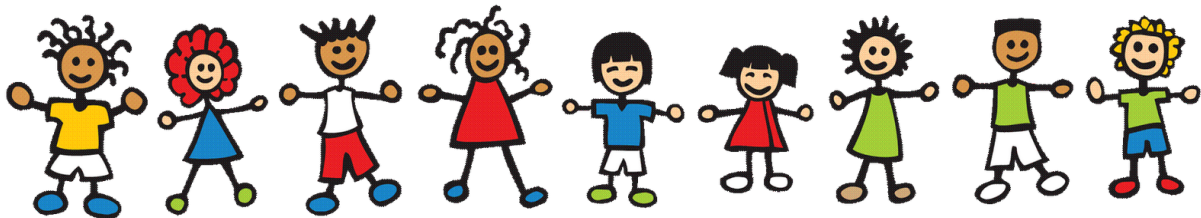


Madeira City Schools



Parent Handbook



Where excellence begins!



Madeira Preschool Philosophy of Education

The educational philosophy of the Madeira Preschool program is based on a developmental approach to education. Programming is planned to meet each child's social, emotional, cognitive and physical needs as the child passes through predictable and sequential stages of development.

Child-directed, teacher supported, exploration and learning experiences are designed so that each child can construct knowledge at their own developmental level and pace. This constructivist model allows children to become active participants in the learning process. Trust, social interaction and play are seen as the foundations on which children develop problem-solving skills, language and self-esteem.

Families are considered an integral part of the learning experience. They are encouraged to be active participants in their child's educational program.

Goals

Our primary goals are to:

- Provide a welcoming environment that respects children
- Provide a wide variety of multi age, multi level materials and activities
- Offer opportunities for children's active exploration of their environment through play
- Facilitate and encourage the construction of knowledge within an integrated curriculum.
- Model and promote opportunities for small and large motor activities that stimulate cognition, communication, self help skills, pre-academics, social and emotional development
- Maintain confidentiality surrounding children and their families
- Create, build and strengthen a relationship between family and school
- Foster development of self-esteem
- Support and promote positive relationships with peers and adults

The Madeira Elementary School Parent Handbook can be accessed online. To review:
[Student/Parent Handbook](#)

[Madeira Preschool](#)

Pertinent Information Includes:

- Principal's Letter
- PTO President's Letter
- Members of the Board of Education
- Names of school district Administrators
- Names of Madeira Elementary Staff
- Information about MES Parent Teacher Organization (PTO)
- [Required Federal and State Annual Notices](#) - Annual Notice of specific Policies are required by the Federal and State Government to be made available to parents and students. The Annual Notice provides links to important policies that include, but are not limited to: Civil Right Compliance Officer, Bullying and Harassment, Nondiscrimination, Drug Prevention, Parent Involvement, Student Educational Records, and School Safety. Click on the link and you will be directed "Annual Notices". Click on each link within the document to read the entire Policy. After review return to the handbook.

Procedures that specifically apply to Preschool are found under this cover.



General Information

Attendance and Reporting Absence

Half-day classes meet M-TH and we have one Full Day class that meets M-TH or M-F during the school calendar year. Regular attendance is expected of our students. However, sometimes it is necessary for children to remain home due to illness or family commitments. Please report your child's absence either by phone or email:

Miss Jackie Preston	924-3847	jpreston@madeiracityschools.org
Mrs. Amy Horstman	924-3848	ahorstman@madeiracityschools.org
Mrs. Laura Gress	924-3843	latkins@madeiracityschools.org

[2280.04 - Administrative Guidelines-reports pertaining to roster.](#)

(See Preschool Policy and Guidelines link on the preschool web page.)

Teacher / Child Ratios

Classes will not exceed 18 children. There are a minimum of 2 adults assigned to each classroom, a Lead Teacher who holds a current license with the Ohio Department of Education and a Teacher's Aide who has obtained an Aide License through ODE.

School Closing Information

In the event of inclement weather, schools may be cancelled or placed on a 2 hours delay. This information will be announced on local television and radio stations. An email will also be sent to those on the parent list serves. If you have not already signed up, please visit List Serve Information <http://www.madeiracityschools.org/Content2/412> to sign up for a parent list serve which is the most reliable way to get up-to-date information. Parents may also receive a phone notification through the automated dialing system. We try to make our determination by 6:00 A.M.

Preschool starting times will be as follows for a 2 hour delay:

Before School - 10:00 a.m.

AM Preschool - 11:00 - 12:30

PM Preschool - 1:30 - 3:00

Full Day Preschool - 11:00 - 3:00 [packed lunch at 12:30]

Afterschool Care - 3:00 - 6:00

Changes in Enrollment

Please contact the Preschool Director to make enrollment changes 272-4143.

Transportation

Preschool children are transported to and from school by parents or caregivers listed on the Release To Form. Preschool children are not allowed to ride a school bus to school or home with a sibling.

Arrival and Dismissal Procedures

Please monitor your children closely as they enter and leave the building. We ask that you would teach them to talk quietly in the hallways at pickup and drop off because sound travels upstairs to the 3rd grade. Please keep younger siblings from climbing the stairs.

Before and After School Program

Enter the building through the Preschool / Kindergarten Playground into Classroom 134.

9 A.M. and 12:30 P.M. Arrivals

Park in the staff parking lot and walk your child to his / her classroom. The outside preschool door unlocks at 8:55 for AM classes and 12:25 for PM classes. You may wait in the preschool hallway if the classroom door is not open.

If you arrive after 9:05 or 12:35 when the outside doors lock, you will go to the front of the building and enter through the Elementary office, sign in and receive a visitor's tag to wear as you are walking through the building. *Be prepared to show identification every time.* After dropping your child off in the classroom you will need to return to the MES office and sign out.

If you arrive when the one-lane car line begins for Elementary School arrival and departure, you will have to wait in the car-line until you reach the parking lot, park in the staff lot, and walk your child into school. Please do not drive around other cars.

11:30 Dismissal and 3:00 Dismissal – Half Day / Full Day 3:00 Dismissal

All Classes will dismiss children one at a time from the classroom doors. Please wait in the hallway.

Schedule for Early Release Days

9:00 – 11:00 Children enrolled for Half Day Morning and Full Day
12:00 – 2:00 Children enrolled for Half Day Afternoon and Full Day
2:00 – 6:00 Children enrolled in the after-school program

Before School Program 8:00 – 9:00 a.m.

Preschool children enrolled in the Early Bird Program will enter the building through the preschool classroom door located on the playground, room 134. Children will play on the playground, in the muscle room or in the classroom. Parents may send a packed breakfast for their child.

Rest Time – Children Enrolled in Full Day Preschool

All children are required by licensing rules to rest on their assigned cots every afternoon for at least 30 minutes. Children who are still awake after 30 minutes will be allowed to participate in quiet tabletop activities while other children are sleeping. Please send in a small pillow, sheet, blanket or “lovie.” Those items will be sent home regularly for washing. Please label all items.

After School Extended Care 3:00 p.m. – 6:00 p.m.

Children enrolled for this program will be served an afternoon snack, have an outside recess as weather permits and they have free choice of activities in the classroom centers. Parents picking children up between 3:30 and 6:00 will enter the building through the preschool classroom door located on the preschool / kindergarten playground, room 134. *You will not be able to travel through the building to pick siblings up in the Champions program due to locked interior doors.*

Waiting for Elementary School Children

Morning kindergarten dismisses at 11:45. PM kindergarten – 4th dismiss at 3:30. If you are waiting for a child in the elementary school, you may supervise your preschool child on the preschool / kindergarten playground if it is not in use. You will pick up your AM kindergartener from the front of the building at 11:45. In the afternoon, MES children are dismissed to their parents from the MES library door at 3:30.

Parking

If you are volunteering in a preschool classroom you may park in the spots designated for preschool pick-up and drop-off for the entire preschool session. You must park in the staff parking lot, parking spaces in front of the school or on Buckeye Crescent when dropping off or picking up a child. **NEVER** leave infants, toddlers or school age children in your car while you drop off your preschool child. If you do not want to transfer those children ask another parent to stay by your car until you return.

Rules Regarding Late Pick-up

Parents are expected to arrive at school on time and pick their child up on time but we understand that there are unexpected reasons for you to be delayed. Please call the classroom if you expect to arrive more than 10 minutes beyond pick up time.

Parents are not charged for being late the first or second time. However, after the second late pick-up, parents who arrive 15 minutes or more minutes after their child’s scheduled departure time will be charged a late fee of \$1 per minute.

Dress Code

Children should be dressed in comfortable play clothes that are appropriate for the weather. Daily outside play requires rubber-soled shoes. Clog styles, sandals without heel straps, slip-on, flip-flops and slick soled dress shoes should not be worn.

Madeira Preschool t-shirts will be available to purchase through Custom Ink. Children wear them on field trips and at our end-of-year Preschool Musical. This is not a fundraising activity and purchase is optional.

Preschool Picture Day

The preschool does not participate in the Elementary School picture day. Instead, Sharon Houdini, owner of *Photos by Sharon*, takes individual and group pictures on the second Thursday of October in an outdoor setting on the school property. Individual proofs are delivered to you through your child's teacher within 10 days, along with a price sheet. Class photos will be posted on the hallway bulletin board. You are not under any obligation to purchase photos. This is not a fundraising activity for the preschool. Parents return the proofs and order form back to the teacher. Parents who place orders will receive their photo package through your child's teacher before Thanksgiving. Please contact Sharon directly with questions: sh.houdini@yahoo.com or 513-683-3002

Communication - School to Home

Wednesday folders: Information from the Preschool, Elementary School and District will be placed in your child's backpack. Teachers have discretion to email the information to parents therefore; Wednesday folders may only come home monthly.

Weekly Teacher Newsletters: Teachers will include information about curriculum, classroom activities and any special events such as parties, field trips and assemblies in which your child will participate.

Preschool Bulletin Board: We will post a monthly calendar of upcoming events and the snack calendar.

Communication - Home to School

Your children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events including:

- Illness or hospitalization of family members
- Pregnancies or births
- Deaths of family members or close friends
- Changes in family structure in the home
- Plans for moving
- Extra stimulation such as visitors or celebrations
- Change of address or phone number

Fundraising

Scholastic Book orders are the only fundraising activity for the Preschool. Teachers will send home book fliers in your child's backpack. If you place an order the teacher receives points from Scholastic that they can redeem for books. You are under no obligation to purchase. A school wide Scholastic Book Fair is held in the library during November conferences.

Fieldtrips

In the event of a field trip, the following precautions will be taken to ensure each child's safety:

- A first aid box, which meets Ohio licensing rules, will be available.
- A faculty member trained in first aid will be present.
- Children will have identification with first names, and with the school's name and phone number.
- Parents/Guardians/Caregivers are encouraged to participate to maximize success of the field trip. Field trip forms must be signed by the parent/guardian for permission. It is difficult for parents to chaperone a group of preschoolers if a younger sibling accompanies the group.

Food Service

Snack menus will be posted in the preschool hall and on-line.

The preschool classrooms are "nut-free" environments. Parents whose child has food allergies or a restricted diet may request a monthly snack calendar and can ask the teacher to store "safe" foods in the classroom or they may bring in an alternative snack for their child when necessary.

Children enrolled for a full day of preschool may purchase lunch through the school cafeteria. They may not purchase or pack any products containing tree nuts. Children who pack their lunches may purchase 1% white or fat free chocolate milk. Menus are posted in the classrooms and can be found on-line. Lunch is served in Preschool Room 134.

Parents can pay online for lunches. Every child has a lunch account and prepayment is encouraged. This can be done electronically through

www.spsezpaymilfordexempted.com

You may also send cash or a check payable to **Milford City Schools**.

[2280.07-Administrative Guidelines – Preschool Food Service](#)

(See Preschool Policy and Guidelines link on the preschool web page.)

Celebrations and Birthdays

We celebrate Halloween, winter, and Valentine's Day with classroom parties. Parents may sign-up to bring a treat, drinks, and paper goods, or to help with a craft or game.

For birthdays, parents may send in a treat for the children to eat during snack time or a non-food item such as a pencil or sticker that the children can take home.

Toilet Training

The preschool policy regarding toilet training is all preschool children should be out of pull-ups during the school day. The rule is disregarded when a child enrolled has an identified preschool disability.

Parents whose children are not in cloth underwear must send a supply of pull-ups and wipes to school.

All preschool parents are encouraged to work with their preschool teachers to begin a toilet scheduling routine and complete toilet training as soon as possible.

Diapering

The changing of diapers for all non-toilet trained children shall be handled in conformity with the following methods:

1. Diaper changing must occur in a space that contains a hand washing facility.
2. There will be a separation material between the child and the changing surface. The material will be discarded and replaced after each change.
3. The central diaper-changing station will be disinfected after each diaper change with an appropriate germicidal agent. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
4. Parents will provide their own wipes. The container will not touch the child during the changing process. Any product applied to a child should be applied in such a manner so as not to contaminate the product or its container.
5. Topical ointments and creams provided by parents will include written instructions that include the name of the ointment, name of the child, birth date of the child, date and parent signature. **Products must be replaced every three months.**

Storing of clean diapers will be handled by:

1. Storing clean diapers in a specifically designated area that is available at all times.
2. Diapers or clothing used during diaper changing and brought from the child's home will be stored in a space assigned exclusively for each child's belongings. Soiled clothing will be sent home daily in a closed bag.

Soiled diapers will be handled by:

1. Being placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
2. Soiled diapers will be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed.

Discipline and Behavior Management

Each teacher will build a classroom community that is based on respect for each individual in the group. Self-discipline and socially accepted behavior is cultivated through setting clear, consistent, reasonable limits and classroom rules. When a teacher needs to correct or re-direct a behavior, a positive communication strategy is used. The focus becomes "do's" rather than "don'ts."

Clear and reasonable ground rules are established for each child's safety and to protect the rights of all children. The rules are few in number and are frequently discussed in the classroom. When ground rules are broken, they are clearly and firmly restated. When rules are followed, students are rewarded with praise and recognition. When a child is in a conflict situation, he or she is encouraged to verbalize his or her anger or concerns. When a child infringes on the rights of another, the other child is encouraged to talk about how he or she feels. Problem-solving techniques are encouraged in the classroom during which time the teacher often acts as a facilitator, helping young children express their feelings and generate solutions. When appropriate, redirection and separation from the problem can occur. Children are taught to become part of the solution rather than part of the problem to promote restoration and preservation of self and others.

Classroom environments are structured to encourage positive behavior; redirection of children occurs in a positive manner, keeping in mind the child's interests and motives. Teacher intervention in potential problem situations is well timed and logical consequences of behaviors are implemented. Physical punishment is never used. If behavior problems persist, an individual behavior management program will be developed with parent participation. Ongoing discussions will occur to review possible solutions and alternatives.

Parents will be notified immediately if there are recurring discipline concerns, especially those involving the safety of other children or staff members.

Specific methods of behavior management include:

1. Preschool Staff will re-direct a child to another activity.
2. Preschool Staff will remind a child of what they CAN do in a situation.
3. Preschool Staff will mediate conflicts between children.
4. Preschool Staff will set, explain and model high expectations for stewardship of equipment and supplies in the classroom.
5. Preschool Staff will positively reinforce positive behavior.
6. Preschool Staff will set clear, firm and consistent limits without being cruel or harsh.
7. Preschool Staff will never use corporal punishment including pinching, punching, shaking, spanking or biting a child.
8. 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.
9. 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.
10. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
11. Discipline shall not include withholding food, rest or toilet use.
12. 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.

13. Techniques of discipline shall not humiliate, shame or frighten a child.
14. This preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
15. No discipline shall be delegated to any other child.

Staff members review and sign the Discipline Policy yearly.

[2280.05-Administrative Guideline Behavior Management/Discipline](#)

(See Preschool Policy and Guidelines link on the preschool web page.)

Curriculum and Assessment

A developmentally appropriate curriculum is implemented in the early childhood classrooms. The Madeira City Schools District uses [The Creative Curriculum for Preschool](#), in alignment with the Ohio Department of Education Early Learning Content Standards www.EarlyLearning.org. This curriculum is an organized framework that guides developmentally appropriate practices in the learning environment. The emphasis in daily activities and centers is based upon the developmental domains including social, emotional, cognitive, and physical to foster a child's success through active learning. The curriculum also delineates the process through which children achieve goals and describes what teachers do to help children achieve these goals. The preschool teachers demonstrate responsibility for their obligations to their students, families, and community.

Developmentally appropriate curriculum is based on the following principles:

- Curriculum for young children is comprehensive-addressing all aspects of development through a program that is both age and individually appropriate.
- The curriculum addresses social emotional, cognitive, language and physical development.
- Goals, processes, content, and learning experiences are based on established developmental norms.
- The curriculum allows for expansion or contractions of goals, content, and learning experiences to meet the individual needs of children.
- The child's individual and cultural background, including developmental history, is an important determinant of curriculum goals for that child.

Assessment and curriculum development are both an ongoing and integrated process. The child is an active learner throughout the day.

- The curriculum provides opportunities for children to pursue their own interest and curiosities and to make appropriate choices.
- Learning is integrated throughout the preschool day.

- The curriculum stresses processes and content that incorporate skills development.
- Content selection is based on criteria that include interest (both developmental and cultural) appropriateness, and potential for enhancing life.
- Curriculum stresses thinking and problem solving.
- Themes are used as a framework for organizing and integrating the content.
- The learning environment promotes conceptual development in all children.
- The physical development includes materials and equipment to meet the diverse learning needs of the children.
- Play materials encourage children to engage in manipulation and exploration, transform from pretend to real, and collaborate with others in developing play themes.
- Play materials avoid stereotypical play themes; rather they encourage children to explore a variety of roles and themes. Materials provide multi-ethnic, multi-cultural, and non-stereotypical emphasis.

Teachers administer the [Brigance Early Childhood III screening tool](#) within the first 60 days of enrollment. If there are any developmental concerns teachers will contact parents. With parent permission, other therapists will screen the child in their area of expertise. The outcome of their screening may be used to provide suggestions to the teacher for classroom based interventions or they may ask parents for permission to provide direct intervention. Written documentation will be given to the parents regarding intervention.

On-going developmental progress is documented with the [Early Learning Assessment \[ELA\]](#) and an on-going assessment, [Teaching Strategies Gold](#), which is aligned with Early Learning State Standards and The Creative Curriculum. A developmental criterion-referenced tool entitled, [Transdisciplinary Play-Based Assessment 2nd Edition](#) by Toni Lindner is used by the Early Childhood Intervention therapists when determining a developmental range for children with a suspected delay in the areas of motor, speech, cognition and academic skills.

PRESCHOOL PROGRAM SCHEDULE EXAMPLE

AM Half Day	PM Half Day	Activity
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9:00 - 9:10	12:30 - 12:40	Arrival, cubby, wash hands, centers
9:10 - 9:30	12:40 - 1:00	Large group / 'Circle'
9:30 - 9:50	1:00 - 1:20	Outside Recess
9:50 - 11:00	1:20 - 2:30	Centers, Snack, Muscle Room
11:00 - 11:05	2:30 - 2:35	Clean-up
11:05 - 11:25	2:35 - 2:55	Story, Music
11:25 - 11:30	2:55 - 3:00	Cubby, Dismissal

Centers include manipulatives, blocks, easel books, pretend play, sensory table, writing table, art and special activity, play dough, computer, puzzles, math, science, music and snack. Related service personnel (OT, PT, Speech, Vision) work on individual student needs one on one or in small group settings during this time.

Sample Afternoon Schedule for children enrolled in the Full Day Program

11:30 - 12:00 Lunch, either packed or purchased

12:00 - 12:20 Recess

12:20 - 1:00 Story, Music

1:15 - 2:00 Rest Time

2:00 - 2:50 Centers, Special Activity

2:50 - 3:00 Cubbys, Clean-up Dismissal

3:00 - 3:15 Transition to After School Care

3:15 - 6:00 Recess, Snack, Centers

Cummulative Records

Birth Certificates, Health History, Physician Report, Immunization Record and Dentist name will be kept on file in the MES Health Office and transferred to kindergarten.

Medical Policy

The Ohio Department of Education Rules for Preschool Programs requires that each child have on file:

- A medical form completed by a licensed physician prior to the date of admission and annually from the date of examination.
- A physician's and dentist's authorization and written instructions to administer prescription medication to the child enrolled in the program.
- Immunization records as required by section 3313-67 of the Ohio Revised Code, which record shall include immunizations required by section 3313.671 of the revised code.
- A birth certificate
- Health History filled out by the parent
- Medical Emergency Authorizaiton Form completed by the parent

Students enrolled in the Madeira Preschool program must have all paperwork completed, signed and verified by your child's teacher BEFORE your child may begin class. The State of Ohio requires teachers to have this paperwork in order for the program to be licensed. Classrooms have one unannounced visit every year for licensure inspections.

Parent Involvement

There are many ways for you to be involved with our preschool program:

- We have an open door policy, parents are always welcome to be a helper or just to observe, in their child's classroom. Teachers will set up a volunteer calendar for each month beginning the first week in October.
- Parent Teacher Conferences are held twice each year, however, parents may request a conference at any time. During the fall conference teachers will seek parent input to set educational goals for their child.
- Throughout the year teachers may request parents to share information with their class about their cultural heritage, vocation or special talent.
- Parents will be asked in writing to chaperone field trips.
- Parents will be given a 6-10 question Program Evaluation through Google Survey Forms each year so that the staff has the opportunity to make program adjustments.
- Parents may volunteer to be a Room Parent. They may be called upon to pass on information from the teacher, coordinate class parties, gifts to staff or preschool families in crisis.
- Parents are encouraged to be active participants of the Elementary School Parent Teacher Organization
- Preschool parents will be invited to PTO events and will be asked to participate in PTO fundraisers.

Medical Emergency Plan

Each child is required to have a current emergency card and an emergency medical authorization form on file. These forms must be completed and returned by the first day of school. Any child without these forms will not be permitted to attend class.

In the event of an emergency, the following procedures will be taken:

- Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called first.
- If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the emergency medical form.

General Guidelines For Keeping Children Home From School Due to Illness

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his or her resistance is lowered. The following guidelines represent the common childhood

illnesses and nursing recommendations.

Chicken Pox: A skin rash consisting of small blisters that leaves scabs. A fever may or may not accompany the blistering condition. Students who are diagnosed with this affliction should remain home until all blisters are scabbed over, usually five to seven days.

Common cold: Irritated throat, watery discharge from the nose and eyes, sneezing, body chills and general body discomfort are common symptoms. Student should remain home if the symptoms are serious enough to interfere with the student's ability to learn. Medical care should be obtained if symptoms persist seven to ten days, fever develops, or nasal discharge becomes yellow or green.

Fever: If a student's temperature is 99.5 Fahrenheit or greater, he or she should remain home from school until any related symptoms are gone and the student is fever free for 24 hours.

Flu: Abrupt onset of fever, chills, headaches and sore muscles may be indication of the flu. Common symptoms of the flu include runny nose, sore throat and cough. Students should remain home until all symptoms subside and the child is fever free for 24 hours.

Pain: If a student complains or behavior indicates, that he or she is experiencing persistent pain, he or she should be evaluated by a physician before coming back to school.

Pink Eye: Redness and swelling of the membranes of the eye, burning, and itching of the eye, matter discharging from the eye, or crust on the eyelids can be symptoms of pink eye. Students with pink eye should remain home from school until they have received 24 hours of antibiotic therapy and discharge from the eye has stopped.

Skin Rashes: such rashes of unknown origin should be evaluated by a physician before a student is sent to school

Strep Throat and Scarlet Fever: Strep throat can begin with fever, sore throat, pus spots on the back of the throat, and or tender swollen glands of the neck. With scarlet fever there are all symptoms of strep throat as well as a strawberry appearance to the tongue and skin. High fever, nausea and vomiting may also occur. A student should remain home until receiving at least 24 hours of antibiotic therapy and fever free for 24 hours.

Vomiting, Diarrhea/Viral Infections (intestinal): Symptoms include stomach ache, cramping, nausea, vomiting and/or diarrhea, fever, headache and body aches. Students should remain home with symptoms for a full 24 hours. If the student is afflicted with these symptoms overnight, please keep your child home the following school day.

Head Lice: Lice are small, grayish tan, wingless insects that lay eggs called nits. Nits

firmly attach to the hair shafts close to the scalp. Following lice infestation, students may return to school after receiving treatment with a pediculicide shampoo, and all nits have been removed.

Impetigo: Blister like lesions, which later develop into crusted pus-like sores. Students with these symptoms should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

The school nurse or health room aide will examine students during the school day if symptoms appear and the school team deems necessary.

Communicable Disease Prevention Policies

Madeira requires preschool teachers to complete on-line classes the signs and symptoms of illness and proper hand washing along with effective disinfectant procedures. The preschool follows the guidelines of the Hamilton County Department of Health and has proper hand washing techniques posted in restrooms throughout the preschool. The teachers also participate in a three year rotation of classes regarding communicable disease prevention, first aid and prevention of child abuse.

The procedure for notifying parents of exposure to chickenpox, lice, and pink eye will be through a letter sent by the school administration describing the conditions, symptoms and expectations for treatment.

Any report made as a result of the policy and the Ohio Revised Code, section 2151.42 shall be maintained as confidential and available only to the person initiating the complaint, the principal/administrator, the superintendent, the Board of Education and legally constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

Sickness at School

If any child upon entry to the classroom, or at any time during the school day, presents signs and symptoms of possible communicable disease or sudden illness, the following procedures are to be followed:

1. The parent / guardian must be immediately notified of the child's condition by the school nurse.
2. A child with any of the following signs and symptoms of illness must be immediately isolated from other children in the Elementary School health office and discharged to the parent/guardian as soon as possible:
 - Diarrhea (more than one abnormally loose stool)
 - Severe coughing, causing the child to become red, or blue in the face or to make whooping sound
 - Difficult, noisy or rapid breathing
 - Yellowish skin or eyes
 - Unusually dark urine and / or gray or white stool
 - Conjunctivitis (pink eye)

- Elevated temperature of 100 degrees Fahrenheit or greater when in combination with other signs of illness
 - Untreated, infected skin lesions
 - Stiff neck
 - Evidence of lice, scabies, or other parasitic infestation
3. Any child with any of the following signs or symptoms of illness shall be isolated immediately 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, the school nurse and the parent or guardian. The child, while isolated at the program, shall be watched carefully for symptoms above as well as the following:
 - Unusual spots or rashes;
 - Sore throat or difficulty in swallowing;
 - Elevated temperature; or vomiting
 4. Madeira Preschool follows the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses.
 5. A child who must be isolated due to a suspected communicable disease shall be:
 - a. Cared for in a portion of a room not being used by other children or in the Elementary Health office.
 - 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 or mat. After use, the cot or mat must be washed with soap and water and disinfected with one of the agents listed in the Madeira City Schools *Procedures For The Handling of Blood and Body Fluids*. Any linens and blankets used by the ill child must be laundered before being used by another child.
 - d. Observed carefully for worsening condition.
 - e. Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.
- A. For a child who is experiencing minor cold symptoms or is not feeling well enough to participate in activities, but is NOT presenting any of the symptoms listed above the following procedures are to be followed:**
1. The parent / guardian must be notified as soon as possible of the child's condition. The decision whether or not the child should be discharged is determined by the school nurse, parent / guardian and the teacher.
 2. Upon the onset of mild signs and symptoms of illness, the child's temperature is to be taken. If the child is without fever, the temperature is to be retaken in one hour, and every hour thereafter as long as mild signs and symptoms persist.

3. The child must be observed carefully for signs of worsening condition. If any of the signs and symptoms of possible communicable disease develop, the above procedures must be immediately followed.

4. The mildly ill child is to be made comfortable and may be cared for within the child's group.

B. Readmission of preschool students or personnel, following an episode of communicable disease outbreak(s), will be determined by the exclusionary period as defined by the Ohio Department of Health Disease Chart, the Ohio Department of Health Communicable Disease Control Manual, and the recommendations identified in the Madeira City Schools *General Guidelines For Keeping Children Home From School Due to Illness*.

C. Important: Children must be fever free (under 100 degrees without medication) for 24 hours before returning to school. *This rule is strictly reinforced.*

D. All parents of enrolled children will be notified in writing when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice.

Medication / Health Plan

Children with a documented health history of a diagnosed medical condition will have a written health plan on file in the school clinic, Preschool office and classroom. A family member will be contacted by the school nurse to create the plan.

In cases where medication must be administered at school "Medical Permission from Physician" form is to be completed and kept on file prior to administering the medication. This includes "over the counter" medication, including sunscreen, lip balm and lotion.

Policy on Child Abuse and Neglect

In compliance with Section 2151.421 of the Ohio Revised Code(ORC), any employee of the Madeira City Schools District who is acting in his or her official or professional capacity, and who knows or suspects that a child under 18 years of age or a physically or mentally handicapped child under 21 years of age has suffered any wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect of the child shall immediately report that knowledge to Child Protective Services at 241- KIDS or the local law enforcement department where the child reside. Following the initial oral report to the above mentioned authorities, the employee shall immediately report to the principal/administrator of the building in which the employee is located or in which the child is enrolled.

ORC 2151.421 provides immunity from civil and/or criminal liability for reports and child abuse and neglect. Failure to report suspected child abuse and neglect shall be subject to ORC 2151.99.

Safety of Children

- A faculty member will supervise children at all times throughout the school day.
- The outside play area will be supervised so that all children are visible to a member of the teaching staff.
- Written notification from the parent / guardian is required when a change (time/driver) occurs in your child's regular transportation plan.
- A monthly fire drill will be held in the school building.
- Emergency plans are posted in the classrooms, in the event of fire or tornado.
- A faculty member trained in first aid and recognition of communicable diseases is available at all times. A first aid kit is always on site.
- A registered nurse acts as a consultant to the preschool program as needed.
- All of the doors that lead to the Preschool classrooms and the Preschool hallway are locked when class is in session. Doors will push open from the inside in the event of an emergency.
- Preschool doors are unlocked for a 10-minute window to allow for pick up and drop off.
- Adults will check into the main office and travel through the building with a name-tag if they arrive after the doors are locked.
- A disaster plan for the Madeira City School District is posted in each classroom and every staff member is familiar with the plan.
- For childcare emergencies parents should call the classroom or the direct line to the preschool office, 513-272-4143.
- In the event of an accident, a written report will be prepared. Parents will be given a copy of the report.
- In an emergency situation, children will be transported by the local emergency squad to the nearest hospital as indicated on the parent permission form.
- No child will be released to any individual not listed on the Permission to Release Form. If the staff member is unfamiliar with the individual they will ask for photo identification.
- Every Madeira City School District employee and every University Student Teacher wears an identification badge.

[2280.03-Administrative Guideline-Health and Safety](#)

(See Preschool Policy and Guidelines link on the preschool web page.)

Code of Ethics

General Statements: We are committed to supporting each child's optimal social, emotional, intellectual, and physical development within a safe, healthy, and enriched environment.

We will respect racial, ethnic, religious, cultural, and socio economic differences of all children, parents and others with whom we work.

We will maintain confidentiality in our dealings with children, families, and colleagues.

We will avoid misrepresentation of our professional skills, qualifications, and affiliations.

We have the right and obligation to share in the maintenance of the ethics of our profession.

Families

We will respect families' rights to make decisions for their children, and will uphold their beliefs and practices whenever possible.

We will be aware that not only the family, but also other people and experiences influence the development and attitudes of the children in our care.

When conflicts arise between parent and early childhood educator concerning generally accepted professional and/or developmental practices, we will make every attempt to clarify the issues for the parent through education and communication.

Transitions Into Preschool

1. **January** - Parents complete the on-line registration survey every year for returning children or children new to the program.
1. **February** - Placements are confirmed by the Preschool Director and parents fill out and return the registration packet that is on the Preschool Web page along with a \$25 non-refundable deposit.
2. **May** - parents make their first tuition payment to the Board of Education Office and turn in Health records to the Preschool Director.
3. **July** - Welcome letters go to parents via email from the Preschool Director. Classroom teachers email parents to schedule home and/or initial classroom visits.
4. **August** - Teachers conduct home visits, families come to school for Popsicles At the Preschool Open House and children attend one of two phase in days with half of their class and parents attend an orientation with the Preschool Director..

Transitions Within the Program

1. **May** - Teachers help develop class lists in the Spring based on age, gender, ability, prior experience working with families.
2. **August** - Home visits or classroom visits are scheduled.
3. **First Teacher Work day in August**- If a child is moving to a different class, teachers pass on assessment files and share any pertinent information during a preschool staff meeting.
4. **August** - All families, new and returning are invited to Popsicles at the Preschool Open House prior to phase in days.

Transition to Kindergarten

1. **January** - Parents complete the on-line kindergarten registration survey.
2. **February** - Parents will complete on-line registration forms.
3. **March** - Parents attend a 10 minute appointment to hand in forms and meet with Elementary Office staff.
4. **April** - children and parents ride a bus to school for an orientation, *Kindergarten Round-Up!*

5. **April** - During Preschool Parent / Teacher conferences parents and teachers will discuss helpful transition activities to implement to support the child transition into kindergarten and together, they will fill out a form titled Madeira City Schools Transition Plan from Preschool to Kindergarten.
6. **July** - Kindergarten teachers mail a postcard to their new students.
7. **August** - Parents bring their child to school for a conference with their teacher. Children attend one of two phase-in days with half of their class.

RECORDS TRANSFER POLICY

Students Leaving Madeira City Schools

1. Parents must complete the Madeira City Schools Student Withdrawal Form. This form is on-line or in the Preschool Office.
2. Once a signed, the withdrawal form is “held” until the student is registered in the receiving district and we receive a “Request for Records” from the new district.
3. Once the request is received, the Director gathers and sends any pertinent student records and / or information is sent to the new school.

STUDENTS ENTERING THE DISTRICT

1. Parents enroll their child into preschool by filling out the registration packet that is on-line or a hard copy is available in the Director’s office.
2. The new student’s information is processed through the Guidance Office and the Treasurers office.
3. If students attended another early childhood preschool setting, parents will complete a “Request for Transcript of Grades/Credits and Health Records. This form is in the Elementary or Directors office.

Eligibility and Fees

Children with disabilities must be placed in the program through a multi-factored evaluation by the Madeira City Schools preschool screening team. Eligibility is determined by the rules for the Education of Preschool Children with Disabilities served by Public Schools and the Ohio Operating Standards.

Typically developing children are eligible for enrollment in the program if they will be three years of age by August 31st. They should be potty trained.

Typical students pay tuition to attend preschool. Tuition for the [2016-2017 Preschool Tuition](#) is found on the Preschool web page. **If paying monthly tuition is due by the 1st day of each month and checks should be made payable to Madeira City Schools. Tuition can also be paid online using ezPay.** Link available on the website August 1. Please contact Trish Neihaus, at 272-4142 with any questions regarding payment.

The Preschool reserves two spots per year for families who qualify for free and reduced lunch. To pursue this is an option, please contact the Preschool Director.

Concerns and Complaints

The Madeira Preschool program is licensed by the Ohio Department of Education. This program abides by the rules and regulations set up by ODE and the Madeira School District. For more information see the [Early Childhood Programs Guidelines](#).

The most current compliance report is posted in the hall beside the Preschool Director's office. If you would like to review past compliance reports you may contact (614) 466-0224 or toll free (877) 644-6338 and ask for the Preschool Program Licensing re. License #044289.024398.

Parents are encouraged to take complaints directly to the classroom teachers and then to the Preschool Director and then to the building Principal. If you wish to file a complaint against this program that you feel is not resolved within the school district, you may contact the Office of Early Learning and School Readiness at (614)466-0224 or 8770644-6338.

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call the numbers above and ask for Barbara Weinberg, (614)995-9934.

Tax Information

Madeira Preschool Tax ID# 31-6000862

Madeira City Schools District IRN #044289

For a record of your payment contact Trish Niehaus, tniehaus@madeiracityschools.org

Madeira Preschool Staff

Mary Ann McPherson, Director / Early Intervention Specialist

mmcpherson@madeiracityschools.org

985-6080 ext. 4135 or 272-4143

Jackie Preston, Lead Teacher Room 134

jpreston@madeiracityschools.org

985-6080 ext. 4134 or 924-3847

AM Aide: Bridget Glover

PM Aide: Cathy Gerard

Amy Horstman, Lead Teacher Room 136

ahorstman@madeiracityschools.org

985-6080 ext. 4136 or 924-3848

AM & PM Aide: Amanda Seaman

Laura Gress, Lead Teacher Room 129 PM

latkins@madeiracityschools.org

985-6080 ext. 4129 or 924-3843

PM Aide: Renu Singh
Friday AM Aide: Amanda Seaman

Wednesday/Thursday/Friday Program Aide: Marisa Chawner

Related Service Personnel

Barb Pearson, Speech Language Therapist / Early Intervention Specialist
bpearson@madeiracityschools.org
984-6080 ext. 4132 or 924-3846

Karen French, Occupational Therapist
kfrench@madeiracityschools.org
984-6080 ext. 4132 or (513) 924-3887

Melissa O'Cull, Physical Therapist
mocull@madeiracityschools.org

Libby Hagen, School Psychologist
lhagen@madeiracityschools.org
984-6080 ext. 4103 or 924-3825

SERVICES TO ASSIST FAMILIES

1. FOOD

NEEDS Food Pantry (North East Emergency Distribution Services) @ Kenwood Baptist Church (513) 791-0355 / 8341 Kenwood Road / Tuesdays and Thursdays 9 a.m. to 1 p.m.

This is a cooperative group of churches and civic organizations in our neighborhood, providing food and assistance with housing and utility payments. Kenwood Baptist houses the pantry, open to serve our community on Tuesdays and Thursdays from 9AM to 1PM.

The Healing Center: (513) 346-4080 / 11345 Century Circle (Tri-County Area)
Wednesday through Saturday 9:30-12:00 PM

1st time arrive 15 minutes early to show proof of residency.
They can help with food, clothing, auto clinic, and glasses.

Angel Food Ministries: (513) 398-5701 / 204 Williams St. Mason, OH 45040

By buying food from first rate suppliers at substantial volume discounts, Angel Food Ministries is able to provide families with approximately \$65 worth of quality nutritious food for \$30. Angel Food Ministries does not use out-of-date food or inferior products.

ABOUT THE FOOD: Each month's menu is different and consists of fresh, frozen and packaged food. Angel Food is purchased from the nation's top food suppliers. Providing quality, nutritious food at significant discounts on a regular basis is one practical way to give people a "hand up" during difficult times. The cost for a box of Angel Food is \$30. There is no purchase limit for boxes of Angel Food. There are no applications or qualifications necessary to purchase.

WIC – Woman, Infants, and Children / Cann Health Center 5818 Madison Road /
513-263-8777

Services are offered to pregnant woman and children birth to 5 years. You will need some proof of residence and a birth certificate for everyone participating in the program (mother and children). When they go to apply they will receive nutritional education and supplemental food like milk and cheese.

2. EMERGENCY ASSISTANCE

Cincinnati-Hamilton County Community Action Agency (CAA) (513) 569-1840

A local non-profit organization, the **CAA**, provides low and moderate income families with various services and resources that can help them pay bills and receive aid. The agency serves as a safety net, and its employees provide assistance with employment, heating and energy bills, supportive services, home energy efficiency, housing, youth programs, early childhood education, and rent help. Their main office is at 1740 Langdon Farm Road, Cincinnati, OH.

Emergency assistance and grants

Their Supportive Services program will help families and individuals in emergency situations, and they will assist people in obtaining the resources they need for aid. Some of what CAA provide includes:

- Mortgage and rental assistance programs. Find additional [Ohio mortgage assistance programs](#).
- Free prescription medications
- Bus tokens and transportation aid for individuals who come to our offices for services
- Counseling and case management services
- Free vouchers for lifeline telephone assistance
- Food vouchers and pantry
- Debt counseling
- [Water bill assistance programs](#).
- Referrals to other agencies and other social services, such as assistance with prescription eye glasses, dental exams, and more.

3. CLOTHING AND HOUSEHOLD GOODS

New 2 You Clothing Store: (513)770-0350 408 4th Ave. Mason, OH 45040 (on 42 across from St. Suzanna's school)

Monday through Friday 9:00-8:00, Saturday 9:00-7:00, and Sunday 12:00-5:00

Goodwill

9820 Montgomery Road
Cincinnati, OH 45242
(513) 791-7058

330 Loveland-Madeira Road
Loveland, Ohio 45140
(513) 683-1151

Monday, Tuesday, Wednesday, Thursday, Friday, Saturday 9:30 AM - 9:00 PM
Sunday 10:00 AM - 6:00 PM

4. HEALTH SERVICES

Hamilton County Health Department (513) 946-7800 / 250 William Howard Taft, 2nd floor Cincinnati, OH 45219

Immunizations/ Well Child (513) 946-7882

Hamilton County Public Health Immunization Clinics
2nd, 4th & 5th Mondays 12:30-3:30
184 E. McMillan Street
Cincinnati, Ohio 45219
Call ahead to see if there is a doctor there each day.

Sharonville Fire Department
11637 Chester Road
Cincinnati, Ohio 45246
1st & 3rd Wednesdays 9:00-12:00

Birth Certificates (513) 946-7800

Each birth certificate issued is a certified copy and has a raised seal. The fee is \$24 per certificate. You can also order on-line.

Oral Health and Dental Care Referral Program (513) 695-2475

This office helps to refer children and adults to dentist in the area who will work with families on a sliding scale. It is easier if the family has a medical card or some type of insurance, but call even if they do not. This office is great to try and help. They can not help in an emergency situation.

Department of Jobs and Family Services (513) 695-1420

This office is where you can get **Medical Card**. Services through this department may require citizenship.

Healthy Start/Healthy Families

Healthy start is defined as a Medicaid eligibility category for low-income pregnant women and children. It includes Medicaid coverage for low-income pregnant women throughout the pregnancy and for sixty (60) days after the birth of the baby and children from birth through the age of eighteen (18) who meet all eligibility factors including income.

A face to face interview is not required when applying for Healthy Start/Healthy Families. An application form can be obtained by calling **695-1430 or 695-1420** or at <http://www.odjifs.state.oh.us/forms/pdf07216.pdf> . Verification you need for all members of your household are: proof of income, proof of pregnancy(if applicable), alien status(if not a U.S. citizen), proof of other health insurance coverage (if applicable).

The Children's Buy In "Program

(CBI) is a public health insurance program available to certain children in Ohio. Below are the eligibility requirements.

A child might be eligible for CBI if he/she is:

- Younger than age 19
- A US citizen and a resident of Ohio
- In a family who's gross income is more than 300% of the Federal Poverty Level
- Has not had any insurance for a least 6 months
- Is not eligible for Medicaid

A child must also meet one of the following to qualify:

- Unable to obtain insurance coverage due to a preexisting condition
- Lost the only available insurance coverage because of a lifetime limitation
- Cost of the only available insurance is more than twice the state premium for CBI
- Child participates in the Ohio Department of Health's Program for Medically Handicapped Children

Premiums will range from around \$250 to \$500 a month. For additional information or to apply for CBI, visit www.ifs.ohio.gov/ohp/cbi. Families can apply online. Enrollment in CBI can be closed at any time.

5. EDUCATION

Hamilton County Developmental Disability Services 1520 Madison Road (513) 794-3300

- Help Me Grow (513) 281-GROW Provides children birth to 3 years with free early intervention services (speech, occupational and physical therapy, developmental instructors.
- Age 3 – 22 Introduction and Eligibility Department 513-559-6990

Head Start (513) 695-2215

This program is a preschool program for children ages 3 and 4. Children may attend as soon as they turn 3 years old. They do not have to be potty trained. The family must be at income poverty level. Children do not have to be citizens to enroll or attend. An application must be filled out. It can be accessed on line at www.wccsi.org under the programs and services tab. Head Start welcomes children who may be experiencing delays or disabilities.

4C for Children: 221– 0033 ext. 1351

Further information can be found at www.4C-cinci.org

6. WEBSITE RESOURCES

<http://www.madeiracityschools.org/Content2/638> - this offers a wide range of resources for Madeira Parents including contact information for the school counselors, and Community Resources listed by content area.

<http://www.needymeds.org/index.shtml> - resources for medication if families can't afford, all medications listed and references to any low or no cost program.

[http://www.goodneighborhouse.org/-low/free clinic](http://www.goodneighborhouse.org/-low/free-clinic) in Dayton that does medical, dental and eye exams. Cannot be on Medicaid and must meet income guidelines.

[Alateen, Al-Anon and AA](#) ----each meeting is held separately at 7:00PM on Sunday's as the Lord of Life Lutheran Church (6329 Tylersville Road)

7. OTHER

Spanish Interpreter through Childrens: At the Liberty Campus the interpreter is Anita Wilson (636-9657)

Walmart Vision Center on Cincinnati Dayton Road: **777-2397**

When we have a family with no insurance and have already tried to get assistance through the county with no luck, they are willing to provide a free eye exam and will work with you on the cost of the glasses so you can cover it through your social service account in your building. When you call you ask to speak to **Mary**.

Children's Diagnostic Center in Hamilton: **868-1562**

This is an excellent resource for families who need a full assessment for their child, and are on Medicaid. They can do a full psychological assessment. They have been good to work with.

Ten Beliefs About Early Childhood Education

1. Children grow and develop at different rates and each child's rate is separate and distinct from that of any other child. The rate of development is often unrelated to chronological age.
2. Children are naturally curious and eager to learn, and they learn best when they are able to follow many of their own interests and desires to learn.
3. Learning is something a child does rather than something that is done to him or her.
4. Play is a child's way of working and learning.
5. Children learn from each other. They learn to experience a sense of responsibility and achievement, to respect themselves and others, and to learn how to learn
6. A rich learning environment, one deliberately designed with much to explore and to discover is essential in helping young children to learn basic skills. Concrete and sensory materials are a vital part of this environment as they are basic learning devices for the young child.
7. Basic skill development is considered essential in an open education learning environment. However, a variety of creative approaches to teaching and learning, including an integrated day are suggested.
8. The development of initiative and self-reliance is encouraged in an atmosphere of trust and structured freedom.
9. Each child is a unique individual and must be appreciated and valued for his or her individuality in all areas.
10. The most important variable in the Early Childhood Education setting is the educator.

Preschool Policy and Administrative Guidelines

(See Preschool Policy and Guidelines link on the preschool web page.)

The following Policy and Administrative Guidelines have been adopted by the Board of Education and the Madeira Superintendent relative to the operation of the Madeira Preschool Program and in accordance with the sections of the Ohio Revised Code and Administrative Code. Policies provide general information and Administrative Guidelines provide more detailed information.

[**Policy 2280.00 – Preschool Program**](#)

[**Administrative Guideline 2280.00 – Preschool Staff**](#)

[**Administrative Guideline 2280.02 – Preschool Program**](#)

[**Administrative Guideline 2280.03 – Preschool Health and Safety**](#)

[**Administrative Guideline 2280.04 – Preschool Admission and Attendance**](#)

[**Administrative Guideline 2280.05 – Preschool Behavior Management/Discipline**](#)

[**Administrative Guideline 2280.06 – Preschool Facility**](#)

[**Administrative Guideline 2280.07 - Preschool Food Services**](#)

[**Administrative Guideline 2280.08 – Preschool Equipment and Supplies**](#)



PRESCHOOL PARENT HANDBOOK AFFIDAVIT

Parents:

Please read the Madeira Elementary School handbook and the Madeira Preschool Parent Handbook. Return this page to your child's teacher.

____ Yes, I have reviewed the MES Student/Parent Handbook and the Madeira Preschool Handbook.

Printed Name _____ Date _____

Signature _____