

***MIAMI TRACE PRESCHOOL CENTER***

***PARENT-STUDENT HANDBOOK***

***2019-2020***



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**MIAMI TRACE PRESCHOOL**  
**3836 State Route 41 NW**  
**Washington Court House, OH 43160**

**PURPOSE**

The Miami Trace Preschool strives to provide programs that serve as an extension of the home in the development of the child. Classrooms are designed to foster the maximum growth of each child through activities that promote social, intellectual, physical, and emotional development. Children have fun as they learn and play together. Socialization experiences help children develop a basic awareness of themselves as individuals and as members of a group. Teachers are aware of their role in helping each child build a positive self-concept and will provide a warm, secure environment in which positive experiences can occur.

**STATEMENT OF STATUS**

The policies included in this handbook have been approved by the Miami Trace Local School District Board of Education. The center is licensed by the Ohio Department of Education Early Learning and School Readiness Division and is in compliance with all regulations. The center is inspected annually by the Department of Education Early Learning and School Readiness Division to ensure all required standards for operating an early childhood center are being followed. Regulations require the Preschool teaching staff hold valid teaching certificates from the Ohio Department of Education.

**ENROLLMENT ELIGIBILITY**

The service priority is children, four through five years old, who live in the Miami Trace Local School District, children of Miami Trace Schools staff, and children who qualify for the preschool special education unit. Depending on the openings, services may also be available to non-resident Miami Trace children and 3 year olds. Enrollment is limited to the maximum number of children listed on the current license. Children will be required to have on file a physical exam, and up-to-date immunizations. Immunizations required include 4 DPT, 4 Polio, 4HIB, 2 Varicella, 3 Hepatitis B, Lead and Hematocrit testing. Parents have the right to exempt their child from the lead and hematocrit testing. The physical exam must be updated as need arises.

## **TUITION FEES 2019-2020**

Payments are expected to be made in advance of service. Payment for students who enroll during the year will be prorated based on the annual fee. If the payment of fees becomes a problem, please contact the Preschool Director.

Fees not paid in full within one week of the due date will result in your child being withdrawn from the program.

**Family Registration (Annual Fee)**                      \$35.00/family

**Payment and payment options: (Please indicate your payment option to Mrs. Robertson before the start of the 2018-2019 school year.)**

**Full-Day Preschool**                      \$4995.00/year

**Full-Day Preschool**                      \$499.50 / 10 Monthly Instalments (Due by 5th of each month)

**Full-Day Preschool**                      \$249.75 / 20 Bi-Weekly Instalments (Due by 5th & 20th of each month)

**\*Above payments are still expected regardless of days in session.**

For your convenience tuition payments along with breakfast and lunch fees may be made using Miami Trace's EZ Pay system. If you chose not to use the EZ Pay system, payments must be brought into one of the secretaries in the office. Preschool staff are not permitted to take payments of any type.

**ABSENTEEISM** – Fees will be due for days that children miss due to illness or vacation.

**WITHDRAWAL** – When a family plans to withdraw from the Miami Trace Preschool, a **two-week notice (in writing)** is required. Families will be billed for two weeks if a notice has not been received.

## **HOURS OF OPERATION**

Preschoolers will be on the same time schedule as the Miami Trace Elementary School. The preschool will be in session from 9:00 a.m. until 4:00 p.m.

## **SCHEDULE FOR PRESCHOOL**

After children arrive and an informal health check is conducted, they may participate in individual or small group activities such as manipulatives, art, dramatic play, table games, and puzzles, or large motor activities. After breakfast, teachers help children with language experiences, craft projects, center time or introduce a theme unit or group activity. All of the children enjoy playing outside on the playground. Story time is followed by lunch. In the afternoon, children have rest time, a snack, and an opportunity to continue, or follow-up favorite or unfinished activities from the morning. All activities are developmentally appropriate for preschool children.

## **PARENT INVOLVEMENT**

During the year there will be the following opportunities for parent involvement:

1. An orientation/open house with parents, children, and teachers.
2. Parent meetings
3. Parent-Teacher Conferences
4. PTO Meetings
5. Field Trips and Special Events

Staff members are available to meet with parents at any other time. Parents are welcome to volunteer as classroom helpers upon successful completion of proper paperwork, fingerprinting and Miami Trace Board of Education approval. Upon arrival volunteers should report to the office to report in and receive a nametag. Volunteers will be under the direct supervision of the Director and staff.

## **CHILD ABUSE TRAINING, REPORTING, AND PREVENTION**

One or more staff members will be present at the center who has received extensive training in the recognition and reporting of child abuse. Staff members are required by law to report any suspected cases of child abuse or child neglect to Fayette County Children's Services.

## **CONFIDENTIALITY**

Employees may not disclose any information that represents a matter of confidence, trust, or personal disclosure that could be contrary to the best interest of the Miami Trace Preschool Center, its programs, employees, and/or clients of their services.

All requests for disclosure of “confidential information” will be immediately referred to the Director.

All records and files are considered the confidential property of the Miami Trace Preschool Center. Access or removal may only be granted as authorized by the Miami Trace Preschool Center.

## **ANTI-DISCRIMINATION POLICY**

The Miami Trace Preschool Center will not discriminate against any child or family because of race, color, religion, creed, national origin, sex, disability, military status, ancestry or genetic information.

## **ABSENCE OF STUDENTS**

Parents should notify the Preschool Center at 740-333-2400 each day when a child is absent.

## **RELEASE OF CHILDREN**

No child will be released to anyone other than the custodial parent or guardian without a prior signed written authorization. Persons other than the parent or guardian picking up the child must show picture identification and be 18 years of age at the time of release.

## **HOLIDAYS**

The Preschool Center is closed on New Year’s Day, Martin Luther King Day, Presidents’ Day, Memorial Day, Labor Day, Thanksgiving, Christmas and other scheduled days as indicated on the Miami Trace Local Schools 2018-19 school calendar.

## **EMERGENCY CLOSING**

The Superintendent may close the preschool program in the event of hazardous weather or other emergencies that threaten the safety or health of children or staff. Parents, children, and staff should listen to the local television, radio stations or the MT call out system for information regarding emergency closings. The Preschool Center will follow the same closing schedule as all other Miami Trace Schools.

## **MEALS AND SNACKS**

Preschoolers may purchase breakfast including milk or hot lunches including milk using the EZ Pay system or fees may be paid to the office secretaries. Preschool staff are not permitted to take payments of any type. Students may bring a packed lunch with food kept at appropriate temperatures with ice packs or thermos containers. No refrigeration or microwaving is available for student lunches. Lunch and milk prices will be sent home at the beginning of the school year. Menus will be available for each month.

Each child will bring in their own snack that meets the USDA Food Guidelines (which will be provided).

## **MANAGEMENT OF COMMUNICABLE DISEASE**

A person trained to recognize the common signs of communicable disease or other illnesses will observe each child as he/she enters the center daily.

The following precautions will be taken for children suspected of having a communicable disease:

1. The teacher will immediately notify the parent/guardian of the child's condition when the child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and sent home to his/her parent/guardian. Parent address, phone number, and other emergency notification numbers can be found on the "Emergency Medical" form that is in each child's file.
  - a. Diarrhea – more than one abnormally loose stool.
  - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
  - c. Difficult or rapid breathing.
  - d. Yellowish in skin or eyes.
  - e. Conjunctivitis – pink eye
  - f. Temperature of 100 degrees Fahrenheit or higher when in combination with any other signs of illness.
  - g. Untreated infected skin.
  - h. Unusually dark urine and/or gray white stool.
  - i. Stiff neck.
  - j. Evidence of head lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness will be immediately isolated from other children:

1. Unusual spots or rashes.
2. Sore throat or difficulty in swallowing.

3. Elevated temperature.

4. Vomiting.

Decisions regarding whether a child should be sent home immediately or sometime during the day will be determined by the teacher, Director and/or health nurse.

A child isolated due to suspected communicable disease would be:

1. Cared for in the clinic area away from the other children.
2. Within sight and hearing of an adult at all times. No child will ever be left alone or unsupervised.
3. Made comfortable and provided with a cot. All linens and blankets used by a child will be laundered before being used by another child. After use, the cot will be disinfected with an appropriate germicidal agent, or if soiled will be cleaned with soap and water and then disinfected with the appropriate germicidal agent.
4. Observed for a worsening condition.
5. Sent to parent/guardian or person designated by the parent/guardian.

A child who is experiencing minor cold symptoms or who is believed to have other mild signs/symptoms of illness will be permitted to resume normal classroom activities, but will be observed for signs of worsening conditions. Should a worsening condition appear or the child does not feel well enough to participate in activities, he/she will then be isolated from the group and the parent/guardian will be contacted to pick up the child.

A child will not be re-admitted to the preschool until symptom free for a minimum of 24 hours or until a physician's written permission accompanies the child and verifies that he/she is not contagious.

Employees will complete six hours of instruction in the prevention, recognition, and management of communicable diseases as required by the State Department of Education and as approved by the Department of Health within the first year of employment and thereafter every third year.

Only prescriptive medications may be given to children enrolled. Such medications must be in the original prescription medication container that describes the type of medication, who the medication is prescribed for, frequency of administration, and the name of the doctor prescribing the medication. Additionally, there **MUST** be a signed form that is completed by both the parent and the physician prescribing such medication. The health nurse will be responsible for administering medication and responsible for maintaining a record of all times such medications are administered.

## **SAFETY POLICY**

No child will be left alone or unsupervised in the school or on the playground.

Parents are to sign out their child at the end of the day at preschool parent pick up location unless the child is riding the bus.

All equipment and program materials are kept clean and repaired to prevent injury or the spread of communicable diseases.

A telephone is available in the office and in the classroom.

The preschool will follow the state guidelines applicable at MTES. Documentation will be kept on file.

An Emergency Evacuation Plan shall be posted near the exit of each classroom and other rooms.

No child will leave with any person without verbal or signed and dated written permission from the custodial parent/guardian.

Use of spray aerosols is prohibited when children are in attendance at the preschool.

When an accident occurs, or when any other incident necessitates administration of emergency transportation of a child for emergency medical or dental reasons, the preschool teachers will be responsible for completing a report in accordance with Day Care Administrative Code 5101:2-12-49.

Employees will be trained in First Aid according to the regulations of the State Department of Education.

First aid kits that meet State Day Care requirements will be located in strategic locations.

## **CARE AND APPROPRIATE USE OF COMPUTER TECHNOLOGY AND NETWORKS**

Students are responsible for appropriate/ethical use of the computers and any other equipment, as well as any networks that may be established. Guidelines include: (1) Take proper care and use of computer equipment; (2) Use appropriate language (profanity and obscenity will not be tolerated); (3) Avoid offensive or inflammatory speech; (4) Adhere to rules of copyright laws; (5) Do not use technology for any illegal activities; (6) do not impersonate others online; (7) Navigation through Internet sites shall be directed by classroom instructor/supportive staff. Exemplary behavior is expected when using computers as a communication tool. Students failing to follow these guidelines are subject to loss of computer privileges and /or suspension.

## **DISCIPLINE POLICY**

The Miami Trace Preschool will provide all children access to quality childcare. The program is designed to reinforce the positive characteristics of the child's self-worth and self-confidence without fear or embarrassment. Miami Trace participates in a school wide program; Positive Behavior Intervention and Supports, (PBIS).

The techniques that will be used in the classroom are limit setting, positive reinforcement of appropriate behaviors, redirection, substitution, and consequences. When behavior problems are severe or persist over time, a conference will be arranged with parents.

All disciplinary measures will fall within the guidelines established by the State of Ohio including:

1. There shall be no cruel, harsh, or unusual punishments.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about him/herself or 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. However, food may be removed if a child is inappropriately using it. Snacks may be denied a child who refuses to come to the table at snack time.
9. After reasonable attempts have been made to encourage appropriate behavior, a child may be removed from the program.

## **MEDICAL AND DENTAL EMERGENCIES**

Each classroom will have a medical and dental emergency plan posted.

Written emergency transportation authorization forms from the parents will be maintained on file for each child enrolled in the preschool. Emergency contact information will be available on this authorization regarding where to reach the parent, guardian, or other designated person(s).

In the event of an emergency, the child's records will be pulled from the preschool files and taken directly to the hospital, dentist, etc. with the child. The director or designated staff person will accompany a child to a source of emergency care and remain with the child until the child's parent or guardian assumes responsibility for the child's care.

## **PARENT COMPLAINT PROCEDURES**

A parent may request a conference with the teacher/aide at any time. The teacher/aide will meet with the parent as soon as possible once a complaint has been received.

If the conference does not address or meet the parent's concerns, a conference is to be scheduled with the Director.

The Director shall investigate upon receipt of any complaint.

1. The investigation of parental complaints alleging serious life, health, or safety risks shall be initiated within 24 hours of receipt of the report, or as soon as possible in the next work week when a complaint is received on Friday.
2. The investigation and appropriate action on all other complaints shall commence as soon as possible.

The investigation may include any number of contacts with persons such as, but not necessarily limited to the following:

1. Building inspectors, fire inspectors, sanitarians, public health officials, neighbors;
2. Parent and relatives of children in care;
3. County protective services staff;
4. Persons mentioned by the complaint;
5. Health agency or law enforcement personnel;
6. Current and past center employees or
7. Other witnesses.

The Director shall complete a disposition report for each complaint at the conclusion of the investigation. A copy of the report shall be sent to the Superintendent.

To report any concerns, complaints, and/or violations, call (614) 466-0224 or the Department Ombudsperson at (877) 644-6338.

## **GOVERNING BODY**

The role of the Governing Body shall be to provide input and direction including establishing policies and procedures for the Miami Trace Preschool.

The Governing Body includes:

David Lewis, Superintendent

Ryan Davis, MTES Principal

Amy O'Dierno, MTES Preschool Director/Elementary Special Ed. Director

Bruce Kirkpatrick, BOE member

Charlie Andrews, BOE member

David Miller, BOE member

Rob Dawson, BOE member

Mike Henry, BOE member

## **GOALS FOR CHILDREN**

To practice all that they already know and can do.

To problem-solve, socialize with others, increase competence with small motor skills and begin to explore written language.

Participate in hands-on, process-oriented activities such as math, art, science and social studies.

Children will express their thoughts, ideas and stories with a focus on expanding vocabulary.

Participate in group games and activities.

Provide opportunities for children to follow directions and listen in group and individual situations.

To participate in language and literacy activities.

To engage in social interactions with other children and adults.

To observe, classify, sort, sequence, match, and categorize.

Participate in activities to extend creativity and foster imagination.

To practice letters and sounds within the context of familiar names, favorite literature, and children's own written and dictated stories.