

Twin Valley
Community Local Schools
Preschool Parent Handbook



Twin Valley South Elementary School

100 Education Drive
West Alexandria, OH 45381
(937) 839-4315

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Table of Contents

PHILOSOPHY & GOAL	3
PROGRAM OVERVIEW	4

MISSION STATEMENT	6
CONFIDENTIALITY	6
NONDISCRIMINATION POLICY	6
CURRICULUM	6
SPECIAL NEEDS ELIGIBILITY	6
ACADEMIC SCREENER	7
SPECIAL EDUCATION	7
INDIVIDUALIZED EDUCATION PROGRAM	8
ATTENDANCE	8
ABSENCES AND TRANSPORTATION INFORMATION	8
TVS PHONE & EMAIL DIRECTORY	8
ADMINISTRATIVE PERSONNEL	8
PRESCHOOL/ELEMENTARY PERSONNEL	9
REGISTRATION PROCEDURES	9
HOURS OF OPERATION	12
WEATHER	12
SCHOOL DELAY	12
2 HOUR EARLY DISMISSAL	12
EMERGENCIES	12
BUSING, ARRIVAL AND PICK-UP	12
BUSING	12
CAR RIDER ARRIVAL AND PICK-UP PROCEDURES	13
PARENT & STUDENT INFORMATION	14
CLASS ROSTER	14
PARENT-TEACHER CONFERENCE	14
PARENT CODE OF CONDUCT	14
SAFETY	14
CLASSROOM VISITS	15
PLAYGROUND & OUTDOOR SAFETY	15
INCIDENT REPORT	15
SAFETY PROCEDURES	15
CHILD ABUSE POLICY	16
HEALTH & NUTRITION	17
HEALTH RECORDS	17
MEDICATION POLICY	17
PRESCHOOL IMMUNIZATION RECORDS	17
HEARING AND VISION SCREENINGS	17
SNACKS	17
PERSONAL BELONGINGS	18
DIAPERING & TOILET TRAINING	18

TOILET TRAINED CHILDREN	18
DIAPERING OF CHILDREN	18
USAGE OF DIAPER OINTMENTS OR CREAMS	19
COMMUNICABLE DISEASE/ILLNESS	19
COVID 19 Policy	21
HANDWASHING	21
FACE COVERINGS	21
SYMPTOM SCREENING & PHYSICIAN REFERRAL	21
DISCIPLINE/RESTRAINT AND SECLUSION	22
TERMINATION OF PRESCHOOL	24
TERMINATION BY PARENT	24
TERMINATION BY PROGRAM	24
SCHOOL FEES/SUPPLIES	24
PRESCHOOL SUPPLY LIST	25
PRESCHOOL TUITION FEE PAYMENT PROCEDURE	25
TRANSITION POLICY AND PROCEDURES	26
NEW TO THE PROGRAM	26
TRANSITIONING TO A PROGRAM OUTSIDE OF THE TVS DISTRICT	28
TRANSITIONING TO KINDERGARTEN	28
STUDENT RECORDS	28
HOW TO OBTAIN COPIES OF THE TVS PRESCHOOL INSPECTION REPORT	28
GENERAL INFORMATION	28
INFO ON HOW TO FILE A COMPLAINT OR IF YOU HAVE CONCERNS	28
COMMUNITY PARTNERSHIP TO SERVICE PARENTS AND STUDENTS	29
SOUTH COMMUNITY - POSITIVE HEALTH OPTIONS	29
BUTLER COUNTY SUCCESS PROGRAM	30
PARENT RESOURCES	30

PHILOSOPHY & GOAL

*“Play is the highest form of research.”
~Albert Einstein~*

It is the philosophy of the Twin Valley Community Local School District's Panther Program that children be encouraged to learn and grow by providing a foundation of developmentally appropriate experiences where all children can succeed in a safe and nurturing environment. We believe that each child is a unique individual and that all children can learn.

Our TVS Panther Preschool Program provides inclusive settings that recognize children's varied abilities, interests, needs, and learning styles. We believe children learn best through meaningful play. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self help, and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery, and problem solving which allows individual growth and development of a positive self-image.

We recognize that parents are the child's first teachers. Children learn best when parents are involved in their educational program. The primary bridge between home and school is the involvement of family and community.

PROGRAM OVERVIEW

The TVS Panther Preschool Program is provided for children from the community that are three to five years of age. We also welcome children that have been identified with special needs.

The TVS Panther Preschool Program is state licensed and adheres to program guidelines as set forth by the Ohio Department of Education. A developmentally appropriate play-based curriculum is followed to foster intellectual, social, physical, and emotional growth. An integrated program allows children who have many types of strengths and needs to model various skills for each other, to interact with a variety of children, and to establish friendships with one another. The TVS Panther Preschool Program is designed to meet the unique needs of each child.

We strongly believe that family involvement is critical to a child's growth. Parents are encouraged to become actively involved in our program.

MISSION STATEMENT

The mission of the Twin Valley Community Local School District is to provide a safe learning environment where all children are challenged to achieve their maximum potential, based on individual needs and abilities, utilizing a team effort among parents, educators, and staff and community.

CONFIDENTIALITY

Our program staff respects the privacy of the families we serve. All information will be shared only with staff members who need to know. Personal information will not be shared outside of the TVS Panther Preschool Program without the written permission of the family.

NONDISCRIMINATION POLICY

No employee shall be appointed, reduced, removed or in any way favored, discriminated against because of his/her political opinions or affiliations, or because of race, national origin, religion or marital status, and to the extent prohibited by law, no person shall be discriminated against because of race, sex, age or physical handicap.

CURRICULUM

Our preschool implements Creative Curriculum. This is a developmentally appropriate play-based curriculum in which children receive both individual and small-group instruction. The learning environment and teaching approaches are child-centered and based on knowledge of current and early childhood theory and practice. All parts of a child's day, including daily transitions, are created as opportunities to meet their developmental needs.

Developmentally appropriate program planning addresses developmentally appropriate materials and equipment. The selection and use of these developmentally appropriate materials, equipment, and resources meet the intellectual, physical, and social/emotional needs of the child.

Our curriculum is aligned with the Ohio Department of Education Early Learning Content Standards.

SPECIAL NEEDS ELIGIBILITY

All special needs preschool students must be approaching three years of age and not of compulsory school age, six by the first day of school, for admission into the preschool program. Each student must meet eligibility requirements as established by the Ohio Department of Education.

Each child must be evaluated to determine eligibility for special education services. Each child is evaluated by an assessment team which may consist of an early intervention specialist, speech/language pathologist, school psychologist, occupational therapist, and physical therapist. Parent input is an important part of the evaluation. Typically, the assessment includes measures of the child's skill in several areas including:

- Pre-academic/cognitive
- Communication
- Social/Emotional behavior
- Fine and Gross Motor skills
- Adaptive behavior
- Hearing
- Vision

Eligibility for special education services involves:

1. Documentation of deficit functioning in the area(s) of suspected disability, and
2. Determination that the deficit(s) have an adverse effect on the child's normal development and functioning.

ACADEMIC SCREENERS

All preschoolers are screened for social, emotional, academic, or physical delays within 60 days of their first day of school. Twin Valley South Community Local District uses the Ages and Stages Questionnaire completed by the parent along with the Brigance. The results are shared with the parents through a letter mailed home. Goals will be created with the parents in areas the student demonstrates weakness and their progress monitored and shared during parent/teacher conferences. If a student demonstrates significant concerns, the teachers will meet with the parent(s) along with the Multi-Tiered Systems of Support team (academic and social emotional intervention team) to develop a plan to meet the student's needs.

SPECIAL EDUCATION

In Ohio, preschool special education is for three to five year old children with disabilities. The TVS preschool program aims to work together with families to meet the individual needs of young children with disabilities. If you suspect your child may have a disability please contact your child's teacher, Christy Howard (School Psychologist) at 937-839-4688 or choward@tvs.k12.oh.us, or Kara Brakhage (Director of Pupil Services/Preschool Principal) at 937-839-4688 or kbrakhage@tvs.k12.oh.us

INDIVIDUALIZED EDUCATION PROGRAM

Individualized Education Program (IEP) is a written plan for each preschool child with a disability. The IEP outlines the services the child will receive and the specific goals the team believes the program should focus on. The goals are developed by the parent, teacher, and other team members (ex. speech/language pathologist, occupational therapist, physical therapist, etc.), based on their observations of the child, various assessments, and Evaluation Team Report.

A transition plan is developed for each student leaving the preschool program and moving into kindergarten or another program option.

ATTENDANCE

Children are expected to attend the program four days a week, unless otherwise indicated on registration materials or IEP. Attendance is recorded and children are expected to be at school, unless they are ill. Parents should call the office to notify the teacher of their child's absence, as well as send a note upon the child's return to school specifying the reason for the absence.

ABSENCES AND TRANSPORTATION INFORMATION

Please contact the TVS Elementary office at 937-839-4315 if your child will be absent, or to notify them of any changes to your release list.

Parents will be called within 2 hours after school begins if their child is not reported absent.

TVS PHONE & EMAIL DIRECTORY

ADMINISTRATIVE PERSONNEL

Name/Title	Phone	Email
Scott Cottingim Superintendent	937-839-4688 XT: 400	scottingim@tvs.k12.oh.us
Cecily Parker Executive Secretary	937-839-4688 XT: 401	cparker@tvs.k12.oh.us
Tearalee Frederick Treasurer	937-839-4688 XT: 402	tfrederick@tvs.k12.oh.us
Shannon Mayes Assistant Treasurer	937-839-4688 XT: 403	smayes@tvs.k12.oh.us
Alexis McClain Assistant Treasurer	937-839-4688 XT: 406	amcclain@tvs.k12.oh.us
Kara Brakhage Director of Pupil Services Preschool Principal	937-839-4688 XT: 409	kbrakhage@tvs.k12.oh.us
Jeff Hickey Director of Transportation and Facilities	937-839-4688 XT: 405	jhickey@tvs.k12.oh.us
Jackie Diechert BCESC Success Coordinator	937-839-2221	jdiechert@tvs.k12.oh.us
Mikayla Pressly School Nurse	937-839-4315 XT: 105	mpressly@tvs.k12.oh.us
Christy Howard School Psychologist	937-839-4688 XT: 410	choward@tvs.k12.oh.us

PRESCHOOL/ELEMENTARY PERSONNEL

Name/Title	Phone	Email
Caleb Walker Principal	937-839-4316 XT: 100	cwalker@tvs.k12.oh.us
Megan Mercer Secretary	937-839-4315 XT: 101	mmercerc@tvs.k12.oh.us
Susan Bowman Counselor	937-839-4315 XT: 103	sbowman@tvs.k12.oh.us
Jandee Mowell Speech Pathologist	937-839-4315 XT: 128	jmowell@tvs.k12.oh.us
Janette Hittle Intervention Specialist	937-839-4315	jhittle@tvs.k12.oh.us
Abigail Fergus General Education Teacher	937-839-4315	afergus@tvs.k12.oh.us
Makenzie Williams General Education Teacher	937-839-4315	mwilliams@tvs.k12.oh.us

REGISTRATION PROCEDURES

TVS Panther Preschool Program registration takes place in April and is open to children who turn 3 by August 1, and children 4 years of age. Please contact Megan Mercer with any questions regarding registration information at 937-839-4315 (fax: 937-839-5541) or mmercerc@tvs.k12.oh.us

To enroll a child, the parent/legal guardian must provide the following information:

- **Completed Registration Packet:** Obtained from Megan Mercer, ES Secretary
- **Verification of Identity:** Valid Driver's License/Picture ID
- **Proof of Residency:** TWO of the following depending upon your residency situation
 - If you are the Homeowner – current utility bill which includes your name/address
 - If you are building a home within the district – signed contract/statement from the builder, which gives the location of the home and completion date. Your child will be enrolled for a period not to exceed ninety (90) days.
 - If you are renting a home/apartment – rental agreement which states your name, property address, name of landlord/address and date of rental agreement. You and the landlord must sign this agreement.
 - If you are living with someone else in the district – proof of residency from the homeowner (from one of the situations listed above, AND documentation/mail for yourself showing your name listed at that particular address. You and the homeowner must both be present to sign a notarized statement which is available in the TVS Elementary Office.
- **Court Documents allocating parental rights, responsibilities or guardianship (if applicable).** If there is a pending custody situation a student may be enrolled if the parent/legal guardian has a letter/form from an attorney/court official stating that a custody change is in process. At that time the parent/legal guardian must complete a Temporary Admission form, giving the individual sixty (60) days to supply the necessary custody papers to the superintendent's office.
- **Birth Certificate:** Official document from the Bureau of Vital Statistics
- **Immunization Record and Medical Statement:** These forms are due by August 1 or your spot will not be held. May be faxed to 937-839-5541.

- Social Security Card

HOURS OF OPERATION

The TVS Panther Preschool Program has two classrooms that will offer morning and afternoon sessions, held Monday through Thursday.

Morning Schedule

8:30 am to 11:30 am

Afternoon Schedule

12:30 pm to 3:30 pm

The TVS Panther Preschool Program operates on the same calendar as Twin Valley Community Local Schools.

WEATHER

In case of inclement weather, TVS Panther Preschool Program will be closed whenever Twin Valley Community Local Schools is closed. The district utilizes a school messenger phone system to notify you of delays or closings.

SCHOOL DELAY

1 HOUR DELAY

Morning Schedule

9:30 am to 11:30 am

Afternoon Schedule

12:30 pm to 3:30 pm

2 HOUR DELAY

Morning Schedule

No AM Preschool Class

Afternoon Schedule

12:30 pm to 3:30 pm

2 HOUR EARLY DISMISSAL

Morning Schedule

8:30 am to 11:30 am

Afternoon Schedule

No PM Preschool Class

EMERGENCIES

Emergency medical forms will be kept on file in the TVS Elementary Office and within the classroom. **PARENTS ARE ALWAYS CONTACTED FIRST.** Parents must provide a minimum of 2 names to be contacted and 2 names of people who the child may be released in the event of an emergency. The TVS Panther Preschool Program will periodically request an updated form be completed to insure accuracy due to moves, changes in employment, etc.

BUSING, ARRIVAL AND PICK-UP

BUSING

Busing will be addressed on an individual basis. Please be assured that your child will be safe and attended to at all times. Children are seated with age appropriate peers or siblings with appropriate restraints per age group. We encourage the use of our busing services. This provides a wonderful opportunity to build independence for your child, even at this young age. Busing will be provided for the AM Class for school drop-off and for the PM class end of day take home. Parents/Guardians will need to provide transportation for the mid-day (AM Class pick-up and PM Class drop-off). Staff members will escort your child into the building and then to the bus upon departure. Staff members stay with the children departing until they are safe and happy. No child will ever exit or report to the bus without a staff member. No child will be left at the drop off without the driver visibly seeing a familiar adult receive the child. Make sure you introduce all potential adults who will receive your child to the driver. If your child will not ride the bus for several days in a row, please let us know and we will inform the driver.

CAR RIDER ARRIVAL AND PICK-UP PROCEDURES

Students are required to be dropped off at the doors next to the playground. You will be required to sign your student in and out with the teacher/aide on duty at the time of arrival or pick-up. Please update release information as soon as it changes. No child will be released to an adult that is not on this form without prior notification (written or via phone) from the parent. We ask that anyone picking up a child is prepared to show identification. This helps ensure that we are releasing the child into the proper care as indicated by the child's parent/guardian.

PARENT & STUDENT INFORMATION

CLASS ROSTER

Parents will be asked to share whether they would like their child's name, phone number, and parent names shared on the class roster.

PARENT-TEACHER CONFERENCE

Conferences are scheduled twice a year and during after school hours. All parents are urged to participate in these programs, as this is an excellent opportunity to privately discuss the child's progress in school with the teachers. During these conferences, goals will be established for the student based on teacher and parent input and observations related to the child. Conference dates and times will be included on the school calendar. Parents desiring a conference at other times should call the school and make arrangements. Drop-in conferences, whether with the principal or teacher, are generally discouraged since teachers are only allowed conferences during non-classroom time, and the principal may have other conferences or activities scheduled. Conferences and parent/teacher communication may be in person, video conference, phone calls, and written communication (emails, Google Meet, notes).

PARENT CODE OF CONDUCT

The following is a partial list of actions considered detrimental to children and/or the program:

- Disregard for safety rules or common safety practices.
- Abusive or foul language while on premises.
- Possession of firearms or other weapons on TVS school district premises is never allowed.
- Use of, or under the influence of, intoxicants on the TVS school district premises.
- Fighting, immoral, or disorderly conduct.
- Suspected or conviction of child abuse/neglect.
- Giving false information
- The school building and grounds are a NO CELL PHONE ZONE. Kindly be off your phone while dropping off or picking up your child. Your attention to your child during transitions is important.

SAFETY

All doors to the TVS Panther Preschool Program and Twin Valley Community Local School District will remain locked at all times. To enter the building, visitors must enter through the main Elementary entrance and press the buzzer next to the door. A staff member will buzz you in. All visitors must report to the office.

All staff members will wear a picture ID badge.

CLASSROOM VISITS

When parents visit the school, they are always required to check through the office first and receive a visitor's badge.

There are occasions when parents are specifically invited to The TVS Panther Preschool Program to take part in a special planned activity. Occasionally parents may wish to visit their child's classroom. Such visits should be scheduled with the classroom teacher. Occasionally, a non-custodial parent will request that he/she be allowed to visit their child during school hours. The courts in the divorce decree grant visitation rights; therefore, the school has no authority to extend those rights beyond those granted by the court.

PLAYGROUND & OUTDOOR SAFETY

Gross motor play is important for adequate gross motor development. When the weather permits, the students will be playing outside on the playground. Please send your student in closed toed shoes (no sandals or flip-flops). Please dress your child appropriately with a jacket, coat, gloves, hats, and layers according to weather conditions.

INCIDENT REPORT

If your child is injured or has an accident while at TVS Panther Preschool Program, a Child Incident Report will be completed. A copy of the incident report will be sent to the child's parent/guardian as soon as possible. Please sign the child incident report and return to the teachers. Please see your child's teachers or the school nurse for any questions or concerns.

SAFETY PROCEDURES

Above all else, the staff at Twin Valley Community Local School District is concerned with the safety of every student. Some of the activities to insure that safety include:

- Safety assemblies (bus, playground, fire and personal safety)
- One licensed teacher and one educational assistant assigned to the classroom to ensure adequate adult supervision with a ratio of 1 adult to 12 students with maximum class size of 16 students. Additional staff, including an intervention specialist and educational assistants, will be placed in the classroom based upon student needs.
- Posting notice for all visitors to report directly to the office. Visitors are asked to wear identifying badges.

- Constant staff vigilance of strangers in the building or on the grounds. Teachers are asked to direct such persons to the office. Teachers are able to call in to the office from their room via the public address system.
- Quarterly checking and maintenance of our playground equipment.
- A school nurse who reports to the Elementary building 5 days per week.
- A program of re-registering students at the beginning of each year to keep up-to-date on persons (minimum 2 individuals) who are allowed to be contacted or transport a child from school and a system of “flagging” students whose custodial parents indicate special concerns.
- Weather and fire related drills conducted 6 times/school year and safety drills conducted 3 times/school year.

CHILD ABUSE POLICY

Ohio law requires that any employee or contracting service provider who knows or suspects child abuse or neglect will be responsible for reporting the suspected abuse or neglect in accordance with Governing Board policy. As employees of Twin Valley Community Local School District we are not here to make judgment if a child is abused or neglected. We are legally mandated to report a suspicion of abuse or neglect. Our report of a suspicion is to help protect a child if the need exists and to help a family access any needed services. The care and well being of a child is of the utmost importance.

HEALTH & NUTRITION

HEALTH RECORDS

The Ohio Administrative Code requires preschool programs to secure health information from a child’s parent no later than the first day of attendance. Upon admission to the program, you should have received the forms that must be completed by your child’s doctor (Medical Statement and Immunization Records). Forms must be updated as physical exams expire each year. You will be notified by TVS Panther Preschool Program when your Medical Statement, Immunization, and Medical Plan has expired and requires renewal via email, phone call, and/or mail.

MEDICATION POLICY

We shall administer no medication, vitamins, or special diet without permission from parents and a doctor. In the event that medication must be administered, a TVS Panther Preschool Medication Request Form should be secured from the ES Secretary or Nurse, and completed by the child’s parent

and physician. These forms will be kept in the child's file, with the child's medications and in the classroom. TVS Panther Preschool Program follows the Twin Valley South Community Local School District's Medication Policy.

PRESCHOOL IMMUNIZATION RECORDS

The State of Ohio requires a physical prior to enrollment to the TVS Panther Preschool Program. Also, the following immunizations are required:

- DTaP
- Polio
- MMR
- HIB
- Hepatitis B
- Varicella (Chicken Pox)
- Hepatitis A
- Pneumococcal Disease
- Rotavirus

Please review your child's health record or check with your physician to ensure that your child will be fully immunized before the start of school.

HEARING AND VISION SCREENINGS

Hearing and vision screenings will be conducted at school in August and September for all preschool students. Parents will be notified of the results and contacted by the nurse if a referral for a further examination is required by a call and letter home.

SNACKS

Snacks are provided by the preschool program and follow the nutritional needs established by the U.S. department of agriculture meal patterns. The snack calendar will be provided monthly. A choice from two of the groups listed below will be served for snack.

- Meat/meat-equivalent group
- Bread/bread-alternatives group
- Milk group; or
- Fruit/vegetable group

We are always respectful of allergies among our students. If your child has an allergy, please notify staff so we may make appropriate accommodations. Parents who provide a snack must adhere to the Smart Snack guidelines. These guidelines and snack suggestions are provided to parents at orientation and upon request contact your child's teacher at 937-839-4513.

PERSONAL BELONGINGS

You are requested to put your child's name on backpacks, boots, mittens, coats, sweaters, hats, and/or other personal belongings. **Please do not include candy, toys, or other play-oriented items as part of your child's personal belongings.** Preschool is not responsible for any lost or stolen items.

DIAPERING & TOILET TRAINING

TOILET TRAINED CHILDREN

Please supply a change of clothes in case of an accident along with pull-ups or disposable training pants if used. If an accident occurs, the preschool staff will bag the soiled clothing and send them home that day to be laundered at home.

DIAPERING OF CHILDREN

The TVS Panther Preschool Program will diaper students based on the physical potty training needs of the student. Children who will be diapered during school must provide diapers, wipes, and a change of clothing. Any soiled clothing will be bagged and sent home with the student that day to be laundered at home.

USAGE OF DIAPER OINTMENTS OR CREAMS

For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include:

- The name of the ointment, cream, or lotion;
- Name of the child;
- Birthdate of the child;
- Date form completed and duration of usage; and
- Signature of the parent.

Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be canceled by written request of the parent at any time.

COMMUNICABLE DISEASE/ILLNESS

A communicable disease chart shall be posted in each classroom. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group. All parents shall be notified if their child has been exposed to a communicable disease when applicable. Notification will be an email, hardcopy letter home, and on Class Dojo.

Any child suspected of having a communicable disease shall be isolated immediately in an area set aside from the group. A child who is isolated is always accompanied by an adult who is within sight or hearing of the child. An isolated child is provided with a mat or cot, and a blanket until discharged. The mat shall be sanitized with an appropriate germicidal agent and the blanket shall be laundered upon discharge of the child. Any child with the following signs and symptoms shall be immediately isolated and discharged to the parent, guardian or person designated by the parent:

- Vomiting
- Diarrhea
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (no red eyes/crustiness present to return to school)
- Temperature of 100 F when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unknown rashes of any kind.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and the parent or guardian called to take the child home immediately. The child shall be carefully watched for worsening of his/her condition.

- Unusual spots
- Sore throat or difficulty swallowing
- Untreated, infected skin patch(es)
- Severe coughing
- Evidence of lice, scabies, or other parasitic infestations

No child may return to childcare until all signs or symptoms of illness have disappeared (temperature free, etc.) for at least 24 hours after the symptoms are gone. Children with head lice shall be excluded from childcare until application of an effective pediculicide.

Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behaviors.

Preble County Health Department

Contact 937-472-0087

615 Hillcrest Drive, Eaton, OH 45320

<https://www.preblecountyhealth.org/immunizations>

All immunization clinics are by appointment only. Medicaid, Medicare, and many private insurance plans are accepted. Vaccines are provided at no cost to uninsured children through the Vaccines for Children Program. However, there is an administration fee. Call 937-472-0087 to schedule an appointment.

COVID 19 Policy

The Twin Valley Community Local School District and, therefore, the TVS Panther Preschool Program, will follow all current COVID-19 pandemic guidelines as recommended by the Preble County Health Department.

HANDWASHING

Sinks are within each classroom and hands are to be washed with soap and water for at least 20 seconds. Hand sanitizer is provided. All students and employees are required to follow the handwashing guidelines:

- Upon entering and leaving the classroom.
- Prior to and after snack time.
- Prior to and after outdoor and indoor play time.
- After using the restroom, blowing your nose, sneezing, coughing, etc.

FACE COVERINGS

The Twin Valley Community Local School District and, therefore, the TVS Panther Preschool Program, will follow current COVID-19 pandemic guidelines for facial covering as recommended by the Preble County Health Department. Students with medical or developmental needs may be exempt from face coverings in accordance with the current COVID-19 pandemic guidelines.

SYMPTOM SCREENING & PHYSICIAN REFERRAL

- 1) We shall ensure that all children have their temperature taken after being dropped-off or dismissed from the bus.
- 2) We will immediately send home any child who has a temperature of **100 degrees or higher**.

- 3) Any student who develops COVID-19 symptoms while at school will be quarantined in an area other than the clinic until a parent or guardian arrives to pick them up from school. A mask will be placed on the student unless other health issues prevent it.
- 4) The child will not be allowed to return to preschool until he/she has been fever-free without the use of fever-reducing medication for at least **24 hours**.
- 5) If the child has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the center he/she must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.
- 6) Children's health will be monitored at preschool, therefore any child who has a fever of 100 degree or more will also be required to be picked up by their parents and follow the same procedures listed above.
- 7) Children should also stay home if any member of their household is registering a fever of 100° F or higher or any of the symptoms related to COVID-19.

Communication and tracing involving a positive case of COVID will be through the **Preble County Health Department**. Students have FERPA rights that must be followed. A letter to members in the classroom will go out to parents via email, website, hardcopy, and/or a classroom communication tool; however, names will not be disclosed.

DISCIPLINE/RESTRAINT AND SECLUSION

TVS Panther Preschool Program follows all guidelines provided by the Ohio Department of Education.

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

1. There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a 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 that the child may regain control.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

We feel our goal is best accomplished by the following:

1. Positive language and manners will be used to communicate limits, clarify expectations, and provide simple, consistent explanations.
2. Providing a structured environment.
3. Children are recognized with praise for respecting limits.

A child having behavior problems during his/her stay in childcare may:

1. be removed from the group to a designated timeout area
2. for serious or recurrent problems, the parents will be notified
3. for continuous serious or recurrent problems infractions, a child's enrollment may be terminated.

TERMINATION OF PRESCHOOL

TERMINATION BY PARENT

Ten (10) school days written notice is required. All tuition that is due must be paid.

Any parent who terminates without paying all tuition and notice fees will receive a statement of account specifying a due date for payment. If payment is not received, the program reserves the right to use whatever means necessary, including all legal avenues, to recover the amount due. Additionally, any future childcare programs will be unavailable due to non-payment.

TERMINATION BY PROGRAM

Termination by the Program's Choice: Reasons for the Childcare Director to end a family's participation in the program include, but are not limited to:

1. A child's misbehavior. Program staff will work with children in a positive manner as specified in our discipline policy. Children who do not respond and who create situations that are dangerous for themselves, other children, or staff members may be better accommodated in another setting. Parents will be consulted whenever any difficulties arise and kept informed about disciplinary processes. A request to find another setting would not be unexpected. Parents in this situation would be given (2) weeks (14 days) notice to find other accommodations if possible.
2. A child's severe and repeated misbehavior. Immediate dismissal from the program.
3. Parent's non-compliance with program policies and requests for cooperation in working with a child. The Childcare Supervisor will notify parents verbally of the program guidelines. If parents disregard such specific requests for cooperation, the Supervisor may choose to give two (2) weeks (14 days) notice.
4. Repeated non-payment of tuition.

SCHOOL FEES/SUPPLIES

A preschool student fee of \$25.00 is payable by cash or check made out to Twin Valley South Schools. These fees are due to the classroom teacher within the first two weeks of school. This fee will cover the costs of the consumable items such as art supplies.

PRESCHOOL SUPPLY LIST

- One easy to open **standard-sized** backpack with full name
- One box of tissues
- 1 pack of glue sticks
- 1 pack of 10 regular line markers
- 1 pack of crayons
- 1 pack of 4 fine-tip black EXPO dry erase markers
- 1 four count package of Play-Doh

- Girls: 1 box of gallon Ziploc Bags
- Girls: 1 pack of paper plates
- Boys: 1 pack of sanitary wipes (wet wipes)
- Boys: 1 package of napkins

PRESCHOOL TUITION FEE PAYMENT PROCEDURE

The following guidelines shall be followed for the collection of fees for all typical TVS Panther Preschool students:

- A. The first month's tuition fees shall be paid on Friday, September 1, 2023. Nonpayment of fees by September 1, 2023 will result in the child being placed on the waiting list for preschool.
- B. Payments may be made through check, made payable to Twin Valley Community Local Schools, or cash. If personal checks bounce, the family will be charged a \$25.00 bounced check fee.
- C. The preschool payment schedule will be shared with parents during the first week of preschool. All payments are due on the first of each month.
- D. Fees shall be paid in monthly increments of **\$150.00**. The parent can pay for multiple months, but they may not pay for partial months.

- E. Payments will be made one month ahead. Each month a reminder call to pay for next month's fees will be made by our automated calling system.
- F. If payment has not been made by the 7th of the month, a reminder letter will be mailed. If payment has not been made by the 10th of the month, you run the risk of your child being removed from the preschool program and a letter of notice will be mailed. If removed from the program, the removal will occur on the 1st day of the next month. If the child comes to school, the parent will be called to pick him/her up.
- G. If a child enrolls or withdraws during the month, fees will be prorated.
- H. Absences, calamity days (2 hour delay and all day) and sick days will not be refunded.

Special education students on an IEP will not follow the same payment guidelines. They will be assessed the annual school supply fee only

TRANSITION POLICY AND PROCEDURES

Whenever a student is transitioning whether it be within the program, into the program, exiting the program, or moving to Kindergarten, a transition meeting will be held to discuss activities, parent and teacher concerns and questions, and a plan to make the transition as smooth as possible for the child. The activities will be customized to the child's needs and age level.

NEW TO THE PROGRAM

We strive to help students transition into the program as easily as possible. We understand that for most students this is their first experience in the school setting. To help both students and families transition into the program, students and families attend a parent orientation meeting held at the beginning of the year. It allows parents the opportunity for one-on-one orientation with classroom teachers, gives children an opportunity to tour the room and the school, and gives teachers an opportunity to complete the screening processes (if possible). Parents also have the opportunity to provide information regarding the child's needs, strengths, weaknesses, and interests. Parents are encouraged to attend classroom events and activities. Parents are welcome to visit their child during the day. We have an open door policy. Please refer to the Visitor Policy in the student handbook. Parents are also informed of the classroom communication system which includes; daily communication log, email, class website, and phone.

For students who enter after the first of the school year, TVS provides the parents a tour of the facilities and classroom, along with an opportunity to have the child join a preschool session with the parent. This provides the parent and child the opportunity to experience the classroom and to be introduced to fellow students and staff. Parents also have the opportunity to provide information regarding the child's needs, strengths, weaknesses, and interests.

TRANSITIONING TO A PROGRAM OUTSIDE OF THE TVS DISTRICT

We understand that leaving and moving to a new program can be stressful. Teachers will work with parents to help students say good-bye to classmates and teachers. Teachers will assist parents in providing the new child's program with any information that will assist the child in having a smooth transition (observations, portfolios, and assessment results).

TRANSITIONING TO KINDERGARTEN

At the end of the school year, we will assist our future kindergarten students as they make the move to kindergarten. Preschool classroom teachers take students on a tour of kindergarten before the conclusion of each school year. Students who are enrolled in the TVS Panther Preschool Program do not need to register for Kindergarten, as they are already enrolled in the school district.

STUDENT RECORDS

All student records are confidential and are protected by the Privacy Act. Only school staff and child's natural parents/legal guardians have access to the records. In addition, when a child withdraws from TVS Panther Preschool Program, the student's new school must request school records in writing. A records request and information regarding the transfer and keeping of student records may be addressed to Megan Mercer, ES Secretary, 937-839-4315 or mmercerc@tvs.k12.oh.us.

HOW TO OBTAIN COPIES OF THE TVS PRESCHOOL INSPECTION REPORT

The TVS Panther Preschool Program is licensed by the State of Ohio Department of Education (ODE). It is evaluated by ODE annually to ensure compliance with state standards and regulations. Our licensing record is available in the classroom and from the Department of Education upon request or you may contact Kara Brakhage, Director of Pupil Services, to obtain a copy as well.

Twin Valley Community Local School District is part of the Region 4 Counties (listed below) and our Education Program Specialists' Contact Information is available below.

GENERAL INFORMATION

OELSR.licensing@education.ohio.gov

Phone: 614-502-7535

REGION 4 Counties: Adams, Brown, Butler, Clermont, Clinton, Fayette, Greene, Hamilton, Highland, Montgomery, Pike, Preble, Ross, Scioto, Warren

Krista Taylor Education Program Specialist (614) 915-6051

Krista.Taylor@education.ohio.gov

INFO ON HOW TO FILE A COMPLAINT OR IF YOU HAVE CONCERNS

If you have any concerns about the TVS Panther Preschool Program, please inform your child's teacher and/or Kara Brakhage, Principal (937-839-4688 or kbrakhage@tvs.k12.oh.us).

If you have continued concerns, you may report them to ODE at 614-466-0224.

The ombudsman's phone number is 877-644-6338.

COMMUNITY PARTNERSHIP TO SERVICE PARENTS AND STUDENTS

Twin Valley Community Local School District has partnered with South Community Counseling, and the Butler County Success program to help bring the necessary mental, physical and human service needs to our students.

SOUTH COMMUNITY - POSITIVE HEALTH OPTIONS

South Community is an agency who provides mental health services at Twin Valley Community Local Schools. They provide innovative, creative, and flexible continuum of care in behavioral health for children, adults, and families working in partnership with schools, health care, and families. We are thankful to have them at our school to offer their services to students and families. If you have any questions please contact Mrs. Bowman at 937-839-4315 or sbowman@tvs.k12.oh.us.

BUTLER COUNTY SUCCESS PROGRAM

The Butler County Success program provides a Success Liaison who provides families in economic need with access to such things as medical care, transportation, child care, healthy food, and help with parent-school relations, family cohesion and parenting practices. If you have any questions or would like assistance please contact the elementary school office at 937-839-4315 or the district office at 937-839-4688.

PARENT RESOURCES

Preble County Job and Family Services:

1500 Park Avenue
Eaton, OH 45320
937-472-6205

http://www.prebco.org/Preble_County_Commissioners_Family_Resources.htm

United Way of Greater Dayton Ohio Area:

You need help, you need a plan, you need an advocate when you face a crisis or barriers to service. 211 is your 24 hour lifeline to a free, confidential, and compassionate professional who will review your situation and connect you with resources to meet your needs. Translation services are available. Se habla Espanol, tambien.

Dial 211 or call 937-225-3000

<https://dayton-unitedway.org/helplink-2-1-1/>

Helpful websites for families regarding health, behavior and development of children birth and older:

<https://kidshealth.org>: Advice on children's health, behavior, and growth - from before birth through the teen years.

<https://www.cdc.gov>: Center for Disease Control and Prevention 1-800-232-4636 and/or email cdc-info.

<https://pbskids.org>: Parenting resources and tips on raising children.

<http://jfs.ohio.gov/cdc/families.stm>: Ohio Department of Job and Family services information for parents regarding Step-Up to Quality and early childhood services and resources. 1-877-852-0010