



Perrysburg Schools

Respectful • Responsible • Ready

Perrysburg Preschool Program
Early Childhood Services

Parent and Guardian Handbook

Dear Parents & Guardians:

Welcome to the Perrysburg School District Preschool Program! We are thrilled to have you join us this year! The Perrysburg Preschool Program is eager to begin this exciting journey with your family.

The Perrysburg Preschool Program believes each child is an important member of our district who deserves to be supported and challenged to reach his or her greatest potential. All children are unique in personality, learning styles, developmental levels, strengths and needs. We firmly believe each child is capable of learning and should be supported through research-based strategies that promote optimal learning opportunities.

The Perrysburg Preschool Program is a developmentally-appropriate, integrated program that provides services to children who are typically developing as well as those with special needs from the ages of 3–5. Our curriculum—the *Assessment, Evaluation, and Programming System*—is endorsed by the Ohio Department of Education and is developed to meet the needs of each child’s varying strengths and needs. It is a play-based curriculum, which supports children’s learning in all areas of development and creates a foundation for school-age achievement. Your child will be involved in hands-on learning experiences that utilize the principles of Universal Design for Learning (UDL) through multiple means of representation, expression and engagement, which supports students to become lifelong learners. Additionally, utilizing UDL approaches give children of varying needs opportunities to participate in learning by building on each child’s strengths.

The preschool program is aligned with the overarching goals of K-12 programming to support your child during these early years in preparation for school-age programming. Therefore, we too will be utilizing programs such as Orton-Gillingham to support pre-reading skills as well as Singapore Math to build strong foundational math skills. Additionally, our literacy-based classrooms will be providing a STEAM (science, technology, engineering, art and math) focus, which we feel is critical in today’s world.

Our preschool program recognizes parents and families as a child’s first and most important teachers and feel collaboration between home and school is paramount for a child’s success. We look forward to working with you and we encourage you to help us offer the best learning environment for your child. Working together as partners, we can give your child the best educational beginning.

In this handbook, we have tried to anticipate some of the questions that you might ask, but please do not hesitate to contact your child’s teacher or myself should you have any further questions regarding the program. Our staff of teachers, therapists and paraprofessionals are highly trained and offer a wide range of experience that we believe will be of great support to all the children in the program. Our goal is to make this a positive experience that supports the youngest members of our district to achieve their greatest potential. We look forward to your child attending our program.

Respectfully,
Kristin VanCuren Koester
Preschool Coordinator

Handbook Purpose

This handbook is just one of many opportunities for communication between the Perrysburg School District, students and their parents. It is intended to provide beneficial information regarding practices, policies, procedures and program that are common to the schools of the Perrysburg Exempted School District as well as information required by the Ohio Department of Education as it pertains to Preschool Program Rules Chapter 3301-37 Administrative Code 1-12.

There are many options for parents to become involved in their child's education. You are encouraged to contact the school's administration and faculty whenever you have questions.

Notice of Nondiscrimination and Internal Complaint Procedures

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, age or genetic information in its program, activities or employment. Further, it is the policy of this District to provide an equal opportunity for all students regardless of race, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District or social or economic background, to learn through the curriculum offered in this District. Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint with the District's Civil Rights Coordinators: the Executive Director of Human Resources or the Executive Director of Pupil Services at 419-874-9131.

Visit us on the Web

www.perrysburgschools.net

Parents/Guardians are encouraged to use the district's website: www.perrysburgschools.net.

Please check out our "Parents" link from the home page and visit the school pages for announcements, calendars, email listservs, breaking news and a range of additional information.

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We are so pleased to have your family as a part of our Perrysburg Schools family! This handbook is just one of the many opportunities for communication between the school system and families. It is intended to provide a quick-reference tool regarding our practices, policies, procedures, and programs. This handbook contains a partial listing of procedures, policies, and guidelines. For a complete listing of these items, please refer to the school district website, www.perrysburgschools.net.

Perrysburg Preschool Program Information

School:	Union School 102 E. Broadway Maumee, Ohio 43537
Phone:	419-873-2221
Superintendent:	Thomas L. Hosler
Assistant Superintendent:	Kadee Anstadt
Director of Special Education:	Andrea Glessner
Director of Student Services and Well-Being:	Sara Stockwell
Preschool Coordinator:	Kristin VanCuren Koester

Vision of Perrysburg School District

Where passion drives exemplary education

Mission of Perrysburg School District

Ensuring all students achieve their greatest potential

Core Values

- *We value students as individuals*
- *We inspire students to discover their passion*
- *We challenge our students and ourselves*
- *We provide a safe and inclusive environment*
- *We manage resources efficiently*
- *We enrich our community*
- *We are trailblazers*

Philosophy of the Perrysburg Preschool Program

The Perrysburg Preschool Program views each child as a valued and important member of our district that deserves to be supported and challenged to reach his or her greatest potential. All children are unique in personality, learning styles, developmental levels, strengths and needs. Each child is capable of learning and should be supported through research-based strategies that promote optimal learning opportunities. The Perrysburg Preschool Program recognizes parents and families as a child's first and most important teachers and feel collaboration between home and school is paramount for a child's success.

Goals of the Perrysburg Preschool Program

- *To provide rich hands on experiences that promote children's learning*
- *To support each child to reach his or her greatest potential*
- *To provide an inclusive environment for all students and families*
- *To work in collaboration with families to ensure each child's success*

In addition, The Jacket Way program creates common expectations for behavior and focuses on the three R's: Respectful, Responsible, and Ready. We are working hard to cultivate an environment that nurtures and reinforces positive behavior.

Enrollment Procedures

ADMISSION TO SCHOOL

A parent or legal guardian must register the student and complete the following documents:

- Registration form completed via district web site or in person at Central Office
- Official birth certificate with raised seal or passport
- Completed medical statement including immunization record (completed annually)

- Photo I.D. of Parent/Custodial Parent/Guardian
- Proof of residency is required as per Board policy
- All documents related to custody, if applicable
- Allergy/nutrition paperwork
- Medical administration record (only if applicable)
- When applicable, a copy of the student's special education records (IEP and ETR)

ADDITIONAL PAPERWORK UPON ENROLLMENT

In order to meet components of the Ohio's Step Up to Quality requirements, additional paperwork will be needed once your student has entered preschool programming.

- Child development information
- Parent/Child Interest Survey
- When applicable, a copy of the student's special education records (IEP and ETR)

School Fees/Tuition

- There are no school fees for the materials used by the preschool children. The tuition for children receiving special education services is waived.
- A snack is provided for all children as a part of preschool programming.
- Tuition for the typically developing peers is based on a yearly rate following your public school district calendar. **Tuition payments are required, and there shall be no refund for illness or family elected vacation.**
- Yearly tuition will be adjusted for children enrolled after the beginning of school.
- All new enrollees shall start on the 1st of the following month.
- After your child is registered, a deposit is required to secure your placement in the program. This deposit is considered the first payment for the month of September.
- A (5%) discount is available if tuition is paid in full no later than August 31st. Should you decide not to pay the balance in full by the 31st of August, you shall pay equal installments monthly for the months of October through May.
- Tuition is payable no later than the 1st of the month for which it is due (e.g. October tuition is due no later than October 1st).
- **Tuition shall be paid using our automated credit/debit card service.** There is no additional fee for processing these automatic payments.
- If payment has not been processed or received by the due date of the 1st of the month, contact shall be made from the Treasurer's Office for payment. If tuition is not received by the 1st of the following month, the child shall be removed from the Preschool program
- **Please note that the last payment is due May 1st, must be paid no later than May 1st There are no exceptions.** Non-payment for this month will result in child being withdrawn from the program on the 7th day of non-payment.

- Tuition fees shall still be collected for month in arrears that the child attended. All tuition uncollected are registered with the district as payment owed. Balance owed shall follow the student through grade 12, and if continues to be unpaid, can have repercussions with student's records with the district. Should a student be withdrawn due to non-payment, and want to re-enroll in the Preschool Program a \$30.00 fee shall be charged. This fee and payment for month re-starting shall be paid prior to re-admittance into the program. There will be no guarantee that placement for re-admittance.

Missing Child Act

The Missing Child Act became law in April 1985 and requires that parents notify the school when their child is absent. This also applies to the preschool program. Please notify the school each day of your child's absence. If your child comes to school on a bus, also notify the bus garage. Failure to notify the school will require school personnel to call you.

In the event of an absence please contact your child's teacher by calling 419-893-2221 as soon as possible.

Child Custody

The staff and administration will rely on the most recent certified (court-stamped) copy of any order or decision in the child's file regarding custody/allocation of parental rights and responsibilities. Parents/legal guardians should provide the school with a certified (court stamped) copy of any court document addressing custody and/or allocation of parental rights.

Program Hours

Preschool students may be dropped off to the appropriate teacher **5 minutes prior** to school beginning.

Currently, the preschool sessions are as follows:

AM Session: 9:15-11:45

PM Session: 12:45-3:15

Attendance

Attendance shall be taken at the commencement of the school day in schools with non-period-based schedules. Attendance shall be taken at the beginning of every block/period in schools with block/period-based scheduling. Absences from a class block/period shall be accounted for to the nearest full hour. Attendance for students arriving late or leaving early will be tracked and recorded to the nearest full hour.

Tardiness

Students not in homeroom or in class when the late bell rings are considered tardy, and attendance shall be tracked and recorded to the nearest full hour.

Excessive Absences

When a student of compulsory school age is absent from school with or without legitimate excuse for 38 or more hours in one school month, or 65 or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven school days after the date of the absence that triggered the notice requirement.

Please see Policy and Administrative Guideline 5200 for more information.

Preschoolers are not currently considered compulsory age in the state of Ohio.

Drop Off/Pick Up Procedures

Students should be picked up **immediately** following their enrolled session. Prompt pickup is important due to staff commitments such as parent-teacher meetings, trainings and staff meetings.

Your child will only be released to individuals listed on your emergency authorization form or when you have personally indicated to the teacher via a written note or phone call that an individual is allowed to pick up your child. Additionally, staff is required by law to request an identification card in order to release a child if that staff member is not familiar with that individual. We appreciate your support with this very important practice in order to keep your child safe.

Drop Off/Pick Up Safety Measures

To ensure all children's safety we respectfully request that you follow these suggested measures with your child:

- Crossing streets at the cross walks and looking both ways
- Hold hands when crossing the street or walking through a parking lot
- Keeping a safe distance away from any vehicles (i.e., bus, cars)
- Securing each child in a car seat or booster as indicated by Ohio law

"Children younger than 8, unless they are at least 4 feet 9 inches tall, must use a booster seat. This new law—combined with the existing law requiring children younger than 4 years and less than 40 pounds to use a child safety seat; and children 8 to 15 to use a safety belt or seat belt—will make traveling safer for Ohio's children," said Ohio Department of Health Director Alvin D. Jackson, M.D. "At least 34 Ohio children between 4 and 7 died in motor vehicle traffic crashes between 1999 and 2006 and traffic is the leading cause of death for this age group. And, in 2007, only 18 percent of Ohio children ages 4 to 8 used a booster, according to Partners for

Child Passenger Safety. Ohio's child restraint law is defined in Ohio Revised Code 4511.81 <http://codes.ohio.gov/crc/45111.81>."

Drop Off/Pick Up Policy Outside of Scheduled Times

When dropping off a tardy student, after the start time, please take your child to door #1 for entrance. Upon arrival you will need to check with the person monitoring the front desk at which time your child will be escorted to the classroom.

Student Withdrawal or Transfer

If your family is changing its place of residence, be sure to notify your child's teacher of your new address so she can inform the child's home elementary building. All your student's records will be transferred from the present school directly to the school district to which you will be moving upon receipt of written request from the new school. You must sign a release of records form before we can forward any information to a new school.

Emergency Closing & Delays

Below is the schedule we will follow for 2-hour delays:

AM Session Begins at 11:15 Dismisses at 12:45	PM Session Begins at 1:45 Dismisses at 3:15
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School closings or delayed openings because of cold or icy weather or hazardous conditions are announced on local radio and television stations between 5:30 a.m. and 7:00 a.m. Announcements will use the school system's title: **Perrysburg Schools**. Please do not call the schools, central office or the radio and television stations. When schools are closed, all preschool events that day and evening will be automatically cancelled. Further, closings, delays and cancellations will be communicated to parents/legal guardians through utilization of the district's notification system.

Additionally, because the preschool program is housed within the Maumee School District, we follow both Perrysburg and Maumee when determining delays and cancellations due to poor weather. Therefore, it is imperative that you watch for both school districts when inclement weather delays are being announced. We will follow the decision of the district that sees the need to err on the side of caution for the surrounding area. For example, if Perrysburg is on a 2-hour delay but Maumee is closed, the Perrysburg Preschool Program will be closed for the day or if Perrysburg is delayed by 2-hours and Maumee is open, then the preschool program will be delayed. As a staff, we will try to help keep you informed if/when these situations arise as well.

Notification System

Perrysburg Exempted Schools utilizes an automated notification system that allows school personnel to instantly broadcast information about an emergency situation to parents or guardians. A test message will be sent at the beginning of the school year.

Preschool Staff

All the preschool teachers/intervention specialists and paraprofessionals are licensed through the Ohio Department of Education. In addition to teacher licenses, the staff have a wide range of trainings that will enhance your child's educational experience during their time in the program. Additionally, staff are trained in first aid, CPR, communicable disease recognition, as well as child abuse recognition and prevention. Each classroom will also have the opportunity to benefit from services, both directly and indirectly, from licensed therapists (i.e., psychologist, speech-language pathologist, occupational therapist, physical therapist). The preschool staff works as a team to provide a well-rounded education for each student enrolled in the program. Children are supervised at all times, maintaining ratio to ensure compliance with the Preschool Program Rules of Ohio.

Preschool Curriculum

The Perrysburg Preschool Program uses the Assessment, Evaluation and Programming System (AEPS). This is a comprehensive curriculum-embedded assessment system. AEPS links assessment, intervention and evaluation for children birth to age six. This curriculum assesses and monitors six key developmental areas in young children: fine motor, gross motor, cognitive, adaptive, social-communication and social. AEPS helps identify educational targets tailored for each child's needs and formulates developmentally-appropriate goals. Through a rich environment and play-based learning, children will be exposed to math, language arts, science, social studies, art, health and physical education. The AEPS is aligned with Ohio's Early Learning and Developmental Standards. The complete alignment is available at:

<http://aepsinteractive.com/wp-content/uploads/2014/09/AEPS-Ohio-alignment.pdf>

This curriculum will be presented to children in play-based learning that draws on developmentally appropriate practices as well as a Universal Design for Learning framework, which enables us to meet the varying needs of all children. Furthermore, this enables us as a staff to support the children to achieve their greatest potential.

Additionally, all Perrysburg Preschool rooms will be utilizing strategies and programs that are aligned with the school district. These programs include both Orton-Gillingham approaches to learning letter sounds as well as Singapore Math for building a strong foundation for math concepts. The preschool programs will also promote engagement in STEAM (science, technology, engineering, art and math) concepts through a variety of hands-on experiences.

Perrysburg Preschool strives to support each child's overall development to become independent lifelong learners. Inclusive early childhood settings help all young children develop readiness skills. By incorporating the principles of universal design for learning, we are able to support each child's pace and style of learning. When there is joint, and ongoing, planning, support and commitment among team members, all children can learn together.

Licensing

The Perrysburg Preschool Program is licensed by the Ohio Department of Education. The licensing component requires inspections by the health, building and fire departments as well as licensing evaluators from the Ohio Department of Education. All preschool staff are trained in first aid, CPR and communicable disease recognition.

Developmentally Appropriate Practices

Developmentally appropriate curriculum can be experienced by children at different stages of developmental growth. There are universal and predictable sequences to children's growth and development. Each child moves through these sequences at their own rate and with their own personality and learning style. All children in a group are at different stages of development at any given time. Developmentally appropriate activities allow for all children, regardless of their developmental level, to be actively and meaningfully involved in all areas of the classroom. Additionally, by utilizing approaches from Universal Design for Learning, we are able to build on a child's strengths to support them in reaching their greatest potential. All materials and equipment are developmentally age appropriate and inspected to ensure safety within the school setting.

Daily Routine of a Preschool Classroom

Each classroom will provide a developmentally appropriate routine that will offer a balance of teacher-directed activities as well as opportunities for children to explore an environment of well-planned, hands-on activities utilizing a play-based, child-centered approach. Play is the way that children make sense of their world and build on their understanding. Through their play, children are encouraged to actively explore and test out their ideas, discover new relationships about their world, develop problem solving abilities, expand their imagination and creativity and learn appropriate ways of interacting with their peers. By using a child-centered approach, we in conjunction with parents identify areas of interest and needs of children and plan experiences designed to match the children's developing abilities and interests.

Furthermore, the daily routine of preschool embeds opportunities for learning Kindergarten readiness skills as well as individualized education goals and objectives throughout the day to promote learning. While each classroom will have these various components, the order may vary somewhat. A detailed daily schedule can be obtained from your child's teacher.

The Benefits of Participating in an Inclusionary Program

Children with delays:

- Have the influence of peers not living with a disability to teach them new social and communication skills
- Have the opportunity to develop friendships with children who are not living with a disability

- Provides students the opportunity to experience preschool without labeling or lack of contact with peers not living with a disability

Children who are typically developing:

- Have the opportunity to develop positive attitudes toward those who are living with a disability or differences
- Gain self-confidence as they learn helpful or altruistic behaviors when interacting with children living with a disability
- See models of children who can achieve and learn despite their unique challenges
- Learn to accept “differences” in other children and appreciate each child’s uniqueness and learn how to interact successfully with all children

Parent/School Communication

Communication between home and school is vital in supporting your child’s interests and efforts. Therefore, we strive to provide ample opportunities for communication between home and school. Listed below are examples of communication opportunities. However, please note that if one method is preferred by you as a parent or guardian, we will strive to use the most efficient manner in each case. These methods of communication include but are not limited to:

- Daily communication note from teacher and/or related service provider
- Phone calls initiated by parent/guardian or staff
- Email initiated by parent/guardian or staff
- Text messages initiated by parent/guardian or staff
- Home visits are offered
- Monthly newsletters by classroom teacher
- Monthly newsletter via preschool coordinator
- Family involvement activities
- District email notices
- Completing paperwork as requested by the preschool staff
- Conferences as requested by either the family or staff

Parents are encouraged to ask questions, visit often and become involved with their child’s educational growth and development. Filling out and returning all emergency forms is the parent’s responsibility. If there are changes in this information, please call the office or notify your child’s teacher as soon as possible. **It is important for the safety of your child that we know how to reach you.**

The teachers, preschool coordinator and related service personnel are interested in open communication with parents to support their children’s efforts. If any situation exists that might cause anxiety for your child or a change in his/her normal routine as it relates to School, please notify the teacher or preschool coordinator.

Screenings

Developmental screenings of all children occur within 60 days of their entrance to the program with parent permission. The screening includes all developmental domains (speech/language, pre-academics, gross motor, fine motor, adaptive behavior and social-emotional development) as well as vision and hearing screenings. Parents will be notified with the results of these screenings.

Parent-Teacher Conferences

All students enrolled within the preschool program will receive a standards based progress report in the fall and the spring of the school year unless otherwise modified due to enrollment dates. In addition to scheduled conferences you are welcome to request a parent-teacher conference with any teacher at any time of the year. However, it is imperative that an appointment is made ahead of time. Drop-in conferences often run over and interfere with class time or with daily planning, so please plan ahead for conferencing. By making an appointment, the teacher will be better prepared to discuss whatever issue there may be and help find a solution that is agreeable for all parties.

Progress Reports

All students enrolled within the preschool program will receive a standards based progress report in the fall and the spring of the school year unless otherwise modified due to enrollment dates. Parents of students who are receiving special education services (via an Individualized Education Plan) will receive pupil progress reports at the end of each nine-week quarter of the school year, marking progress as it pertains to those goals and objectives.

Classroom Visitation/Parent Involvement/Volunteers

There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns.

The Perrysburg Preschool Program follows the Administrative Code Preschool Program Rules 1-12 (3301-37-07 Policies and Procedures) that ensure any parent/guardian of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office. We work incredibly hard to preserve optimal learning environments for all of our students and we appreciate your support in enabling to do so by carefully considering a variety of factors (i.e., classroom schedule, other student needs) when joining us in the classroom.

However, please rest assured that there are ample opportunities for you participate in a variety of aspects of your child's preschool experience. These opportunities include but are not limited to some of the following:

- Parent involvement activities on Fridays
- Helping to prep classroom materials

- Signing up for special classroom visits

Visitors

Parents are allowed unlimited access to their child. However, due to safety considerations, all visitors are expected to report to the office upon entering the building. Any visitor to the building must obtain a visitor's badge to wear while in the building. Anyone found in the building without the visitor's badge will be asked to report directly to the office. Please contact your child's teacher for further information regarding volunteer opportunities.

Additionally, any person or organization seeking to take photographs or make audio and/or video recordings of students or a school activity that is not a public event must obtain prior permission from the Principal.

Technology use in School

Parents, guardians and students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one- or two-way audio communication technology (i.e., technology that allows a person off-site to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of Sara Stockwell, Ed.S., Executive Director of Pupil Services, 419-874-9131, extension 2155, sstockwell@perrysburgschools.net. (PEVS Policy 2461 – Recording of District Meetings involving Students and/or Parents)

Field Trips

Families will be notified of opportunities to engage in activities throughout the year with your child at the school and outside of the school environment. These activities will enrich your child's life experiences and build upon the preschool curriculum. Parents/guardians will be notified of any field trips prior to the field trip. Additionally, consent will be required in order for your child to engage in any field trip provided by the preschool program.

Snacks

Snacks are a valuable component of the preschool routine. It not only provides children with nutrition, but it is also a time to support each child's development. Providing snacks in a family style environment promotes language, self-help skills, independence as well as numerous other skills. Each month, you will be provided a calendar of the snacks that will be provided to your child. Snacks will be comprised of at least two food groups. Teachers will plan snack menus that take into account classroom allergies as well as nutrition. Should you have a questions or concerns about snacks, please feel free to contact your child's teacher.

Recess/Gross Motor Time

Weather permitting, all children will have the opportunity to go outside. Therefore, students should dress according to the weather forecast, including coats, hats, gloves, boots, etc. On days of inclement weather, children will engage in gross motor activities within the building (i.e., gym, classroom).

Holidays and Cultural Celebrations

Holidays have different meanings and are celebrated in various ways in each family. As a component of our family involvement activities, we welcome you to sign up when the opportunity presents itself to share a special activity you have as a family (i.e., custom, story, tradition, food) during the school year. Sharing these special activities is very meaningful to the children. Additionally, throughout the year there will be opportunities to participate in special family activities at the school as well as at various locations planned by the preschool staff. These decisions will be based on what is most appropriate for the students within the classroom to make it a positive learning environment for all.

Class Roster

In accordance with Rule 3301-37-04 of the Ohio Revised Code, a roster for each group of children, which includes names, telephone numbers of parents/guardians of children attending the preschool program must be prepared annually and given to parents/guardians upon request. The only names and numbers that are listed are those who we have permission to include. We will not include those individuals that indicated they did not want to be included.

Directory Information

Directory information includes the student's name, address, telephone listing and parents'/guardians' names. Upon receipt of the directory information form through the registration process, parents/guardians have **three days** to inform school officials if they wish to have their student's information **excluded**.

Parents' Association

Following the precedent set by the Perrysburg elementary schools, the Perrysburg Preschool is in the beginning stages of development. If you are interested in becoming a part of this organization, please contact your child's teacher or the preschool coordinator.

What Should My Child Wear to School?

Since your child may be involved in “messy” activities such as painting, sand and water play, it is suggested that you dress your child appropriately for these activities at school. The children also have opportunities to play outside when weather permits. Therefore, it is important to dress your child in casual play clothes and dress them for outside play. We encourage you to not send your child in sandals, flip flops or crocs for their safety.

Please send in a complete change of clothes in the event that your child’s clothes become wet or soiled. Also, please mark your child’s coats, sweaters, mittens, etc. with her/his name. We appreciate your support.

Child Guidance & Behavior Management

The Perrysburg Preschool Program is committed to utilizing positive behavior approaches in an effort to improve children’s behaviors by fostering self-regulation and positive social skills. The program believes that it is important to be proactive when approaching behavior management strategies. We adhere to the guidelines put forth by the National Association for the Education of Young Children (NAEYC) policy statement with regard to the provision of developmentally appropriate preschool programming.

The preschool staff is currently engaging in building-wide training and work to develop classroom and school-wide expectations with the guidance of Ohio’s State Support Team-Region 1 that are in-line with Jacket Way. Until the preschool matrix is finalized we will continue to utilize the Gilbert Creek Matrix of Classroom Rules in conjunction with the district’s Jacket Way program. These three rules are:

1. Ready-I Can Take Care of Myself
2. Respectful-I Can Take Care of My Friends
3. Responsible-I Can Take Care of My Things

To view how these rules encourage pro-social behaviors and address challenging situation within the preschool classroom please see:

<http://www.soed.k12.or.us/Files/Gilbert%20Creek%20Matrix.pdf>

Additionally, the Perrysburg Preschool Program follows the guidelines as set forth by the **State of Ohio for 3301-37-10 Behavior Management/Discipline:**

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. Each classroom teacher shall have a written discipline policy describing the school’s philosophy of discipline and the specific methods of discipline used in the preschool. The written policy shall be on file in the office for review. 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.
3. The Perrysburg Preschool’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking and spanking or biting.
- b) No discipline shall be delegated to any other child.
- c) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- d) 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.
- e) No child shall be subjected to profane language, threats or derogatory remarks about her/himself or his family or other verbal abuse.
- f) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- g) Techniques of discipline shall not humiliate shame or frighten a child.
- h) Discipline shall not include withholding food, rest or toilet use.
- i) 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.
- j) The preschool staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. The parent of a child enrolled in the program shall receive the school's written discipline policy. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion (Board Policy 5630.01)

The Board is committed to the District-wide use of Positive Behavior Intervention and Supports ("PBIS") with students. Student Personnel shall work to prevent the need for the use of restraint and/or seclusion. PBIS emphasizes prevention of student behavior problems through the use of non-aversive techniques, which should greatly reduce, if not eliminate, the need to use restraint and/or seclusion.

Professional staff members and support staff determined appropriate by the Superintendent are permitted to physically restrain and/or seclude a student, but only when there is immediate risk of physical harm to the student and/or others, there is no other safe and effective intervention possible, and the physical restraint or seclusion is used in a manner that is age and developmentally appropriate and protects the safety of all children and adults at school.

All restraint and seclusion shall only be done in accordance with this Policy, which is based on the standards adopted by the State Board of Education regarding the use of student restraint and seclusion.

Training in methods of PBIS and the use of restraint and seclusion will be provided to all professional staff and support staff determined appropriate by the Superintendent. Training will be in accordance with the State's Standards. Only school staff who are trained in permissible seclusion and physical restraint measures shall use such techniques.

Every use of restraint and seclusion shall be documented and reported in accordance with this Policy. To read the full Policy 5630.01 - Positive Behavior Intervention and Supports and Limited use of Restraint and Seclusion, please visit this direct link <http://www.neola.com/perrysburg-oh/search/policies/po5630.01.htm> or our web site under Parents and click on Policy Manual.

Emergencies or Accidents at School

If your child becomes ill or involved in an accident at school making it necessary for your child to go home, the parent/legal guardian will be contacted. If you cannot be reached, teachers will use the Emergency Contact Authorization form to contact someone to care for your child.

These emergency contact numbers are very important, as these individuals may be asked to take responsibility of your child in a crisis. Please make sure these people are willing to take this responsibility and have transportation to take the child home, if needed. Please keep the contact sheet updated at all times, as we need to have ready access to someone in case of emergency.

If you are moving during the year it is important to send your new address immediately to your child's teacher. This also applies to a change of telephone numbers and changes of parent's names or emergency contact numbers. Also, if you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

Student Health & Medication

A. Health Services

In compliance with law, the Board of Education may require students to submit to periodic health examinations to: protect the school community from the spread of communicable disease; verify that each student's participation in health, safety and physical education courses meets his/her individual needs and/or verify that the learning potential of each child is not lessened by a remediable physical disability. Unless the physical examination or screening is permitted or required by an applicable State law, parent/guardians may refuse to allow the Board to administer a non-emergency, invasive physical examination or screening upon written notification to the Board within fourteen (14) days of receipts of the Board's annual public notice.

B. Control of Blood-borne Pathogens

The district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in

order to reduce such risks and minimize and/or prevent the potential for accidental infection. Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact an administrator. The parents of the student who is exposed as well as those of the student who caused the exposure will be contacted. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

C. Emergency Medical Sheets:

It is of utmost importance that parents provide (and update when changes occur) emergency telephone numbers and names of people to contact in case the school is unable to reach the parent. For medical concerns or questions in the school setting, staff has access to the district nurse for guidance.

D. Health Regulations

School Responsibility:

- Students who become ill in school are removed from the classroom and the parents contacted. Such precautions may include excluding a student from school until a physician releases the student to return.
- Parents are notified in case of serious injury. First aid only is given. Subsequent care is the responsibility of the parents.
- A program of vision screening is conducted in the preschool setting. Any apparent deviation from the normal is reported to parents according to the mandated requirements of the Ohio Department of Health.
- Illnesses and injuries are not diagnosed at school. This is the responsibility of the family physician.
- School employees are not allowed to administer any medication without specific permission of the Board of Education. Copies of the school policy will be provided upon request and are also available in the district website.
- It is the policy of Perrysburg Schools to cooperate with the local medical community and the Wood County Health Department concerning public health information and issues.
- A log will be maintained of injuries and illnesses within the preschool program

Parent Responsibility:

- Section 3313.712, Ohio Revised Code, requires that yearly, parents complete and sign, an emergency medical authorization for each student. These are given to students at the beginning of school year and must be returned as soon as possible in order for your child to attend programming.
- Students must be immunized to enter school and dates of immunizations, showing compliance with Ohio Department of Health mandates.

- ❑ Parents are required to pick up their ill student when the school calls. It is recommended that you prepare now with “Plan B” for when your child becomes sick at school and has to be picked up or is sick and has to stay home until completely recovered. By planning ahead for a situational illness, it will minimize the impact on your family’s well being.
- ❑ **Returning your child to school after an illness: after having a fever, must be fever-free for 24 hours without taking Tylenol or Motrin-type medication to reduce the fever; after vomiting or diarrhea, must be 24 hours since the last episode and when a normal diet is resumed; after chicken pox, when spots are dry and crusty, no new spots are occurring; after bacterial infection (i.e., strep throat, impetigo or pinkeye) 24 hours after the antibiotics start and symptoms are controlled; or when your doctor certifies in writing that your child is able to return to school.**

E. Management of Communicable Disease

- a. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A “person trained to recognize the common signs of communicable disease” mean any person trained in prevention, recognition and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code of Preschool Program Rules.
- b. The following precautions shall be taken for children suspected of having a communicable disease:
 - i. The program shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.
 - ii. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
 1. Diarrhea (more than one abnormally loose stool within a 24 hour period);
 2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 3. Difficult or rapid breathing;
 4. Yellowish skin or eyes;
 5. Conjunctivitis;
 6. Temperature of 100° fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 7. Untreated infected skin patch(es);
 8. Unusually dark urine and/or grey or white stool; or
 9. Stiff neck
 10. Evidence of lice, scabies or other parasitic infection

11. Green mucus

iii. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian listed in the paragraph (B)(2) of this rule as well as the following:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting

For the protection of all children, please do not send your child to school if s/he is showing any questionable signs of illness. The staff will watch all children who have been exposed to any known communicable disease in order to detect any additional cases as early as possible. If your child has been exposed to a communicable disease, a note will be sent home.

Immunizations

Written evidence must be presented upon registering a new student that the student has received, or is in the process of receiving, immunizations against Poliomyelitis, Mumps, Rubella, Diphtheria-Pertussis-Tetanus-Rubella (German Measles), Hepatitis B and Chicken Pox (certain age groups) unless a signed waiver statement by the custodial parent/guardian objecting to immunizations for philosophic or religious reasons has been presented to school authorities.

The immunization requirements for a student entering the Perrysburg Schools this year are as follows:

- **DTaP, DTP, or DT;** 4 or 5 doses. A fifth dose is required if the fourth dose was given before the fourth (4th) birthday.
- **Polio; 3 or 4 doses.** The final dose must be administered on or after the fourth birthday regardless of the number of previous doses.
- **MMR (Measles, Mumps, Rubella); 2 doses K-12.** The first MMR dose must be given on or after the first birthday and the second dose must administered at least 28 days after the first dose.
- **Hepatitis B; 3 doses.** All kindergarten through 12th grade students **are** required to be immunized against Hepatitis B. The vaccine is a series of three shots. The second dose must be given at least one-month (28) days after the first dose. Students in the process of receiving the Hepatitis B series may be admitted to school but must be monitored by school staff to ensure the other doses in the series are received. The last dose cannot be given before 24-weeks (6 months) in age.
- **Chicken Pox.** Two vaccinations are mandated for all students in grades kindergarten through 4th grade. If the student has had the illness a signed note has to be provided by the doctor or parent for placement in the student's school health record.

Medications

For safety reasons, medicine—both prescription and over-the-counter—should be administered at home. If a physician requires the administration of medicine during school hours, state law requires that a Perrysburg Schools Prescriber Statement form to be on file. This form must be completed and signed by the physician, signed by the parent and be on file in the classroom. This form may be obtained from your child’s teacher. When the physician completes the form, please request some flexibility regarding time for dispensing the medicine, as it is impossible to dispense medicine at an exact time due to the large number of requests. In addition, the following requirements should be noted:

1. Children are not allowed to carry medication (prescription non-prescription) on or with them at any time.
2. Parents/Guardians must bring medicine to school in the original container. Each medication must be current and carry a prescription label with the child’s Name, drug identity, dosage instructions, doctor’s name and prescription date.
3. Medication may not be sent to school in the student’s bookbag, pocket or other means on his/her person. Medications must be brought in by the parent/guardian.
4. A written log of dosage, time and date must be kept by the preschool staff.
5. Staff administering medication must be trained.

Website

The district website at www.perrysburgschools.net provides convenient access to a great deal of district information and resources. There are links to each school and staff email.

Complaints

Parents who have a concern or complaint are asked to please first bring the matter up with the teacher. Usually a complaint or concern can be addressed by a phone call or conference with a teacher. If the outcome of that discussion is not satisfactory, then a conference with the preschool coordinator may be requested.

PART II: ADDITIONAL DISTRICT INFORMATION

Child Abuse Reporting

Incidents of actual child abuse must be reported as required by law. Each case is then investigated by the Wood County Children’s Services Board. Any parent having personal or family difficulties, causing children to be physically or mentally abused or harmed, should request and obtain assistance.

Computer Usage

Signed computer usage permission slips are completed at the beginning of school year stating each child is permitted/not permitted to utilize the computer on/off line. Students are not to tamper with other students' online accounts. Further, Students are not to tamper with equipment or network resources. Should this situation occur, parents will be contacted at once and the situation will be dealt with in accordance with our Student Code of Conduct.

Emergency Drills

In order that students may know how to act quickly and without confusion in emergencies, fire and disaster drills are held at regular intervals throughout the year. Teachers will give students instructions after school begins. These instructions must be followed carefully. All students in the building must leave during each fire drill. Lock down drills and tornado drills will also be practiced during the school year.

Procedures for Inspection of Instructional Materials

A member of the public may make a request to inspect instructional materials by completing Form 9130 F3 and submitted it to the Superintendent. Upon receipts, the Superintendent/designee will contact the person making the request within five (5) days to schedule an appointment to review and inspect the material indicated. If, upon inspection and review, the person would like to file a complaint about the instructional materials, the person shall follow the complaint procedures outlined in Policy 9130 and Administrative Guideline 9130.

The School District's public records are available for public inspection and/or copying in accordance with State law. Requests to inspect and/or obtain copies of public records shall be submitted to the Treasurer. A request must at least identify the records requested with sufficient clarity to allow the District to identify, retrieve and review the records. If it is not clear what records are being sought, the Treasurer shall contact the requester for clarification. The District may ask the requestor's identity and the reason the information is being sought in writing, but such disclosure is not mandatory. Each request shall be evaluated for an estimated length of time required to gather the records. A fee may be assessed for copies provided.

Student Privacy and Parental Access to Information

The Board of Education respects the privacy rights of parents/guardians and their children. No student shall be required, as a part of the school program or the District's curriculum, to submit

to or participate in any survey, analysis or evaluation that reveals information concerning: political affiliations or beliefs of the student or his/her parents; mental or physical problems of to the student or his/her family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom respondents have close, family relationships; legally-recognized privileged and analogous relationships, such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or his/her parents; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program). Parents/Guardians may inspect any materials used in conjunction with any such survey, analysis or evaluation by contacting the building principal.

FERPA Rights

Parents have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances) and the right to file a complaint with the Office regarding an alleged failure by the school to comply with FERPA: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C., 20202-5920 Phone: 1-800-USA-LEARN (1-800-872-5327).

Due Process Rights

The Board of Education recognizes that students waive certain constitutional rights regarding their education. Accordingly, the Board has established due process procedures. The Superintendent shall ensure that all members of the staff use the procedures when dealing with students. These procedures may be requested from the school office or found on the district web site at <http://www.neola.com/perrysburg-oh/search/policies/po5611.htm>.

Anonymous Safe School Helpline

Perrysburg Schools' Safe School Helpline is a toll-free number that parents, guardians, students or community members can use to report any information that threatens our students, faculty or staff. Your name is never asked. 1-800-418-6423 ext. 359

Prohibition Against Harassment, Intimidation & Bullying

Harassment, intimidation or bullying behavior by any student/school personnel in the Perrysburg Exempted Village School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation or bullying," in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts i.e., Internet, cell phone,

personal digital assistant (PDA) or wireless handheld device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. In particular, bullying includes the aforementioned acts occurring more than once. Such behaviors are prohibited on or immediately adjacent school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- a) Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
- b) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Any staff member, student or student's parent/guardian who believes the student has been a victim of aggressive behavior should immediately report the situation to the preschool coordinator, assistant director of pupil services, the executive director of pupil services or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or official.

If the investigation finds an instance of harassment, intimidation and/or bullying/cyberbullying by an electronic act or otherwise has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation or deliberately making false reports may result in disciplinary action. In addition, Perrysburg Schools offers a Safe School Helpline, a toll-free number that parents, students or community members may use to report any information that threatens our students, faculty or staff. Your name is never asked. 1-800-418-6423 ext. 359. Please visit www.perrysburgschools.net to read the entire Anti-Harassment Policy & Guideline 5517 and Bullying and Other Forms of Aggressive Behavior Policy & Guideline 5517.01. Click on Parents, then Policy Manual.

Student Code of Conduct

The Board of Education of the Perrysburg Exempted Village School District pursuant to R.C. 3313.661 and R.C. 3313.662 has adopted a code of conduct for students K-12. Part of the preschool curriculum is supporting children to improve and develop positive behaviors by fostering self-regulation and promoting positive social skills. Should concerns arise regarding behaviors or incidents at school, your child's teacher will contact you to discuss the incident and a course of action. Additionally, we strongly encourage parents/guardians to contact the preschool staff should you have any concerns and questions regarding student conduct.

504/ADA Prohibition against Discrimination

A copy of the District's Section 504 SECTION 504/ADA Prohibition against Discrimination based

on a Student's Disability, Board Policy 2260.01, and the related Administrative Guideline, AG2260.01B, can be obtained from the office of: Executive Director of Pupil Services, 140 E. Indiana Ave., Perrysburg OH 43551 419-874-9131 or by accessing the school district's policy manual under the Parent tab at www.perrysburgschools.net.

Charged Meals

Procedure for the Collection and Payment for Charged Meals - Administrative Guideline 8500D – may be accessed at <http://www.boarddocs.com/oh/perrysburg/Board.nsf/goto?open&id=B5GHSQ49BFA6>

Pesticide Application

Pesticides may periodically be applied to school property. Parents, guardians, adult students and employees have the right to request prior notification of such pesticide applications. In the case of an emergency, pesticides may be applied in classroom buildings without prior notice, but those who request notification will be notified of the emergency application as soon as possible after it occurs. Prior notification will not be given for lawn applications.

Career Advising Program

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

Thank You!

We are so pleased to have your family as a part of our Perrysburg Schools family! This handbook is just one of many opportunities for communication between the school system and families. There are many options for parents and guardians to become involved in your child's education. You are encouraged to contact your school's administration and faculty whenever you have questions, comments or concerns. We're here for you!

Best wishes for a great school year!