

**FAIRHAVEN SCHOOL**  
**ABC'S OF PRESCHOOL**



**PARENT HANDBOOK**

Board Adopted February 17, 2006  
Revised November 1, 2011

## **PRESCHOOL PROGRAM PHILOSOPHY**

**Each child who attends preschool is viewed as a unique child with an individual pattern of growth and development. Our curriculum and adult interaction are responsive to individual differences in ability and interests. Interaction and activities are designed to develop children's self-esteem and positive feelings toward learning.**

**Our learning environment is designed to meet the developmental needs of children as well as to meet the standards set forth by the Ohio Department of Education. We strive to foster exploration, creativity, and independence. This rich environment will allow opportunities for the children by doing, interaction with materials and people and to act upon their environment. These experiences will meet the children's needs and stimulate learning in the areas of cognition, physical, social-emotional, and communication.**

## **ASSESSMENT OF CHILDREN**

Assessment may occur prior to your child's placement in our program. Individual on-going assessment of the child takes place throughout the school year. Regular written reports will help you know how your child is developing. Additionally, each preschooler is evaluated using the Ohio Department of Education's Get It Got It Go, Early Childhood Outcome Summary, and Ages and Stages Questionnaire assessments.

## **BAD WEATHER**

In case of bad weather listen to the radio and television stations listed below for an announcement regarding Fairhaven School's delays or cancellations. We can also alert you of closing and delays using the "One Call" system, which is a system that alerts everyone on our "One Call" list via phone call. In order to be on our "One Call" list you must provide us with the phone number(s) you would like to receive the alert. Up to 3 numbers can be used for the notification.

### **TV Stations**

WCMH TV-Channel 4  
WBNS TV-Channel 10

### **FM Radio Stations**

WNCI 97.9  
WCOL 92.3  
WBNS 97.1  
The Fox 105.7  
WSNY (Sunny 95) 94.7

### **AM Radio Stations**

WTVN 610  
WBNS 1460

## **BIRTHDAYS**

On your child's birthday you may send in a special treat. It is helpful if you can inform the child's teacher in advance. Parents are welcome to come and share the occasion.

## **BOOKBAGS**

It is helpful if you child can carry a backpack to school. Many notes, papers, and their notebook travel back and forth. Notes in hand tend to be lost.

## **CARSEATS**

Children under 4 years of age and 40 pounds must travel in a car seat on the bus. Car seats are provided for our program.

## **CLOTHING**

Children become more independent when wearing clothing they can manipulate by themselves. This independence is a confidence builder as well.

## **COMMUNICABLE DISEASES**

The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall notify the parent or guardian of the child's condition immediately when a child has been observed with signs or symptoms of illness.

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

- (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck; or
- (j) Evidence of lice, scabies or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian.

The child, while isolated at the program, shall be watched carefully for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

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.

## **CURRICULUM**

We use the Creative Curriculum as a basis for instruction. It is aligned with the Ohio Department of Education standards for early learning and school readiness.

## **DAYS AND HOURS OF OPERATION**

A school calendar is adopted each year. A copy of this calendar is distributed to each family. Daily hours of operation are 8:50a.m. to 3:00p.m.

## **DISCIPLINE**

Discipline is an important part of development in young children. They are just beginning to communicate, share, and turn-take. Often it is necessary for immediate discipline to occur for children to understand parameters. In preschool, we use the time away method. Time away as it is used in the preschool setting is defined by our county board policy as an intervention wherein the individual is removed from the immediate instructional / reinforcing environment, however egress from the area is not prevented by physical means. The child may be asked to sit on a chair, floor space, or marked area for a period of time to regain control and understand our expectations. Our guideline for time away is up to one minute away for each year of age, thusly a 3 year old would time away for three minutes. These times are maximums and staff will look for indicators that the child has calmed down to return the child to activity as soon as possible.

Teachers and assistants will use positive intervention techniques to promote appropriate behaviors and will only use time away to address behaviors that are harmful to the student or others or that present a disruption to the classroom environment. Students should be encouraged to voluntarily seek time away when they are becoming upset and should be

taught to recognize signs that they are becoming upset as part of the procedure. Time out may not be used. All incidents of time away will be documented by the staff and reviewed by the Children's Services Supervisor who will determine the need for formal behavior plans based on this information.

See Addendum 1

Board Policy is available for review upon request.

Additionally and according to Ohio Revised Code 3301-37-10

- A. A preschool member in charge of a child or group of children shall be responsible for their discipline.
- B. The Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - 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 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 toileting accidents.
  - 7. Techniques of discipline shall not humiliate, shame, or frighten a child.
  - 8. Discipline shall not include withholding of 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
- C. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- D. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## **EMERGENCY CARE CARDS**

An emergency care card must be maintained on each child. This includes emergency numbers and contacts, medications, allergies, etc. It also serves as written permission for any person allowed to pick up your child in case of illness or emergency. Parents are responsible for maintaining up to date information.

## **EXTRA CLOTHING**

Every child has occasional accidents. Save yourself a trip to school by sending an extra change of clothing with your child.

## **FIRE EMERGENCY AND WEATHER ALERTS**

All teachers and students participate in regular drills in preparation for emergencies. This enables your child to recognize the alarm and where to go when it sounds.

## **GOALS OF OUR PRESCHOOL PROGRAM**

Our goal is to provide opportunities for you child's development through:

- a. positive social interactions with other children
- b. physical development of large and small motor muscles
- c. stimulating exploratory experiences that will encourage children to problem solve, think logically, analyze and arrive at possible solutions.

We also hope to:

- a. stimulate the development of language and literacy skills through listening and speaking.
- b. encourage independence.
- c. encourage curiosity and exploration of environment.
- d. promote and establish a good home/school relationship in order to develop positive attitudes about teachers, school, and learning.
- e. allow children to enjoy their childhood while meeting their needs through appropriate enriching experiences.

## **HEALTH RECORD**

All children must have a current (within one year) physical to be eligible to attend preschool.

## **IMMUNIZATIONS**

All children are expected to be current on immunizations to attend school.

## **JOY OF LEARNING**

Preschool is intended to be a joyful experience for children and impart a positive feeling toward learning, teachers, and school.

## **KNOWLEDGE**

Knowledge is acquired by young children through play and exposure to a variety of activities that are hands on in nature.

## **LEARNING CENTERS**

Discovery, textures, cooking, puzzles, manipulative games, counting and number game centers, dramatics, gross and fine motor activities, expressive art, communication, and books are fine examples of learning centers the children may experience throughout the year.

## **MUSIC**

Music is an excellent way to learn new skills from listening to singing to playing instruments.

## **NEWSLETTERS**

Newsletters and notebooks will be sent home on a regular basis to keep families informed about the various activities your child is experiencing at school.

## **OUTDOOR PLAY**

Children engage in outdoor play weather permitting. Please dress your child so he/she will be comfortable outdoors.

## **PHYSICALS**

All children must have a physical each school year for admission.

## **PLAY**

Play is a vital part of a child's development. Whether it is with toys, other children or adults, or pretend play it may all help your child to develop. Children learn many skills for social interactions and communication through play. Play is an important part of our daily routine at school. Both structured and free play occur throughout the day.

## **QUESTIONS**

Questions or concerns of parents should be discussed promptly with the teacher or Children Services Supervisor.

## **READING**

Reading and literacy are a major part of preschool programming today. Children begin to understand literacy by identifying restaurant signs, community places, and turning pages in a book. Parents can foster this development by pointing out the stop sign, McDonalds, or their child's name in print.

## **SAFETY**

Your child's safety is of the utmost importance to us. Children must be accompanied by an adult at anytime they are entering or leaving the building or boarding the school bus.

## **TIME**

Take time to be a part of your child's education. Stop by and visit us when you have time, attend programs, or volunteer. Working together makes our program a better one.

## **UNDERSTANDING**

There is an ancient proverb: "Children need understanding the most when they deserve it the least." This is true for all children.

## **VISION**

It is important to have your child's vision checked regularly to assure he/she is seeing properly.

## **XYLOID**

**Xyloid (wood) materials are available for the children to build, pound, and create with.**

## **YOUR CHILD**

**Your child is very special to us. We will strive to make his/her preschool experience a wonderful one.**

## **Field Trips**

**Field trips are an important part of our programming as children learn by doing and seeing. We encourage parents to attend field trips with their child's class whenever possible. There will be some field trips where parents will not be able to attend due to space. We hope you understand.**

**Parents are free to access a complete copy of policies of the Madison County Board of Developmental Disabilities by making a request.**

## **Addendum 1**

### **What Works**

- **Talking with children**
- **Listen to their feelings**
- **Acknowledge their feelings – “It looks like you were mad when Johnny took your toy.”**
- **Give children information about what happens when they hit. Teach empathy – “Johnny is crying because it hurts when he gets hit.”**
- **Offer alternative ways to express their ideas. “You can tell Johnny “I don’t like it when you take my truck”.**
- **Help children come up with alternative solutions. “Johnny wants to play trucks with you – can you help him find another truck?”**
- **Set limits and follow through – “Can you play nice or shall I help you move away to play somewhere else for a while?’**
- **Remember – It takes time, repetition, and modeling.**
- **Children don’t learn communication and problem solving skills quickly. They will get it with practice.**

**Adapted from: [parentsoup.com](http://parentsoup.com)**