

# SOLON SCHOOLS PRESCHOOL PROGRAM

## PARENT HANDBOOK



**Solon City Schools Program at  
Arthur Road  
(440) 349-6210**

## SOLON SCHOOLS MISSION STATEMENT

Solon City Schools, a diverse collaborative learning community of families, staff, and community members, will ensure all students attain the knowledge and skills to succeed and become contributing, ethical citizens in a global society, through our unwavering commitment to inspire every student to achieve personal excellence.

*The Solon Integrated Preschool Program is licensed by the Ohio State Department of Education. Annual inspection(s) take place to ensure compliance with the Ohio Preschool Licensing Rules. If you should have any concerns or complaints with our licensing, you may contact the Office of Early Learning and School Readiness, 25 S. Front Street, Columbus, Ohio, 43215, (614) 466-0225.*

# Solon Integrated Preschool Staff

Arthur Road Elementary School

(440) 349-6210

Terry Brownlow, Principal 349-6210

Beth Poe, School Psychologist 349-7341

**Teachers: 349-7757**

Jessica Heisler, Teacher ext - 5984

Tina Leonard, assistant

Becky Bremner, assistant

Emmie Selig, assistant

Katy Burke, Teacher ext - 5899

Barb Cellars, assistant

Padma Tamirisakandala, assistant

Shannon Krienen, assistant

Joanna Menolasino, Teacher ext - 5970

Joanie Thompson, assistant

Shobha Pillai, Teacher ext - 5950

Krista Carlozzi, assistant

Michelle Wasserman ext - 5986

Sue Twarek, assistant

Amy Kennerknecht, itinerant teacher 349-4610

**Therapists: 349-7757**

Marguerita Carrabine, physical therapist ext - 5394

Cathie Gingerich, occupational therapist ext - 5536

Amy Wilson, speech-language pathologist ext - 5318

Kristina Hoehnen, speech-language pathologist ext - 5373

## Health Aide

Marty Schilling ext - 7350

**Sick Calls: Arthur Road Office 349-6210**

**Transportation: 349-6250**

**Email addresses: [firstname.lastname@solonboe.org](mailto:firstname.lastname@solonboe.org)  
(ie., [bethpoe@solonboe.org](mailto:bethpoe@solonboe.org))**

## Preschool Program Philosophy

Recognizing that every child is unique with individual patterns of growth and learning styles, the Solon Schools Preschool Program promotes the development of the whole child. In order to ensure success, this program incorporates these vital goals to;

**Provide-** a carefully organized and rich environment which stimulates natural curiosity and invites the child to explore his/her world.

**Support-** the diversity and individuality of each child, as well as the family's values and cultural beliefs.

**Guide-** children through their individual stages emphasizing developmental and age appropriate needs. Our guidance provides a basis for experimentation, problem-solving, decision-making, and social interactions.

**Reinforce-** the child's present abilities and achievements as well as reinforcing their appreciation for their own similarities and differences from others. Children are encouraged to be sensitive to the needs of others and communicate their feelings in a productive manner.

**Collaborate-** as a team, with an emphasis on establishing true partnerships between home and school, parents and teachers, child and community. This collaboration reflects our respect for the child's first teachers- the parents. The exchange of knowledge, concerns, ideas, and solutions enhances this partnership.

**Advocate-** for each child the right to an enriched preschool experience that is age appropriate, developmentally appropriate, and individually appropriate.

Solon Schools Preschool Program promotes the integration of the child, his/her environments, and early learning experiences. These integral components cultivate self-confidence, foster individual accomplishments, and nourish the child's future educational success and community involvement.

## **SAMPLE CLASSROOM SCHEDULE**

(varies with each teacher/class)- should we put the real schedule?

### **AM Schedule**

8:05-8:35 - Gross Motor/Bathroom  
8:35-8:50 - Sign in/Table Time  
8:50-9:00 - Circle Time  
9:00-9:45 - Choice Time  
9:45 - 10:10 - Circle Time/Set Up For Snack  
10:10-10:25 - Snack Time  
10:25 - Pack Up

### **PM Schedule**

11:55-12:25 - Gross Motor/Bathroom  
12:25-12:40 - Sign In/Table Time  
12:40-1:00 - Circle Time  
1:00-1:45 - Circle Time  
1:45-2:15 - Circle Time/Set Up For Snack  
2:15-2:25 - Snack time  
2:25 - Pack Up

### **Parent- Teacher Conferences:**

Conferences are scheduled **two times per year** with parents. Report cards are also distributed in February and June of each school year. Parents are welcome to request a conference at anytime should a concern arise with their student. Parents are also encouraged to communicate with their child's teacher via phone or email to address concerns or questions. Teachers check their phone messages and emails daily.

## School Fees

Snack and consumables fee: **\$150.00 per year**  
Peer model tuition: **\$1200.00** (no additional fee is required)

## Classroom Ratios (maximum)

14-2 Students to adults in half day classes (no more than 8 students with special needs)  
8:3 Students to adults in full day classroom, there are no peer models

All classrooms have one state certified/licensed early childhood interventionist and at least one classroom teaching assistant.

## Class Times

### AM

Classes meet Monday through Thursday  
**8:00 am - 10:30 am**  
\*\* Drop-off 7:50-8:00 am      \*\*Pickup 10:30-10:45

### PM

Classes meet Monday through Thursday  
**11:45 noon- 2:30 pm**  
\*\*Drop off 11:45-12:00      \*\*Pick up 2:30-2:40

The full-day Intensive Intervention Preschool Classes meet Monday through Thursday, 8:00-2:30

All students will enter and exit through the east wing doors. Arrival and departures are supervised by school staff.

If you do not arrive during arrival time you will have to bring your student to the main entrance and sign them in at the office.

If picking your child up early from school, you must sign them out at that main office.

## Drop Off/ Pick Up Procedures

### Morning students:

7:50-8:00 am

Parents can either “valet drop off” or park on the east side of the building and walk their child to the east doors which will be supervised by school staff”. Please do not drop off before 7:50 as we will not have adequate supervision for you child. *If arriving after 8:00, you will need to enter the building through the main doors.*

If using the “valet” between 7:50-8:00, please line up along the curb facing toward Arthur Rd and a staff member on duty will escort your child from your car to the building.

After 8:00 sharp, you will need to walk your child into the building by being buzzed in to the main entrance (north side of building).

At pick-up (10:30 or 2:30), we will have the “valet service” where your child will be escorted out to your car by a staff member. Please follow the procedures below:

1. Please form a car line facing south (toward Arthur Rd.). This can be most easily accomplished if you enter the parking area by going through the Orchard parking lot off of SOM Center.
2. Teachers &/or assistants will bring the children out to your cars beginning at 10:30. Children will be escorted to your car in the order of the line of cars.
3. The staff member will assist your child in getting into your car, but will not buckle them into car seats; once your child is in the car, please pull up several feet and then stop to secure seatbelts so that we may keep the line running fluidly. *If you are uncomfortable with this process you are always more than welcome to park and walk to the door to meet your child.*
4. **Mid-day pick up will be between 10:30-10:45; after 10:45, the doors to the east wing will be locked and you will have to enter the building through the main door.**

### Afternoon students:

11:45-12:00

Drop off will be handled the same way as above; students will be escorted from your car in the car line by a staff member. If you arrive after 12:00, you will need to bring your child into the building through the main office doors.

2:30-2:40

Valet pick up, same as above.

## **Preschool Snacks and Meals:**

Snacks are provided to students in the mornings and afternoons. Weekly notice is given to parents regarding scheduled snacks for each day. The staff follows licensing guidelines to choose snacks deemed nutritious and healthy. Should you choose to send in snack for your child due to health, religious, or other reasons, please follow healthy guidelines for food choices. The following USDA website has useful information for planning nutritious meal and snack choices for preschoolers.

<https://www.choosemyplate.gov/health-and-nutrition-information>

## **Birthday Celebrations at School**

Our school is happy to recognize your child's birthday by posting their name on our birthday bulletin board. Children will be invited to come to the office and receive a birthday pencil. No snacks can be brought in my parents due to allergies and restrictions. We also ask that you do not use the school to deliver invites or thank you notes. All parents will be provided a roster of your child's classmates at the beginning of the year.

## TRANSPORTATION

1. Transportation will be provided by request for IEP students only, to and from locations within the Solon School district.
2. Students will be assigned to the closest bus stop to their house.
3. Certain bus routes *may* take up to 45 minutes, or longer in some cases, for the student.
4. Some routes may require the child to make a supervised transfer to another vehicle.
5. All preschoolers riding the bus will be required to wear a safety vest provided to them by the school. The only exception will be for students who are 5 years old (or kindergarten age) at the start of the school year.

If you have any questions regarding the above, please call **Fred Bolden, Assistant Superintendent of Personnel and Transportation, at 349-6206**

## HEALTH GUIDELINES:

**If your child will be absent from school due to illness please call the main office, 349-6210, to report the absence.**

A child should be fever free for 24 hours before returning to school.

Chicken pox- child should be out until all blisters are dry.  
(approximately 7 days from onset)

Strep- child must be on medication 24 hours before returning to school.

Head Lice- child must be treated with appropriate shampoo or rinse, have all nits removed from hair and be checked by the school nurse/health aide before returning to school.

All cases of communicable disease must be reported to the school clinic.

Please notify the school if your child develops a chronic illness.

All medication that needs to be given in school will be stored in the school clinic and administered by the nurse or health aide. Proper authorization will be need to be provided by your child's doctor.

*According to State of Ohio early childhood regulations, all preschool students must have updated annual physical forms in their files at the school clinic. Reminders will be sent home as needed. Without an updated physical, students will be excluded from school.*

## CLASSROOM HEALTH PRACTICES:

Germs spread very quickly in the preschool environment. The health of our preschoolers and staff is very important to us, requiring us to be highly vigilant about health concerns among our students. The only way that we can effectively and proactively avoid spreading germs in the preschool setting is to rely on you to monitor your child's health and keep him/her home from school if there is a chance of exposing others to colds or viruses. If you are unsure of whether to send your child to school you might ask yourself "How would I feel if another student in my child's class was in school with these symptoms?"

Please adhere to the following guidelines:

1. Child should be fever-free, without medication, for 24 hours before returning to school.
2. Child should be diarrhea-free and should not have vomited for 24 hours before returning to school.
3. Child should not present with any undiagnosed rashes.
4. No red, itchy eyes with discharge or crusty eyelids.
5. New colds: Keep your child home for 24-48 hours depending on sneezing and/or coughing, and your child's ability to care for his/her nose with minimal support. If discharge from your child's nose is greenish and thick, please contact your pediatrician to rule out infection.

If your child's teacher observes any of the above symptoms and/or your child isn't able to participate fully in class, you will be called to come pick them up from school. The attached symptom form will be completed by the preschool teacher.

We appreciate, in advance, your cooperation and understanding as we strive to maintain the health and safety of our school environment.

## **Behavior Management/ Discipline Procedures:**

The Solon Schools Preschool staff believes in structuring the preschool environment so that children can safely develop their emotional, social, and interpersonal skills. The Preschool team has developed a program using Positive Behavioral Intervention Supports (PBIS). Rules and expectations are explicitly taught, modeled and reinforced in all school environments. Our classrooms and routines are organized to prevent excessive social conflict or misbehavior from occurring. When problems do arise, they are most often dealt with by mediation from a classroom adult. The problem is discussed with the child and the child is instructed on appropriate alternative behaviors and/or responses.

On occasions where the problem behavior occurs repeatedly, or there is concern for the safety of the student and peers in the classroom, time outs or removal from the activity may occur. These time outs will usually last no longer than 3 minutes\* and are followed with discussion of appropriate, alternative behaviors. The child may be asked to complete an activity or direction if necessary. Designated time out locations will always be in visibility and hearing of the supervising staff member.

If a child in the program is identified with delays in social-emotional/behavioral development, a specific behavior plan will be incorporated into the IEP through discussion with the parents.

All behavior incidents and consequences will be reported to the parents as they arise.

The preschool staff has been trained and certified in Crisis Prevention Intervention (CPI) emphasizing ways to de-escalate behavior and appropriate methods of safely providing physical intervention if the child's behavior becomes aggressive or unsafe.

\*The general guideline used for length of a time out is not longer than 1 minute for each year of a child's chronological age (ie., A 3 year old would have a time out **no longer** than 3 minutes). A child's developmental age will be taken into account when providing a time out consequence.

In compliance with the **Ohio Department of Education Preschool Licensing Rules (3301-37-10)**, the Solon Schools Preschool Program adheres to the following:

- 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.**
- 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.**

## **Visitors**

Visitors, particularly parents, are welcome at our school. At the same time, we want to be sure we are maintaining the safest possible environment for our students. Prior to entering the school, all visitors must present a photo ID and sign in with the security aide at the school Welcome Center at the front entrance to obtain a visitor badge prior to entering the school. Driver's license, state ID or passport are all acceptable forms of photo ID.

Visitors, including volunteers, must display their visitor badge at all times in the building. Any visitor found in the building without a badge will be directed to return to the Welcome Center security desk or main office. Family members who wish to confer with a staff member, including the principal or guidance counselor, are asked to call for an appointment prior to coming to the school to arrange a mutually convenient meeting time. Visitors arriving without appointments or not for pre-approved volunteer activities or school programs will not be permitted to visit classrooms or travel beyond Welcome Center or office area. All visitors must also sign out at the Welcome Center when they leave the school.

Family members who are dropping off necessary forgotten items for students will give item to the security person and will not need to go past the security office. The item will be delivered to the child.

Students may not bring visitors to school without prior written permission from the principal. The school cannot accommodate requests for visiting friends and relatives to "shadow" or attend classes for a day.

### **Emergency Contact Information**

The school is using a system called InfoSnap to update important student emergency contact information and parent notifications. All students must have all necessary information completed in InfoSnap at the beginning of the school year. Students will need at least two emergency contacts in addition to parents or guardians. These individuals are the only adults students would be released to for rides home or in case of illness or an emergency situation. All information must be entered online through InfoSnap. If you do not have computer or Internet access at home, computers are available at the Solon Public Library. If you have difficulty, please contact the main office so we can be sure your child's information is up to date.

Please complete this page and return to your child's teacher.

\_\_\_\_\_ I have received and read the Preschool Handbook.

\_\_\_\_\_ I give permission for my child's name, parent(s) name and phone number to appear on a class roster for the 2018-2019 school year.

\_\_\_\_\_ I do not give permission for my child's name, parent(s) name and phone number to appear on the class roster.

\_\_\_\_\_ I would like a copy of the class roster.

\_\_\_\_\_ I do not want a copy of the class roster.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Child's Name \_\_\_\_\_

Parent(s) Name \_\_\_\_\_

Phone Number \_\_\_\_\_