Preschool Guidebook 2014-2015

Sherman Micsak, Superintendent
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Glendale Primary School
400 West Glendale Avenue
Bedford, OH  44146
The Bright Beginnings Preschool Program is a part of the Bedford City School District.

Our Mission:

It is the mission of the Bedford City School District – an innovative system which is rich in educational tradition, offering an excellent broad-based program serving the diverse needs of our 4 communities – to prepare students to be resourceful, responsible citizens by providing a quality education in a disciplined, positive environment delivered by a dedicated staff, supported by its community, and enhancing life-long learning.

Bedford City Schools Preschool Staff Members

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All staff members can be reached at 440-439-4227 (see extensions) or at the email listed above
Dear Preschool Parents,

Welcome to Glendale Primary School! We are looking forward to that first day of school when we will have the opportunity to really get to know and spend time with your child! It is an exciting day, and the “newness” of everything can sometimes be overwhelming for a child (and his or her parents). We are here to nurture, love, and gently but consistently encourage your child as he or she grows. We look forward to our year-long partnership with you in this endeavor.

Plan to get to know your child’s teacher, the classroom, and your child’s peers by visiting or volunteering during special events. In preschool, the teachers often touch base with parents through emails, phone calls, or notebook communication. The teachers will also send monthly newsletters to keep you informed of activities and events in the classroom. *It is important that you check your child’s bookbag on a daily basis.* Please let the teachers know about issues that may affect your child at school. We will also document any concerns that we are observing at school with you.

This guidebook is designed to give you information about our educational philosophy and our daily operations and policies. It is important that you read the handbook so that we have shared expectations. We will ask that you sign off on the signature sheet that you have read and understand these policies. Each of us being familiar with and abiding by these policies benefits the children.

We look forward to an exciting school year! The life of a young child is a time of wonder, curiosity, and adventure in which we all share. It is our privilege to work with your child each day!

Sincerely,

The Bedford City Schools Preschool Team
We believe learning is a life-long process and that early childhood education forms the foundation of later learning by meeting the developmental needs of young children.

We believe that child-centered and content-centered approaches to learning provide children with the opportunity to explore their environments, enhance their exposure to various activities, develop individual expressions, build self-esteem, and appreciate the diversity among others.

We believe partnerships between parents and teacher are an integral component necessary for the success of any program.

We believe that parents are the first teachers of their children and that their input, expertise, and encouragement are crucial to our program.

Our curriculum (the Assessment, Evaluation, and Programming System-AEPS) identifies goals in six areas of development.

- **Fine Motor**: specific arm and hand movements in activities such as manipulating objects with two hands, scissors skills, and writing
- **Gross Motor**: ability to use gross motor skills for mobility in play activities
- **Adaptive**: mealtime skills such as drinking from a cup and eating with a fork and spoon. This area also measures skills used to maintain personal hygiene and dressing
- **Cognitive**: use of various concepts, problem-solving skills, recall, grouping and sequencing objects and events, pre-math, early literacy skills, and play skills
- **Social-Communication**: receptive, expressive, and social skills of communication
- **Social**: interactions with peers, responses to the environment, knowledge of self and others, and group participation skills

We seek to accomplish the goals of our curriculum and our philosophy through the use of planned activities, classroom organization, toys and materials, and our daily communication with the children.

*Taken from the AEPS manual (Assessment, Evaluation, and Programming System for Infants and Children), the curriculum our program uses.

Please note that our curriculum is aligned to the Ohio Department of Education's early childhood learning standards.
PROGRAM DESCRIPTION

The Bedford City Schools Preschool Program serves children aged three to five who demonstrate developmental delays or disabilities in:

- language development
- motor skills
- cognitive areas
- socialization
- behavioral/emotional growth
- adaptive behaviors

A major component of the program is the integration of children with special needs with typically developing children, who serve as peer models. Opportunities for interaction are developed for the benefit of all children.

The curriculum is a combination of “traditional” early childhood programming, developmentally based, and structured interventions and procedures to address the special needs of each child. Our preschool team includes early intervention specialists, classroom paraprofessionals, a speech/language pathologist, an occupational therapist, a physical therapist, a school psychologist, and a special education supervisor.

Classes meet for 2 ½ hour sessions Monday through Thursday. The morning session meets from 9:00-11:30AM. The afternoon session meets from 1:00-3:30PM. The program tries to provide morning spots to younger children who are still napping when possible. We prefer children who are turning five and entering kindergarten the following fall to participate in the afternoon class. Thank you for your understanding.
FAMILY COMMUNICATION/
COLLABORATION ACTIVITIES

A newsletter will be sent home (at least monthly) to provide families with information about themes, activities, and special events taking place at school. The newsletter may also include ideas for family activities that can be done in the home to support things happening in the classroom!

Parent/Teacher conferences are scheduled two times per year. Specific dates will be announced via flyer.

Parents are encouraged to attend classroom parties, field trips and the end of the year picnic. Again, information about these activities may be included in newsletters or flyers.

Preschool children and families are encouraged to join and participate in the Glendale Parent Teacher Association (PTA). PTA has a number of fundraisers throughout the school year, as well as activities and events for the family (ex: skating party, movie night, game night, etc….). Information about PTA will be sent home at the beginning of the year.

*It is important for you to check your child’s book bag for this and other important information!*  

YOUR CHILD WILL NEED:
- Immunization Record on file
- Child Medical Statement must be submitted annually
- Emergency Authorization form
- Custody paperwork (if applicable)
- Proper outside clothing for the weather
- Book bag
- Notebook
- A large box of tissues
- Diapers and wipes (if applicable)
- Extra change of clothes. Parents need to provide a labeled plastic bag containing a complete change of clothing for their child (socks, underpants, shirt and pants). Please label individual items in the bag. The clothing will be kept at school for emergency use and returned at the end of the school year.
First Day Packets

Your child will come home on the first day with a large packet of state required forms. These forms will be kept on file, as part of state mandates. It is important that you return these forms promptly. Your child may be excluded from school for forms that are not completed/submitted. If you have any questions about the forms or need assistance, please speak with your child’s teacher. We will work with you to get your child’s file complete.

COMPONENTS OF OUR DAY

Morning class session - 9:00-11:30AM (doors open at 8:45AM)
Afternoon class session - 1:00-3:30PM (doors open at 12:45PM)

In preschool the children will enjoy a variety of developmentally appropriate activities. The room is divided into several areas:

- BLOCKS
- SAND AND WATER PLAY
- ART
- DRESS UP
- CIRCLE
- BOOKS, PUZZLES, MANIPULATIVES
- HOME CENTER
- COMPUTER

The children are encouraged to interact in each of these areas throughout the week. We also have a large group and small group time, during which we sing songs, read stories, work on writing, alphabet, and numbers, etc. We individualize the children’s work during small group time. The children have a snack time, and in good weather we go out on the playground. We have library bi-weekly and gym once per week. During library the children hear stories and are able to pick out book to read while we are there. However, preschool is unable to take books out of the library until they are in kindergarten.

OTHER INFORMATION

Dismissal Procedures: Any change in dismissal procedure, such as picking up a child during or after school, should be stated in writing to the child’s teacher. If another person is picking up your child, a note of authorization signed by parent or guardian should be presented to the teacher. In the case of an emergency, please call Glendale Primary (440) 439-4227 to inform the teacher of any change in dismissal procedures. Parents are welcome into the classroom, but are asked to sign in the front office and wait to be escorted to the classroom. Advanced notice of a visit is appreciated, so that the teacher can suggest a good time to visit, so that it is less disruptive to the children and to ensure that you can observe what it is that you want. We often have specials and special visitors and would want to make sure we are in the classroom. Timely pick-up is critical for the team, so they can get prepared for the next session.
Drills: fire drills, tornado drills, and secure our school drills are held monthly. Every effort is made to teach your child calm evacuation from the building and techniques when remaining in the building (ex: hands on back of neck for tornado drill).

Snack: please inform us of any food that your child cannot eat. Due to health issues and food allergies, as well as to promote healthy eating habits, we are no longer allowing food to be brought into the building. This is for the safety of all children in the building. If you wish to celebrate your child’s birthday, you are welcome to bring small non-food items (ex: playdoh, stickers, pencils, etc…).

Snow Days/Severe Weather/Emergencies: when Bedford City Schools are closed the Bedford City Schools Preschool Program will also be closed. Keeping your phone number current is critical in order to receive an automated message that school is closed or if the school needs to reach you quickly.

TRANSITIONING INTO OR OUT OF PRESCHOOL

The Preschool Program wants to guarantee that your child’s preschool experience is positive. Therefore, we’ve planned intentional transition activities to help your child be successful. This includes transition planning meetings for children with special needs, discussing transition concerns with all families, and an end of the year picnic for children and families. We will also create an individualized transition document for your child upon entrance and departure from the program which will include ways to assist with a smooth transition into Kindergarten.

DISCIPLINE

Our goal is to encourage each child to develop self-control and responsibility for their own actions.

We...

- provide many choices of play equipment and activities.
- clearly define rules and consistently implement them.
- allow children time and opportunities to solve problems for themselves.
- state suggestions or directions in a positive manner.
- use words and tone of voice that helps the child feel confident and self-assured.
- provide redirection.
- provide outlets for releasing feelings of tension.
The preschool classrooms utilize the PATHS social skills curriculum. This comprehensive program promotes emotional and social competencies, aimed to reduce aggression and behavior problems in the classroom. Skills taught will include: developing self-control and self-esteem, emotional awareness, basic problem solving skills, social skills, and friendships. The goal of the curriculum is to build critical cognitive skills necessary for school readiness and academic success.

If behavior continues to escalate, it may be necessary to remove a child from the group or area for a limited time out; one minute for each year of age. If inappropriate behaviors become frequent, form a pattern, and/or become severe, the teacher will communicate with the parents regarding our next plan of action.

All school districts are required by the Ohio Department of Education (ODE) to include the following discipline guidelines:

1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2) No discipline shall be delegated to any other child.
3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time (only CPI approved techniques, for children with this on his or her IEP).
4) 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.
5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7) Techniques of discipline shall not humiliate, shame or frighten a child.
8) Discipline shall not include withholding food, rest or toilet use.
9) 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.
10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
Community Resources Information

The Bedford City Schools Preschool program would like to support the families of our students. If you need any support in the following areas, please contact the preschool psychologist for additional information, whether it is for your child or another family member. Your request will be handled in a confidential manner. In addition, local resources are listed below.

Guidestone of Ohio (counseling/mental health services)..........................(440)234-2006

Cuyahoga County Library/Southeast Branch...........................................(440)439-4997
(free storytimes, events, and books)

Options for Families and Youth (counseling)...........................................(216)267-7070

MetroHealth/Lee-Harvard WIC..............................................................(216) 991-7700

Bedford First United Methodist Church (hot meal/soup kitchen).............(440)232-3131

Thomas F. McCafferty Health Center.....................................................(216)957-4848

*2-1-1 is a free community service you can use to get information about social, health and government resources (Dial 2-1-1 on your phone)

MANAGEMENT OF COMMUNICABLE DISEASES

If your child is ill when at home, do NOT send him/her to school. He/she will not benefit from the preschool experience if they are not feeling well. We are not equipped to handle sick children, and you will be contacted to pick them up immediately.

Please call if your child will not be attending school. The telephone number for Glendale Primary is (440) 439-4227.
Should your child become ill while at school, we will isolate him/her from the rest of the children and make him/her as comfortable as possible. We will contact you to pick your child up as soon as possible.

Your child will be isolated and discharged to you immediately if these symptoms appear:

1. Diarrhea more than once
2. Severe coughing
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Teary, inflamed eyes
6. Temperature of 100 degrees Fahrenheit when taken by auxiliary method
7. Untreated skin rash
8. Dark urine or light stool
9. Stiff neck
10. Unusual spots
11. Sore throat
12. Vomiting
13. Evidence of lice

Children who have fevers should return to school 24 hours after the fever is gone. Children on antibiotics should remain at home until they have been receiving medication for 24 hours.

Required Immunizations for Preschool:

- DTaP/DTP/DT/Td (Diphtheria, Tetanus, Pertussis): 4 doses of DTaP, DTP, or DT or any combination.
- POLIO: 3 doses of OPV or IPV or any combination of OPV or IPV.
- MMR (Measles, Mumps, Rubella): 1 dose of MMR administered on or after the first birthday
- Hib (Haemophilus Influenzae) Type b: 3 or 4 doses depending on the vaccine type, the age when the child began the 1st dose and the last dose must be after 12 months - or - 1 dose if given on or after 15 months of age
- HEP B (Hepatitis B): 3 doses of Hepatitis B
- Varicella (Chickenpox): None

In addition to the immunizations, preschool children are also required to have the following:

- One-time Laboratory Tests of Hematocrit/Hemoglobin and Lead Screening
- Documentation of general dental health.

Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.
Health Screenings and Referrals

The Bedford City Schools preschool program requires a yearly physical, including height, weight, vision, hearing, lead and hemoglobin. This is a requirement from the Ohio Department of Education/Ohio Department of Health. Your pediatrician can provide these screenings. You may also want to consider contacting one of the agencies below. The preschool program will review your child's physical, inform you of missing information and request that it be updated in writing. The program will also let you know if there is a concern regarding your child's health screening.

McCafferty Clinic……………………………………………………………………………………………………. (216)957-4848
J. Glenn Smith Health Center………………………………………………………………………………. (216)957-5600
Board of Health (lead and hemoglobin testing)……………………………………………………………..(216)201-2000

Developmental Screenings, Referrals, and Goals

The Bedford City Schools Preschool Program screens every child every school year in the areas of communication, cognitive, social-emotional/behavior and motor skills within 60 business days of your child's starting date. Your child's results will be shared with you by letter. If your child's teacher has a concern about your child's development, you will be notified of the concern and a referral to helpful community resources will be made. Referrals may include (but are not limited to) physicians, mental health agencies, or the preschool special education program.

Children's development is important. For more information on typical development, please see:

Checklist for four year olds: www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists_4yr.pdf
Checklist for five year olds: www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists_5yr.pdf

Hard copies available upon request.

*Families will contribute information about the goals they have for their child's development. This will be done annually. Information about this will come from your child's teacher.

Updating information/Medical Forms

All forms must be updated each September. However, please inform the staff if there are any changes during the course of the school year in the following information: phone number, address, emergency contacts, health status and authorization to release form. Also be sure to notify the staff if a family event has occurred that may affect your child's behavior.

Medical Forms must be submitted in a timely manner or your child may not be able to attend preschool until completed, as this is a health and safety liability. Please refer to your immunization schedule.
summary in the guidebook. Current child medical statements expire one year from the appointment date. The school needs a current copy on file at all times.

Tuition and Payments
Payment for peer models in the program is due each month is due on the first day of each month, September-June. The tuition payment schedule is included in the first day packets. Please see this payment schedule for information about how much you owe each month. Peer models will be excluded from the program for lack of payment.

District Handbook
You will also receive a copy of the Elementary parent/student handbook for other detailed information regarding equal education opportunity, internet safety, and board policies.

Any questions or concerns, feel free to contact any preschool team member. We are happy to assist you in any way we can.

Bedford City Schools Board of Education Members

2014 Board of Education

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Proud to be a Bearcat!