

**Soaring
Little Eagles
Preschool**



**Parent Handbook
2019-2020**

**Avon Early Learning Center
3075 Stoney Ridge Road
Avon, Ohio 44011
(440) 934-5124**

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Locations

Center-Based Location

Avon Early Learning Center
3075 Stoney Ridge Road, Avon, Ohio 44011
(440) 934-5124

Central Office Location

Soaring Little Eagles Preschool
Avon Local Schools
In Collaboration With
Educational Service Center of Lorain County
1885 Lake Avenue, Elyria, Ohio 44035-2500
(440) 324-5777

ESCLC Governing Board: Roger Sero, Member, Judy Maldonado, Vice President, Jim Barnhart, President, Ken Kalina, Member, Lois Von Gunten, Member

Staff

Supervisor: Brandie Rush M.Ed.

Psychologist: JoAnne Doran M.Ed., Ed.S

Intervention Specialists

Jennifer Arnold M.Ed., BCBA/COBA
Beth Koscho
Julie Wilmer

Jody Friedman M.Ed.
Stacy Vrbancic
Mackenzie Strader

Itinerant Staff

Melissa Kuhn - Intervention Specialist
Maria Greszler M.S., CCC-SLP

Speech/Language Pathologists

Angela Berga M.A., CCC-SLP

Jessica Talbott M.A., CCC-SLP

Physical Therapist: Cynthia Dougher P.T., A.T.P.

Occupational Therapist: Diane Mohr M.Ed., Ed.S

Nurse: Cammy Small

**AVON LOCAL SCHOOL DISTRICT
MISSION STATEMENT**

The mission of the Avon Local Schools is to educate the whole student in an inclusive environment that inspires personal excellence.

**AVON LOCAL SCHOOL DISTRICT
VISION**

The vision of the Avon Local Schools is to create a legacy of excellence, innovation and service fostered through collaboration within the community.

BOARD OF EDUCATION

John Weigman.....President
Heather Mahoney.....Vice President
Art Goforth.....Member
Kevin Romanchok.....Member
Tara Tatman.....Member

DISTRICT ADMINISTRATION

Michael Laub, Superintendent.....440-937-4680
Ben Hodge, Assistant Superintendent.....440-937-4680
Katie Henes, Treasurer.....440-695-0601
Mike Elder, Director of Human Resources.....440-937-4680
Jason Call, Director of Student Services.....440-934-4246
Bill Fishleigh, Director of Operations.....440-937-4680
Val Kaminski, Director of Curriculum and Development...440-937-4680
Greg Manik, Director of Buildings and Grounds.....440-937-4680
Jim Blodgett, Director of Transportation 440-937-0503

2019-2020 AELC Important Dates

2019-2020

August:

- 20th- Open House Preschool and Kindergarten (Kids Welcome)
 - 5:00-6:00pm (Last Names A-L)
 - 6:00-7:00pm (Last Names M-Z)
- 20th-30th SOUPer Bowl Begins (collecting canned foods and money for CRS)
- 22nd- Kindergarten and Preschool Assessments
- 23rd-Kindergarten and Preschool Assessments
- 26th- First day of kindergarten and preschool

September:

- 3rd-Fall Fundraiser Kick-off (Mum Sale)
- 16th-Mum sale orders due
- 18th-Pride Day

October:

- 8th-Fall Picture Day
- 10th-Mum Pick-up at AELC
- 10th-Preschool Apple Hill Field Trip
- 11th-NEOEA Day (no school)
- 14th- In-service (no school)
- 16th-Pride Day
- 17th-Family Game Night
- 31st- Fall Parties

November:

- 12th-Picture Retakes
- 13th-Pride Day
- 14th-Fall Conferences (4:30-8:00 pm)
- 15th- End of first Trimester- NO PRESCHOOL
- 21st-Fall Conferences (4:30-8:00 pm)

- 27th-29th- Thanksgiving Break

December:

- 12th-Preschool Information Night
- 18th- Pride Day
- 19th-Holiday Parties (Preschool)
- 23rd-January 6th- Break

January:

- 6th-School Resumes
- 9th-Family Game Night
- 15th-Pride Day
- 17th- Inservice Day-No School
- 20th-No School
- 30th-K information Night for the Class of 2033 (7-8:30 pm)

February:

- 14th-NO PRESCHOOL
- 17th- No School
- 19th- Pride Day

March:

- 2nd-End of 2nd Trimester
- 2nd-6th Dr. Seuss Spirit Week
- 12th- Conference Night (4:30-8)
- 13th-No School
- 17th- Pride Day
- 19th-Conference Night (4:30-8)
- 20th-Spring Photos

April:

- 9th-Spring Parties (preschool and kindergarten)
- 10th-17th Spring Break
- 20th-School resumes
- 22nd-Pride Day

May:

- 8th-NO PRESCHOOL
- 11th-15th- Right to Read Week
- 20th-Pride Day
- 25th-No School
- 28th Last Day for Preschool (Picnics)

PROGRAM PHILOSOPHY

The Soaring Little Eagles Preschool Program is a child-centered program devoted to meeting each child's unique needs. Our concern is for the whole child. We believe it is important to provide a safe and nurturing setting in which to foster each child's self-help, physical/motor, language/communication, social/emotional, learning/cognitive, and aesthetic development.

Preschool children learn best through meaningful play. The teachers serve as facilitators to guide children in varied learning experiences. These activities are primarily child-oriented and child-directed.

Children progress at their own developmental pace. The overall goal is to foster in each child a positive sense of their self-worth and a belief in their own ability to learn and grow as capable, independent individuals.

It is strongly believed that family involvement is critical to a child's growth. Parents are important partners in the development and provision of learning situations. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities and expectations and available agency services through periodic progress reports, newsletters, home visits, and/or telephone contacts from the preschool teacher. Parents of qualifying children will participate in Individualized Education Plan (IEP) meetings.

GENERAL INFORMATION

Our preschool program serves children ages 3-5 with and without special needs from the Avon Local School District in Lorain County. The children attend school Monday through Thursday, morning, afternoon, or full day sessions, dependent upon team recommendation. During $\frac{1}{2}$ day sessions, children will be given the opportunity to eat a parent-provided nutritional snack daily. During full day sessions students will be given the opportunity to eat a nutritional parent-provided snack in the morning and afternoon, as well as a nutritional parent provided or purchased school lunch. **Please let your child's teacher know about any food allergies. A copy of the district's food allergy policy can be accessed on the website www.avonlocalschools.org .**

Teachers work on skills that are developmentally appropriate for each child attending the program. Children entering the program on an Individualized Education Program (IEP) will have their goals and objectives included throughout the daily schedule. Regular conferences are scheduled twice a year with all parents to discuss progress. Fall conferences for the 2019-20 school year will be the evening of Thursday, November 14th and Thursday, November 21st. Spring conferences will be Thursday March 12th and Thursday March 19th. Parents are not limited to two conferences and can request a conference with the teacher at any time. We welcome your input and involvement.

Itinerant teachers serve students in their homes, other preschool settings, or at the Avon Early Learning Center. Related services such as speech therapy,

occupational therapy, and physical therapy are provided to students as determined by the Evaluation Team Report and Individual Education Plan.

We have an open door policy which means parents are welcome as visitors at any time. We encourage active participation in the classroom as well as child observations. Please see the Classroom Visits section of the handbook for more information.

Parents are encouraged to use the Soaring Little Eagles Preschool Program as a contact between community resource organizations and families. We also encourage parents to participate as members on the Parent Teacher Association (PTA). More information about the Avon PTA can be found in the Parent Teacher Association section of the handbook.

The Soaring Little Eagles Preschool is licensed through the State of Ohio, Department of Education. We follow all rules and regulations required by the Division of Early Childhood Education. The license is posted in the school's office at all times. Department personnel are available to discuss any concerns or complaints you have as a parent. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of children or similar matters, please call: (614) 466-0224 or toll-free (877) 644-6338. Ask for Preschool Program Licensing. If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call: (614) 466-0224 or toll-free (877) 644-6338, Office of Early Learning and School Readiness.

ADMISSION

Preschool children with disabilities are eligible to attend the Soaring Little Eagles Preschool Program at no cost as determined by the Policies and Procedures for the Education of Children with Disabilities. The school district is responsible for determining a child's eligibility for special education services. A medical statement and immunization record are required not later than 30 days after enrollment and every 13 months thereafter.

Typically developing children must be at least 3 years old by August 1st of each year for admission into the preschool program, and will be charged tuition on a monthly basis. Each family must pay a non-refundable \$100 deposit upon enrollment. This will be applied to your child's 1st month's tuition. Spots will not be held until payment is received. Parents must provide a copy of a legal birth certificate, (2) proofs of residency, and immunization record at the time of registration. All children must have a physical exam within 30 days of enrollment into the program and every 13 months thereafter. Typical peer models are NOT eligible for transportation services.

If for any reason you need to withdraw your child from the program, a withdrawal form must be completed and turned into the office at the Early Learning Center.

ATTENDANCE

Children attending Soaring Little Eagles Preschool will be in class from 9:00 a.m. to 11:45 a.m. (morning session), 1:00 p.m. to 3:45 p.m. (afternoon session), and 9:00 am to 3:45 (full day). We will meet Monday through Thursday following the preschool calendar adopted by the Avon Local School District. Our 4/5 general education classroom will meet Monday through Friday.

Children shall not arrive more than 10 minutes prior to the scheduled arrival time and shall be picked up within 10 minutes of dismissal, if parents transport their children. Please try to be prompt when dropping off/picking up your child. Late arrivals/pick-ups may not only be disruptive to the class but may cause distress for your child. Children shall only leave with a parent or persons designated on the child release form.

Absence: It is the responsibility of parents and guardians to have students in regular attendance. The parent or guardian must notify the school by 10:00 a.m. (or 1:30 p.m. for a PM student) if your child will be absent and also give the reason for the absence. The school attendance number is 440-695-0561. If a call is not received, the school will contact you. If your child rides the bus you will also need to call the bus garage 440-937-0503 to report that they will not require transportation services for that day. The preschool staff will notify transportation in the event of field trips.

If your child is absent for five days in a row without notifying the Preschool, parents will be asked if they plan to continue the child's enrollment in our program.

Late Arrival, Early Dismissal: Children who arrive late must be signed in at the office by a parent or guardian. Children should never be dropped off outside our school as the building is locked and no one can supervise a child's admittance. A written note needs to be sent to the office in the event that a child is to be picked up early from school. No child will be released to an adult without prior **written** permission from the custodial parent.

CAR RIDER ARRIVAL/DISMISSAL PROCEDURES

Below you will find in detail our pick up and drop off procedure.

Start of School:

The front doors will open at 8:45 am to begin student drop-off. Students are to be in their classrooms by **9:00 am**, as this is the start of our school day, therefore the doors will close at **8:57 am**. If you miss the drop-off time, you will need to park in the visitor lot and walk your child into the office to sign them in as tardy.

Drop-off Procedure:

Drop off is at the front of the school at the main entrance. Cars will come into the main driveway and stay to the right into the parking lot. Drive up the access road alongside the playground. At the end of the access road is a turn around (close to the stadium), continue to loop back alongside the playground. Upon leaving the access road and re-entering the parking lot stay to the right and follow the line to the front of the circle to pick up your child. It is critical that they exit from the passenger side of the car **ONLY**. This will ensure the safety for all our children. Once your child is out and the cars in front of you are moving you will then exit using the main driveway. Please note: If your child needs assistance unbuckling, we ask that you park in the visitor lot, unbuckle your child, and then proceed in the line once again to drop off

End of School:

Every family will be issued one car tag with your family name on the tag. Additional tags may be purchased for \$1.00 in the main office should you require more. Please make sure you have your tag visible for staff at pick-up.

Pick-up Procedure:

Cars will come into the main driveway and stay to the right into the parking lot. Continue straight onto the access road that goes alongside the playground. At the end of the access road is a turn around (close to the stadium), continue to loop back alongside the playground. Upon leaving the access road and re-entering the parking lot stay to the right and follow the line to the front of the circle to pick up your child. It is critical that students enter the passenger side of the car **ONLY**. Once your child is in and the cars in front of you are moving you will then exit using the main driveway. Please note: If your child needs assistance buckling, we ask that you park in the visitor's parking lot after getting your child and assist them with buckling and then exit via the main exit.

Walk-up drop-off and pick-up:

Each year we have a few children that need to be walked in by an adult or picked up and walked out for various reasons. If your child needs this accommodation, please speak with Mrs. Mudore or Ms. Rush. If you have not spoken with one of us and created a plan, we will ask that you use the car line. It makes it difficult to keep kids safe when we have adults walking in and out with children.

If your child is not a daily car rider and needs to be picked up, you will need to send a signed and dated note with your child's full name and the name of his or her teacher to the school. PTA provides "A Note to School" pad to every family at the beginning of the year. One of these sheets can be used when your child is a car rider. Please avoid small notes as they may get lost. Emails requesting your child be a car rider are **not accepted**.

If an emergency occurs and you are unable to pick up your child, please call the office immediately, so arrangements can be made.

BUS RIDING PROCEDURES

Transportation by school bus to and from school is available to qualifying students. For the safety of all children, the transportation policy requires that your child **MUST** be picked up at the same location Monday through Thursday. While the drop-off locations may differ from the pick-up locations, each location must be consistent Monday through Thursday. For example, a child can be picked up Monday through Thursday at the location (stop) designated for the home address and dropped off Monday through Thursday at a daycare environment. Also, if your child is to be picked up or dropped off at a location **OTHER THAN THE STOP ASSIGNED FOR YOUR HOME ADDRESS**, you must complete a "Change in Transportation Form" with the Transportation Office (35601 Detroit Road). You can pick up this form in the main office, access it online at www.avonlocalschools.org or contact the Transportation Office directly at 440-937-0503.

Buses are now dropping off and picking up in the back of the school building. Please be aware that buses will be driving through the visitor's lot to access the back.

CHILD RELEASE POLICY

If your child should need to be sent home early due to illness, etc., every effort will be made to reach a parent or guardian. If the parent or guardian is unavailable, the emergency contact persons on the registration form will be contacted. If you are having your child picked up by someone else, that person and their relationship to your child must be included on the emergency contact list.

If someone other than the approved contacts should need to pick up your child, the parent/guardian must send a written note to the teacher stating the name of the person who will be picking up the child. The note must be signed and dated by the parent/guardian. That person will also be asked to show a photo ID to verify identification. This procedure is in place for the protection of your child.

SNACKS AND LUNCHES

Snacks and other food served meet the requirements of preschool licensing and the Food Allergy Management Policy for Avon Local Schools. Individual student snacks will be nutritional and parent/guardian provided. Information regarding nutritional snack options will be provided to parents.

Although your child will have an opportunity to eat a snack at school it should not take the place of breakfast or lunch. Please be sure your child has eaten a meal before arriving at school.

Full Day Students: Full day students will have the option to participate in the hot lunch program at the Avon Early Learning Center. If you are interested in this option please contact the school office for more information. If you do not wish to

participate in the hot lunch program you will be expected to send a complete lunch and beverage with your child each day. Please have your child's name clearly marked on all lunch containers.

In summary:

- Half day students will be required to bring one individual snack to be eaten at school
- Full-day students will be required to bring 2 individual snacks (one for AM/one for PM) and a complete lunch.

Parents will be given a copy of the Food Allergy Management Policy for Avon Local Schools upon request.

NAPPING PROCEDURES

Full-day classrooms will have a nap/rest period reflected in the daily written schedule. Nap/rest periods shall not exceed 1.5 hours in the daily schedule for any child in a full-day program. A quiet space for children who want to rest or nap will be provided. A child who attends a full day classroom will be assigned a rest/nap mat with their name clearly labeled. All rest/nap mats will be cleaned before being assigned to another student. The nap/rest period shall be flexible to meet individual needs, with provisions for early risers and non-nappers. Parents can provide items for napping such as blankets, pillows, etc. These items will be sent home with the child at the end of each week to be washed by the parent(s).

DRESS CODE

In general, school dress should be such that it ensures the health, welfare, and safety of the student, and enhances a positive image of our students and school. Appropriate school clothing should fit properly and be without tears or rips. Inappropriate attire includes flip flops, high heels, platform or wedge shoes, high heeled boots, clothing with inappropriate language or that shows undergarments, and swimwear. We recommend comfortable play clothes, socks and closed toe shoes be worn daily. Crocs are discouraged due to playground mulch.

Clothing should be easy enough for children to manage by themselves. "Onesies", bodysuits, suspenders, etc. are difficult to fasten and should not be worn to school. When sending your child to school in a dress or skirt, please consider having them wear a pair of shorts underneath as preschoolers spend a lot of time on the floor during play and circle time activities.

Whenever possible, preschool students will be taken outside for gross motor activities. Please dress your child with appropriate outdoor clothing as the weather dictates. If it begins to rain, snow heavily, or the wind chill and temperature drop below 20 degrees, gross motor activities will take place indoors.

LOST AND FOUND

Belongings such as coats, hats, gloves, backpacks, lunch boxes, etc. should be clearly marked with your child's name. Lost and found items are located in the main lobby and are donated at the end of each semester. The Early Learning Center is not responsible for lost or stolen items.

BIRTHDAYS

We recognize that your child's birthday is a special day. The district's new policy discourages edible birthday treats in the classroom. Therefore, if you would like to send something in to celebrate your child's birthday, it should be something other than a food item. The school district would like to promote healthy and safe choices for all students.

If you are having a birthday party for your child, please mail the invitations or phone parents unless you are inviting the whole class (or all the girls or all the boys). This request is intended to help avoid hurt feelings on the part of anyone in the class who may not be invited to the party.

PARENT ROSTER INFORMATION

Each classroom teacher will prepare a parent roster for their class. You have the option of omitting your name and phone number from this list. The roster is available to those who choose to be included upon request.

CLASSROOM VISITS

The Avon Early Learning Center values and welcomes parent involvement. If you plan to visit your child's classroom, please contact the teacher 24 hours in advance. Unfortunately siblings are not permitted to accompany parents who are visiting the classroom for centers, workstations, computer lab, classroom parties, etc. Siblings may be allowed for Star Student celebrations with the classroom teacher's consent.

CONFERENCES AND REPORT CARDS

Conferences—Parents are expected to attend their child's fall conference scheduled for November 14th or November 21st. Spring conferences will be held March 12th or March 19th. Parents are not limited to two conferences and can request a conference with the teacher or principal at any time. The Avon Early Learning Center welcomes your input and involvement.

Report Cards—Students receive a report card three times a year. Trimester report cards will go home in November, March, and May.

TRANSITION POLICY

It is the goal of the Soaring Little Eagles Preschool to make transitions a positive experience for families. Although transitions may occur during the school year, most transitions occur at the beginning and end of the school year. Examples of typical transitions include but are not limited to transition from preschool to kindergarten, transition from one preschool classroom to another within the program, and/or transition into/out of the program. An individual plan will be developed for a student, which includes family input, prior to the transition. Transition activities will be offered to the student to help prepare them for the change.

CHANGE OF ADDRESS

Parents should inform the office as soon as possible if they have a change of address or phone number in order to help in the event of emergency, mailings, and possibly a change in transportation.

TRANSFER OR WITHDRAWAL OF A STUDENT

Any student who is transferring to another district must be withdrawn from our school. Parents need to contact the office to make arrangements and all school property (such as library materials) will need to be returned. After the correct forms are completed and any outstanding fees are paid, the student's records will be released.

CUSTODY

The Early Learning Center office must be notified of any change in the status of a child's custody. Students may only be released to the legal guardian(s) as noted on the registration form unless the office is notified of other arrangements in writing. All custody papers must be on file in the office and updated if the custody orders are changed.

FIELD TRIPS

Students are provided opportunities throughout the school year to participate in field trips. These trips are intended to provide opportunities for families to engage socially, students to practice skills learned in school, and teachers to observe students in a variety of settings. Parents are required to provide transportation to/from the location and are required to stay on sight with their child. Preschool field trips take the place of the regular preschool day. Information regarding each field trip is sent home to parents 2-4 weeks in advance. There may be additional costs for the field trip.

CLASSROOM SUPPLIES

Most preschool supplies are provided by the school. Parents are expected to provide a standard sized book bag/backpack for their child. Parents will receive a list of additional supplies requested by their teacher.

PRESCHOOL TUITION

Tuition for the 2019-2020 school year for 4 day preschool is \$2,500.00.

Tuition for the 5 day preschool program is \$3,200.00.

Student tuition payments can be made in the office by writing monthly checks made out to Avon Board of Education. You can also pay online by visiting [PayForIt](#). This option allows you to make partial payments, schedule payments and set up payment reminders. Please do not send payments in your child's backpack or folder. They must be dropped off in the AELC office. **Half of the tuition balance must be paid by January 6th with the remainder paid by May 1st. Failure to pay tuition may result in your child being removed from the program. Future enrollment in preschool and/or full day kindergarten may also be affected.**

MONEY, CHANGE, AND CHECKS

When money is sent to school to pay for requested items we ask that you put the exact amount in an envelope marked with your child's name and teacher. Our school has no provisions to make change. All field trips can be paid in cash or check.

AVON PARENT TEACHER ASSOCIATION

Avon PTA is the combined parent/teacher association for Avon Village and Avon East Schools. The mission of the PTA is child advocacy, parent education and support of education. The PTA meets the first Wednesday of each month. All staff, parents, or guardians of students are encouraged to attend. Some activities of the PTA include:

Room Parents	Staff Appreciation
Book Fair	Pride Day
Family Fun Night	Newsletter
Field Day	Community Service
Market Day	Junior Achievement
Right to Read Week	Reward Programs
Ways and Means	... and more!

By joining the PTA and attending PTA meetings, you will stay informed of activities and projects at our schools, what events are coming up, and how you can be of help. PTA also provides a wonderful opportunity to meet and network with parents and family members of your child's peers. When you join the PTA you will be added to our email distribution list that will keep you up to date with issues and events pertaining to your child's education.

To obtain more information or to join, click on the "PTA" link under "Parents" on the school website. Your ideas and assistance are welcomed and appreciated, and you will be glad you joined. The child that will benefit most from your involvement in PTA is your own.

MATERIALS

Our materials are developmentally and age appropriate for use with preschool children. Safety is a main consideration for toy selection. Toys are routinely washed and checked for safety considerations.

TOYS FROM HOME ARE NOT PERMITTED, except for days designated by your child's teacher (Ex. Show-n-Tell).

STANDARDS OF CONDUCT

Soaring Little Eagles Preschool respects and promotes the unique identity of each child and family and refrains from stereotyping or discriminating on the basis of gender, race, ethnicity, culture, religion, or disability. Soaring Little Eagles Preschool staff will follow program confidentiality policies concerning information about children, families, and other staff members.

Staff members never leave children alone or unsupervised while under our care. We do not use corporal punishment, emotional or physical abuse, or humiliation. The Soaring Little Eagles Preschool Staff are required by law to report any suspected abuse and/or neglect. The phone number for the Child Abuse Hotline is (440) 329-2121.

DISCIPLINE POLICY

It is our belief that in order to maintain an environment conducive to learning, it shall be necessary to develop an appropriate classroom management policy. This policy shall be conducted and supervised by the certified staff in each classroom and shall apply to all persons on the premises. No employee is, at any time, to commit an act of physical or emotional abuse against any student in the program. Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents.

The preschool staff works to help our students to become gradually more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors which may include natural and logical consequences, redirection, modeling the correct behavior, separation from problem situations, talking with the child about the situation, praise for appropriate behavior, providing the child with an alternative way to behave, replacing that behavior, using their words to express their feelings appropriately, positive behavioral supports and/or re-enforcers. The least restrictive, least intrusive, and most effective choices shall always be implemented first and foremost. Teachers encourage children to express their feelings in an acceptable way. The teachers address student behaviors on an individual basis.

Any and all abusive or dehumanizing actions are prohibited: allowing one student to discipline another student; physical abuse or other inappropriate physical actions including striking, shaking, shoving, spanking procedures; any psychological or verbal

abuse including threats of inappropriate consequences, ridiculing, or using abusive or demeaning communication which causes student to feel devalued; placing child unattended in a room; and/or denial of the opportunity to have meals, complete elimination of meals, or denial of rest.

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 and praise for appropriate behavior.

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

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
- (b) No discipline shall be delegated to any other child.
- (c) 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.
- (d) No child shall be placed in a locked room or confined to an enclosed area such as a closet, a box or a similar cubicle.
- (e) No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.
- (f) Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- (g) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (h) Discipline shall not include withholding food, rest or toilet use.
- (i) Separation, when used as a 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.
- (j) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

STAFF

Our preschool staff meets or exceeds state standards for certification as teachers and teacher's aides. We continue to gain knowledge through in-services and continuing education.

CURRICULUM

We follow the Ohio Department of Education (ODE) Early Learning & Development Standards in all domains of school readiness to reflect the comprehensive development of children. These standards lead directly into the ODE Elementary common core. These standards can be found on the ODE website at education.ohio.gov or www.earlychildhoodohio.org. The Splash into Pre-K Curriculum is used as a foundation for classroom learning and is aligned with the Ohio Department of Education Early Learning Content Standards. Handwriting Without Tears and Preschool Foundations are also available for teachers to implement. Full day classrooms may also incorporate the STARS curriculum.

ASSESSMENT

Teachers assess students in a variety of ways, which may include the following:

-The Ages & Stages Questionnaires (ASQ-3): A Parent-Completed Child Monitoring System, Third Edition - The ASQ-3 is a screening and monitoring program that can identify accurately children who are in need of further assessment to determine whether they are eligible for early childhood special education services. All families are required to complete the questionnaire within the first 30 days of starting the program.

-Ohio's Early Learning Assessment- The purpose of this assessment is to monitor children's learning over time and to ensure that all children are on the path for kindergarten. This assessment includes performance tasks and teacher observation of everyday activities. The assessment is completed twice a year in the fall and spring.

-Child Outcomes Summary (COS)– The Child Outcomes Summary Form (COS) is used by preschool special education teachers to rate every preschool child with a disability using a 7-point scale to document the child's progress in the acquisition and use of knowledge and skills, (including early language, communication and early literacy), positive emotional skills (including social relationships) and the use of appropriate behaviors to meet their needs. This is completed annually.

HEALTH

All children must have immunizations required for their age. Parents will provide information regarding emergency medical and dental care, emergency transportation, and the names of persons who have permission to pick up your child. Anyone picking up a child other than the child's parents must provide picture ID before the child will be released.

Any child needing medication during school time will have a form completed and signed by the parent **and** physician to specify medication, dosage and time medication is to be given to the child. Medication must be brought to school by the parent in the original container appropriately labeled by the pharmacy.

Our teachers and educational aides are trained in first aid, recognition of child abuse, handwashing procedures, and symptoms of communicable disease. Children's health will be observed daily.

EMERGENCY MEDICAL FORMS

Every Avon student will need an Emergency Medical form updated annually. These forms provide vital information to the staff in the event of an illness or injury. You will be notified of how to update this information online before the beginning of each school year. Please note that emergency contacts should be able to pick up a child within 30 minutes in the event of illness or injury.

Please do not forget to notify the office of any change of address or contact numbers during the year.

ILLNESS AND INJURY AT SCHOOL

All accidents and injuries which take place at school will be reported to the office immediately. A call will then be made to the family of the injured child and arrangements will be decided. In the event that a parent or guardian cannot be reached, the office will begin calling the emergency numbers in the order that they are listed on your Emergency Medical form. Please be sure to notify the office of any changes in your contact information. It is very important that we have updated information including new cell phone numbers. An injury report will be completed by a preschool staff member and sent home for the parent's signature. Upon returning the signed form, the original will be kept on file with the school nurse and a copy will be sent home to the parent.

SICK CHILD PICK-UP POLICY

It is very common for children at this young age to become sick with little or no warning. Children may vomit, begin to evidence a fever, or break out in an unidentified rash while in school. When this happens the office/school nurse will contact the child's parents or guardians. Please understand that while every effort will be made to keep your child comfortable, the Avon Early Learning Center is not equipped to keep sick children for extended periods of time. We do request a parent/guardian/caregiver to be available to come and pick up a child who becomes ill within 30 minutes of the initial phone call.

COMMUNICABLE DISEASE POLICY

1. The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
2. No staff member shall attend the center if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note for a staff member to return to work.

3. A staff member is available to observe all children upon entering their group. The center will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms of illness.
4. A child who has been suspected of communicable disease shall be provided with a cot/mat and then isolated in a designated area awaiting parent pick up. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised.
5. A child suspected of a communicable disease may not be allowed to access district transportation. It is the parent's responsibility to transport the child home.
6. A child who has been ill may be readmitted to our school after sufficient time has lapsed for the child to overcome his/her signs of illness. A child will be admitted by the authorization of his/her doctor or in less serious cases by the authorization of the administrator. **Your child must be symptom free for 24 hours before returning to school. Fever less than 100 degrees (without fever reducing medication), nit free, diarrhea free, and clear mucus or on antibiotic therapy for 24 hours.**
7. The Communicable Disease chart is posted in the nurse's office.
8. Parents of other children in the center will be notified of exposure to communicable disease by written communication.
9. The staff member will immediately isolate and discharge the child to the parent/guardian or responsible individual as indicated on the Emergency Release Form, if the child shows the following symptoms:

Isolated and Send Home:

- a. Diarrhea (more than 1 abnormally loose stool within a 24 hour period)
- b. Severe coughing (whooping)
(red/blue face)
- c. Difficult or rapid breathing
- d. Yellow skin or eyes
- e. Conjunctivitis (pink eye)
- f. 100 deg. F. (auxiliary) temp. with another symptom
- g. Infected skin patches
- h. Dark Urine/gray or white stool
- i. Stiff neck
- j. Unusual spots or rashes
- k. Vomiting
- l. Lice including nits, scabies or other parasites
- m. Sore throat/difficulty swallowing

The staff member shall observe the child for worsening condition if the child who shows the following symptoms:

- n. Elevated temperature (less than 100 F)
- o. Minor cold symptoms alone
- p. Not feeling well enough to participate

Mildly ill may be observed with the group, and observed for worsening conditions.

SAFETY

1. No child will be left unsupervised or alone at any time.
2. Working telephones are in each classroom.
3. Fire, tornado, and intruder drills are held on a regular basis. Students are instructed by the teachers on the procedures for each drill. These drills are required by law.
4. In the event of a fire, weather, or medical emergency, the staff will follow plans which state action to be taken and staff responsibilities. These are posted in each classroom with diagrams showing evacuation routes. Rules for action by children will be explained periodically and practiced regularly.
5. In the event of an accident or minor emergency, a staff member will administer first aid and contact a parent/guardian, as well as send a written notification of the incident.
6. A staff member will notify the Lorain County Children Services when it is suspected that a child has been abused or neglected.
7. Each classroom contains a first aid kit, which meets the preschool state licensing requirements.
8. The outside play area will be supervised so that all children are visible to a staff member at all times. Children will be supervised going to and coming from the outside playground and the classroom.
9. A nurse from the Lorain County Health Department is on site Monday-Friday from 10:00 am to 2:00 pm. If an incident occurs outside of the nurses assigned hours staff is able to reach her by phone for consultation.

CRISIS PROCEDURES

In accordance with the Ohio Revised Code, the Avon Early Learning Center has adopted a Crisis Manual which specifies both guidelines and procedures for crisis situations. Fire and tornado drills along with lockdowns will be practiced on a regular basis. In the interest of safety for all parties involved with crisis situations, practice or real, students are required to behave appropriately and according to staff directives. Inappropriate behavior or a lack of seriousness towards the event will result in disciplinary measures.

Emergencies—In the event school is dismissed early due to an emergency (tornado, building equipment failure, calamity), each student should arrange a suitable plan with parents.

Fire Drills—When the fire alarm rings, children leave the room/area and are expected to walk quickly and quietly to the designated exit. Intentional ringing of a false fire alarm is punishable under the law. Violators will be prosecuted. Fire drills will be conducted monthly, weather permitting.

Tornado Drills—Tornado drills are held to prevent injuries and deaths due to an emergency. Students should listen closely to the announcements and to the teachers as to how to proceed quickly but orderly to their assigned shelter area. Tornado drills will be conducted periodically.

Lockdown Drills—Safety drills are put into place to secure the building when necessary. They will be practiced periodically throughout the school year in accordance with the Crisis Manual procedures. Induced unnecessary panic is punishable under the law. Violators may be prosecuted.

School Resource Officer—The Avon Board of Education has assigned School Resource Officers to the school buildings to assist in safety and security, and to act as a resource for staff and students during the school day.

SCHOOL CLOSING

We understand that the closing of school has a great effect on families. When there are circumstances, such as severe weather that lead to the cancellation of school, the superintendent tries to make that decision as early as possible so parents can plan.

Below are ways to stay informed:

Follow **@MikeLaubAvon on Twitter**. The school cancellation will be posted there first.

Always **check the homepage** on the website. As long as there is power, the cancellation of school is posted to the website next. Don't forget to refresh the page if you are leaving it open and waiting for an update.

Our electronic notification system, **School Connects**, will notify you of any school closings. If your emergency information has changed, please contact Mrs. Jeanne Yeagley at yeagleyj@avonlocalschools.org or at 440-934-5124 to update your information. Please note that the automated phone messaging system can be used for different types of notifications so always be sure to listen to the message when it arrives.

Local television channels 3, 5, 8 and 19 (in that order) are notified of school closings.

School closings are also sent through **e News**. Sign up for eNews by going to our homepage, www.avonlocalschools.org, and scroll to the bottom left of the screen. You should know that eNews is used regularly by the district and does not immediately send. There is typically a delay based on the volume of subscribers but it is a nice way to stay up to date on what is happening at our school.

If school has NOT been cancelled and you feel it is unsafe for your child to attend, please do not feel that you have to send your child to school. You should notify the school using the normal call-off procedure. Please state the reason for the absence is the inclement weather. Likewise, if the weather clears throughout the day and you feel it is safe, we encourage you to bring your child to school.

NON-DISCRIMINATION CLAUSE

It is unlawful for the Preschool to discriminate in the enrollment of children upon the basis of race, color, national origin, religion, sex, age, or disability. The Avon Board of Education and its staff are dedicated to providing equal opportunities and equal employment opportunities without regard to sex, race, color, national origin, religion, age or disability. If one has a concern about equal opportunities and equal employment opportunities, please contact the office as they have the appropriate information on whom to contact.

FERPA (student records)

The Avon Local School District Board of Education is required to follow the Ohio and Federal law as to the maintenance and release of student records. Ohio and Federal law prohibits the release of personally identifiable student information in certain specified circumstances without the written consent of the parent/legal guardian or the student, if eighteen or older. The consent is to be signed and dated and states the purpose of the disclosure. The school district may release "directory information" without consent and such information includes: names, addresses, telephone number, date of birth, major field of study, dates of attendance, date of graduation, sports and activities participated in, and in case of athletic team members, the height and weight of the student. For purposes of FERPA, members of the Board of Education, School District Administration, School Building Administration, teachers, and educational aides are considered to be school officials with a legitimate educational interest in viewing student educational records.

A parent/legal guardian or eligible student has the right to inspect and review the student's educational records, as well as the right to seek the correction of inaccurate or misleading records and that personally identifiable information about the student will not be released without consent, subject to certain exceptions listed as directory information. The Board of Education has designated the following individual(s) to contact if a parent/legal guardian or student seeks access of the amendment of educational records: Colleen Mudore.

Procedures for challenging or amending inaccurate or misleading information in a student's educational record are found in the Board Policy No. JO. Complaints involving an alleged violation of FERPA may be addressed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Health and Development Information

Helpful Websites:

<http://www.pbs.org/parents/child-development/preschool-kindergarten/>

<http://www.cdc.gov/ncbddd/childdevelopment/positiveparenting/preschoolers.html>

<http://childdevelopmentinfo.com/ages-stages/toddler-preschooler-development-parenting/>

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

<https://www.loraincountyhealth.com/>

Early Learning and Development Standards

<http://www.earlychildhoodohio.org/elds.php>

Early and Periodic Screening, Diagnostic and Treatment

<http://medicaid.ohio.gov/Portals/0/Resources/Publications/Materials/Healthcheck-card-2014-09-online.pdf>

Community Resource Information

Community Resource Services (CRS)

Website: <http://www.aalcrs.org/how-we-help.html#services>

Phone: 933-5639

An On-site Emergency Food Pantry.

The pantry is open daily to anyone in need of food.

Emergency Financial Assistance.

Clients are able to receive assistance with utilities, rent, auto repair, medical/prescription costs, school-related expenses and other basic needs once it has been established that they fall within our income qualification guidelines.

On-site access to Lorain County's UCAN Collaborative

CRS is currently hosting a representative from the United Way of Lorain County's Emergency Assistance Collaborative, the United Community Assistance Network (UCAN) a few days each month. UCAN is a county-wide emergency financial assistance collaborative that includes partners throughout the county. They are working to ensure that all residents of Greater Lorain County have year-round access to emergency financial assistance for rent, utilities, or other emergency basic needs.

Information and Referral.

If it's determined that the services necessary to best suit an individual client's needs are outside of our own capabilities, CRS has a vast network of agencies and other support groups to use as sources of referral, including the Ohio Benefit Bank (OBB).

SEASONAL PROGRAMS

CRS sponsors a number of seasonal programs that are designed to help relieve the burden on families during times that often carry added stress. These programs include our Santa's Workshop program in December, our Mother's Day Women of Worth program, Thanksgiving and Easter food baskets, and our Back-to-School Backpack Program.

United Way of Greater Lorain County 2-1-1

Website: <http://www.211lorain.org/>

What is United Way of Greater Lorain County First Call for Help?

Every day in Lorain County, someone is in need of essential services - from finding substance abuse treatment to securing food for their family. Faced with these problems, people often don't know where to turn. In many cases, people end up going without these necessary and readily

available services because they don't know where to start. United Way of Greater Lorain County 211 assists over 10,000 callers in finding services to meet their needs each year.

What is 2-1-1?

2-1-1 is an easy to remember phone number that connects individuals with resources in the community. 2-1-1 provides individuals with information about and referrals to human services for everyday needs and can also help them in crisis situations. 2-1-1 is a central number to call when individuals and families need services, or when they want to make a meaningful contribution of time or goods.

Is 2-1-1 free?

Yes! All 2-1-1 services are absolutely free.

Is 2-1-1 always available?

Yes! Our 2-1-1 program is available 24 hours a day, 7 days a week. As a result, people can find available help whenever the need arises.

Is my call confidential?

Yes! Your call is completely confidential. Our staff will ask for basic information including age and zip code in order to provide an appropriate referral.

Is 2-1-1 available in other locations?

As of 2013, over 90% of the United States population has access to 2-1-1. Visit www.211.org to search for 2-1-1 Information and Referral services in other communities.

Inclusion/Exclusion Criteria

It is the function of United Way of Greater Lorain County 211 to provide information about and referrals to a broad range of human service agencies throughout the Lorain County area. It is the intent of the program to provide as much information as possible to individuals who call to enable them to make informed decisions about which of the available resources may best meet their needs. While we strive to give the most accurate and appropriate information and/or referrals possible, United Way of Greater Lorain County 211 is not responsible for the quality of service delivered by any agency to which a caller is referred. 211 Staff refer to available agencies; they do not recommend one over another.

It shall be United Way of Greater Lorain County 211's practice to maintain as comprehensive a file as possible of agencies and programs whose services are directed toward the solution of human problems. To view our Inclusion/Exclusion Criteria, [click here](#).

Need more information? Dial 2-1-1 or call 1-800-275-6106

Lorain County Public Health Department

Since 1920, Lorain County Public Health has worked to create healthy communities for all to live, work, and play. They provide school nursing staff at 10 of the 13 public school districts in Lorain County, including at Avon Local School District. Lorain County Public Health protects your well-being, prevents disease, and promotes overall health...

- Vaccines for all ages
- Lead poisoning testing
- Free fitness opportunities
- Low-cost car seats
- Free home visits for families with newborns
- Low-cost prescription medications
- Local WIC office
- Inspect the places where you buy food
- Test public pools and beaches for safety
- Provided funding for the walking path at Avon's Every Child's Playground

To learn more, visit LorainCountyHealth.com or call 440-322-6367.

Lorain County Health and Dentistry

Website: <http://www.lorainhealth-dentistry.org/>

Call: (440) 240-1655

LCH&D provides high quality, affordable medical and dental care to members of the entire family. LCH&D follows Federal Poverty Guidelines and discounts fees for those who do not

have health insurance or qualify for Medicaid. As a federal Health Center, LCH&D must charge a fee for uninsured patients who qualify for a full (100%) discount. In medical clinics, the fee is \$20/visit while in dentistry it is \$25/visit.

Connecting For Kids

Website: <http://www.connectingforkids.org/>

Phone: 1-440-250-5563

Email: info@connectingforkids.org

Connecting for Kids is a nonprofit with a mission of providing education and support for families with questions or concerns about their child. We serve families on Cleveland's west side with children under the age of 13 by providing programs and support for families as well as through educational campaigns.

Connecting for Kids is more than just "a group for special needs families." We welcome any family with a concern about their child - whether the child has a formal diagnosis or has been described as shy, anxious, impulsive or quick to anger.

All of our programming is provided at no cost to the families through fundraising, grants, and through generous donations from our community.

To learn more about our organization, please visit the links below. Or, join us today and become a part of our growing family of professionals and parents.

Recreation

French Creek YMCA

website: <http://www.clevelandymca.org/french-creek-avon.html>

2010 Recreation Lane

Avon, OH 44011

440 934 9622

Fax: 440 305 8104

Avon Parks & Recreation Department

Website: <http://www.cityofavon.com/1/Home>

The City offers a host of activities for children, adults and families to enjoy throughout the year. Our mission is to deliver exceptional services and promote a high quality of life for residents, visitors and businesses.

Lorain Public Library Avon Branch

Website: <http://www.lorainpubliclibrary.org/locations-hours/avon-branch>

37485 Harvest Drive, Avon, OH 44011

Phone: 440-934-4743

ACKNOWLEDGEMENT

I have received and read my copy of the 2018-19 Soaring Little Eagles Preschool Parent Handbook and understand its contents.

Child's Name _____ (please print)

Parent's Name _____ (please print)

Parent Signature _____

Date _____

Comments, Questions, or Concerns: