

Little Hornets Preschool

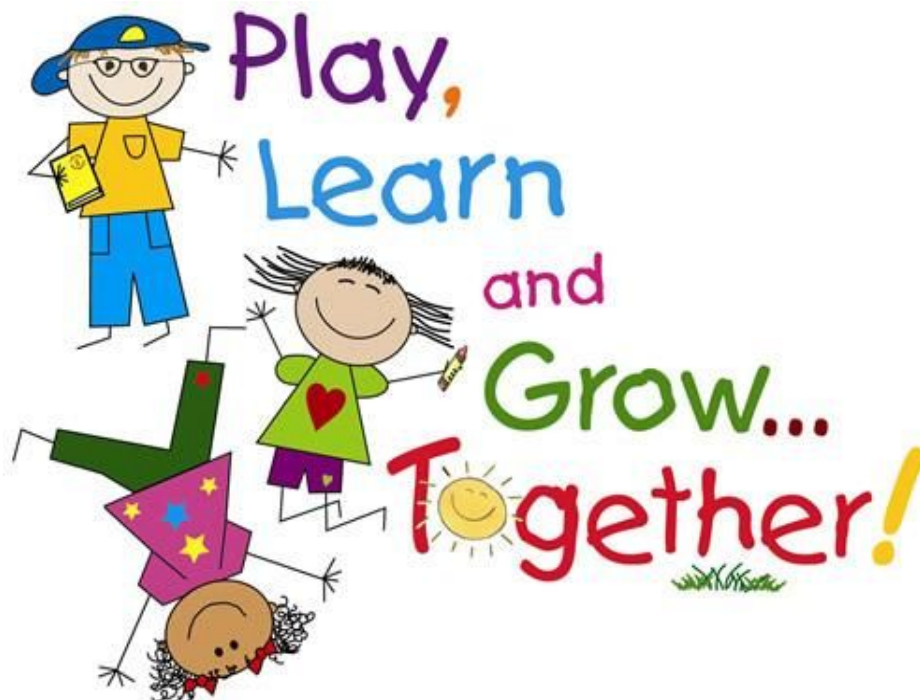
310 Browning Street

East Canton, Ohio 44730

Phone: 330-488-0392

Fax: 330-488-4014

Parent Handbook



Welcome To Little Hornets Preschool

Early Childhood Program

Dear Parents/Guardians,

We are very happy you have selected our program for your child. It is our belief that every child can learn and succeed. We strive to build a strong foundation for future learning.

We offer a strong, developmentally appropriate early childhood program, which adheres to National Association for the Education of Young Children guidelines and are licensed by the State of Ohio. Our researched based curriculum is aligned with the Ohio Department of Education's Early Learning Content Standards and concentrates on skills that are important for transitioning to Kindergarten.

What makes us special, are our staff members who are committed to making your child's preschool experience meaningful and rewarding. They are committed to the challenge to remain lifelong learners in the growing and ever-changing profession of early childhood education. As you begin to know us better, you will come to share our enthusiasm and see why Little Hornets Preschool is so special.

Please feel free to call us throughout the school year if you should have any concerns or questions. We look forward to working with your child.

Sincerely,

Diane Fellows

Head Preschool Teacher

Philosophy

The philosophy of the Little Hornets Preschool Early Childhood Program is to provide an opportunity, through active and quiet play, for children to grow through a variety of experiences. It is our belief that every child can learn and that the preschool experience should be positive, enjoyable, and rewarding for your children and their families. Activities provided in our preschool are multi-cultural, play based, and child initiated. As the nurturing occurs in the preschool environment, the child develops communication skills and learns to interact with others in his/her world. Your child will learn skills that will prepare them for kindergarten and future educational endeavors.



Program Goals

The Child

- ✓ To recognize the uniqueness of each child, working creatively to develop a plan to guide each child's progress.
- ✓ To encourage development of a positive self-image.
- ✓ To help children develop their physical, social, emotional, linguistic, aesthetic, and cognitive potentials.
- ✓ To address all areas of the child's development when engaging in activities with the child.
- ✓ To encourage every child to learn through instructional methods that includes a variety of approaches.
- ✓ To teach children to care about themselves and others and to show "caring" by the way they interact with peers.
- ✓ Help children learn to respect and get along with others.
- ✓ Develop basic skills for independence and everyday living.
- ✓ Develop health and safety habits.

The Environment

- ✓ To take advantage of learning opportunities within activities of daily living and play in the child's environment.
- ✓ To provide a secure environment that encourages creative exploration and independence, optimizing the child's experiences of success.
- ✓ To provide an environment where individual differences are respected and appreciated.
- ✓ To integrate children with varying abilities.
- ✓ To provide developmentally appropriate activities for children.
- ✓ To engage children in active rather than passive learning.

- ✓ The preschool environment is designed to enhance the development of self-confidence, self-expression, curiosity, enthusiasm and the ability to interact effectively with other children and with known adults. The environment is designed to further the development of problem solving skills, the achievement of independence and the development of cooperative abilities.

The Parents and Families

- ✓ To recognize parents as children's primary teachers.
- ✓ To involve children's families in the program and to make resources available to them.
- ✓ To review children's progress in the program and report to parents at mid-year and year-end.
- ✓ To support children and families in making the transition from preschool to school-age programs.

Admission Requirements

- ✓ Pre-school age children will have a screening opportunity so as to determine strengths and weaknesses.
- ✓ Preschool age children may be eligible to enroll in the Little Hornets Preschool
- ✓ The preschool program services four year old potty-trained children

Services

The East Canton Little Hornets Preschool Program provides a comprehensive pre-school program for four year olds including

education, nutrition, mental health, health, social services and parent involvement. The program operates five days per week with two classes consisting of two and three- quarter hour sessions each, August through May based on the school calendar. Participation in the program helps children develop physically, emotionally, socially and intellectually through both play and teacher-directed developmentally appropriate creative activities. Vision screenings are administered under the direction of the school nurse. Children suspected of having a vision problem may be referred by the teacher or parent to the school nurse.

Additional services outside of the classroom are Kid-mobile, a program where a mobile library comes to our school once a month and the children hear stories, sing songs and finger plays, and see puppet shows, they are allowed then to select a book to keep in the classroom to look at during class time.

Transition Services

The Stark County Preschool Transition Services are designed to meet the educational needs of those students who will be leaving the preschool program at the end of the current school year. Classroom experiences are provided which will enhance independence and school readiness skills.

Our Little Hornet Preschool Program also provides support to families and students as they transition into our program and out at the conclusion of the student's tenure in our program. This includes conferencing and collaborating with the teacher(s), parent(s), and staff.

Tuition

Tuition for the Little Hornets Preschool Program is based on income. If at any time your employment status or pay changes for any reason, send in a copy of a new pay stub and we can adjust your payment accordingly. Tuition payments are due on the first of every month. They may be paid by sending in payment by mail to the Treasurer's office, bringing it in and paying in person in the Superintendent's office, or sending in payment with your child to school and the teacher will take payment to the appropriate personnel. School tuition fees that are not paid on time may cause difficulty in registering your child for the following year of school. Other incurred fees (such as those for pictures) that are not paid, will affect your child's registration and will follow your child through the academic years and could prevent graduation.

Pictures

School pictures are taken each year. Parents have the option to buy the pictures, there is no obligation. Notification of the picture-taking dates will be in your weekly newsletter. Pictures of your children will be in the school yearbook as well.

Parent-Teacher Conferences

- ✓ Parent-Teacher Conferences are held once during each semester.
- ✓ Parent-Teacher Conferences may also be held deemed necessary by either the parent or the teacher.
- ✓ Parents will be notified of the date of the conference day in order to schedule a time that is mutually acceptable for both parties.
- ✓ Parents are encouraged to schedule and attend conferences so that viable communication can exist between school and home.

Grades and Grading

M=Most of the time

S= some of the time

B=Beginning to

N=Not at this time

#=continues to make progress

There is a comment section on your child's report card that the teacher will not fill in for the fall report card, but will fill in for the end-of-the-year report card. There is not a lot of room so it is reserved for that time.

Dress Code

General guidelines are designed to represent suitable standards of cleanliness, neatness, health and safety, appropriateness and decency. The administration and faculty will use these guidelines as well as their own discretion in viewing the personal appearance of a student. The premise to be used is that clothing must be neat, clean and in good taste. While we appreciate the fact that styles and fads influence student's decisions, it should be noted that not all styles and fads are suitable or desirable in an educational institution. Students who violate these guidelines will be asked to conform to the dress code immediately.

- ✓ All clothing, patches and buttons must bear no obscene language or connotation: no advertisement for alcoholic beverages, illegal drugs or other detrimental health items: no pictures or sayings (stated or implied) which refer to cults, violence, professional wrestling or music groups (school affiliated music shirts are allowed).

- ✓ All clothing must be hemmed, neat and in good condition, not tattered or in need of repair, and of proper fit. **NO** halter, tank, spaghetti strap or bare midriff tops are allowed. No wallet or belt chains or other sharp or hard metal objects that could cause injury to a child will be permitted.
- ✓ Shoes must be worn at all times. Flip-Flops are **NOT** permitted nor are sandals or shoes that do not have a strap behind the heel. Shoestrings must be in shoes and must be tied.
- ✓ Students are not to wear hats in the building.

** The key word to any dress code is the appropriateness of clothing worn in differing situations. What may be appropriate at home may not be appropriate at school, work, church, etc.

Animals & Toys

- ✓ Students are **NOT** to bring phones, iPods, mp3's, hand held game systems, animals or toys of any other kind to school unless it is a part of their classroom work and they have received permission from the teacher for whom they are doing the assignment/project. Missing pieces, breakage, and sharing causes problems. The teacher will inform students about bringing toys on "show and tell" days. There are a sufficient number of toys available in the classroom to provide stimulating creative play.
- ✓ Children may always bring science items to show to the class: bird's nest, flowers, rocks, nuts, leaves, snail shell, worms, toads, bugs, shells and so forth. They may also bring in vacation brochures and/or pictures, and other things of educational value.

Schedule/Arrival & Departure

- ✓ Morning session is from 8:15-11:00
- ✓ Afternoon session is from 11:45-2:30
- ✓ The schedule is subject to change if the district sees fit to meet the needs of the district, staff, and students.
- ✓ Parents will drop off their child at door 11 and pick their child up at this same door 11. If you are late (meaning the door is shut) we are not able to open the door for safety reasons. You then will have to take your child to door 1 in the front of the building where someone from the office will bring your child down to the classroom, as we will have already began our routine. Please bear in mind that the teachers have schedules to maintain and preparations for the next class period, it is only respectful that you are on time for both pick- up and drop- off time schedule.
- ✓ Parents: when bringing your child to school do not allow them to run in the pick- up and drop-off area as this is near the parking lot and can be dangerous as cars pull in and out of parking spots. Your children are precious and can be very hard to see as you pull into your parking spots.

Attendance Policy

- ✓ The educational program offered by this District is predicated upon the presence of the student and requires continuity of instruction and classroom participation.
- ✓ Parents will be contacted in writing after five (5) consecutive student absences or ten (10) cumulative absences.
- ✓ A conference may be held with the parents and staff to discuss the student's absences and implement a plan to improve attendance.
- ✓ If attendance does not improve, the student may be dismissed from the Preschool Program.

Emergency School Closing

Occasionally, emergency conditions make the closing of the school imperative (snow, ice storms, power failures, etc.). In case of a school closing, such information is broadcast over local radio stations such as W.H.B.C., local TV stations or on line at: www.newsnet5.com prior to 7:00 am. Every effort is made to notify the radio stations as early as possible when a decision to close the schools has been reached. Families will be notified via an Alert Now phone message of the school cancellation. If for any reason a 2 hour delay is utilized the morning preschool class will be canceled. The afternoon session will proceed as scheduled.

The decision to close the schools rests with the local Superintendent who consults the Transportation Director, Township Superintendent of Roads, Sheriff Patrol and State Highway Patrol prior to informing the radio station.

Emergency and Disaster Policy

- ✓ In the event of an emergency or a disaster (wind storm, heavy rain, air raid, etc.) during the school day, pupils will remain at school until authorities deem it wise to send them home. Sufficient medical and food supplies are available in the building to care for students for a short period of time.
- ✓ During an emergency or disaster, students will be moved from the classrooms, etc. to the safest portion of the school building as determined by school authorities.
- ✓ In the event of an impending emergency (snow storm, tornado, etc.) the Teacher will dismiss students to the parent or guardian who comes after his/her child, even though school is to continue in session.

Nutrition

Nutritious snacks are offered daily as part of our daily schedule. A menu is created monthly with the choices that we will be offering. There are three choices of beverage and two choices of snack for each day. Families may provide the snack on a child's birthday. Please coordinate this with your child's teacher so that we may plan accordingly. Please also notify the teacher of any allergies and treatment of these allergies. In some cases a doctor's statement must be provided to verify food allergies.

Daily Schedule

- ✓ Included in an overview of the preschool daily schedule. The schedule varies according to the specials that are scheduled for the day (bookmobile) once a month. A daily schedule is posted in the classroom.
- ✓ The preschool day consists of: circle time, free play, snack, gross motor activities, music and movement, clean-up, story time, outside play, small group, kid mobile and one on one work.
- ✓ Student directed activities include centers such as: dramatic play center, housekeeping, block center, writing center, art center, science center, art center, discovery center, computer center, reading center, math center, and sand/water center. Some centers will change to meet the needs of what the children are interested in learning about at that time, or theme the teacher has selected for them to learn about.
- ✓ The activities are a reflection of the preschool philosophy and goals.

Child's Safety

- ✓ Children are to be with an adult at all times.
- ✓ Under no circumstances will a child be released to anyone not known to the school without authorization from a parent or guardian. A teacher or teacher's assistant will escort the children out to the parents/guardians for pick -up and at drop- off.
- ✓ Procedures for fire and emergency exiting are posted inside the classroom.
- ✓ Fire drills are practiced once monthly.
- ✓ Tornado drills are practiced during tornado season (March, April, and May).
- ✓ Lock-down drills are performed, a note will come home alerting you of the lock-down drill to help you and your child understands the drill. As a class we will discuss the procedure.

Field Trips

Field trips happen twice a year, one in the fall and one in the spring. We provide a morning and an afternoon trip so that each class time is not disturbed. Field trips are arranged with an educational purpose. They are selected so that the children will learn something new. Transportation by bus is provided for our trips. Rules of the buses must be followed while on these trips.

- ✓ Hands, feet, and legs must remain in the seat at all times.
- ✓ The aisle ways must remain clear of any persons or items for safety purposes.
- ✓ Remain quiet while going over railroad tracks for safety reasons. The driver of the bus must use visual and auditory cues for a train.
- ✓ No eating or drinking on the bus at any time for choking reasons.
- ✓ No standing or walking once the bus is in motion.

- ✓ All field trips will require a permission slip to be returned to the school prior to the day of the trip.
- ✓ A person trained in first aid will accompany the children on all field trips.

Behavior Management/Discipline

Our goal as adults is to help children learn to live successfully with classmates, family members, adults and others. To achieve this, we encourage children to develop self-control and be responsible for their own actions. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. 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, teaching the child an appropriate way to act/respond, and recognition for appropriate behavior. A positive approach to behavior is used, we teach behavior like we teach academic skills in the classroom. We use positive methods to reinforce the wanted behaviors and deter the unwanted behaviors in the classroom.

Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. The preschool'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 any unusual punishments such as, but not limited to, punching, pinching, 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 in 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 cubicle.
- ✓ No child shall be subjected to profane language, threats, and derogatory remarks about him/herself or his/her family, or other verbal abuse.
- ✓ Discipline shall not be imposed for failure to eat 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 a discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
- ✓ The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

The parent of a child enrolled in our program, upon receiving this handbook, is receiving official notification of the program's behavior management procedures.

"GEE, ALL THOSE KIDS SEEM TO DO IS PLAY"

Yes, children in our early childhood program do play a lot.....45-50 minutes per day. During this time a lot is going on. They are:

- ✓ Meeting friends
- ✓ Playing with toys
- ✓ Exploring how things work
- ✓ Looking at books
- ✓ Listening to music
- ✓ Sharing

- ✓ Pouring and measuring in the sand and water table
- ✓ Having different experiences in a mostly-child group situation vs. a mostly-adult situation
- ✓ Problem solving
- ✓ Developing and expanding their language abilities
- ✓ Having creative art experiences
- ✓ Learning to share the adults' attention
- ✓ Learning social skills needed to play games and make friends
- ✓ Building with materials that may not be available at home
- ✓ Using “messy” art materials in a space provided for experimentation
- ✓ Trying on different personalities with different clothing
- ✓ Role playing different family experiences and cultures
- ✓ Becoming independent
- ✓ Comparing and contrasting different experiences
- ✓ Learning from other children about appropriate behavior and their mistakes
- ✓ Indoor/outdoor gross motor activities
- ✓ Learning to follow rules
- ✓ Learning how to compromise and to collaborate with one another

So you see, what looks like play is really hard work!!

Health and Safety

Each child should have a physical examination prior to entrance to school and regularly thereafter with updated shot records in their files for review by the school nurse.

School Health Tips

Health is high on the list of priorities for most people. We would like to call your attention to some of the dos and don'ts that we believe will help your child be a happier and healthier person at school.

Do send your child to school with:

- ✓ A smile on his/her face
- ✓ A hug from you
- ✓ A healthy meal (breakfast or lunch) prior to arrival
- ✓ Appropriate clothing for the weather and any forecasted changes
- ✓ Enough sleep so that he/she is eager to get up and get the day started

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

- ✓ Diarrhea (more than one abnormally loose stool within a 24-hour period)
- ✓ Severe coughing, causing child to become red or blue in the face or to make a whooping sound
- ✓ Difficult rapid breathing
- ✓ Yellowish skin or eyes
- ✓ Conjunctivitis
- ✓ Temperature of 100 degrees Fahrenheit or above (taken by the auxiliary method when in combination with other signs of illness)
- ✓ Untreated infected skin patch(es)
- ✓ An ear ache
- ✓ Unusually dark urine and/or grey or white stool
- ✓ Evidence of lice, scabies, or other parasitic infestation
- ✓ Stiff neck
- ✓ Vomiting
- ✓ Sore throat or difficulty swallowing

Illness and Medical/Dental Emergency Procedures

- ✓ A child is considered to be mildly ill when he/she does not feel well enough to participate in preschool activities, but does not have symptoms that may be indicative of a communicable disease. When your child appears mildly ill and unable to participate fully in preschool, we will call to inform you of the child's condition giving you the option to pick up your child.
- ✓ There is a suitable place in the building provided for student emergency care, which may be needed due to illness or injury while the student is at school and where students wait while parents are being contacted.
- ✓ All preschool staff members available are trained in first aid, CPR, communicable disease, and child abuse.
- ✓ Treatment of injury occurring at school can only be handled by using basic first aid.
- ✓ Medications of any kind will not be given to students by school personnel unless proper papers are presented.
- ✓ In case of severe emergency, the following steps will be followed:
 - a. Provide immediate necessary first aid
 - b. Contact 911, if necessary
 - c. Contact parents
 - d. Follow procedures indicated on child's application

Medical and Dental emergency procedures are posted in the classroom near the telephone. They will be made available to school personnel, children, and parents.

Communicable Disease

The following diseases are classified by the Ohio Department of Health as "communicable" and the child needs to be excluded from school according to the following recommendations.

Disease / Incubation Period/Duration of Absence from School/Isolation Period

Chicken Pox/2-3 weeks usually 13-17 days/approximately 7-14 days (depending on onset)/ the patient can re-enter school when crusts have formed and are dry.

Common Cold/12-72 hours; usually 24hours/approx. 1-3 days/the patient can re-enter school when symptoms are gone (irritated throat, watering discharge from nose and eyes, sneezing,

Flu/1-3 days/approximately 1-3 days/student can re-enter school when symptoms are gone (fever, chills, headache, sore muscles, runny nose, sore throat, and cough are common).

German Measles/14-21 days: usually 16-18 days/at least 7 days after the onset of the rash/student can re-enter school 7 days after the onset of symptoms (mainly skin rash and fever).

Hepatitis A/45-60 days: average 25-30 days/until released by physician/student may re-enter school when released by physician.

Hepatitis B/45-160 days: average 60-90 days/until released by physician/student may re-enter school when released by physician.

Impetigo/2-5 days; occasionally longer/24 hours after antibiotic treatment is started and there is no longer a discharge/24 hours after antibiotic treatment is started.

Head Lice/the eggs of lice may hatch in one week and sexual maturity is reached in approx. 2 weeks/varies/the student may re-enter school when head is nit-free.

Measles (Rubella)/8-13 days; usually 10 days/at least 4 days after the rash appears/student may re-enter school 4 days after rash appeared.

Meningitis (Bacterial)/1-7 days/until released by physician/student can re-enter when released by physician.

Meningitis (Aseptic-Viral)/72hours-3 weeks/until released by physician/student can re-enter school when released by physician.

Mononucleosis/2-8 weeks/until released by physician/ can re-enter school when released by physician.

Mumps/12-26 days; commonly 18 days/at least 9 days after swelling occurs/student can re-enter school 9 days after swelling occurs.

Pink Eye/eyes are red with water or thick discharge, matted eyelashes, burning and itching/child needs to see a doctor/can re-enter school when discharge stops and/or child is seen by doctor.

Ringworm/unknown/ exclusion from school is necessary for ringworm of the scalp and skin until 24 hours of treatment has been completed/student may re-enter school after 24 hours of treatment has been completed.

Scabies/first infestation is 4-6 weeks; re-infestation symptoms may occur in a few days/exclusion from school until 24 hours after treatment has been completed/student may re-enter school 24 hours after treatment has been completed.

Scarlet Fever& Strep Throat/1-3 days, but may be longer/exclusion from school until 24 hours after antibiotic treatment is started/student can return to school 24 hours after antibiotic treatment is started.

Whooping Cough/7-21 days; usually 10 days/5-7 days after treatment is started/student may return to school 5-7 days after treatment is started.

***Immunization is required by law for entrance into school.

*Please notify the school if your child is absent from school with a communicable disease so we may alert other parents.

*Parents will be notified by phone, email, or letter if their child is exposed to a communicable disease at preschool.

Child Abuse

In accordance with Ohio Revised Code 2151.421 and subsequent amendments, any case of suspected child abuse or neglect will be “immediately” reported to the Stark County Department of Human Services.

Medication Policy

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illness that do not hinder the health or welfare of others.

- ✓ If possible, all medications should be given by the parent at home.
- ✓ If medication must be given at preschool, a parent must complete the medication form provided by the district and given to the teacher or the secretary in the office. One side of the form is for the parent to fill out and the other side must be filled out by the doctor.
- ✓ The medication must be in the original container prescribed by the doctor.
- ✓ You are **NOT** to send in the medication with your child. You, the parent/guardian must bring the medication to the school and hand it to the office personnel in charge of dispensing medication.
- ✓ Office personnel will also have you fill out another form when dropping off medication that states the name of prescription, the number of pills in the container and time medication should be dispensed.
- ✓ Children may **NOT** come to school with cough drops or throat lozenges of any kind as this is something a child should not be in control of and not safe for them to be eating while engaged in preschool class activities.

Clothes We Wear To School

- ✓ Washables are best, since a lot of messy “projects” are done at school.
- ✓ Underclothes should be simple and easy to adjust. Clothes should be simple, washable, sturdy, not too tight (or loose), safe, and easy to manage.

- ✓ Buttons and zippers should allow for independence in toilet and dressing habits. (Try to avoid belts and suspenders).
- ✓ Boots should be easy to manage. They should be large enough so the child can put them on without help.
- ✓ To prevent the loss of clothing, sew or write your child's name into his/her, coat, hat, mittens, etc.
- ✓ Book bags should be 13" by 15" or larger to accommodate all papers and supplies. Canvas, denim or any durable cloth are best. Book bags with wheels are prohibited. Please place your child's name on the inside of their book bag. They should bring their book bag every day to school.
- ✓ For specifics on types of clothing see dress code information.

Immunization Information

In accordance with the Ohio Revised Code, Sections 3313.671 and 3701.13, all school districts must be provided with complete immunization information for each child upon entrance into the school district. These immunizations must be kept up to date, administered in a timely manner, according to your family physician's or health clinic's instructions, until the series has been completed. Upon entrance to preschool, a medical form signed by your family physician or health clinic will document the following immunization requirements:

- ✓ DTP-4 doses
- ✓ Polio-3 doses
- ✓ Measles, Mumps, Rubella-usually combined MMR-2 doses
- ✓ HIB-1 dose
- ✓ The 5th DTP and 4th Polio are normally administered just prior to Kindergarten.
- ✓ There may be additional required vaccinations per the Ohio Department of Health. The school nurse can provide clarification.

Parent involvement

- ✓ Field trips- parents are welcome to come along for these special occasions, the fee for the trip is the same for you as it is for your child. We currently participate in 2 field trips a year; this is always contingent upon funding of the district and the availability of bussing.
- ✓ Conferences-these are arranged at a time and date that is most convenient for you and the teacher. This will allow parents the opportunity to stay involved in their child's educational needs, progress, strengths, and behavior.
- ✓ Seasonal Parties- parents are encouraged to come and play on these special party days that we have throughout the year. In today's economy, I understand if you are unable to miss work to stay and play, please know that the donation of items (food, games, arts and crafts etc.) are also a way of supporting your child's education. The teacher will notify parents before any special event.
- ✓ Picking up and Dropping off-these are two other times that are special times to have a conversation with your child. You can ask questions, make observations, or just talk about what they might learn today at school. Give them a goal to remember one special thing they did and ask them about that at pick up time. This time is also a time when you can ask a question or make any concerns known to the teacher. Communication is the key to the success of your child's education.
- ✓ Email/Phone Calls-Parents will be asked at meet the teacher night to give an email address if this is a way you would like to be contacted. You may feel free to call the school at any time to discuss your child's education with the teacher. The teacher will not interrupt class time to call you back, but will promptly return calls at the end of the day, in between classes.

- ✓ *Our program is evaluated by the state periodically, parents can request to see copies of the evaluations by contacting the building principal, Mrs. Carter at 330-488-0392.

This Early Childhood Program is licensed by the Ohio Department of Education. Teachers are available to discuss any concerns you may have as a parent. If you have questions or complaints regarding the Early Childhood Program, please call (330)488-0392 and ask for Rebecca Carter, the Preschool Program Director. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children, or similar matters please call (614)466-0224 or toll free (877)644-6338 ask for Preschool Program Licensing.

Please sign and return this sheet after reviewing your handbook.

Name- _____

Date- _____

Child's
Name- _____