.

Please do not send your child to school with a fever, a bad cough, severe cold, or if he or she has vomited within the past 24 hours.

WITHDRAWAL PROCEDURES

Peer models and students with special needs may be withdrawn from the Preschool at any time. Parents must complete all required paperwork (withdrawal and record release forms) to withdraw their child from the program. Parents of special needs students may also be asked to meet with the IEP team to discuss the withdrawal and the student's specific needs.

STUDENT HEALTH AND MEDICAL INFORMATION

Students attending Canal Winchester Schools are required to have proof of immunization against communicable diseases, as required by Ohio law. Immunization records must include the physician's signature or the clinic's stamp and must be received by the first day of the child's attendance. **In addition, an updated medical statement is required every 13 months from the date of the initial physical examination. Also, the influenza vaccine is required every year.**



ILLNESSES THAT WARRANT KEEPING A CHILD HOME

To prevent the spread of highly contagious infections in the school environment, the Ohio Department of Health has provided guidelines to protect your child and others from unnecessary exposure to infectious organisms. A student should not be in school if any of the following conditions are present:

- Any exposure to contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours, including strep throat, pink eye, ringworm, skin infections (impetigo) scarlet fever and others.
- Fever of 100 degrees F. or higher (child should be fever free for 24 hours)
- Vomiting or diarrhea two or more times per day
- Undiagnosed redness and secretions from the eyes
- Scabies, until initial treatment with an appropriate scabicide
- Impetigo, until there is no discharge and it has been treated for 24 hours
- Chickenpox, until the 6th day after onset and until sores (lesions) are dry.
- Students with shingles do not need to be excluded as long as sores are covered by clothing or bandages until the sores have crusted over.
- Undiagnosed rash – as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, “All children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician.”
- Difficulty or rapid breathing
- Yellowish skin or eyes
- Dark urine and/or gray or white stool
- Stiff neck

WHEN YOUR CHILD IS ILL AT SCHOOL

1. Neither the Board of Education nor the school nurse/aide shall be responsible for the diagnosis and treatment of student illnesses.
2. A staff member trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters the group.
1. If a child shows symptoms of a communicable disease while at school, the child will be kept in a quiet, comfortable location away from the group and within the sight and hearing of an adult at all times.
2. The child will be observed carefully for worsening conditions.
3. Parents will be notified and are responsible for responding as quickly as possible.
4. Parents will be notified in writing whenever a child has been exposed to a communicable disease.
5. The teacher may send a child to the school clinic should he/she become ill during the school day. The health staff will determine whether or not the child should remain in school or be sent home.

ADMINISTRATION OF MEDICATIONS

The administration of medication and/or medically prescribed treatments for a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a health impairment that requires medication to benefit from his/her educational program.

Before any medication, treatment, prescribed lotion, vitamins, over-the-counter medications or special diets may be administered to any student during school hours; the Board of Education shall require that the student's physician and parent/guardian complete a Medication or Treatment Authorization Form. This document shall be kept on file in the student's school health records. Medication must be provided in its original container, with the prescription label attached. Over-the-Over the counter medication must be provided in the original container with the manufacturer's label attached and the student's name clearly printed on the container.

For the safety of our students, the transportation of all medications to and from school is the responsibility of the parent.

Medications are administered by an RN or staff designated by the Board of Education who have successfully completed an approved medication administration training program.

Any medication or medical equipment remaining one week after the last day of school will be discarded.

HEALTH AND DEVELOPMENT SCREENINGS

The school conducts a variety of health screenings under the supervision of the health staff to provide important information about each student. Parents/Guardians will be notified if any of the screenings indicate problems or if there is a need for further medical advice.

The evaluations that may affect all students are listed below:

Hearing screening
Vision screening
Growth screening, including height and weight
Dental screening

If your child is under the care of a hearing or vision specialist, please contact the school health staff.

SNACKS

Students will enjoy a healthy snack, provided from home, in the classroom daily. The classroom teacher will communicate specific snack procedures and nutrition guidelines. Food allergies can be severe enough to warrant prohibiting the food from being in the classroom. If there is a student in your child's classroom with a severe food allergy, you will be notified at the beginning of the school year.

PLEASE INFORM YOUR CHILD'S TEACHER OF ANY FOOD ALLERGIES.

STUDENT BIRTHDAYS

Birthdays - The staff recognizes that birthdays are very special days for children. We want to help your child celebrate this special occasion; however, to protect students with food allergies and to comply with board policy, please follow these guidelines:

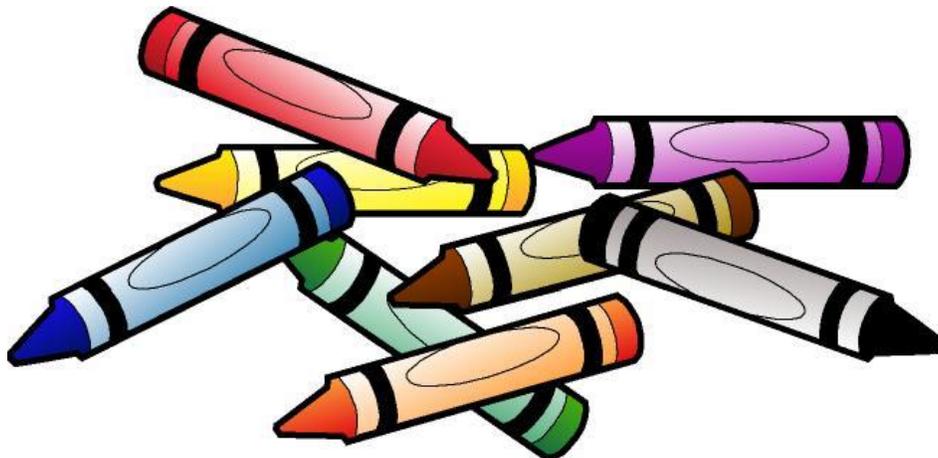
1. Limit your treats to **NON-FOOD items** such as stickers, pencils, etc.
2. Refrain from sending flowers, balloons, or other special gifts to children during school hours. To avoid hurt feelings, party invitations will not be distributed at school.

NO FOOD ITEMS MAY BE BROUGHT IN FOR BIRTHDAY CELEBRATIONS DUE TO FOOD ALLERGIES AND DIETARY RESTRICTIONS.

GENERAL INFORMATION AND POLICIES FOR ALL PRESCHOOL STUDENTS

CLASSROOM STANDARDS

1. Special Needs Classrooms with peer models can have a maximum of 16 students, including up to eight students with special educational needs and up to eight same-age peer models. Our Special Needs Classroom without peer models has a maximum of 8 students with special educational needs and no peer models. Our General Education Classroom can have a maximum of 6 students with special education needs and up to eight same-age peer models.
2. Each classroom has a certified Early Childhood Intervention Specialist or General Education Licensed Preschool Teacher and a trained paraprofessional.
3. The Preschool Program promotes development in communication and motor skills, independence and a positive self-concept.
4. The Preschool Program incorporates a written curriculum that is aligned with the Early Learning Content Standards, approved by the Canal Winchester Board of Education and endorsed by the Ohio Department of Education.
5. The Preschool Curriculum includes:
 - Numbers Sense and Math
 - Language and Literacy
 - Readiness and Writing
 - Social/Emotional Skills



BEHAVIOR MANAGEMENT/DISCIPLINE

The Canal Winchester Preschool Program provides a safe and nurturing environment by using techniques such as positive reinforcement, praise and redirection. If needed, the child's team will work with the family to develop a consistent plan for behavior modification. Discipline plans vary based on individual student and classroom needs. The following guidelines are used to help create a safe and structured environment for your child:

- * A Preschool staff member in charge of a child or group of children shall be responsible for their discipline.
- * Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- * The program's actual methods of discipline shall apply to all adults on the premises and shall be restricted as follows:
 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments.
 2. No discipline shall be delegated to a child to give to another child.
 3. Physical restraints may only be used in situations where the student has become a danger to himself or others and less intrusive interventions have not been effective. Physical restraints are prohibited from being used as a form of discipline.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 7. Techniques of discipline shall not humiliate, shame or frighten a child.
 8. Discipline shall not include withholding food, rest or toilet use.
 9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a Preschool staff member in a safe, lighted and well-ventilated space.
 10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool program.
- * This document shall serve as the discipline policy.
- * All Preschool staff members shall receive a copy of the program's discipline policy for review.

CHILD ABUSE AND NEGLECT REPORTING

As required by law, all school employees and administrators must immediately report any suspicion of abuse or neglect to Children’s Services.

FIRE, TORNADO AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Students will practice fire, tornado and safety drills throughout the school year. Evacuation procedures are posted in each classroom.

SCHOOL DELAYS AND CANCELLATIONS

If it is necessary to close or delay school, the Canal Winchester Local School District will attempt to make this decision as early as possible utilizing an automated phone, email and text system. This program allows the immediate notification to all households and parents of any critical or unplanned event that will cause school cancellation, delay or an early dismissal. The school will continue to use radio and television to broadcast school closings and delays due to weather. **NOTE: While technology is great, sometimes a phone call may roll to your voicemail or a text is delayed due to service area or you may not have updated your contact information therefor we encourage you to also check the local news station for cancellations or delays if you are unsure. We will also post to the district website if there is a cancellation.*

AM and PM preschool sessions will be cancelled if the district calls for a 2-hour delay. Your child’s preschool teacher will send “learning to go” bags home with students in preparation at the beginning of the school year with activities and resources. We will utilize the bags with two days’ worth of activities. If there are more than two days of school delays, resulting in preschool being cancelled, teachers will create and send home a second round in preparation for future delays. In addition, teachers will reach out to families via Class DOJO on days of cancellation for check-ins, etc.

School	Session	Drop Off Time	Start Time	End Time	Depart Time
Early Release	2-Hour				
Preschool WTES	AM	8:40 a.m.	8:55 a.m.	10:25 a.m.	10:35 a.m.
Preschool WTES	PM	11:35 a.m.	11:45 a.m.	1:15 p.m.	1:25 p.m.

EARLY DISMISSAL/RELEASE

Early dismissal due to inclement weather or emergency situation: Parents/guardians will be asked to complete an Early Dismissal Procedure Card. These cards provide the classroom teacher with information about who they are to contact in case of an early dismissal. It is very important for parents/guardians to complete this card and return it to their child’s teacher as soon as possible.

SCHOOL VISITS

Parents are encouraged to keep open communication with their classroom teacher to help answer any questions or concerns. The Preschool program welcomes visitors. However, please arrange a visit with your child's teacher in advance. **This includes completing the district application for the observational visit.** In order to make sure that visits do not distract students from instruction, we ask that parents adhere to the following procedure:

1. State law requires any person visiting the school to report directly to the office, sign in and secure a visitor's pass. You must show a picture ID to enter the building.
2. Since staff is directly responsible for students, please reserve questions and discussions with classroom personnel for a time when they are not involved with students outside of the observation time. This would require a scheduled meeting between the teacher and parents at a later time.
3. Please refrain from interrupting student routines, as well as talking with your child.

CONFIDENTIALITY

DIRECTORY INFORMATION NOTICE: The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Canal Winchester Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's/guardian's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories - names, addresses and telephone listings - unless parents/guardians have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want Canal Winchester Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing. The District has designated the following as directory information: student's name, major field of study, dates of attendance, current grade level, participation in officially recognized activities and sports, height and weight of a member of an athletic team, date of graduation, honors and awards received, and the current and previous educational institution attended by the student. The primary purpose of directory information is to allow the district to include this type of information in certain publications such as: a playbill, showing your student's role in drama or musical productions, yearbook, honor roll or other recognition list, and graduation programs.

STUDENT RECORDS: Teachers, counselors and administrative staff keep many student records. There are two basic kinds of records - confidential records and directory information. The Records Control Officer for the district is responsible for the processing and maintenance of all student records.

Confidential records contain education and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parents/guardians, the adult student or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent. Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions and communications with the family and outside service providers. The school must have the parent's/guardian's written consent to obtain records from an outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent/guardian through the originator. Parents/guardians should keep copies of such records for their home file. Parents/guardians may also provide the school with copies of records made by non-school professional agencies or individuals. Information on former students also falls into directory and confidential information categories and will be made available on the same basis as enrolled students. Students and parents/guardians have the right to review educational records generated by the school district, request amendment to these records, insert addendum to records and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the building principal in writing stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

PHOTOGRAPHY/PUBLICATION DISCLAIMER: During the course of the school year, pictures, videotapes, etc., containing your child's image may be used in newspaper articles, television stories, newsletters, brochures, school web pages, yearbooks, promotional products and other similar publications. If you **DO NOT** want your child's image published in the manner described above, please notify the office **in writing** as soon as possible and then verify with us that we have received your request. You must submit a written notice to the office at the beginning of each school year.

PARENT MEETINGS

Parent/Teacher Conferences are scheduled two times during the school year on parent teacher conference nights. These meetings are meant to help keep open lines of communication between parent and teacher. If additional time or conferences are needed, arrangements may be made through the teacher. Information sheets and online access, to schedule a meeting, will be sent home with students prior to these scheduled conference dates. In addition, annual **IEP conferences** are held for all students with special needs. These conferences will be scheduled by the teacher and include the IEP team.

PROGRAM LICENSE

The Preschool Program is inspected and licensed by the Ohio Department of Education. Our license and letter of inspection are displayed in the preschool areas. Copies of inspection and compliance reports of the program are available to parents upon request.



Please complete and return this page only to your child’s teacher as quickly as possible after reviewing the Preschool Parent Handbook. Thank you.

(Child’s Name)

I have received the Preschool Handbook and have reviewed its contents.

(Parent or Guardian Signature)

(Date)