

**Winton Woods City Schools
Preschool**



**FAMILY HANDBOOK
2018-2019**

General Information

PHONE: Main Office.....513-619-2390
Classrooms.....513-619-2347
Fax.....513-619-2398
Bus Garage.....513-619-2405
Student Services...513-619-2320

ADDRESS: 73 Junefield Ave.
Cincinnati, OH 45218

WEBSITE: www.wintonwoods.org

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OUR STAFF

Sandi Auberger.....*Physical Therapist*
Lisa Barclay.....*Secretary*
Leah Bistor.....*Occupational Therapist*
Tonya Bray..... *Director of Student Services*
Matt Brown.....*School Psychologist*
Denise Bryant..... *Instructional Aide*
Jackie Buck.....*Secretary*
Diana DeWeese.....*Instructional Aide*
Macy Eshleman..... *Lead Teacher*
Shelly Hood.....*Lead Teacher*
Linda Krauser.....*Instructional Aide*
Kristin Langworthy.....*Intervention Specialist*
Geri Legg.....*Instructional Aide*
Deb Lindeman.....*Instructional Aide*
Sally Hahn.....*Special Education Supervisor*
Kevin Mitchell.....*Instructional Aide*
Heidi Rasmussen.....*Instructional Aide*
Melinda Rowland.....*Speech & Language Pathologist*
Janet Shoup..... *Intervention Specialist*
Elizabeth Styles.....*Preschool Principal*
Shawna Talley.....*Lead Teacher*
Sarah Todd.....*Lead Teacher*

PHILOSOPHY STATEMENT

We believe young children have an intrinsic motivation to learn.

We believe young children can best accomplish learning by being actively involved with the people and objects in their environment.

We believe this learning is enhanced in a program that will provide for a wide variety of experiences, including active and quiet play.

We believe adults working with young children will appreciate both the uniqueness of individual differences and the universality of normal development.

PROGRAM GOALS

The Winton Woods Preschool goals are to:

- provide an environment that respects children
- foster the development of positive self-esteem
- promote positive relationships with peers and adults
- facilitate and encourage the construction of knowledge within the curriculum
- plan and implement a wide variety of multi-age, multi-level materials and activities
- offer opportunities for children to actively explore their environment through play
- model and promote opportunities for large motor activities
- maintain confidentiality surrounding children and their families
- strengthen the relationship between school and home

DEVELOPMENTALLY APPROPRIATE PROGRAMMING

The Winton Woods City School District offers a developmentally appropriate preschool program providing services to children aged three to five years old who are typically developing and those who are identified as having a disability according to The Rules of the Education of Preschool Children with Disabilities.

DEVELOPMENTALLY APPROPRIATE MATERIALS & SELECTION

The preschool classroom will be provided with adequate material to meet the developmental needs of all children enrolled. Materials will be maintained and replaced as the need arises. Selection and use of materials, equipment and resources will be done by the preschool staff which may include teacher, instructional aide, ancillary staff, supervisor, principal and the director of student services.

PLAN FOR DEVELOPMENTALLY APPROPRIATE ACTIVITIES

Play is the work of children, their primary method of learning. Rates of development differ among children; therefore, it is critical that adults provide play activities which parallel the development levels of each student. Staff will endeavor to provide materials that are easily accessible, multicultural and non-stereotypical. Adequate space and time shall be provided for activities emphasizing motor development, sensory awareness, creativity, problem solving, exploration, and life skill development.

EARLY LEARNING STANDARDS

Winton Woods Preschool program follows the Early Learning and Development Standards for the State of Ohio for Preschool. These standards are in the five areas: Social-Emotional Development, Approaches Toward Learning, Cognitive Development & General Knowledge, Language & Literacy Development, and Physical Well-Being & Motor Development. A copy of these standards will be found in each preschool classroom. Staff will provide a copy of the standards to parents upon request or families can access them at education.ohio.gov and searching Early Learning Standards.

CURRICULUM & ASSESSMENT

Winton Woods Preschool has adopted *The Creative Curriculum for Preschool*. The program consists of five research-based volumes that use exploration and discovery as a way of learning and is aligned to the Ohio Early Learning & Development Standards.

Each child receives a complete developmental screening within 60 days of enrollment and annually thereafter. Results will be shared with parents and follow-up is provided as needed to meet the child's individual needs.

On-going developmental and academic progress is documented using the Early Learning Assessment and classroom observations. Results are used to guide instruction. Progress will be shared with parents through Progress Reports and Parent-Teacher Conferences, as well as through ongoing communication.

ENGLISH LANGUAGE LEARNERS

Early childhood education can play an essential role in preparing young English Language Learners for success later in school. Some strategies we use to implement effective instruction in language development are to:

- Provide explicit, systematic instruction in vocabulary.
- Give ample opportunities to talk with both adults and peers.
- Give exposure to ongoing rich language.
- Structure the classroom space and routine to provide scaffolding for language learning.
- Incorporate children's home language in the classroom when possible.

ELIGIBILITY

Children entering the part day programs must be three on or before September 30 of the school year of attendance.

Children entering the full day programs must be four on or before September 30 of the school year of attendance.

HOURS OF OPERATION

All preschool classes follow the district calendar.

Part day classes:

Meet Monday through Thursday. The morning session is from 9:00 am to 11:45 am, and the afternoon session is from 1:15 pm to 4:00 pm.

Full day classes:

Meet Monday through Friday. Hours are 9:00 am to 4:00 pm.

ATTENDANCE POLICY

When your child will be absent from school, please do the following:

- Notify your child's teacher in writing or by phone as soon as possible that your child will be absent. Please note that during class times, the teacher may not be available to answer phone calls.
- If your child rides the bus to school, please contact the transportation department to give them the date(s) your child will be absent.

DROP OFF & PICK UP POLICIES

If you plan to transport your child to and from school there are certain policies we would like you to know about:

- Doors open at 8:45 am for morning and full day classes; and 1:15pm for afternoon classes. Upon arrival the children will line up inside the school building. When it is time to go to classes, children will be escorted to the classrooms.
- If you are **late** dropping your child off for school you must **check in at the office**, sign in, and a staff member will be notified to escort your child to the classroom.
- If you want to pick up your child **early** from school you must **check in at the office**, sign out your child, and a staff member will be notified to bring your child to the office. Please have Photo ID ready. **Please notify us at least 30 minutes prior to the end of the school day!**
- If you need to **change how your child gets home**, please notify your child's teacher in writing or by phone as soon as possible that your child will be going home a different way. **Please notify us at least 30 minutes prior to the end of the school day!** Also, please indicate whether this is a temporary change or will be a permanent change.

EMERGENCY EXIT PROCEDURES

Emergency exit plans for fire and weather alerts must be in each classroom by the exit. (District Policy EBC-1, EBC-R-1).

EMERGENCY MEDICAL/DENTAL CARE

Emergency medical/dental care information will be posted in the classroom. Each preschool classroom has a telephone located on the teacher's desk to be used for emergency purposes.

WEATHER/EMERGENCY SCHOOL CANCELATION

Classes will be cancelled or delayed as directed by the Winton Woods City School District based on level of weather or emergency situations. Announcements will be made through local AM/FM radio, TV stations and TV websites. In the event of a **2-hour delay, AM Preschool classes will be canceled.** PM Preschool classes will run as normal.

Winton Woods City Schools strives to keep the lines of communication open with our families. We want our parents and guardians to be up-to-date with information about their child's school and about the district. A recent parent survey indicated that text messages are the preferred method of communications for most of our families. If you would like to receive texts from Winton Woods City Schools, please follow the instructions below to opt in to these communications and to personalize the types of messages you receive.

How to Opt-In for Text Messages:

1. Confirm your cell phone is in our One Call Now system:

- => Go to www.wintonwoods.org
- => Click on "Get Connected" in "Favorite Quick links"
- => Click on "One Call Now"
- => Enter your last name
- => Enter the phone number that is currently receiving One Call Now messages
- => Click on your school or on district
- => Add cell phone numbers, as needed

2. Now Simply:

- => Text "Alert" to 22300

If you need assistance or have difficulties, please contact Cindi Rosenbauer at 513.619.2360.

CLOTHING

Preschool children are **not** required to be in uniform. Choose clothing that allows for active play and is appropriate for the weather. It is also important to allow your child maximum independence by choosing zippers and fasteners that are easily manageable during toileting and active play. As a safety precaution, we request that children not wear flip-flops or open backed shoes.

Please, send one complete set of clothing labeled with your child's name to be kept on hand in the classroom in case of accidents. Children who receive special education services and who are not toilet trained are to furnish diapers and wipes. Please discuss with your child's teacher.

MEALS

Snacks will be provided for children enrolled in part day classes. Breakfast and an afternoon snack are provided for children enrolled in full day classes. Children enrolled for a full day of preschool may purchase lunch through the school cafeteria or pack their own lunch. Any food limitations due to allergies will be communicated by the teacher. Applications for free/reduced price lunches can be found on the district website.

Staff and children eat together in the classroom. Children are encouraged but not forced to try new and unfamiliar foods.

REST TIME

Children in full day classes are expected to rest daily. Supplies for rest time are included in the classroom supply list. Parents may send a favorite toy or blanket with the child.

COMMUNICATION TO PARENTS

Staff will send daily communications home to parents/guardians using a communication binder. It is important to keep parents informed as to what their child is doing.

Progress reports will be sent home to parents in November and May when we hold Parent/Teacher Conferences. IEP progress updates will be sent home quarterly.

Parents are encouraged to contact their child's teacher via email or call 619-2347.

PARENT PARTICIPATION

Staff will inform parents that their child's enrollment in the Winton Woods Preschool Program requires active parental involvement:

- communication
- parent conferences twice a year; once in the fall and once in the spring
- assisting with field trips
- assist in the classroom and/or volunteer opportunities. When visiting, you **must sign in at the office and get a visitor's pass**. District policy for observing in the classroom is to make arrangements 24 hours ahead of time with your child's teacher for visits lasting over 15 minutes.
- completing parent questionnaires and interviews once or twice a year
- participating in their child's classroom experiences, i.e. read books sent home, read notes sent home, read language letters in binder

Contact your child's teacher via email or call 619-2347 for more information.

CELEBRATIONS

Birthdays and holidays are special occasions to celebrate at school and are important to us. We have several students who are allergic to different foods; therefore, no edible treats (cupcakes, cookies, candy, etc.) will be permitted. Make celebrations safe by sending in non-edible treats like pencils, fun erasers, rings, bubbles, or other items found in most dollar stores.

HEALTH RECORDS

Individual student health records will be kept in the office at the nurse's station.

SHARING INFORMATION

Young children are often affected by events and changes in their environment. In order to help a child deal with changes, staff will encourage parents to keep them informed of any events such as:

- Illness or hospitalization of family members
- Pregnancies and births
- Deaths of family members or close friends (also pets)
- Changes in family structure within the home
- Plans for moving
- Extra stimulation such as visitors or celebrations

TRANSPORTATION AND FIELD TRIPS

District Transportation is available for all students living within the Winton Woods City Schools District. Transportation may be coordinated with local daycare/babysitting providers with advanced notice and completion of a daycare/alternative stop form. The daycare or babysitter must be in the attendance area of the school that the child attends.

Special Transportation may be provided to children with special needs (those with individual education plans (IEP)) by the Winton Woods City Schools transportation system if there is a medical or other need related to the disability.

At least one field trip will be planned every year. Staff will seek written permission for students to attend. Staff members will take emergency cards on all field trips. A first-aid box will be available on field trips. Each child will have identification attached to him/her. Depending on the needs of your child and your child's safety you (parent) might be required to accompany your child on field trips.

PROGRAM LICENSING

The program is licensed to operate by the Ohio Department of Education. This license and the most recent licensing inspection reports are posted in each classroom.

STAFF LICENSING

Each teacher will maintain a valid license by the State of Ohio Department of Education in Early Childhood Development and Special Education. Each instructional aide is highly qualified and certified through the Ohio Department of Education.

Local Child Care Centers

Contact the enrollment center (619-2360) for a list of local child care centers that can be used for care outside of the school day.

SAMPLE PRESCHOOL SCHEDULE (actual schedule of activities and transition times may vary)

Part Day Classes – Monday through Thursday		
AM		PM
9:00	Arrival, Unpack, Stations/Centers, Attendance	1:15
9:15	Morning Meeting, Names, Calendar, Weather, Book	1:30
9:40	Music & Movement	2:00
9:55	Play Based Centers (integrating content, math, & literacy) Individual IEP Goals, Daily Extras	2:15
10:35	Snack Time	2:55
10:50	Gross Motor Time (one of these) Outside, Gym, O.T. Group, In Classroom	3:10
11:20	Art	3:35
11:35	Afternoon Meeting, Pack Up, & Dismissal	3:50

Full Day Classes – Monday through Friday	
9:00 am	Arrival, Breakfast, Unpack, Stations/Centers, Attendance
9:20	Beginning Group, Names, Calendar, Weather, Intro to Centers
9:40	Play Based Centers (integrating content, math, & literacy), Individual IEP Goals, Daily Extras
10:40	Read aloud and discussion
11:00	Music & Movement
11:40	Shared Reading or Shared Writing
12:00 pm	Lunch & Recess
12:45	Phonological Awareness, Alphabet, Word Play in Whole Group
1:00	Rest Time
2:00	Music & Movement
2:10	Special (Art, Gym, Music)
2:45	Small Group Instruction
3:40	Afternoon Meeting, Pack Up, & Dismissal

Staff Hours – 9:00am – 4:20pm, Monday - Friday

BEHAVIOR—STAFF EXPECTATION

All preschool employees will abide by the rules as stated below from the State of Ohio. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or an unusual punishment such as, but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline shall be delegated to any other child.
- 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 a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar space.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect in attendance in the preschool program.

DISCIPLINE POLICY

Each child's emotional needs and feelings will be respected, while labeling and threatening children will be avoided.

Clear and reasonable ground rules will be established for each child's safety and to protect the rights of all children. The rules will be few in number and will be frequently discussed in the classroom. When ground rules are broken, they will be clearly and firmly restated. When a child is in a conflict situation, he/she will be encouraged to verbalize his/her anger or concerns. When a child infringes on the rights of another, the other child will be encouraged to talk about how he/she feels. Problem-solving techniques will be encouraged in the classroom during which time the teacher will act as a facilitator, helping young children express feelings and generate solutions. Children will be encouraged to restate forgotten rules in positive terms.

Classroom environments will be 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 will be well-timed, and logical consequences of behaviors will be implemented. Physical punishment will not be used. A "thinking chair" may be used for repeated violations of safety rules.

GRIEVANCE POLICY

Winton Woods City School prides itself on being a valuable member of the community. With this, we strive to assure that students and families have the best experiences in our learning environments. In the event that there is a parental concern or grievance, the following steps should be followed.

Step I – Informal Step

Talk with his or her child's teacher. The parent should promptly bring the matter to the attention of the teacher, explaining the nature of the problem and the relief sought. The teacher should respond within three business days, if possible. The teacher should prepare a written record of the issue and response, including dates of contact, and submit it to the Preschool Supervisor and School Principal for filing.

If the informal procedure fails to resolve the grievance, and the parent wishes to continue the matter, the parent should move to Step II.

Step II – Formal Step

If the matter is not resolved at Step I, the parent may proceed to Step II by submitting a written statement to the Preschool Supervisor or Building Principal. This statement should outline the relevant facts that form the basis of the parent's grievance, indicating the alleged violation or concern and stating the resolution sought. The statement should also identify the teacher who was involved at Step I.

SAFETY

Children attending the Winton Woods Preschool will be supervised by a faculty member at all times. The outside play area will be supervised so that all children are visible to a member of the teaching staff. Children will be supervised going to and coming from the outside play area and the classroom.

A monthly fire drill will be held. Tornado drills and lock down drills will also be held throughout the school year. All preschool staff members are trained in first-aid, CPR, and the recognition of communicable diseases. Every room has a first-aid kit. Emergency cards will be kept on site for every student according to district policy. A registered nurse will act as a consultant to the school program.

MANAGEMENT OF COMMUNICABLE DISEASE — ORC 3301-37-11)

Winton Woods City Schools tries to maintain a safe and healthy school environment.

Any child with the following signs or symptoms of illness should remain home:

- 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 (red eye with drainage);
- Temperature of 100.0 degrees Fahrenheit or greater;
- Untreated infected skin patches;
- Unusually dark urine and/or grey or white stool;
- Stiff neck;
- Evidence of lice, scabies, or other parasitic infestation;
- Vomiting;
- Sore throat with patches;
- Known or suspected contagious illnesses.

A preschool staff member trained to recognize the common signs of communicable disease or other illness shall observe each child daily as they enter the group. A child with any of the following signs or symptoms of illness will be immediately evaluated by the school nurse and the parent will be contacted:

- Unusual spots or rashes;
- Sore throat or difficulty in swallowing;
- Temperature 100.0 degrees or greater
- Vomiting.

A child isolated due to suspected communicable disease will be:

- Cared for in a room or portion of a room not being used in the preschool program;
- Within sight and hearing of an adult at all times;
- Made comfortable and provided with a cot or mat to lay down;
- Observed carefully for worsening condition;
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

If a child has been determined to have a communicable disease (such as pink eye, ringworm, chicken pox, or lice) parents of other children that may have been exposed to the communicable disease will be notified individually in writing, or a notice may be posted on the classroom door.

A child with a communicable disease may return to school once cleared by a medical professional. The clearance should be documented in writing.

In the event that a child is mildly ill (experiencing minor cold symptoms), or does not feel well enough to participate in activities, and is not suspected of having a communicable disease, they will be:

- Cared for within the preschool program;
- Be within sight and hearing of an adult at all times;
- Made comfortable;
- Observed carefully for worsening condition;
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

PRESCHOOL FEE COLLECTION PROCEDURES

Tuition is due on the 1st of every month September – May (9 months). Payments can be made by using the EZ payment system available on our District website: www.wintonwoods.org

For parents who are unable to access the EZ payment system, cash and checks will be accepted at the Primary North Front Office Monday-Friday during school hours. A lock box will be available to deposit payments. Please be sure to place in a sealed envelope and label with: your name, your child's name, your child's teacher. Payment will be collected and a receipt will be sent home with your child.

Please note: 2 non-payments could result in your child being excluded from the program.

Winton Woods Preschool Tuition 2018-2019

Full Day Tuition – Mon-Fri; 7 hours per day

Tuition	Per month
Full tuition (200% and over poverty level)	\$530
175% poverty level	\$397
150% poverty level	\$265
125% poverty level	\$132
101% poverty level	\$15
100% poverty level and below	Free

Partial Day Tuition – Mon-Thur; 2.5 hours per day

Tuition	Per month
Full tuition (200% and over poverty level)	\$150
175% poverty level	\$115
150% poverty level	\$75
125% poverty level	\$40
101% poverty level	\$15
100% poverty level and below	Free

Tuition Sliding Scale

Placement on the sliding scale is determined using the United States Federal Poverty Guidelines. Families must complete the Early Childhood Education Eligibility Screening Tool and provide current income verification (i.e. tax statement, at least 2 paystubs). A tuition agreement will be completed and signed by the family and preschool principal.

United States Department of Health and Human Services					
2018 FEDERAL POVERTY GUIDELINES*	100%	125%	150%	175%	200%
Size of Family Unit	Poverty Level	Poverty Level	Poverty Level	Poverty Level	Poverty Level
1	\$12,140	\$15,175	\$18,210	\$21,245	\$24,280
2	\$16,460	\$20,575	\$24,690	\$28,805	\$32,920
3	\$20,780	\$25,975	\$31,170	\$36,365	\$41,560
4	\$25,100	\$31,375	\$37,650	\$43,925	\$50,200
5	\$29,420	\$36,775	\$44,130	\$51,485	\$58,840
6	\$33,740	\$42,175	\$50,610	\$59,045	\$67,480
7	\$38,060	\$47,575	\$57,090	\$66,605	\$76,120
8	\$42,380	\$52,975	\$63,570	\$74,165	\$84,760

Winton Woods Preschool

Family Handbook

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures of Winton Woods Preschool as defined in the Family Handbook that I received.

Parent/Guardian Signature

Date

Parent/Guardian Name (Please Print)

Date

Child's Name

Please indicate your preferred method of contact. You may select more than one:

Phone: _____

Text: _____

Email: _____

Other: _____