

SOLON PRESCHOOL

PARENT HANDBOOK



**Solon Preschool
6545 SOM Center Rd.
(440) 349-6210**

August 2021

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 Preschool Staff

(440) 349-6210

Terry Brownlow, Preschool Director 349-6210
Beth Poe, School Psychologist 349-7341

Teachers: 349-7757

Katy Burke, Teacher ext - 5899
Kris Brancel, assistant
Shanon Krienen, assistant
Padma Tamirisakandala, assistant

Jessica Heisler, Teacher ext - 5984
Becky Bremner, assistant
Tina Leonard, assistant
Sarah McGlone, assistant

Joanna Menolasino, Teacher ext - 5970
Brandon Butler, assistant

Madison Ranney ext - 5560
Lauren Hodermarsky, assistant

Shobha Pillai, Teacher ext - 5950
JoanieThompson, assistant

Michelle Wasserman, Teacher ext - 5986
Sue Twarek, assistant

Therapists: 349-7757

Marguerita Carrabine, physical therapist ext - 5183
Cathie Gingerich, occupational therapist ext - 5536
Amy Wilson, speech-language pathologist ext - 5318
Andrea Vantaggi, speech-language pathologist ext - 5795

Health Aide

Bria Young ext - 7350

Sick Calls: Solon Preschool Office 349-6210

Transportation: 349-6250

Email addresses: firstname.lastname@solonboe.org (ie., bethpoe@solonboe.org)

Preschool Program Philosophy

Recognizing that every child is unique with individual patterns of growth and learning styles, the Solon 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.

Attendance Procedures

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

- Teacher/classroom assistants can not report absences.
- If your child is absent and not reported to the main office you will receive a call from the building secretary inquiring about your child's absence

Communicable Disease

If your child has been diagnosed with a communicable disease it is imperative to notify the school. In turn the school will notify parents of other children so they can monitor their child.

Physical Exams

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.

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.

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 be 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 becomes ill while attending preschool the following procedures will be followed

- A child who is mildly ill (not feeling well) will be taken to the clinic to be assessed by the school health aide. School health aide will contact parent to determine if the child will remain in school or if the child will be picked up by the parent.
- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian: (a) Diarrhea (more than one abnormally loose stool within a twenty-four-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 one hundred 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; or (i) Stiff neck; or (j) Evidence of lice, scabies, or other parasitic infestation.
- A child with any of the following signs or symptoms of illness shall be immediately isolated 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 carefully watched 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.

Class Times

AM Class Times

Classes meet Monday through Thursday

8:00 am – 10:30 am

** Drop-off 7:50-8:00 am **Pickup 10:30-10:40

PM Class Times

Classes meet Monday through Thursday

12:00 - 2:30 pm

**Drop off 11:50-12:00 **Pick up 2:30-2:40

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

SAMPLE CLASSROOM SCHEDULE

(varies with each teacher/class)

AM Schedule

8:05-8:35 – Gross Motor Activities

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 – Prepare for Dismissal

PM Schedule

11:55-12:25 – Gross Motor Activities

12:25-12:40 – Sign In/Table Time

12:40-1:00 – Circle Time

1:00-1:45 – Choice Time

1:45-2:15 – Circle Time/Set Up For Snack

2:15-2:25 – Snack time

2:25 – Prepare for Dismissal

Arrival and Dismissal Procedure

All parents must use the valet system when dropping their students off and picking their students up from Preschool.

Cars will be identified by using an assigned tag or placard. This tag or placard will have the child's first name and last name initial. Each family will be provided two car tags or placards. Additional tags or placards can be requested.

Arrival Procedure

Cars will enter using the north drive. Proceed around the back of the building to the south side of the building where staff will be waiting to help your child out of the car. Parents should not get out of the car.

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

Pick Up Procedure

Cars will enter using the north drive and proceed around the building to the south side of the building. Students will be brought out in the order of the cars in line. Parents will need to exit their car and secure the child in the car seat. Once cars are loaded they will exit and cars will continue to move up in line and be loaded. When the first set of cars is loaded they will exit, cars will move up. **YOU SHOULD NEVER PASS THE CAR IN FRONT OF YOU.**

Drivers without a current, original, school-issued tag or placard will be asked to park their car. Once all cars in the pickup line are loaded, the adult picking up the child should go to the pickup door where they will be asked to present a PHOTO ID. Students that are not picked up by 10:40 for the am pickup or by 2:40 for the pm pickup will be taken to the main office until a parent/guardian arrives.

School Fees

Peer Model Fees

Students identified as Peer Models are required to pay tuition. Tuition is \$1200.00 for the year. Tuition can be paid in two installments, one in August and one in January. A letter will be sent to parents in August with payment instructions.

IEP Student Fees

Students on IEP's are required to pay a snack and consumable fee. The fee is \$150.00 and needs to be paid within the first month of school.

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. The staff considers all known allergies when choosing snacks. If your child has severe and significant allergies and you would like to provide your child's snack you are encouraged to do so. Should you choose to send in snacks 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 by 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 school directory.

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

Reporting Student Progress:

Semester Skills Assessment Report - Parents will receive a report in January and again in June

Parent Conferences - Parent conferences are held twice a year. Parents will be asked to schedule a conference in October and then again in February.

- Parents are welcome to request a conference at any time 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.

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 **Mike Acomb, Director of Business & Personnel, at 349-6206**

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.

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

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 will be buzzed in after they have given their name and purpose for the visit via the intercom system. Once in the building visitors will sign in at the security desk and receive a visitors badge.

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 security desk or main office. Family members who wish to confer with a staff member, including the principal or school psychologist, 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 access into the building. All visitors must also sign out at the security desk when they leave the school.

Family members who are dropping off necessary forgotten items for students will give the 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 a 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, home address, and phone number to appear in the school directory for the 2020-2021 school year.

_____ I **do not give** permission for my child's name, parent(s) name, home address, and phone number to appear in the school directory for the 2020-2021 school year.

Parent Signature _____ Date _____

Child's Name _____

Parent(s) Name _____

Phone Number _____