

Indian Lake Local Schools



Preschool Handbook 2023-2024

Indian Lake Elementary

8770 CR 91

Lewistown, OH 43333

937-686-READ

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Indian Lake Schools Preschool Program

Central Office
6210 State Route 235 N.
Lewistown, OH 43333
Phone: 937-686-8601

Indian Lake Elementary
8770 CR 91
Lewistown, OH 43333
Phone: 937-686-7323

Administration

Dr. Robert J. Underwood, Superintendent (underwoodr@ils-k12.org)
Coleen Reprogale, Treasurer (reprogalec@ils-k12.org)
Molly Hall, Elementary Principal/ Preschool Director (hallm@ils-k12.org)
Pam Scarpella, Elementary Asst. Principal (scarpellap@ils-k12.org)
Michelle Parsell and Lori Hogan, Elementary Secretary/ Preschool Administrative Assistant
(parsellm@ils-k12.org, hoganl@ils-k12.org)

Program Location:

Indian Lake Preschool (housed at Indian Lake Elementary)

937-686-7323

Monday-Thursday: AM 8:00-11:00 & PM 12:00-3:00

The IL Preschool follows the Indian Lake District master calendar. Monthly calendars and updates will be provided.

INTRODUCTION

This handbook is intended to provide parents, preschool teachers and school administrators with relevant information regarding all aspects of the preschool program. Primary sources for this information include for Ohio Administrative Code Chapter 3301-37, Ohio Department of Education, Early Childhood Education Grant, and Early Childhood Special Education rules.

In this setting, we work as a collaborative team on all issues facing the classroom. This team includes teachers, parents, community partners and most of all children. We respect each other as individuals, encourage ideas, and welcome support from all. When everyone in the team works together, the children benefit the most from our program.

GUIDING PRINCIPLES

Vision and Mission

Through collaboration with families, districts, and preschool staff, we develop an educational environment that supports and promotes the growth of the whole child through developmentally appropriate practices.

Preschool Program Philosophy

Every child is unique with an individual pattern of growth and development. The Preschool Program curriculum, materials utilized, and staff shall be responsive to the individual abilities and interests of children. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities.

We believe the image of the child is one of potential, curiosity, and interest in constructing their learning. Teachers are partners in your children's learning. They listen to children's ideas and provide occasions within the environment for discovery and learning. Children's explorations through project work provide opportunities for the development of higher-level thinking skills as well as basic and new skills. The documentation of children's activities makes children aware that what they say and do is valued. Documentation traces the history of the classroom and provides opportunities for children, teachers and families to revisit children's work. Parents and families are valued and play an active role in their child's learning experiences. Family involvement and communication is essential.

Goals

1. To implement a developmentally appropriate curriculum supported by appropriate resources, and monitored through an evaluation system.
2. To establish staff development practices that ensure staff at all levels have the knowledge, skills, and abilities necessary in working with children three, four, and five years of age and their families.
3. To establish a program evaluation process that will regularly assess the performances of the program, staff, and students, as a basis for expanding successes and making improvements.
4. To establish a process for regular sustained communication between home and school.
5. To develop and implement a plan for collaboration with other child-centered agencies and organizations to expand the resources available for providing comprehensive preschool programs.

TEACHERS AND STAFF

Nondiscrimination

The Board of the Indian Lake Local School District does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities, and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to enrollment of students and employment of staff. The District's Compliance Officers are the High School Principal and Middle School Co-Principal. The Officers shall handle inquiries regarding the Board's nondiscrimination policies and address any complaint of discrimination.

Professional Development

All preschool staff is trained regularly in CPR, First Aid, Child Abuse, Communicable Diseases, Recognition of and Reporting of Homeless (McKinney-Veto Homeless Assistance Act), Child Development, Assessments and Screeners, and the selected curriculum.

Director and Staff Recruitment

The program director and all staff meet requirements set forth by ODE Preschool Licensing Regulations. References, background, and educational experiences are checked upon hiring. Each staff member signs a non-guilty conviction statement and discipline policy annually. Physicals are completed upon hire and at the recommendation of the Superintendent. In addition, each staff member holds valid teaching certificates. Indian Lake Schools Administrative Guidelines, Bylaws and Policies are available at <https://go.boarddocs.com/oh/ils/Board.nsf/Public?open&id=policies>

PROGRAM

Curriculum and Assessment

The Indian Lake Preschool Program follows a curriculum map that aligns our curriculum and ODE Early Learning Development Standards. We use multiple curriculums to aide in guiding, planning and informing instruction such as Get Set for School, PATHS and Heggerty Phonemic Awareness.

A developmental sequence will be used with all children which begins instruction at the point of the child's proficiency and proceeds sequentially, motivated by the child's interest and strengths. Instructional strategies to support development in the areas of adaptive, cognitive, fine motor, gross motor, social-emotional/behavioral, and communication will be implemented.

Every child is evaluated using multiple methods in preschool. The current assessment tools used in our programs include but are not limited to:

- Ages and Stages Questionnaire-Third Addition (1 time per year)
- Early Learning Assessment (ongoing assessing; reported two times per year)
- Ages and Stages Questionnaire-Social Emotional (1 time per year)
- Early Childhood Outcomes (for children with specialized education needs)

Results of our evaluations will be shared with parents who are encouraged to share results with their child's pediatrician.

Daily Schedule

Each classroom has their daily schedule posted inside the classroom. It is understood that special events and unforeseen circumstances will arise which require deviation from the schedule. Furthermore, special needs and interests of the students may occasionally dictate necessary changes in scheduling.

Age Group Staff Member/Child Ratio Maximum per ODE Licensing Rules

The maximum group size and child to adult ratio is determined based on the youngest child in the classroom. For a group that includes a three-year-old, the maximum group size is 24 children and one adult for each 12 children. For a group that has only four and five-year-olds, the maximum group size is 28 children and one adult for 14 children.

Snack Time

Breakfast is provided in the classroom for the AM session. A snack is provided in the classroom for the PM session. The cost is FREE to all participants. Menus are posted in the classroom and on the school's website (ils-k12.org). Any substitutes to the posted menu shall be from the same basic food group and will be recorded.

Guidelines

- Snacks/Meals include selections from two food groups (meat/meat equivalent, bread, milk/dairy, fruit/vegetable).
- A food source of Vitamin C is served daily, and a source of Vitamin A is served three times per week.
- Fluid milk shall be Vitamin D fortified.

Transportation / Field Trips

AM students who live in the district will be assigned a regular morning bus route. Parents will receive a notecard prior to the start of the school year indicating pick-up times and locations (for bus stops). Parents may bring their child to school if they choose not to ride the bus. There is no mid-day route; parents must arrange to pick-up their child from the school at 11:00 AM.

PM students who live in the district will be assigned a regular afternoon bus route. Parents will receive a notecard prior to the start of the school year indicating drop-off times and locations (for bus stops). Parents may pick their child up from school if they choose to not ride the bus. There is no mid-day route; parents must arrange to drop their child off at the school prior to the 12:00 PM start time.

Preschool children have the option of having adult transportation or busing if they reside within the district. Arrival and departure will take place in the circular lanes in front of the elementary school. Information specific to drop off and pick up will be provided to you in a written format and at Open House.

If any child is to deviate from the regular schedule, the parent must notify the teacher in writing in advance and/or call the elementary office.

Late Pickup

There will be an additional charge if the parent fails to pick up their child up at the scheduled dismissal time. After the first 5 minutes there will be a \$15 charge and an additional charge of \$15.00 for every 10 minutes past pick up time. The teacher, aide or director are the only individuals authorized to make exceptions if the reason is warranted. Any fees assessed must be paid within 7 days. Repeated late pick-ups will result in dismissal of the child from the preschool classroom.

School Delays/Closings

The preschool may close due to weather concerns or other unforeseen circumstances. In the event of a delay, emergency closing, or inclement weather, parents will be informed through radio (WPKO) and television (WLIO). Parent contact information will also be entered into the district all-call notification system. You can receive phone, text, and/or email notifications depending on your preference.

PRESCHOOL FEES

The monthly tuition for preschool is based on a sliding fee scale. The fee calculation is based on family size, yearly income, and current poverty guidelines. To qualify for reduced/free tuition, parents must provide formal documentation of their current income. Those children who are foster or kinship placed will attend preschool at no cost regardless of income levels. Documentation of placement is required.

Preschool tuition rates may be adjusted at the discretion of the Preschool Director and/or Superintendent based on individual situations similar to response to intervention/monitoring due to developmental needs or family hardships (temporary loss of employment, medical emergencies). Tuition adjustments related to family hardships will require an interview process to determine eligibility.

	Typical Schedule <i>4 days per week, in person</i>
Monthly Full Tuition (>200% Poverty)	\$200 per month
** Sibling Discount (>200% Poverty)	\$100 per month
Monthly Reduced Tuition (101%-200% Poverty)	\$100 per month
** Sibling Discount (101%-200% Poverty)	\$50 per month
Free Tuition (<100% Poverty)	Free
Children on Individualized Education Plan	Free

** Sibling discount is only available to those families that have siblings enrolled in the same year.*

Payments and Due Dates:

- August 4th (*paying for September*)
- First of each month for the following month:
 - September, October, November, December, January, February, March, April
 - If there are any outstanding debts prior to the end of the school year, the child’s final progress report and portfolio will be held. Records will be kept preventing family members to enroll into County programs until paid.

How to make Payments:

- Mail checks payable to
 - Indian Lake Schools
Attn: Preschool
8770 CR 91 Lewistown, OH 43333
- Drop off payments 7:00 am to 3:30 pm at the Indian Lake Elementary office.

If payment is not received by the 5th of the month a reminder will be sent. If payment is not received by the 15th, a final notice will be provided. If payment is not received by the last day of the month, the child will not be permitted to attend the first day of the following month.

If you cannot make a payment on time, please contact Michelle Parsell (937-686-7323) at ILES.

No rebates will be given for absences or school cancellations.

NSF Fees: All NSF checks will incur an additional and non-refundable charge up to **\$50.00**. After two non-sufficient funds, money orders or cash will be the only accepted methods of payment.

All information will be kept confidential. You are required to sign a Preschool Payment Agreement at your initial meeting with the classroom teacher.

CHILD INFORMATION / CUMULATIVE RECORDS

The preschool staff is responsible for ensuring a child's cumulative and health records are in compliance. All files are considered confidential. Preschool staff will comply with Family Educational Rights and Privacy Act. Records may be released, at the request of parents, after written consent is obtained.

Prior to enrollment, the following is required:

- Developmental screening (within first 60 days)
- Birth Certificate
- Social Security Card
- Proof of Residence
- Custody Paperwork (if applicable)
- Immunization Record or Waiver
- Physical (within 30 days of start of school; good for 12 months)
- Dental
- Preschool Enrollment Packet
- Emergency Medical Form

FAMILY INVOLVEMENT

Parent involvement will be encouraged and expected. Preschool staff and parents will communicate frequently to support appropriate development of the child. Parents will be invited into the classroom and parent in-services will be held.

Roster

At least once annually, the teacher shall furnish for each parent/guardian a roster of the name and telephone number of each child and child's parents. The teacher must secure from each parent a signed statement indicating whether they wish to be included in the roster.

Conferences

Families will be offered a meeting time prior to the start of school so that children and families can explore the classroom. This is also an opportunity to review personal information with preschool staff.

Additional conferences will be held two times per year (late fall and spring). Any Additional conferences will be held at the parents' request.

Open Door

The preschool programs exist to support and uphold the family unit, not to replace it or separate children from their parent's love or guidance.

1. Preschool classrooms are open to parents. Parents are encouraged to participate through class visitations and planned parent/child partner activities in the classroom.
 - Visitors must sign an annual Non-Guilty Conviction Statement.
 - Visitors must follow all Indian Lake Board of Education visitor policies.
2. Parent gatherings are scheduled at various times throughout the school year at times to facilitate the greatest percentage of parent attendance. Gatherings include child participation and/or parent education.
3. Teachers utilize flexible scheduling to serve the needs of the parents. Teacher will communicate with families often using an online platform.
4. Newsletters and school information will be prepared and distributed to parents on a regular basis.
5. Parents will be advised on how to obtain copies of state inspection reports.
 - Reports are posted in the classrooms. Additional reports are available upon request.

HEALTH AND SAFETY

Procedures

Medical and dental emergency procedures are posted in each classroom by the telephone. These plans are updated at least annually.

Drills

Each classroom participates in and logs routinely held drills as follows:

- Fire Drills are held monthly.
- Tornado Drills are held at least 2 times each year.
- School Safety Drills are held at least two times each year.

Child Abuse

All preschool staff members are trained in child abuse and neglect. Any staff member who has reason to believe a child has been abused or neglected is required by state law to immediately report such information to the Early Childhood Director and public children services agency. A serious incident form is completed and submitted to the department of education within 24 hours.

Child Illness/ Communicable Diseases Policy

A child with any of the following signs or symptoms of illness shall be immediately isolated from the other children and parents notified:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Diarrhea
- Elevated temperature
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation
- Difficult or rapid breathing
- Discoloration of eyes or skin
- Temperature of 100 degrees or higher
- Stiff neck with fever
- Dark urine

Our program follows the Ohio Department of Health “Child Day Care Communicable Disease Chart” www.odjfs.state.oh.us/forms for appropriate management of suspected illness. A child isolated due to suspected communicable disease shall be made comfortable and cared for in a room or portion of a room not being used in the preschool program. A cot or a place to lie down will be made available to the child. If linens and blankets are used by the ill child, they will be laundered before being used by another child. All equipment used will be disinfected with an appropriate germicidal agent. The child will be within sight and hearing of an adult at all times and will never be left alone or unsupervised. Decisions regarding whether the child should be discharged immediately or at some other time during the day is determined by the teacher, principal and/or parent.

Parents are requested to notify the teacher if their child has been exposed to any contagious disease outside the school. You will be notified in writing if your child has been exposed to a communicable disease.

A physician’s release form may be required for re-admittance to school, depending on the illness of the child.

If the preschool recognizes that a child has live lice, the parent/guardian will be notified, and the child will be sent home. The parent will be required to treat the child with an over the counter or prescription lice kit. The child will be permitted to return to school once the parent provides proof of treatment and the child is rechecked by a staff member. A child with live lice will not be permitted to attend the preschool setting. It is recommended that the parents refer to the CDC’s website at: <http://www.cdc.gov/lice/head/> for fact sheets, treatment recommendations, and cleaning/sanitizing the home environment to reduce re-infestation.

The school can admit and care for a “mildly” ill child (such as minor cold symptoms) as long as the child does not exhibit any symptoms specified in the paragraphs above on communicable diseases. If any of the symptoms do occur during careful observation, the child will be isolated and discharged from the school. In the case of an emergency situation, one teacher will be left with the child while the other teacher follows our “Emergency Medical” procedure.

Any time a staff member becomes ill; he/she is sent home and replaced with a substitute staff member.

Medication

In order to administer any type of medication or topical products or ointments to your child, parent permission and a “Medical Authorization Form” must be completed by your child’s physician. A detailed prescription and directions for administration must be provided to the school nurse. Each time the medication is administered, a written record or log including dosage, date, and time will be made. That record or log will be kept on file for one year. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to licensing guidelines. Medication will be stored in a designated locked storage place, except drugs requiring refrigeration will be kept in a refrigerator not accessible to children.

Parents/Guardians are required to transport the medication and form to and from school. The medication must be in its original container.

Diapering

All peer models are required to be potty trained.

All children are required to have a change of clothes to be kept at the center in case of restroom accidents or spills. Please send in pants, shirt, underwear, and socks in a labeled gallon Ziploc bag. If your child becomes soiled and does not have a change of clothes, the family will be called to bring in a change of clothes.

For those children on an IEP, the parent must provide all diapering materials (wipes, diapers) if needed.

Hand Washing

Proper hand washing is the single most important factor in controlling cross-infection. Employees and children should wash hands with soap and running water after diaper changes, toileting, cleaning, before preparing food or eating, and when hands have been in contact with nasal or mucous secretions.

Injury

In the event that your child is injured while at preschool, you will be notified. The teachers will complete an incident form, and ask you to sign it. You will be provided a copy of the form and the original will be placed in your child's cumulative file. A "Serious Incident Form" will be submitted to the Department of Education as required. Each classroom will keep a log of all injuries and incidences.

ENROLLMENT/WITHDRAWAL POLICY

Enrollment Policy

Going through the screening process **does not** necessarily guarantee your child a spot in the preschool class. To ensure fair and equal access to our preschool program, we follow our enrollment policy that outlines steps for offering openings to families. This policy is reviewed annually.

Children who are already enrolled will automatically hold a slot for the following year as long as there are no outstanding tuition bills or fees. A lottery drawing will be held no later than the first week of May to fill the remaining slots.

The lottery system will be based on the following priorities:

1. Children enrolled in the preschool program the previous school year.
2. Children of the IL preschool staff.
3. Children of parents employed by Indian Lake Local Schools.
4. Children residing in the school district or children with siblings attending ILS who are currently open-enrolled.*
 - a. Attended a developmental screening the previous school year and were not offered a spot within the program.
 - b. Attended a developmental screening oldest to youngest.
 - c. Did not attend a developmental screening oldest to youngest.
5. Children residing outside of the school district where the preschool is located.*
 - a. Attended a developmental screening the previous school year and were not offered a spot within the program.
 - b. Attended a developmental screening oldest to youngest.
 - c. Did not attend a developmental screening oldest to youngest.

A letter will be mailed, or a phone call made to parent, stating if their child has been accepted or put on the waiting list due to enrollment limitations. Names will remain on file to be notified if slots become available during the school year. Children's names will be removed from the waiting list once the child becomes age eligible for kindergarten.

** District of residency must provide special education services. The Director of Early Childhood will evaluate on an individual basis as needed.*

Withdrawal Policy

If a parent/guardian decides to withdraw a child enrolled in the preschool program, he/she must provide a written request indicating his/her understanding that their child's slot will be filled with the first child on the waiting list for the remainder of the year.

Due to the increasing number of children on the waiting list, attendance is critical. Therefore, any child in the program that has excessive absenteeism (50% of a 3-week period) and no medical excuse, the parent/guardian will receive written notification that the child is removed from the program and the slot will be filled with the first child on the waiting list for the remainder of the year.

In the above instances, to re-enroll the child after the child's slot has been filled, the parent/guardian must contact the director/program assistant to be added to the waiting list. We will forward the child's educational file to another address upon request from parent/guardian.

The above outlined Withdrawal Policy does not apply to children with disabilities.

CHILD GUIDANCE AND BEHAVIOR MANAGEMENT

Discipline Policy

We believe the best way to handle problems is to prevent them from occurring. Therefore, we have designed our preschool classroom environments to deter problem behaviors. The rooms are arranged in centers to encourage socialization and independence.

We respectfully use positive methods of discipline. All staff is trained in positive behavior intervention strategies. We strive to promote self-control, self-esteem and cooperation among our students. Children are taught how to control emotions and communicate their feelings and needs. Staff show students how to resolve conflicts and create solutions that are acceptable to all parties.

The following developmentally appropriate guidance techniques are used:

- **Positive Reinforcement**: Children are encouraged when they are demonstrating acceptable behaviors (i.e., Token Economy).
- **Redirection**: Children are redirected to other activities and given an opportunity to try again at another time.
- **Self-Regulation**: Children are in charge of their learning through choices. If the child makes a poor choice, the teachers asks the child to move their clip (i.e., Stop Light Method: Green= Keep going, making good choices, Yellow= Slow down and remember the rules, Red= Stop to remember the rules). If the child moves to red, then he/she must write a note to parents explaining their behavior and ways to improve for the next day.
- **Time Out**: The child is separated from the group for a child-regulated period of time. This technique is ONLY used when a child is exhibiting temper tantrum type behaviors or hurting self, others, or equipment. When a child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.
- **Behavior Plan**: When a child's behavior is continually upsetting or dangerous to others, a meeting will be called with the parents to determine the cause of the behavior as well as possible interventions.

Behavior Management/Discipline: Indian Lake Preschool Follows Ohio Administrative Code Rule 3301-37-10

The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule [3301-35-15](#) of the Administrative Code, the following apply:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- (8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.

IF YOU EXPERIENCE PROBLEMS

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom related problems. We will make every effort to resolve the problem, or when indicated, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, care of the children, please contact Molly Hall, Elementary Principal, at (937) 686-7323.

If questions or concerns cannot be addressed through the preschool department, please call: (614) 466-0224 or toll-free (877) 644-6338 and ask for Preschool Program Licensing.

CHILDREN WITH AN IEP

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please contact Krystal Loy, Director of Special Education, at (937) 686-7323.

If you have additional concerns, please call: (614) 466-0224 or toll-free (877) 644-6338. Ask for Office of Early Learning and School Readiness.

A printout of Preschool Program licensing rules is available upon request. You may also view the full report on education.ohio.gov by doing a search for "Preschool Licensing Rules". Individual licensing compliance reports are available and posted at each classroom.

PRESCHOOL LICENSING

All classrooms are inspected by the Ohio Department of Education annually. Inspection reports are posted in each classroom and are available to families upon request.