

South Euclid Lyndhurst Schools

Preschool Handbook



“The Destination Preschool Community”

South Euclid Lyndhurst Preschool

Rowland Elementary School
4300 Bayard Road
South Euclid, Ohio 44121

216-691-2200

The Preschool Team

Preschool Teachers

Mollie Barnes
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Preschool Assistants

Bev Dadante
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Related Services Staff

Denise Weinberg, School Psychologist
Alyssa Hilliard, Occupational Therapist
Elizabeth Parnin, Speech Therapist
Sarah Sebor, Physical Therapist

Administrative Staff

Maleeka Bussey, Building Principal
Lee Fuller, Early Learning Coordinator

Our Vision

The South Euclid Lyndhurst Schools will be the destination school community.

Our Mission

We educate, inspire and empower students to be high achieving contributing members of a global society.

We Believe



Preschool Philosophy

Our preschool philosophy is designed to meet the developmental needs of each child. We strive to facilitate, encourage and enhance learning experiences for all children and to expand their knowledge of the world around them.

Our program is designed to focus on the child's needs to explore, create, experience and socialize with other children. Each day is filled with creative experiences and activities to stimulate and challenge every child at his or her own developmental level.

Learning Environment

Curriculum

The South Euclid Lyndhurst Preschool uses the AEPS (Assessment, Evaluation and Programming System) curriculum that is aligned to all domains of the Ohio Early Learning standards. Everyday your child will engage in activities and lessons that will address their social-emotional development, approaches toward learning, cognitive development and general knowledge, language and literacy development, and physical well-being and motor development. The learning environment provides content, materials, experiences, and strategies that are both age and individually appropriate. Activity plans reflect the varying needs and backgrounds of our children. In our preschool classrooms you will see:

- Math & Science Learning Activities
- Literature & Library Experiences
- Housekeeping/Dress-up Play Area
- Music & Movement
- Sensory experiences including sand, water and other natural materials
- Special Programs with community stakeholders
- Arts & Crafts
- Cooking Activities
- Large Motor Activities
- Small Motor Puzzles, Blocks & Toys
- Participation in School Assemblies

Transitioning Into, Within, or Out of Preschool

In order to ensure that your child's preschool experience is a positive one, the program utilizes intentional transition activities designed to help your student transition in to, within and out of the program. These activities may include:

- Parent orientation
- Student phase-in days
- Collection of background data from parents
- Bi-annual developmental screenings
- Classroom visits to all classrooms in our preschool program
- Collaborative activities for all preschoolers to engaged with all staff and students within preschool

- Social stories to assist with transitions
- Individualized transition plans meetings for all students with special needs (peer models upon request)
- Summer age appropriate activity handouts to enhance language, social and motor skills to encourage year round learning
- Kindergarten readiness information
- Kindergarten orientation
- Cafeteria and school aged library activities for all students going to kindergarten
- “Promotion” ceremony and party

Integrated Preschool – Program Overview

The Integrated Preschool is for children who have one or more developmental delays with a significant deficit in vision, hearing, communication, motor skills, cognitive development, or social/emotional/behavioral skills. The program also includes children who are considered developing typically for their age. Our Integrated Preschool program enrolls 8 students on IEPs and 8 students who are peer models.

Assessment Process

Every prospective preschooler will participate in an assessment process. This may include:

- Home and school-based observations
- In-depth parent interview
- Developmental play-based assessment
- Bi-annual criterion referenced developmental screening

Upon completion of the assessment process, the preschool team will review each child’s developmental needs and strengths to determine if the child is eligible for special education services. If the child qualifies, an Individualized Education Program (IEP) will be created within 30 days.

Based on the assessment, related services, such as speech and language, physical therapy, and occupational therapy may be a part of a child’s program and may be provided on a consultative, indirect, or direct services basis.

For typically developing peer models, relevant developmental and transition goals will be formulated with input from parents based upon the results of the annual screening that occurs within the first 60 days of school.

Progress Reporting and Parent Conferences

Children's developmental progress shall be reviewed and reported to parent(s) Bi-annually for peer models and quarterly for students on IEPs. Parent conferences shall occur Bi-annually for all students in accordance with the K-6 district calendar.

Peer Models

Peer models are typically developing children between the ages of three and five selected to participate in the preschool program. While benefiting from the preschool experience, these children provide peer interaction for the preschoolers with special needs. Because all children learn not only from adults but also from watching and interacting with other children, peer models are an integral part of the preschool program. Peer relationships are important for the social and cognitive development of every child.

There are many characteristics that are necessary to become a good peer model. When being screened to become a peer model, the following traits are considered:

- The ability to comply with teacher requests in a timely manner
- Age-appropriate play skills
- Good language and communication skills
- Must be toilet trained
- Demonstrate age-appropriate independence and initiative
- Demonstrate age-appropriate self-help skills (dressing, toileting, caring for one's belongings)
- The ability to make transitions and demonstrate flexibility in following routines

Tuition

The tuition for preschool is \$1,000.00 for the school year. A deposit of \$200.00 is required at the time of registration to hold your child's spot in the program. Should you have questions regarding payment, please ask at the time of registration or contact the Treasurer's Office at 216-691-2012. Please see the 3 payment options listed below:

Option A - \$1000

Registration	September 1	October 1	November 1	February 1	March 1	April 1	May 1
200	100	100	100	200	100	100	100

Option B - 10% Discount - \$900			
Registration	September 1	November 1	February 1
200	235	235	230

Option C - 20% Discount - \$800	
\$800 Paid at the time of registration	

Payment terms: All payments must be made by the due dates listed below to secure your child’s continued participation in the program. Payments received after the 10th of each month are subject to a \$50 late fee; if payment is not received by the 20th of each month, continued participation will be declined. In the event of declined participation (due to late payments) the total late fee plus a \$100 reinstatement fee will be due before the student can return to class.

Discipline

Our goal is to help your child become self-reliant and internalize rules for behavior while also ensuring the safety, physical and emotional well-being of all individuals on the premises. Emphasis is placed on acknowledging and encouraging positive behavior and generating ideas for solving social conflict problems, such as how to share a toy. We expect that children will increasingly demonstrate responsibility for themselves and others. Each child will accept natural consequences for the choices he or she makes. Some specific examples include: helping to clean up after play, respecting others’ work as well as their own, listening to others’ ideas and teacher directions, and making physical contact with others in gentle ways. We ask families to help us reinforce these behaviors such as walking indoors, using an indoor voice when inside, and using kind words at school. The preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The following steps will be taken starting with using verbal and/or physical prompts to assist children to use appropriate behaviors:

- Set clear limits

- State cause and effect when appropriate
- Modify the environment as necessary to encourage positive behaviors
- Redirect the child to another activity
- Remove the child from the situation to give him/her time to rethink his/her decision
- Physically direct/guide the child to assist him/her with participation

If you have any questions about this discipline policy, please consult your child's teacher.

Disciplinary Restrictions

(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, such as in a protective hug, so the child may regain control. (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, and food shall not be used as a reward for behavior. (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.

Transportation

Students with an IEP may receive transportation if it is determined by the IEP team that the child's disability directly impacts their ability to access transportation in the same fashion as their typical peers.

Transportation for peer models is the responsibility of the parent and will not be provided by the school.

Health & Safety Procedures

A staff member who is trained in the management of communicable disease, child abuse and first aid is present in the building at all times. All preschool staff have been trained to look for signs and symptoms of illness and in hand-washing and disinfection procedures.

For the protection of all children, your child should be kept at home if he/she shows any signs of communicable disease or is displaying any of the following symptoms:

Temperature of 100 degrees
 Diarrhea
 Severe coughing
 Unusually dark urine and/or grey or white stool
 Evidence of lice, scabies, or parasitic infection

Difficult or rapid breathing
 Yellowish skin or eyes
 Vomiting
 Sore throat/difficulty swallowing

Untreated infected skin patch(es)
 Stiff Neck
 Conjunctivitis
 Unusual spots or rashes

Should these symptoms become evident while your child is at school, it will result in his/her being immediately isolated and released to his/her parent, guardian, or emergency support person.

If your child becomes ill at school, a parent, guardian, or emergency support person will be contacted to pick up the child immediately. Unless otherwise notified by your child's teacher, the student will wait in the school clinic.

Children who have been absent from school for illness may return when they are no longer contagious, have been WITHOUT FEVER for 24 hours, and are able to participate comfortably in all indoor and outdoor activities.

Please notify the school/teacher if your child has any condition, such as allergies, special diet, or special medical needs, of which we need to be aware.

Parents will receive written notification from your child's teacher should they receive an injury at school.

According to state law, no medication, vitamin, or special diet is administered unless instructions to administer are written, signed, and dated by a licensed physician. A prescription label with name, current date (within three months), dosage, number of daily dosages, and route of administration is required. The parent must complete a form that grants permission to administer the medication. This includes insect repellants and sunscreen lotions. Please do not send medication to school with your child.

Communicable Disease

Should any child in the SEL Preschool be exposed to a communicable disease, a written notice will be sent home to all families. Please see the communicable disease chart below:

DISEASE	INCUBATION PERIOD	SYMPTOMS	DURATION	WHEN CHILD MAY RETURN TO SCHOOL.
Chicken Pox	14-21 day incubation period. Spread by air droplet, direct contact or articles freshly soiled by discharge from blisters.	Slight fever, small blisters that pop. Do not give aspirin. Consult your physician when treating the fever.	7 days or until the blisters are dry and scabbed over.	7 days from the first appearance of blisters.

Impetigo	4-10 day incubation period. Spread by direct contact with draining blisters.	Itchy blisters that develop into crusted, yellowish sores on faces, elbows and knees.	Approximately one week.	24 hours after antibiotic begins.
Pink Eye	1-3 day incubation period. Spread by direct or indirect contact with eye drainage.	Swelling, burning or redness, itching of the eye. Yellow drainage, sensitive to light.	Depends on response to treatment.	May return after being evaluated by physician and discharge has stopped.
Head Lice	Incubation can be 3-4 weeks. Eggs hatch in 7-10 days. Spread by direct contact with infected person or directly with objects that are infested.	Itchy scalp. Presence of louse insects and/or nits (eggs) attached to the hair shaft.	Gone as soon as shampooed and nits removed.	After shampoo, bugs and nits are removed. Needs to be rechecked before returning to the classroom.
Ringworm	10-14 day incubation period. Spread by direct or indirect contact or from contact with articles of infected person. Can be found on feet (athlete's foot) scalp or body.	Ring like areas on exposed skin. May be dry scaling, moist or crusted. May itch or burn.	Can last 2-3 weeks with treatment.	No exclusion, however, treatment is necessary for this to clear.

A child isolated due to suspected communicable disease shall be: (a) Cared for in a room or portion of a room not being used in the preschool program; (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised; (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent; (d) Observed carefully for worsening condition; and (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Health Screenings and Referrals

Regular health exams and tests can help find problems before they start. They also can help find problems early, when your chances for treatment and cure are better. By getting the right health services, screenings, and treatments, you are taking steps that help your chances for living a longer, healthier life.

The South Euclid Lyndhurst preschool program requires a yearly physical including vision, dental health, height, weight, hearing, and blood lead and hemoglobin levels. Your pediatrician can provide these screenings. You may also be referred to one of the agencies listed below. The school nurse will review your child's physical information and immunization record and contact you if there is a concern.

- McCafferty Clinic.....216-957-4848
- J. Glenn Smith Health Center.....216-957-5600
- Cuyahoga County Board of Health.....216-201-2000
- University Suburban Health Center.....216-382-9492

School Procedures

Absences & Illnesses

If your child will be absent for the day, please notify Rowland Elementary School at (216) 691-2200. State law requires that each absent child be accounted for on a daily basis.

Licensing

Our program is licensed to operate by the Ohio Department of Education (614) 466-0224. Licenses are posted in each classroom. The laws and rules governing our program are available for review from the Rowland Elementary Principal, Maleeka Bussey, upon request.

Our licensing record includes compliance reports from the Department of Education and inspection forms from the Health, Building, and Fire Departments. These items are available for review.

For any complaints regarding the preschool, please contact the Special Education office at 216-691-2026

As required by law, we will report suspected abuse or neglect to the Department of Human Services.

Non-Custodial Parents

Unless extenuating circumstances exist, non-custodial parents have access to all written school information about their children including school records, progress reports, and Individualized Education Programs.

Weather-related School Closing

The preschool program follows the South Euclid-Lyndhurst Schools' schedule in terms of weather cancellations. School closings will be announced on television, radio, or online.

Winter Clothing

Participation in our winter activities requires clothing appropriate for the weather. A winter coat, mittens, hat, boots, and snow pants will ensure your child's comfort.

Withdrawal from School

You are required to come to the South Euclid Lyndhurst Board of Education building in order to withdraw your child from the preschool. The Registration Office can be reached at (216) 691-2062. Please also phone the Rowland office at (216) 691-2200.

Family Engagement

Because we consider parents to be their child's first teachers, we encourage you to be actively involved in your child's preschool program. Ways to be involved include:

- Parent teacher conferences – Two conferences per school year
- Classroom helper
- Share your special skills or interests
- Storybook parent program
- Field trips
- Home-School activity packets
- PTA

PTA

Preschool parents are encouraged to participate in the Rowland Parent Teacher Association. Meetings typically occur the second Wednesday of every month during the school year. The PTA also sponsors many events throughout the year that support the needs of staff, students, and families. The cost of a PTA membership is \$5.00. For information, please contact your classroom teacher.

Family Education

Throughout each school year, the South Euclid Lyndhurst School district and the South Euclid Lyndhurst Teacher's Association (SELTA) sponsor workshops, guest speakers, and informational sessions designed to support families in maximizing their children's education. Information about these sessions can be found on the district website www.sel.k12.oh.us.

School Events

Each year there are a series of school events designed to engage families in their child's preschool experience. These include: parent teacher conferences, parent orientation night, preschool graduation, and the Rowland Elementary cookout. Please check the preschool calendar for specific dates.

Community Resources

The South Euclid Lyndhurst preschool program would like to support the families of our students. If you need support in the areas of counseling, general health, mental health, chemical dependency, or grief, a directory of agencies is available from the district's Pupil Services Department. For additional needs, please contact the school social worker who may be able to direct you to an agency that can assist you.

Additional Information

Field Trips

Parents must give written permission for their child to participate in each field trip. Copies of emergency medical forms are taken by staff on all field trips. Preschoolers who cannot attend a field trip will remain home the day of the field trip.

Snacks

A nutritious snack is provided daily. If your child is diagnosed with a food allergy, a written request is required to alert the staff. Out of respect for those who do have allergies, we do not allow edible treats to be brought in for birthdays and special occasions. Other types of non-edible favors (e.g. bookmarks, stickers, pencils, etc...) are still acceptable.

Parent Access and Visitation

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.