

**LITTLE JETS
PRESCHOOL
2022-2023**



POLICY AND PROCEDURES MANUAL

Parent Signature Page

Dear Parents/Guardians:

The following pages contain information concerning the rules and regulations of the Union Local Elementary Preschool Program. Please read the information carefully, sign, and return the bottom portion of this page. If you have any questions, please contact Mrs. Dana Kendziorski at 740-782-1384.

Thank you,

ULES Preschool Staff

I have read the preschool handbook and I understand and agree to abide by all the rules and regulations of the Union Local Elementary Preschool Program.

Parent/Guardian Signature

Date

Union Local Elementary Little Jets Preschool

**Union Local Elementary
66699 Belmont-Morristown Rd
Belmont, OH 43718
740-782-1384 740-782-1385**

Ben Porter

Superintendent

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Treasurer

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Principal PreK-2nd/Preschool Director

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Teacher

Liz Powell

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Teacher

Marianne Fraley

Teacher Assistant

Kayla Grigaitis

Teacher Assistant

The Little Jets Preschool Program provides a developmentally appropriate program for children in the Union Local School District ages 3-5 years old. The Little Jets Preschool serves typically developing and special needs children. Children are eligible for the special needs preschool when:

There has been a documented deficit in one or more of the following areas:

- Communication
- Hearing
- Motor Functioning
- Social/Emotional Behavioral Functioning
- Vision
- Cognitive Ability (and one or more of the five areas listed above)
- Adaptive Behavior (and one or more of the five areas listed above)

Program Philosophy

The Little Jets Preschool program offers a wide variety of opportunities for each child to grow and prosper in all areas of development. Each child is encouraged to learn through the concept of play, which is how young children learn.

The Union Local Little Jets preschool will operate with the belief that all children are diverse and unique individuals who have strengths and are naturally curious. Our children will be provided with an organized, child-directed, teacher-facilitated learning environment emphasizing mutual respect, fun, discovery, literacy, and sensory integration. A supportive environment will provide the conditions for all children to construct knowledge, focusing on the Early Learning Content Standards from the Ohio Department of Education.

Our program is constantly being altered, revised, and built upon according to the needs of the students. Lesson plans are developed based on each child's needs and interests and are modified or replaced upon analysis of their effectiveness.

Mission

As a dedicated and supportive staff, it is our mission to:

- Continue to grow professionally in order to better serve all children and families.
- Provide appropriate services to ALL children.
- Utilize strengths and challenge weaknesses.
- Foster self-esteem while celebrating children's successes.
- Establish a fun and safe learning environment.
- Enable children to make discoveries and realize their potential.
- Support and build a trusting relationship with parents, children, and other professionals.

Program Goals

- To offer early childhood special education services in a way that is specifically designed by the teacher, family, and appropriate specialists, according to the family's priorities, beliefs, and needs of the child. Services may take the form of home visits by the teacher and center-based services.
- To develop a nurturing relationship with each child and family as Individual Education Plans are developed and carried out at home and/or school.
- To provide extended play opportunities for children who have delayed development, a handicapping condition, or other special needs. Play interactions between children who are typically developing and children who have special needs are encouraged. All children possess individual strengths and weaknesses and bring valuable learning experiences to each other.
- To provide support and help for families as they seek out resources to meet their child's needs.

Program Objectives

- Develop effective communication
- Develop the ability to choose and follow through on personally meaningful experiences.
- Develop large and small muscles through play-based activities.
- Demonstrate through interaction with the developmentally appropriate environment and through self-initiated and teacher-facilitated activities, increasing levels of conceptual and cognitive development and demonstrate an awareness of daily routine.
- Develop a level of independence in self-care skills.
- Develop problem-solving strategies.
- Develop aesthetic appreciation as they explore the developmentally appropriate environment around them.

Developmentally Appropriate Curriculum

A developmentally appropriate curriculum has two critical components: age appropriateness and individual appropriateness. Age appropriateness is guided by the universal sequences of development. That is, children typically learn particular concepts and abilities in the preschool years. Individual appropriateness means that activities are specifically designed to help your child grow and develop based on his or her strengths and weaknesses.

The curriculum, the IEP, play, and your child!

The curriculum components and Individual Education Plan (IEP) objectives are embedded in play-based activities that are both child initiated and teacher facilitated. These activities are aligned with Ohio's Early Learning Content Standards. Extended periods of active involvement in play is encouraged. Ongoing observation and play partnering by the teacher guides facilitation and expansion of children's interests and ideas.

The Little Jets Preschool at Union Local Elementary School strives to meet the following curricular components:

- Addressing all areas of development
- Aligning activities with Ohio's Early Learning Content Standards
- Responding to and building upon children's interests and ideas
- Providing opportunities for children to make choices, make and follow through on plans, and develop problem solving approaches.
- Integrating learning throughout daily activities and routines. Learning is NOT an isolated event.
- Incorporating large blocks of time for children to be actively involved in activities.
- Offering small group activities as well as individual activities.
- Offering active times and quiet times.
- Providing developmentally appropriate materials that are convenient for children to find, use, and put away.
- Highly valuing the role of the teacher as facilitator and play partner
- Highly valuing children's, teacher's and specialist's active involvement as "floor time" partners.
- Highly valuing playfulness
- Highly valuing the child as initiator
- Offering activities that include: creativity and pretend play, making and building, science and cooking, rhythm and music, social problem solving, sensory exploration, making friends, large muscle activities, literacy activities, small muscle activities, and cultural experiences.

Parents

Parents are a child's first and most powerful teacher. We as teachers and specialists are available to be your partner as you encourage your child's growth and development. Parents and teachers make a terrific team!

There are two parent-teacher conferences that follow the district's adopted school calendar. Progress reports will be sent home at the end of the first nine weeks and again at the end of the fourth nine weeks. Newsletters, memos, and reminders will be sent home periodically to keep you informed of what's going on in the classroom. Parents are also asked to help out with parties throughout the school year. If you feel at any time you would like to schedule a conference with the teacher or specialists, please don't hesitate.

Inspections

The Little Jets Preschool Program is licensed through the Ohio Department of Education, Office of Early Learning and School Readiness office. The most recent classroom inspection reports may be viewed within your child's classroom. If at any time you have questions about the preschool program, feel free to contact the teacher or director. We strive to provide quality, educational experiences for ALL of the students in our program.

Enrollment Requirements

1. Children must be 4 years of age by August 1, 2022 and not eligible for kindergarten. Priority will be given to four year olds from economically disadvantaged homes.
2. Parents must attend a mandatory registration/screening during April, 2022.. At this time parents must bring their identification card and proof of residency,
3. You also need to bring income verification, your child's birth certificate and social security card.
4. Each child attending preschool shall secure and have on file verification of medical and dental exams. The required physical and dental forms must be completed and signed by the physician within 30 days of enrollment or the child cannot attend preschool. This is a state mandate!
5. Parents must provide verification that each child has had the following inoculations (shots) prior to the start of the school year: 4 DTP's, 3 polio, 1 MMR, 3 Hep. B, 1 Varicella, 2 Hep A and 1 flu vaccine, and lab work (hematocrit or hemoglobin, lead, and TB).
6. Parents must provide any applicable custody papers.
7. The parent/guardian must complete the online forms and the Child Enrollment and Health Information Form. These forms must be completed by the child's first day of attendance.
8. Each child will be required to participate in the screening process prior to the start of the school year. If deficiencies are identified that our staff are not equipped to handle, other options will be discussed with the parents.
9. 4 year old students MUST be potty trained in order to participate in the program with exception to those with identified special needs.

Physicals and Dental Exams

As a requirement of the grant, all students must have a physical and dental exam on file no later than 30 days after the start of the school year. Students cannot attend the program after that point without this documentation on file. Both forms must be updated within 13 months of the initial exam.

Immunizations

All children attending the preschool must be immunized unless a written opposition to this on religious or medical grounds is on file.

By age four, children should have:

- 4 doses of DTP vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine
- 3 doses of Hepatitis B vaccine
- 1 dose of Varicella vaccine
- 2 doses of Hepatitis A vaccine
- 1 flu vaccine

In some rare cases, a child may be admitted to a preschool special education program if he is in the process of completing the required immunizations. The process means the child already has a minimum of 1 DTP, 1 Polio, and the MMR, and must complete their immunizations in a medically sound but timely manner (Law 33.13.571). Failure to do so could result in expulsion from the program.

Preschool Speech and Language Screening and OT

All incoming preschoolers will participate in a speech and OT screening during the regular preschool screening in April prior to the start of the preschool year in August.

Students who exhibit speech/language or OT delays at the time of the screening will be placed on an intervention plan that will be monitored and implemented by the speech and OT therapist in the classroom. This is the Tier I Response to Intervention (RTI) process. Parents will be notified if their child is placed on an intervention plan. If a child does not respond to Tier I interventions after a reasonable amount of time, the child will be placed on Tier II. Tier II interventions are individualized based on the child's needs. The child's progress, or lack thereof, will determine their progression through the Tiers.

If there is limited progress being made at the conclusion of Tier II, the student will be placed on Tier III and a referral for a special education evaluation will be made. Parental consent will be needed. The child will continue to receive intense interventions on Tier III while going through the evaluation process.

Once the evaluation is complete, the team, which includes the speech therapist, classroom teacher, and parent, will meet to determine eligibility for special education services.

Illness and Communicable Disease

The following symptoms could indicate illness or communicable disease:

- Fever of over 100 degrees
- Skin rash
- Diarrhea
- Vomiting
- Earache or ear drainage
- Evidence of head lice
- Persistent cough or greenish/yellow nasal discharge
- Irritated, red or watery eye, drainage from the eye
- Unusual behavior, irritability, listlessness, crying more than usual.

A child isolated due to suspected communicable disease shall be:

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

If your child is experiencing any of the above symptoms, please keep him or her home. Your child must be symptom-free for 24 hours without medication before returning to school. If he/she gets sick at school, you will be notified and asked to pick him/her up as soon as possible.

Schedule

The Little Jets Preschool calendar will be sent home with each student and coincides with the Union Local Schools calendar. A copy of the daily classroom schedule is attached in the handbook. The morning preschool is Monday-Thursday from 8:30-11:30 and the afternoon class is from 12:30-3:00. Parents are permitted to drop off a.m. students no earlier than 8:30 a.m.

School Breakfast and Lunch Programs

We have free breakfast for all students attending the morning program. Free and Reduced lunch forms will be available at orientation in August for the afternoon students. If you are interested in applying for free or reduced lunch prices, please complete the forms and return them to the school. You will receive notification from Mrs. Fowkes, our food service coordinator as to whether your child qualifies for a free or reduced rate lunch. If you do not qualify for the free/reduced lunch program, daily lunches can be purchased. Please send lunch money in a sealed envelope with your child's name on it.

Attendance

It is very important for all students to attend school regularly. If for any reason your child needs to miss a day of class, please call the school at 740-782-1384 or 740-782-1395 and notify the school of your child's absence. School is in attendance Monday through Thursday from 8:30- 11:30 (morning class) and 12:30-3:30(afternoon class). **Any student who is absent for more than 50% of the month's attendance (8 days) without an excused absence notation recorded will be removed from the preschool program.** Please make every effort to make sure your child attends regularly and **arrives on time** to best ensure they will receive the necessary instruction to complete their preschool goals. If you are transporting your child, please do so between 8:45 and 8:55. (Morning class) We will bring your child to you at dismissal time. Please wait outside the designated entrance. If your child is to be picked up by someone else, their name must be on the release form and they must bring proper I.D. **NO EXCEPTIONS CAN BE MADE- THIS IS FOR THE SAFETY OF YOUR CHILD!**

Supervision Policy

No child will ever be left alone or unsupervised. A maximum student to teacher ratio of 1:12 will be maintained at all times.

Clothing

Please send a complete, weather appropriate, change of clothes (shirt, pants, underwear, and socks) labeled with your child's name in a Ziplock bag.

Bad Weather

You will receive an automated recording from Union Local Schools for weather related announcements. You can also listen to the radio or watch television WTRF Channel 7 or WTOV Channel 9 for weather related announcements. If Union Local Schools are on a 2 hour delay-Morning Preschool is canceled for the day. Afternoon class will be in session starting at 12:30.

Medical and Dental Emergency Procedures

The emergency care paper containing parents' directions and permissions will be required for enrollment. In the event of an emergency, the parents will be notified immediately and the emergency instructions will be followed.

Medication

Medications should be given at home, if possible. If medication needs to be given at school, the proper paperwork needs to be filled out with the instructions from the doctor. See the nurse in the elementary office or your child's teacher if medication needs to be given at school.

BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

A very important part of the preschool experience is helping children learn to get along with their peers and adults, to enjoy being with other children, in a happy and safe environment. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. A group management plan, which involves a color coded chart will be used.

Green = Good Day

Yellow = Warning

Red = Time Out and call to parents

Every child will start the day on green. If a child does not follow the established rules, he/she must move their name to yellow on the chart, which results in a warning and the teacher will discuss the problem with the child. If another infraction occurs, he/she must move their name to red. The teacher will once again discuss the situation with the child and the child will receive a short time-out. The parent will be notified at the end of the day. If the child continues to show difficulty following the rules, a parent conference will be scheduled and the child will be placed into Tier II behavior interventions. If the behaviors continue after the interventions, then the child will be placed into Tier III and further action will need to be followed through including the parents, principal, teacher, behavior therapist, and student services to resolve the issue.

1. The teacher in charge of the class shall be responsible for their discipline.
2. The Little Jets Preschool has a written discipline policy describing the program's philosophy of discipline and the specific methods of discipline used in the classroom. The written policy will be on file for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and will include measures such as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

3. With positive techniques, teachers will encourage children to learn self-discipline and practice a variety of social problem solving strategies. Techniques could include modeling, redirection, verbal prompts, self-talk, planned ignoring, shared responsibility for developing simple classroom or play rules, frequent review of established rules, quiet discussion, reminding children to use their words, facilitation peer mediation, time away from the group so the child can "pull himself together.", holding the child calmly without anger in an effort to help him regain control, consultation with parents for insight and suggestions, consultation with the school psychologist and other staff to determine a course of action to help the child practice appropriate problem solving strategies. Corporal punishment is not used.
4. The actual methods of discipline will apply to all persons on the premises and will be restricted as follows:
 - a. There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 - b. No discipline will be delegated to any other child.
 - c. No physical restraints will 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 that the child may regain control.
 - d. No child will be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - e. No child will be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - f. Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - g. Techniques of discipline will not humiliate, shame, or frighten a child.
 - h. Discipline will not include withholding food, rest, or toilet use.
 - i. Separation, when used as discipline, will be brief in duration and appropriate to the child's age and developmental ability, and the

child will be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

- j. The center will not abuse or neglect children and will protect children from abuse and neglect while in attendance in the preschool program.

Child Abuse

Ohio law mandates the reporting of suspected child abuse or neglect to the local Children's Services Department. We know that children are active and accidents happen. If your child has a bruise or injury, please make your child's teacher aware of the cause.

Transitions

When your child is ready to go to kindergarten, to another program, change educational settings, or add another program to the day, it is critical that those changes go smoothly for both parents and children. Your child's teacher will help you with those transitions both formally and informally (visitations, transition plans, sharing records, making recommendations, meetings, transition reports, etc.).

Transportation

Preschool Special Education Programs are provided to meet the needs of children with disabilities ages 3 through 5. Each school district shall make a free and appropriate public education (FAPE) available to each eligible child residing in the school district by the child's third birthday. Related services include developmental, corrective, and other supportive services necessary to assist a child in benefiting from special education. These services may include transportation. Please contact your teacher if you would like to arrange transportation for your child.

Tuition

Little Jets Preschool is funded through an Early Childhood Education Grant through the State of Ohio. The purpose of this grant is to provide preschool services to children from economically disadvantaged homes. Parents must provide income verification at the time of registration in order to determine tuition. Tuition is based on a sliding fee scale that is adopted by the ULSC Board of Education and is determined using the Federal Poverty Guidelines. Tuition for those who do not qualify is \$125 for the year or \$125 per month for the half day program and \$1800 for the year or \$200 per month for the all day program. Parents have the option to pay one lump sum at the beginning of the year or having the tuition prorated over a nine month period in which payment will be due on the first of each month. If tuition is not paid by the 15th of the month, the student will not be permitted to return until monthly tuition is paid in full.

How to File a Complaint

If at any time you are not happy with something going on in the classroom, please contact your child's teacher and discuss your concerns with her. If things are not resolved then you can contact the principal, then the superintendent if needed. If still not resolved contact the Office of Early Learning and School Readiness: [614-644-6338](tel:614-644-6338).