



Lynchburg-Clay Local School District

Preschool Parent Handbook

2024-2025

A Five-Star Rated Preschool



Lynchburg-Clay Elementary

6760 S.R. 134

Lynchburg, Ohio 45142

Phone 937-364-9119

Fax 937-364-8119

STAFF

Principal	Renee Achtermann
District Supervisor	Heather Carraher
Secretary	Meghan Dehart
Teacher/Intervention Specialist	Stacy Pennington
Teacher Assistant	Jennifer Perkins
School Nurse	Shawndra Slack

Table of Contents

Program Information

About our Preschool	pages 4-6
Philosophy and Goals	page 6
Progress Reporting and Parent Conferences	page 6
Family Engagement Model and Communication	pages 7-8
Written Curriculum, Developmental Materials and Equipment	pages 8-9

Written Policies and Procedures

Admission and Withdrawal Policies	pages 9-10
Services to Children with Disabilities-IEP and Related Services	page 10
Health and Developmental Screenings	page 11
Health, Wellness, and Safety Policies	pages 11-16
Transportation Policies	pages 16-17
Unlimited Parent Access	page 17
Behavior Management and Discipline Policies	page 18
Transition Policy for Parents	page 19
Healthchek Services	page 20
Weather Emergency Closings	page 21
Responsibility for Reporting Suspected Child Abuse or Neglect	page 21
Complaint Policy	page 21-22
Handbook Review- Sign and Return	page 23

MESSAGE TO OUR FAMILIES

We would like to welcome you to our preschool program! This program is designed around a range of intentionally facilitated experiences designed to meet the individual needs of ALL children that are in our care. Beginning with building trusting, supportive relationships, the children learn that they are safe and loved at school, just like at home, and with our guidance they begin to explore and play, practice social skills and.....LEARN!

Our classroom is licensed for up to eight (8) children who have special needs and will have no more than sixteen (16) total students. We also have children that are typically developing. Our program provides developmentally appropriate practices, cultural sensitivity and mutual respect between children and staff. The classroom has a lead teacher, a teacher assistant as well as an attendant for individual students. All preschool staff have current BCI background checks on file with the school district.

ABOUT OUR PRESCHOOL

Our preschool program operates under the auspices of the Lynchburg-Clay Local Schools and The Lynchburg-Clay Local School Board. The overall management of our program is the responsibility of the Elementary Principal and the Director of Special Education, who report to the Superintendent. Day-to-day management of the program is by the Director and/or the building principal, with support from the staff. The complete list of Rules for Preschool Programs is available in the office.

The Ohio Department of Education designates Lynchburg-Clay as an integrated preschool classroom for preschool children ages 3-5 that may be typically developing or have identified disabilities. We are also rated as a 5-star program through the state quality rating system (Step up to Quality) to provide quality care and education for children and families. As we are rated with 5 stars, it means that we have gone the extra mile to ensure the children in our care are receiving enhanced learning and care experiences that form a solid educational foundation.

Our program is offered to typically developing children who are 4 years of age on or before August 1st. Program hours are Monday -Thursday from 8:45 a.m. to 3:30 p.m. Students attend a 2 day per week schedule (Monday/Wednesday or Tuesday/Thursday). The children may arrive between 8:45 a.m. to 9:00 a.m. to begin the school day. A yearly calendar will be provided for each child and their families.

STUDENT FEES

A \$20.00 enrollment fee is charged with the application. The cost is \$15.00 per day, payable monthly. You will not be charged for any days that school is not in session but will be charged when absent. If we should move to a virtual model, you will not be charged tuition for those days.

STUDENT BREAKFAST

Your child may choose to eat breakfast at school each morning that they attend. This meal will be eaten in the classroom with classmates. The cost of breakfast is \$.80 per day.

STUDENT LUNCHES

Warm lunches are provided daily at \$2.75 for all preschool students. A small afternoon snack is provided at no additional cost. Free and reduced lunch forms will be provided to all students who wish to apply.

DAILY CLASSROOM SCHEDULE

The daily schedule in our preschool classroom is based on consistency and routine, however, it also allows for flexibility to meet individual student needs. This is a rough idea of the daily schedule that your child will have.

Time	Activity
8:45am	Arrival and Breakfast
9:15am	Motor Lab
9:30am	Morning Meeting
10:00am	Circle Time
10:30am	Music/Movement
11:00am	Lunch
11:30am	Recess or Free Choice Centers
12:00pm	Whole Group Carpet
12:15pm	Centers / Small Group
12:45pm	Nap
2:00pm	Snack
2:20pm	Centers / Small Group
3:00pm	Motor Movement
3:15pm	Prepare for Dismissal

PARENT/TEACHER COMMUNICATION

The teacher and staff in the classroom will maintain on-going communication with parents/caregivers. Your child will be given a school-home folder to bring to school each day and back home each afternoon. This will be one way that we will communicate with you. You can check the folder for upcoming events, what we are learning, permission slips and your child's work! The teacher will also send home an individualized daily report each day with each child so that you can see specifically which centers your child enjoyed that day as well as any notes or announcements

from the office for the day. Additionally, the teacher and staff will communicate via email or phone call.

PHILOSOPHY AND GOALS

Positive, supportive relationships, important during the earliest years of life, appear essential not only for cognitive development but also for healthy emotional development and social attachment (Bowlby 1969; Stern 1985). The preschool years are an optimum time for the development of fundamental motor skills (Gallahue 1993), language development (Dyson and Genishi 1993) and other key foundational aspects of development that have lifelong implications. Several decades of research clearly demonstrate that high-quality, developmentally appropriate early childhood programs produce short- and long-term positive effects on children's cognitive and social development (Barnett 1995).

Given the validity of the research, Lynchburg-Clay is committed to offering a high quality preschool educational program based on meeting the developmental needs of children. This developmental program is based on the belief that growth is a sequential and orderly process and that children pass through stages of development, which occur in a predictable sequence in their physical, emotional/social, and cognitive growth. Children learn from hands-on, concrete experiences within their environment. It is the responsibility of the program to assist the child in growing to his/her fullest potential by recognizing each stage of development and creating a curriculum and individual plan of instruction that will facilitate growth.

The goals of the Lynchburg-Clay preschool program are:

1. To identify and meet the needs of the whole child which include each child's physical, social, emotional, cognitive, and literacy development.
2. With developmentally appropriate practices, help students gain Social and Interpersonal Skills to get along with other children and adults and develop good relationships with teachers and peers; gain Self-Help and Intrapersonal Skills to learn how to manage their behavior and their take care of personal needs; maintain positive attitudes towards learning self-motivation for learning, listening skills, and understanding, accepting, and following rules and routines.

PROGRESS REPORTING AND CONFERENCES

The teacher and staff in the classroom will maintain on-going communication with parents/caregivers. Your child will be given a school-home folder to bring to school each day and back home each afternoon. This will be one way that we will communicate with you. You can check the folder for upcoming events, what we are learning, permission slips and your child's work! The teacher will also send home an individualized daily report each day with each child so that you can see specifically which centers your child enjoyed that day as well as any notes or announcements from the office for the day. Additionally, the teacher and staff will communicate via email or phone call.

District parent-teacher conferences are scheduled twice a year. Please see the district calendar for the dates and times.

FAMILY ENGAGEMENT MODEL AND COMMUNICATION

At Lynchburg-Clay Preschool, we believe that parents should play an integral part in the preschool child's educational experiences. Parents have the right and the responsibility to be involved in their child's care and education.

Parents are always welcome to come in and observe our program. Parent assistance is encouraged and especially needed for community-based instruction (field trips) walks and parties. If you have a special talent or interest and would like to share it with our program, please let the teacher know. Volunteers are welcome at our preschool.

If you would like to share a skill or talent or a short book with the class, please feel free to contact the teacher a week ahead of time so that your presentation can be added to the daily lesson plan. Your child's teacher will also inform you of upcoming events related to the curriculum for volunteer opportunities to encourage family involvement.

We want parents to know, to understand and to discuss goals with us. Each spring we send a parent survey home that allows you to rate our preschool program in areas we are doing well in, as well as areas we can improve upon. We also want you to look often into our busy, happy, noisy, creative program and see what your child experiences. We want you to realize the validity of those experiences, and the importance of the enrichment, literacy, and socialization they provide.

There is a framework developed by Joyce Epstein from John Hopkins University that defines six different types of parent involvement. This framework assists our preschool in developing school and family partnerships, which are essential in helping all students succeed in school as well as in life. Lynchburg-Clay Preschool supports this model of parent engagement and believes that together, we can foster a love for learning in all students.

Teachers are available to meet with parents before or after school and on some Fridays. A minimum of two (2) parent teacher conferences will be scheduled throughout the school year, and you may also request additional meetings any time that you feel the need, or as questions or concerns arise. Your child's developmental progress will be reviewed along with individual goals established with your input. Annual IEP (Individualized Education Program) meetings for children with special needs will occur at least annually to update goals and objectives and/or begin the transition process to kindergarten.

A communication folder/notebook will be sent home daily that includes information about weekly activities. The teacher and related service providers will also include information about your child's individual progress as often as possible. Space will be provided for you to communicate back with us about things that may be happening with your child outside of school, including changes at home that could affect your child's day at school.

Parents will be given the opportunity to participate in training that will educate and inform them of activities and practices that can help improve child development in the home. Parents are encouraged to participate in these and other training opportunities across the region.

A school survey will be sent home with each child annually to allow us to continuously improve our program and practices based on survey submissions. Information provided from family members and stakeholders will guide program goals for implementing a Continuous Improvement Plan.

We also offer a variety of resources on our school website to provide links for families to access resources. The website can be accessed by visiting the Lynchburg-Clay School District website at <https://www.lclsd.org>. We encourage you to participate in these activities and to communicate training needs and/or resource needs to your child's teacher. We will work to accommodate your needs and concerns, so that your child can continue to grow and become ready for Kindergarten.

PARENT INVOLVEMENT

We want you to know, to understand, and to discuss your goals with us. We want you to look often into our busy, happy, noisy, creative program and see what your child experiences. We want you to realize the validity of those experiences, and the importance of the enrichment and socialization that they provide. Prospective families will get a packet, which includes several forms including but not limited to: an enrollment form, a parent handbook, and an activity schedule. The prospective family should contact the teacher to schedule an orientation. Parents are always welcome to come in and observe our program. Volunteers are welcome at our preschools. If you are interested in volunteering, please contact the teacher and principal about scheduling a time to come in. Please realize that visitors and volunteers must have a background check on file in our school office. Please contact the teacher and/or office for how to obtain a background check. Staff is available for individual conferences; however, since interacting and supervising your children is our primary concern, we ask that you schedule conferences with the teacher ahead of time. The teacher is available before or after school and on some Fridays. However, we do encourage more frequent interactions between parent and teacher. We, at The Lynchburg-Clay Local School District, want to share with you any information concerning your child or the program that may affect your child. If you notice anything that concerns you or your child, please feel free to talk to the Director or any staff member.

CURRICULUM, DEVELOPMENTAL MATERIALS AND EQUIPMENT

The curriculum and design of the classroom is based on developmental theory. Within the daily schedule, each child has opportunities to create, to explore the environment, to learn problem solving, and personal interaction skills, make decisions, and to grasp concepts through supervised play and activities both structured and unstructured. Developmental materials and equipment are chosen to address the intellectual, physical, social, and emotional needs of the preschool child.

Lynchburg-Clay Preschool utilizes the DIG Pre-K curriculum. DIG is a core Pre-K program that develops the whole child, inspires big learning across all domains, and grows early learners into confident kindergarten-ready students. DIG's balance of developmentally appropriate instruction and purposeful play supports children on their path to kindergarten readiness in six critical areas: Social-Emotional, Oral Language, Math, Literacy, Progress Monitoring, and Teacher Support. Pre-K learners need social-emotional connections every day because they help children relate to one another and the world they live in. Pre-K children need intentional oral language development because it's language that leads to early communication and critical-thinking skills. Pre-K children need early math experiences because math provides authentic ways to foster curiosity and practice problem solving skills. Pre-K children need regular exposure to literacy rich environments because it's daily reading experiences that build strong reading identities. Pre-K children benefit from regular progress monitoring because real-time assessment data is critical in guiding children toward Grade K. Pre-K children aren't the only ones that need learning opportunities. Teachers need daily doses of professional development, too! The DIG curriculum is aligned to the early learning content standards.

ADMISSION AND WITHDRAWAL

The following forms must be on file before your child can attend the program. The forms will remain in your child's permanent file.

Enrollment form	
Birth Certificate	
Medical Report	Provides staff with information regarding medical conditions, needs, and overall health of the child.
Emergency Medical Form**	Provides staff with information of whom to contact in the event of an emergency.
Physician's Request Form	Only needed if your child takes medication during the school day.
Class Roster Permission Form	Provides information for the class roster, including child's name, parent/guardian name, phone number and address. Or, opt to not be on the class roster.
Individuals Permitted to Pick Up Child	Provide a list of individuals who are permitted to pick up your child from school.
Free/Reduced Form	Provides free or reduced breakfast and lunch for those eligible.

**If a parent/guardian does not have or does not provide the names and addresses of a physician and dentist on the Emergency Medical Authorization Form, the child will be taken to the nearest hospital emergency room if/when emergency medical attention is needed.

DISCHARGE POLICY

In the event your child would transfer from our program, we ask you to complete the Discharge Summary Form available at the office. This will provide information necessary to help your child in their future educational setting.

RECORD TRANSFER POLICY AND WITHDRAWAL FROM PROGRAM

To withdraw your child from the program, please notify the principal or preschool director in writing 30 days in advance, if possible, and complete the withdrawal and records transfer form. You may also contact the school office for more information or to receive a copy of the withdrawal form.

RELEASE OF CHILD FROM SCHOOL

A parent or guardian who brings their child to school after 9:00 a.m. must sign them in at the office. We then have a record of how many children should be in the building.

A child will not be released to anyone other than the parent or guardian unless the school is notified. Each year a form is to be completed to list potential persons the parent or guardian may have pick up their child. This form is called an Individuals Permitted to Pick Up Child form.

In the event a child gets sick at school the parent/guardian will be notified and if they can not be reached, the back up phone number on the Emergency Medical Form will be used.

SERVICES TO CHILDREN WITH DISABILITIES: IEP and RELATED SERVICES

Students identified with a disability are provided services through an Individualized Education Program (IEP). Direct instruction is the Individual Educational Plan (IEP). A team of individuals who know the child, including the parents, the teachers and school district representative develops this document. At the initial placement meeting, the testing results, which resulted in the child's eligibility for preschool services, will be shared. Areas of need will be identified and then, goals and objectives will be developed to address these areas during the next year.

The IEP must be reviewed at least annually but the parent or any member of the team may call for a review of the IEP at any time. The IEP will include any related services needed and any other pertinent information, which would assist the school personnel in providing the best possible experience.

Related services are those services, which allow a child to benefit from his/her preschool education program. Through the evaluation and IEP process, it is determined what related services the child will need.

Typically, our related services and therapies are integrated. Our speech therapist, occupational therapist, physical therapist, and adapted physical education specialist will work cooperatively in conjunction with the preschool teacher to develop a plan of treatment/instruction. Many times, services are delivered in the classroom or other natural environments. However, traditional 1 to 1 or small group therapy may be provided depending on the needs of the child.

HEALTH AND DEVELOPMENTAL SCREENINGS

At Lynchburg-Clay Preschool, every child will be administered a comprehensive health screening upon admittance to the program. The Child Enrollee Medical Report needs to be completed and submitted within 60 days of enrollment and will be provided to parents in our enrollment packet. Our staff will also complete developmental screenings with your child using the DIAL-4. The DIAL-4 (Developmental Indicators for the Assessment of Learning™ Fourth Edition) is a global screener for assessing large groups of children quickly and efficiently and it is administered within 60 days of program entrance.

If your child has not received their medical and dental examination, we will give your family information about why health screenings are important. We will also notify you every 30 days regarding the documents still needed for your child's file. Please let our school nurse, Lindsay Bennett, know if we can help you in any way, as we are here to help our students and families with nutrition and wellness.

Vision and Hearing Assessments are also administered within 60 days of enrollment. You will receive a written notice if your child does not pass the hearing and/or vision screening. We ask that you follow up with your family physician, so that your child can receive the appropriate medical treatment. Both hearing and vision are crucial in allowing your child to access the preschool environment and instructional activities each day. Poor hearing and vision can affect your child's performance and development in all pre-academic areas and are necessary to fully implement preschool transition to Kindergarten.

HEALTH, WELLNESS, and SAFETY POLICIES

FIRST AID FACILITIES AND MATERIALS

The District's Nurse and health aide are housed in the Lynchburg-Clay Elementary School and are available during the hours school is in session. If not in the building, a school nurse is available within the school district at all times. First aid supplies are available in the preschool classroom and at least one preschool staff member has first aid certification. First aid supplies are also available in the nurse's office at the elementary school. There is a trained First Aid team on site at the Elementary building at all times.

HANDWASHING POLICY

Diapering and Toilet Training

During diapering and toilet training, we adhere to State licensing and Federal policies and procedures in maintaining good health and safety practices. This includes all handwashing procedures using running water and soap. Hand sanitizer is readily available for all staff and students in the classroom as well.

Nutrition

Preschool program staff is responsible to ensure food safety and sanitation as it pertains to serving and storage of all foods and snacks. This includes proper handwashing procedures using running water and soap. Hand sanitizer is readily available for all staff and students in the classroom/cafeteria as well.

Health

Preschool program staff is responsible to ensure the health and safety of all students participating in the preschool program. Upon contact with any nasal or mucous secretions; blood or bodily fluids, staff have been trained in proper procedures for handwashing and sanitation. This includes proper handwashing procedures using running water and soap. Hand sanitizer is readily available for all staff and students in the classroom as well.

ILLNESS AND COMMUNICABLE DISEASE POLICY

Staff members are trained to recognize the common signs of communicable disease or other illness. The staff members' training includes prevention, recognition, and management of communicable disease as required by Rule 5101 of the Ohio Revised Code. Health and wellness guidelines include:

- A. Parents should keep children home if they have any of the following symptoms:
 - Fever – temperature of over 100 degrees F taken underarm
 - Undiagnosed skin rash
 - Earache, sore throat, frequent cough, red/watery eyes, excessive nasal discharge, yellowish skin, or evidence of lice
 - Diarrhea or vomiting
- B. Each child will be greeted upon arrival at school. If a staff member observes symptoms of illness, **the child may be sent home with the parent.**
- C. The staff will immediately notify the parent/guardian of the child's condition when a child has been observed with signs of symptoms of illness. A child with any of the following symptoms of illness will be immediately isolated and discharged to his/her parent or guardian:
 - diarrhea (more than one abnormally loose stool within a twenty-four hour period)
 - vomiting (within 24 hours or while at school)

- severe coughing
- difficult or rapid breathing
- yellowish skin or eyes; and Conjunctivitis (Pink Eye); may return with doctor's note verifying treatment
- elevated temperature (100 degrees Fahrenheit – taken by Axillary (underarm) method; a child who has had a fever must be fever free for 24 hours before returning to school)
- untreated infected skin patches and unusual rashes or cold sores/fever blisters
- stiff neck
- infected or draining ears, earache
- green, thick mucus or other drainage from the nose, ears, or throat
- evidence of lice, scabies, or other parasitic infestation

D. A *General Exclusion Notice* will be sent to parents if the staff determines that a child should be seen by a physician. A *Health Alert Notice* will be sent to all parents if it is suspected that the classroom has been exposed to a communicable disease.

E. If your child is diagnosed with the following:

Strep throat – Individuals must have 24 hours of antibiotics and be fever-free before returning.

Pink eye (conjunctivitis) – Individuals must have 24 hours of antibiotic eye drops and be without symptoms before returning.

Head lice – The pre-kindergarten program has a no-nit policy. This simply means that your child cannot return to school until there are no visible nits in their hair. Each child who has had a diagnosed case of lice must be checked by the school nurse or classroom teacher before returning to their classroom.

Bed bugs – Due to the nature of bed bug infestations that can occur in households, there exists the possibility that they can be carried to school by way of backpacks, books, coats, and clothing. Any student that has been positively identified as a host for bed bugs will be sent home and given an excused absence for the day. It is the parents' responsibility to transport the child home promptly when notified. Most districts have created a checklist of inspection and prevention details that must be read and signed by the parent when the student returns to school the next day. Any classroom with an identified sighting can have those students' belongings sent home in a plastic

bag with a letter of explanation so the parents can take the appropriate actions to prevent the travel of bugs into their homes. Teachers may have students store their personal belongings in plastic bags during the school day for a period of time.

- F. The program ensures that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children. Services may include, but are not limited to, health inspections of children, parent contacts, and dental/vision/hearing screenings.
- G. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the classroom teacher and/or school nurse. If a parent is called, **the child is to be picked up from school within the hour.**
- H. A sick child will be cared for in a room or portion of a room not being used by other children until a parent, guardian, or person designated by the parent/guardian arrives. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. A child should not be asked if he/she wants to stay or go home.
- I. A child isolated due to suspected communicable disease shall be made comfortable and provided with a mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mat shall be disinfected with an appropriate germicidal agent
- J. Staff will follow the Ohio Department of Health “Communicable Disease Chart” for appropriate management of suspected illnesses. This chart is posted in the classroom.

MEDICATION ADMINISTRATION

- K. No prescription medications will be given without authorization. In the event that your child needs to take prescription medication during school hours, the following guidelines must be met:

Contact the school nurse for appropriate forms required by the district.

The medication must be in its original container and the label must include the child’s name, dosage, physician’s name, pharmacy order system, and telephone number.

Your child needs to have already taken at least one dose of this medication at home or at the doctor’s office.

Over-the-counter medications will not be administered during school hours unless they are included with prescription medication as part of a physician's treatment plan.

NOTE TO PARENTS: If your child is ill or not feeling well, please keep him/her at home. Other parents will appreciate your thoughtfulness.

IMMUNIZATION AND MEDICAL STATEMENT POLICY:

State Law (ORC 3701.13, 3313.67 and 5104.011) requires preschool students to be immunized as follows:

- 4 doses DPT vaccine (5 doses if 4th dose is given prior to 4th birthday)
- 3 doses of Polio vaccine (4 doses if 3rd dose is given prior to 4th birthday)
- 1 MMR vaccine (2 doses by 5th birthday)
- 3 doses of Hepatitis B vaccine
- 1 dose Varicella vaccine (2 doses by 5th birthday)
- 4 doses Hib vaccine (prior to age 5 only)

Any exemption to these immunizations requires a written statement from the physician, or parents may acknowledge a religious exemption in writing. Documentation of these immunizations must be included in each student's classroom file.

The required physical examination is to be completed within 30 days of enrollment. **A child cannot attend school if the emergency medical form and application/birth certificate are missing.**

Student medical and immunizations records are kept confidential to protect student privacy as required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. As a result of HIPAA, a classroom teacher cannot contact physicians to request immunization records or a completed medical form. Parents/guardians are solely responsible for providing health information.

ILLNESS AT SCHOOL

It is important to maintain a healthy school environment. The school shall notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes

- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, bedbugs, or other parasitic infestation
- 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 teacher, school nurse, and parent or guardian. The child, while isolated at Preschool, shall be carefully watched for symptoms listed in the above paragraph of this rule as well as the following:
 - Unusual spots or rashes
 - Sore Throat or difficulty in swallowing
 - Elevated Temperature
 - Vomiting

Children who have any communicable disease/nuisance condition as recommended by the Ohio Department of Health, must be kept at home. Please notify the school of the illness of your child, especially when your child has a contagious condition so those parents of children who may have been exposed to the condition can be notified. Children who have been hospitalized must submit a doctor's release when returning to school.

Students do have regular restroom and hand washing times throughout their school day.

TRANSPORTATION POLICY

Transportation will be provided for all preschool students, both to and from school. Whether a student requires special transportation should be determined on an individual basis by the student's IEP committee. The IEP should document a student's need for special transportation as a related service, identifying basic transportation requirements.

The parents or another responsible adult are required to escort the child to and from the bus. The bus operates on a time schedule so please have your child ready at the appropriate time. All parents are expected to make arrangements, so their child is met at the end of the day for the assurance and safety of the child.

Seating arrangements would be made for students with different handicaps depending on severity of the condition and age. There is a seating chart on the school bus for substitute personnel as well as for emergency situations. All school rules will be obeyed on the bus, and the bus driver has complete authority while the children are in his/her care.

WHEELCHAIRS/ASSISTIVE DEVICES

Buses used to transport handicapped students will be equipped with special devices used for handling wheelchairs. These devices are to be operated by the bus driver or the bus attendant. Students should not be transported in chairs that are broken or that have not been designed to be secured on the bus. Certain mobile seating devices are considered unsafe to occupy during transport. If the device is determined unsafe by the transportation supervisor, the student will be removed from the device and secured in a regular bus seat for the ride to and from school or home.

HOW YOU CAN HELP

Please help us provide safe, comfortable and efficient transportation for your child. Following are a number of things you can do.

1. For all students that ride the school bus, please have your child ready to Board the bus 5-15 minutes before pick-up time. The driver is not required to wait.
2. Please notify our office at 364-9119 if your child will not be in school.
3. Encourage your child to practice proper bus behavior.
4. Due to the danger of choking while en-route to or from school, students are not permitted to eat or drink on the bus.
5. To assist in controlling bacterial diseases or viral infections, you are requested to wash wheelchairs on a regular basis, keeping them clean of spilled foods, body fluids, and other bacteria-promoting substances.

UNLIMITED PARENT ACCESS

We encourage people to visit our class. If parents wish to volunteer in the preschool classroom, they must have a BCI (Bureau of Criminal Investigations) check completed first. The board of education will cover the cost of the parent's first BCI check. All visitors must check in at the office. It is best to schedule your visits with the teacher due to community outings.

Any parent of a child enrolled in the program has unlimited access to the school during hours of operation to contact his/her child, evaluate the care, the premises, or other purposes approved by the Principal. Please note that these policies may change at the discretion of administration.

BEHAVIOR MANAGEMENT/DISCIPLINE POLICIES

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The preschool program shall have a written policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center 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.

(C) The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

Behavior Management: Our goal is to create a positive, nurturing environment for our classroom community. By setting clear and consistent expectations, we try to be proactive in behavior management. If challenging behaviors occur, you may see any of the following being implemented, depending on the specific needs of the child.

- An adult sitting down with a child, practicing deep breathing techniques to help the child regain control of him/herself.
- A child working a special job, such as carrying a heavy load of books in a backpack while talking with the teacher in the hallway
- A small group of children working with the teacher discussing vocabulary for the way they feel when they get upset.
- Children will always be encouraged to communicate their feelings and then will be assisted in dealing with those feelings
- A child may take a moment in the quiet space in the classroom

THESE METHODS ARE RESTRICTED IN ACCORDANCE WITH THE BEHAVIOR MANAGEMENT PLAN AND HUMAN RIGHTS POLICY:

No cruel, harsh, physical, or unusual punishments shall be permitted.

No child shall be delegated or permitted to discipline another child.

No physical restraints shall be used to confine a child.

No child shall be confined in an enclosed area, such as a closet, locked room, box, or similar cubicle.

No child shall be subjected to profane language, threats, and/or derogatory remarks about himself or his family, or other verbal abuse.

No children shall be punished for failure to eat, failure to sleep, or for toileting accidents.

Withholding food, rest, or toilet use shall punish no child.

No punishment shall humiliate, shame, or frighten a child.

TRANSITION POLICY FOR PARENTS

The Lynchburg- Clay Preschool Program understands the importance of transitioning students into new environments, including classrooms and other settings. We provide a variety of activities to transition students into our program by scheduling home visits, parent training, observations, communication and numerous other opportunities.

We at Lynchburg Clay Preschool also place focus on preparing students for their transition to Kindergarten. Your child's teacher will discuss the different activities that will be completed throughout the school year and develop a plan with you for your child's transition.

Transition Activities to Preschool

- Help Me Grow/ Early Intervention Transition Planning Conference: Agencies collaborate to plan appropriate assessment and transition to preschool (if applicable)
- Interview with parents regarding students present level of functioning (Get to Know Me Survey)
- Back to School Night and Orientation
- Newsletter / Flyers to Assist Parent with Preschool Activities and Curriculum
- Preschool Packet and School forms
- Discussion and Planning Regarding transportation (if applicable)
- Letter to Parents Regarding students school supplies
- Observation and Assessment
- Home observations for those new to the program (if applicable)
- Preschool Screening/ Preschool Clinic

Transition Activities to Kindergarten

- Visits to Kindergarten classrooms (Tours and meeting teachers)
- Parent Teacher Conferences (Fall and Spring, and also as requested by parents)
- Transition Evaluation Team Report (ETR) or Review of Individualized Education Program (IEP) (if applicable)
- Kindergarten Readiness Packet
- Parent Trainings (Flyers, newsletters, and pamphlets of training opportunities)
- Special School Events to become part of the school community
- Notification of Kindergarten Screening dates and times

Child's teacher has a transition form that will be discussed and developed with parents at least twice per year, unless the parent requests additional meetings to address transition activities

HEALTHCHECK INFORMATION

Ohio Department of Medicaid

HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET

HEALTHCHEK- CHECK IT OUT!

Did you know Ohio's Medicaid program includes Healthchek services for children up to 21 years of age? (These services are also called EPSDT sometimes.) Healthchek services help children stay healthy and reduce the chances of sickness by treating health problems early. All Healthchek services are free. You can get help and information by contacting your county Healthchek Coordinator, or your managed care plan, and by going to:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Screening Services

Doctors want children to have well-child check-ups (exams or screenings) while they are growing up so that health problems can be found early. Check-ups covered by Healthchek include:

- | | | |
|---|---|---|
| <input type="checkbox"/> Dental exams | <input type="checkbox"/> Developmental screenings | <input type="checkbox"/> Hearing exams |
| <input type="checkbox"/> Immunizations, if needed | <input type="checkbox"/> Mental health screenings | <input type="checkbox"/> Physical exams |
| <input type="checkbox"/> Vision exams | <input type="checkbox"/> Nutrition screenings | <input type="checkbox"/> |

Mothers should have prenatal exams and children should have exams at: birth, 3 to 5 days of age, and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

Treatment Services

If the doctor finds a problem during a check-up, the doctor may provide the treatment, or may refer you to another doctor. Healthchek covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchek Coordinator for more information.

Support Services

The names, addresses and phone numbers of Healthchek Coordinators for all counties can be found at <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchek Coordinator can give you a list. Your Healthchek Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchek Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchek Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <https://www.odjfs.state.oh.us/healthchek/index.asp>.

WEATHER EMERGENCY CLOSING

In the event of severe weather, situations may require school delays or closings. Our district has implemented the “School Messenger” system. Whenever there is a delay or closing parents are automatically called by this system. For this reason, it is always important to have current phone numbers in our school office.

*Please refrain from calling the school during these times as our lines are busier than usual trying to answer important incoming calls and for other communication purposes.

This information will also be broadcast over the TV stations listed below.

TV ABC, NBC, and CBS

RESPONSIBILITY FOR REPORTING SUSPECTED CHILD ABUSE OR NEGLECT

All staff is required by state law to report any incident of child abuse to the proper authorities as outlined in the Ohio Revised Code. Section 2151.42.1 of the O.R.C. states that any school teacher or school authority, acting in his official or professional capacity, having reason to believe that a child less than eighteen years of age or any physically or mentally handicapped child under twenty-one years of age has suffered any wound, injury, disability, or condition of such nature as to reasonably indicate abuse or neglect, shall immediately report or cause reports (concerning child abuse) to be made of such information to the local children services board.

COMPLAINT POLICY:

We, at the Lynchburg-Clay Local School District, feel your concerns about your child, and their education are important. Any complaint or concern you may have about our preschool program can be directed to:

Heather Carraher

Director of Special Education Services

937-364-9119

Complaint forms are available at each building. If you have any questions regarding this program, please contact: Heather Carraher, Director or Angela Godby, Principal (937) 364-9119.

Parents can obtain licensing reports and file complaints with the Ohio Department of Education. The Ohio Department of Education can be contacted at 25 South Front Street, 2nd Floor Columbus, Ohio 43215-4183, (877) 644-6338.

The Lynchburg Clay Integrated Preschool staff review this handbook at the beginning of each school year, and we ask that you review this handbook as well.

Please remember:

Parents are required to inform the school of any changes of residency, custody, home/work phone numbers and emergency information.

Lynchburg Clay Local Schools website is available for additional information and policies:

<https://www.lynchclay.k12.oh.us/>

Please return the bottom portion:

_____ I have received and reviewed a copy of the Lynchburg-Clay Preschool Parent handbook.

_____ I understand that I am responsible for reading and following the contents of this Parent handbook.

_____ I understand that policies may change throughout the 2024-2025 school year and that these changes will always be communicated to me.

Childs name _____

Parent signature _____

Date _____

**Please return this signed form to your child's teacher the first week of school.
Thank you!**