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# **BROWN COUNTY PRE-KINDERGARTEN PROGRAM**

## **PARENT HANDBOOK**

**Brown County Educational Service Center  
9231-B Hamer Rd.  
Georgetown, Ohio 45121  
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## **GENERAL INFORMATION**

### **PROGRAM LEADERSHIP:**

Carrie Fuller, Pre-K Supervisor - Brown County ESC  
Bill Garrett, Superintendent - Brown County ESC  
ESC Governing Board Members - Betty Burwinkel, James Castle,  
Jimmy Ferguson, Brian Mount, and Kenneth "Duke" Snider

### **OUR VISION:**

All children will enter elementary school with the necessary skills to be successful learners.

### **OUR MISSION:**

To provide a high-quality pre-kindergarten program as defined by the Ohio Early Learning Program Guidelines in which children are given opportunities to learn through exploration and play

### **OUR GOALS:**

1. To identify and meet the needs of the "whole" child. This includes their physical, emotional, social, cognitive, and language/literacy growth and development.

**Physical Needs:** Children are kept safe. They are taught good health habits and safety guidelines. They are provided with small and large muscle developmental activities which encourage good physical health.

**Emotional Needs:** Staff members serve as positive role models and provide care that is supportive, nurturing, warm, and responsive to each child's individual needs. Children are taught to identify, understand, and cope with their feelings in acceptable ways.

**Social Needs:** Children are taught to relate to their peers and the pre-kindergarten staff. They are taught respect and consideration for others. They are shown manners and given guidelines for constructive behavior. The program provides

opportunities for children to develop self-help skills and gain increased independence.

**Cognitive Development:** Children are provided with developmentally appropriate activities and sensory experiences to enhance content learning in language and literacy, science, math, health, safety, social studies, music and art.

**Language/Literacy Development:** Children are provided with opportunities to develop expressive and receptive language skills. Literature and informational texts are used to expand children's vocabulary. Activities are planned to reinforce the development of rhyming skills and help students identify letters and sounds.

2. To have our work with young children guided by four key themes:
  - Children are born ready to learn
  - Environments matter
  - Relationships are influential
  - Communication is critical
3. To provide staff opportunities for professional development in order to remain up-to-date with best instructional practices in the field of early childhood education.

### **PROGRAM PHILOSOPHY & ASSURANCES**

The program emphasizes and promotes parent/teacher partnerships in education. We recognize that each child develops at his/her own rate. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities. Class lists may be comprised of both typically developing children and those with special needs. Interaction among students promotes social diversity and greater peer acceptance.

The lead teacher and/or the school administrator shall be onsite at the pre-k program at least half of the program's operating hours. At least two responsible adults shall be readily available at all times when seven or more children are present in the program. One adult shall be a pre-k staff member. The second adult shall: be available within the building used for the pre-k program or in an adjacent outdoor area; be able to be summoned by the pre-k

staff members without leaving the group alone or unsupervised; and be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.

The learning environment is based on an understanding of children's individual interests and developmental needs. Each center offers a standards-based curriculum with emphasis on developmentally appropriate practice. Process is emphasized instead of the product or outcome. The children are allowed to be creative thinkers and are challenged to invent new ways and ideas for problem solving without the stress of failure. Teachers observe the children and plan 'hands on' experiences that allow them to explore their environment and engage in a variety of activities. Play experiences are both purposeful and intentional. Each child is encouraged to participate in the learning environment to the fullest extent possible. The pre-k program has adopted *Get Set for School* as our research-based curriculum which aligns with Ohio's Early Learning and Development Standards. Related services are provided by specialists within or removed from the classroom in order to meet the needs of the students.

The Ohio Department of Education issues each pre-kindergarten a license that is posted in the classroom along with the annual compliance report. The rules governing the pre-kindergarten program are available upon request from the ESC, and a classroom inspection report is posted in each classroom. The maximum number of children per staff member for the 3-year-old children is 12:1; for the 4 and 5-year-old children it is 14:1. Any problem or concern that is identified should be addressed first with the classroom teacher and then with the program supervisor. Should a satisfactory resolution not be found, parents/guardians may contact the state ombudsman's office with the Ohio Department of Education. The contact information is posted in each classroom.

## **PROGRAM POLICIES**

### **ENROLLMENT POLICY:**

Children must be four years of age by September 30<sup>th</sup> of the year of enrollment for Ripley and Western Brown students and August 1<sup>st</sup> for Eastern Brown and Fayetteville students. Application deadline is generally set for June 1<sup>st</sup>, if enrollment is not filled, this date will be extended. Children are enrolled in the program based first on age followed by date the application is received. A waiting list is generated if more applications are received than the number of openings available for each location. Families are contacted when openings develop. Enrollment into the pre-kindergarten program will be completed when the following records are on file:

- completed application form
- custody papers, if applicable
- proof of income
- emergency medical form
- parent consent form
- birth certificate
- medical statement
- immunization records
- child information form
- social security card

All forms are to be returned to the classroom teacher during the orientation meeting. For students starting later in the year, all forms must be returned to the classroom teacher by the first day of attendance. Parents have 30 days from the date of enrollment to have the medical statement completed.

### **ADMISSION AND PLACEMENT POLICY:**

Typically developing students must be four years of age and not of compulsory school age (6 years old by December 1<sup>st</sup>) for admission into the pre-k program. Four and five-year-old children receive priority for admission. If children are age eligible for kindergarten, but their parents wish to enroll them in pre-k, they must pay the maximum tuition regardless of family income. Students with disabilities transitioning from Part C programs (Help Me Grow) may enroll at the beginning of the school year as long as they turn three before December 1<sup>st</sup>. Otherwise, special needs students may enroll on their third birthday. For districts that offer a four day a week program, requests for part-time enrollment are only considered

if openings remain after all full-time requests have been met. The pre-kindergarten program does not discriminate in the enrollment of children based on race, color, religion, sex, or national origin.

### **TUITION POLICY:**

Eligibility for free and reduced tuition is determined according to income guidelines established by the U.S. Department of Health and Human Services. Income and family size are the two factors used to determine tuition based on the sliding fee scale. Parents are informed of tuition costs and agree to make monthly payments before the first day of each month (August through March). Payments are to be mailed to the Brown County ESC or delivered in person to the office. Payment cards and envelopes are provided. **Teachers are not authorized to accept payments.** The tuition amount remains the same regardless of school cancellations due to staff in-services, holidays, severe weather, or student illness/absence. Tuition calculations may be reviewed and adjusted at any time during the year if the family income or size changes. Documentation of the change is required.

### **TRANSITION POLICY AND PROCEDURES:**

- Parents are requested to share information about any experience the student has had in other programs prior to pre-k enrollment. Efforts are made to coordinate and strengthen communication between our program and staff from other programs or schools.
  
- Home-base to classroom and classroom to classroom transition decisions are reached after receiving parent/guardian feedback during transition meetings. The parent/guardian will be contacted when there is a need for a child to switch classrooms or program options. The parent/guardian will be requested to meet to discuss the possible change.
  
- The role of the pre-k staff in transitioning students into the program is to make them feel welcome, safe, and secure. In order to provide a

smooth transition each school year, families are asked to attend an Open House and a Parent Orientation meeting.

- Throughout the year as new children fill vacancies in the program, the parents are contacted and offered the opportunity to meet with their child's teacher and assistant before the child starts school. This transition activity provides the child and the parents with the opportunity to discuss any issues or questions they may have about the program schedule or other policies.
- Newsletter articles, meetings, and trainings may be used as methods for providing additional support for transitions.
- In the spring of each year students transitioning to kindergarten are given an opportunity to visit the kindergarten classrooms. Information regarding kindergarten registration times, dates, and locations are sent to the parents of each student that will be attending kindergarten in the fall. The pre-k staff's role in transitioning students to kindergarten is to prepare them to succeed academically and socially.
- The signed parental consent form authorizes the release of data regarding the students experience in pre-K. Copies of the child's progress report, screening results, IEP goal progress (if applicable), and individual transition report are transferred to the elementary school office.

### **INCLEMENT WEATHER POLICY:**

During inclement weather, please listen to the local radio station or watch television listings for school closings, delays, or early dismissals. Pre-kindergarten will follow the same operating schedule as the building where the classroom is housed. The consent form at the end of the handbook gives families the opportunity to provide phone numbers for One Call notification of delays and cancellations.

### **ATTENDANCE POLICY:**

Each student is expected to participate as an active member of the class. In order to do so, he/she needs to develop a habit of attending school on a regular basis. If the child must be absent from the class, please contact the teacher by phone regarding the nature of the absence on the day of the absence. A follow-up note should be sent with the child upon return to school in order for the missed days to be recorded as excused absences. Failure to notify your child's teacher will constitute an unexcused absence.

If the child is absent three days in a row with no correspondence from the parents to the teacher or if a pattern of unexcused absences develops, an investigation will be made to determine the child's continuation in the program.

### **ARRIVAL POLICY:**

Punctuality is necessary for establishing classroom routines for the children. Please be sure to follow the arrival procedures that have been established for your child's school building.

### **REST TIME POLICY:**

A full-day program serving pre-k children shall have a nap/rest period reflected in the daily written program. Nap/rest periods shall not exceed one and one-half hours in the daily schedule for any child in a full day program. A mat and quiet space for children will be provided. Storage of personal items may be different according to district requirements.

### **DISMISSAL POLICY:**

The staff will only release the child to the designated persons you have listed in writing. Please be sure to pick up your child by the pre-k's designated ending time. Departure time more than 10 minutes later than the dismissal time constitutes being a late pick-up. **If a pattern of late arrival or dismissal develops the program supervisor may determine it necessary to withdraw the child from the program.**

If an emergency arises and another person needs to pick up your child from school, you **MUST** notify pre-k staff or your child will not be released to that person. Please notify your child's teacher if you want to add or remove a

person's name from the designated list of those who may pick up your child from school.

### **DRESS POLICY:**

Parents are asked to dress their child appropriately according to weather conditions and the planned daily activities. Specific information about the district's dress code will be provided by the classroom teacher. Parents are also reminded to dress their child so he/she will be able to independently use the restroom facilities. Parents are asked to provide a spare set of clothing in a gallon sized Ziploc baggie in case of accidents or spills.

Parents are asked to avoid sending children to school in "good clothes." The curriculum provides many hands-on learning experiences that will expose your children to a variety of craft materials and supplies. Paint and other stains may occur. Children should also avoid wearing tight clothing that would be uncomfortable and may restrict movement. Likewise, avoid sandals, dress shoes, and boots that would prohibit your child from participating in gross motor activities. Gym shoes/sneakers are highly recommended.

### **NUTRITION POLICY:**

School breakfast programs are available in some districts. Pricing information will be provided by each school district. In districts without a breakfast program, parents are responsible for providing breakfast/snack items for their children. Teachers will coordinate arrangements for meeting classroom needs.

Students may purchase school lunch or pack a lunch from home. Parents are asked not to send soda pop or other carbonated beverages in the student's lunch. If soda pop is sent, a drink substitution will be made for the child, and the soda pop will be returned home. Our facilities are not equipped to provide refrigeration or reheating of lunches sent from home. Please pack nutritious lunches and avoid sending sugary snack items.

Parents may provide snacks for special events, birthdays, holidays, and other class parties. Teachers request advanced notification of parents' desire to provide a special treat in order to discuss potential food allergies and to

confirm amount needed and time of activity. Healthy snacks are encouraged, and teachers may have specific suggestions.

Cultural and religious observances such as Halloween, Thanksgiving, Christmas, St. Patrick's Day, Easter, etc. are observed. The monthly calendar sent by your child's teacher will include specific details. If you choose not to have your child participate, please contact your child's teacher to request an excused absence for the day.

### **DISCIPLINE POLICY:**

We believe that the goal of discipline in the pre-k setting should be to help children develop self-control and appropriate social skills such as cooperating, helping, negotiating, and communicating with others to solve interpersonal problems. We encourage the development of these skills through the following techniques:

- Set and enforce positive limits for children through modeling, use of routines and daily schedule.
- Assist children in making smooth transitions between activities. Prepare and use visual supports such as picture schedules and when/then cards.
- Use logical consequences (ex. - picking up toys after throwing them down)
- Encourage the development of social skills by providing a favorable environment for mutual respect, sharing, cooperation, etc.
- Be understanding. Encourage children to recognize, accept, and respect the feelings and rights of others by providing assistance and support when needed. Encourage children to express their feelings in appropriate ways.
- Use therapeutic ignoring so as not to reinforce negative behaviors unless the child becomes unsafe.
- Facilitate problem solving conversations. Work with children to help them resolve their problems, not solve the problems for them.

- Be observant. Always be in sight and hearing of every child in the classroom. Anticipate potential problem areas and take action to avoid them.
- A protective hold may be used with a child to quiet them so they will not harm themselves or others. The adult will then talk softly to the child and help the child work through the problem. All staff members receive training in Crisis Prevention Intervention.
- Intervention may be required in cases when a child's repeated misbehavior is disruptive to the entire classroom or poses a safety risk to other children or staff members. Interventions may include:
  - \* Redirection, time out, or separation from the group
  - \* Notes home and/or phone calls to parents
  - \* Teacher request for parent/guardian classroom visit
  - \* Meeting with parent/guardian, teacher, and building principal
  - \* A student's day may be shortened
  - \* A student may be withdrawn from the class as recommended by the principal and approved by the pre-k supervisor.

In accordance with 5101:2-12-56 of the Ohio Revised Code, the following guidelines for child discipline are followed:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques for discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding of food, rest, or toilet use.
9. 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 pre-k staff member in a safe, lighted, and well-ventilated space.
10. The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the pre-k program.

### **IMMUNIZATION AND MEDICAL STATEMENT POLICY:**

State Law (ORC 3701.13, 3313.67 and 5104.011) requires pre-k students to be immunized as follows:

- 4 doses DPT vaccine (5 doses if 4<sup>th</sup> dose is given prior to 4<sup>th</sup> birthday)
- 3 doses of Polio vaccine (4 doses if 3<sup>rd</sup> dose is given prior to 4<sup>th</sup> birthday)
- 1 dose MMR vaccine (2 doses by 5<sup>th</sup> birthday)
- 3 doses of Hepatitis B vaccine
- 1 dose Varicella vaccine (2 doses by 5<sup>th</sup> birthday)
- 4 doses Hib vaccine (prior to age 5 only)

Any exemption to these immunizations requires a written statement from the physician, or parents may acknowledge a religious exemption in writing. Documentation of these immunizations must be included in each student's classroom file.

The required physical examination is to be completed within 30 days of enrollment. **A child cannot attend school if the emergency medical form and application/birth certificate are missing.**

Student medical and immunizations records are kept confidential to protect student privacy as required by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. As a result of HIPAA, a classroom teacher cannot contact physicians to request immunization records or a

completed medical form. Parents/guardians are solely responsible for providing health information.

### **HEALTH AND WELLNESS POLICY:**

Staff members are trained to recognize the common signs of communicable disease or other illness. The staff members' training includes prevention, recognition, and management of communicable disease as required by Rule 5101 of the Ohio Revised Code. Health and wellness guidelines include:

- A. Parents should keep children home if they have any of the following symptoms:
  - ❖ Fever - temperature of over 100 degrees F taken underarm
  - ❖ Undiagnosed skin rash
  - ❖ Earache, sore throat, frequent cough, red/watery eyes, excessive nasal discharge, yellowish skin, or evidence of lice
  - ❖ Diarrhea or vomiting
  
- B. Each child will be greeted upon arrival to school. If a staff member observes symptoms of illness, **the child may be sent home with the parent.**
  
- C. The staff will immediately notify the parent/guardian of the child's condition when a child has been observed with signs of symptoms of illness. A child with any of the following symptoms of illness will be immediately isolated and discharged to his/her parent or guardian:
  - diarrhea (more than one abnormally loose stool within a twenty-four hour period)
  - vomiting (within 24 hours or while at school)
  - severe coughing
  - difficult or rapid breathing
  - yellowish skin or eyes; and Conjunctivitis (Pink Eye); may return with doctor's note verifying treatment
  - elevated temperature (100 degrees Fahrenheit - taken by Axillary (underarm) method; a child who has had a fever must be fever free for 24 hours before returning to school)
  - untreated infected skin patches and unusual rashes or cold sores/fever blisters

- stiff neck
- infected or draining ears, earache
- green, thick mucus or other drainage from the nose, ears, or throat
- evidence of lice, scabies, or other parasitic infestation

D. A *General Exclusion Notice* will be sent to parents if the staff determines that a child should be seen by a physician. A *Health Alert Notice* will be sent to all parents if it is suspected that the classroom has been exposed to a communicable disease.

E. If your child is diagnosed with the following:

Strep throat - Individuals must have 24 hours of antibiotics and be fever-free before returning.

Pink eye (conjunctivitis) - Individuals must have 24 hours of antibiotic eye drops and be without symptoms before returning.

Head lice - The pre-kindergarten program has a no-nit policy. This simply means that your child cannot return to school until there are no visible nits in their hair. Each child who has had a diagnosed case of lice must be checked by the school nurse or classroom teacher before returning to their classroom.

Bed bugs - Due to the nature of bed bug infestations that can occur in households, there exists the possibility that they can be carried to school by way of back packs, books, coats, and clothing. Any student that has been positively identified as a host for bed bugs will be sent home and given an excused absence for the day. It is the parents' responsibility to transport the child home promptly when notified. Most districts have created a checklist of inspection and prevention details that must be read and signed by the parent when the student returns to school the next day. Any classroom with an identified sighting can have those students' belongings sent home in a plastic bag with a letter of explanation so the parents can take the appropriate actions to prevent the travel of bugs into their homes. Teachers may have students

store their personal belongings in plastic bags during the school day for a period of time.

- F. The program ensures that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children. Services may include, but are not limited to, health inspections of children, parent contacts, and dental/vision/hearing screenings.
- G. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the classroom teacher and/or school nurse. If a parent is called, **the child is to be picked up from school within the hour.**
- H. A sick child will be cared for in a room or portion of a room not being used by other children until a parent, guardian, or person designated by the parent/guardian arrives. A child isolated due to suspected communicable disease shall be within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. A child should not be asked if he/she wants to stay or go home.
- I. A child isolated due to suspected communicable disease shall be made comfortable and provided with a mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the mat shall be disinfected with an appropriate germicidal agent
- J. Staff will follow the Ohio Department of Health "Communicable Disease Chart" for appropriate management of suspected illnesses. This chart is posted in the classroom.
- K. No prescription medications will be given without authorization. In the event that your child needs to take prescription medication during school hours, the following guidelines must be met:
  - ❖ Contact the school nurse for appropriate forms required by the district.

- ❖ The medication must be in its original container and the label must include the child's name, dosage, physician's name, pharmacy order system, and telephone number.
- ❖ Your child needs to have already taken at least one dose of this medication at home or at the doctor's office.

Over-the-counter medications will not be administered during school hours unless they are included with prescription medication as part of a physician's treatment plan.

### **NOTE TO PARENTS**

*If your child is ill or not feeling well, please keep him/her at home. Other parents will appreciate your thoughtfulness.*

### **SAFETY POLICY:**

- No child shall ever be left alone or unsupervised.
- The pre-k staff will use the telephone either in the classroom or the school office to place phone calls. Emergency phone numbers are located near the phones.
- Children will be allowed to leave the school only with his/her parents or designated adults. If an adult other than one listed on the child information form is to pick up a student, **written permission from the parent is required.**
- Equipment will be sturdy and well maintained. The number of children using equipment or materials at one time will be limited to prevent accidents.
- Children will be shown how to use equipment and toys correctly and safely. Scissors, paper punch, and pencils must be handled with care. Children will be sitting when using scissors.
- Electrical outlets are covered with protectors, and all chemicals and potentially dangerous materials will be kept out of reach of children.

- Because of the concern for student safety, smoking will not be permitted on the school property. School property shall include, but not be limited to playgrounds, classrooms, and other areas designated as student areas.
- Fire and tornado drills are conducted, and documentation is kept on file in the building principal's office. Fire emergency, weather alert plans, and evacuation routes are posted in the classroom.
- At least one person trained in first aid and common childhood illnesses will be with the children in the classroom and while on field trips or outings. The staff shall document any accident or injury on the *Classroom Incident Log*.
- All parents/guardians are required to leave a telephone number where they may be reached at ALL times.
- Toys or pets are not to be brought to school unless a special day is designated by the teacher (i.e., Show & Tell). No real or pretend guns or other weapons will be permitted at any time.

### **REPORTING CHILD ABUSE/NEGLECT POLICY:**

Pre-K staff members are trained in child abuse/neglect identification and are **required by law** to notify the children's protective service agency or local law enforcement if they suspect that child abuse or neglect has occurred. The information given in the report is to include:

1. Name and address of child suspected of being abused/neglected
2. Age of child and the nature and extent of the injuries, abuse, or neglect
3. Reasons for suspecting abuse or neglect

The building principal and program supervisor are to be notified when reports are made.

### **PARENTAL INVOLVEMENT POLICY:**

We believe that parents should play an integral part in the pre-k student's educational experience. Parents have both the right and the responsibility to be involved in their children's care and education.

Any parent/guardian of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation. As a visitor to the building, parents/guardians must sign in at the office and wear an identification badge.

Parents are encouraged to maintain frequent contact with their child's teacher. With the exception of emergencies, parents are asked to contact the teacher in advance to schedule meetings and visits. In addition to the orientation meeting, two formal parent-teacher conferences are scheduled during the school year (November and May) to address concerns and provide updates regarding a child's progress. Staff members are required to document these conferences.

Parents are welcome to attend various school functions including P.T.O. meetings, holiday festivities, and birthday celebrations. Parents and even grandparents may also want to consider being a volunteer in the classroom. Volunteers can assist with a wide variety of activities such as:

- Helping with computer games
- Donating books to the classroom and/or reading to children
- Playing instructional games with children
- Preparing bulletin boards and helping at learning centers
- Collecting and preparing materials for children's projects
- Making and or donating games, puzzles, and toys
- Helping children with projects
- Participating in a career day for community helpers
- Playing a musical instrument
- Sharing another talent or hobby

If you are interested volunteering, please notify your child's teacher. You must follow the district's guidelines for becoming a volunteer. All districts require a background fingerprint check. You will be asked to follow building procedures for signing in at the office as a volunteer and wear an identification badge or name tag.

## **FIELD TRIP POLICY:**

Opportunities for field trips are determined by each district. The pre-kindergarten program pays half of the students' expenses if field trips are permitted. Parents are responsible for their own expense and the remaining half of their child's expense. Individual districts may also charge a fee for transportation. **All field trip fees must be paid in advance and are non-refundable.** A signed permission form must also be on file in order for your child to be transported off site.

A parent, guardian, or other adult chaperone is required to attend a field trip with each participating child to ensure adequate child supervision. Teachers, however, may need to limit the number of parents that may participate on field trips due to location restrictions or bus capacity. **Students with behavior issues may not be allowed to participate on field trips if a parent/guardian is not able to attend.** The following expectations apply to all adults chaperoning trips:

1. Smoking is not permitted.
2. You are to be with your child at all times and make sure that time schedules are followed.
3. All children **MUST** be accompanied into public restrooms.
4. No use of profanity.
5. The children's safety is your primary responsibility.

As a general rule, only pre-kindergarten students, staff, and chaperones are permitted to ride the bus for field trips. Younger siblings **are not** permitted to ride the bus. Guidelines of the home district transportation department take precedence.

Chaperones are to follow the school board's confidentiality policy. This simply means that you are not to discuss a child other than your own with anybody during or after the field trip. This is usually done innocently through remarks such as, "Johnny was so wild that he made the whole group misbehave." Or, "You just can't understand anything that Suzy says."

Should an emergency arise, the teachers will always have a first aid kit and emergency medical forms in their possession. The health record of any child

that has allergies, handicapping conditions, or special health concerns requiring special procedures or precautions will also be available.

Walking trips to local destinations may also be planned throughout the year. Parents will receive information about the specific trip including date, destination, time of departure/return prior to each trip. Occasionally, weather may allow for spontaneous trips such as nature walks.

### **WITHDRAWAL AND TRANSFER POLICY:**

If for any reason it is necessary to withdraw your child from the pre-k program, please inform the teacher and the BCEESC Preschool Director at your earliest convenience and return the completed *Change of Enrollment* form. The vacancy created will be offered to a child on the enrollment waiting list.

Should you need information transferred to another school, you need to make a request in writing and provide the name and address of the new school. Documents may be given to the parent and/or mailed.



## PRE-KINDERGARTEN CONSENT FORM

Check each statement to indicate your consent and return form to your child's teacher:

- \_\_\_\_\_ My child has received a physical exam and required immunizations. Copies of my child's birth certificate, immunization records, and medical form have been submitted as well as updated contact information. If phone numbers change, I will notify staff immediately.
- \_\_\_\_\_ The One Call now phone notification system is used by local districts to communicate with families. If you would like to be included, please list the phone number(s) for messages:  
\_\_\_\_\_
- \_\_\_\_\_ Child and parent/guardian's names and phone number will be included on the class roster and distributed to participating families unless otherwise requested.  
\_\_\_\_\_ Please do not include our information.
- \_\_\_\_\_ My child may participate in class walks provided that I have received information about the specific trip including date, destination, time of departure/return prior to each event.
- \_\_\_\_\_ Holiday and cultural observances will be planned. I understand that I can request an excused absence for any day my child does not participate due to a personal or religious objection to the activity planned. (Examples: Halloween and Christmas parties)
- \_\_\_\_\_ The pre-kindergarten program has my permission to use video recordings or photographs of my child as a participant in the program. The photograph, whole, in part, or composite, may be used to promote the program in the local papers and/or on social media.
- \_\_\_\_\_ I understand that pictures and videos of my child may be used to document classroom activities, particularly on social media. I am willing to have my child's images included on an end of year DVD if the teacher chooses to produce one.
- \_\_\_\_\_ I understand that assessment data will be provided to the Ohio Dept. of Education; and upon request, parents/guardians have the right to review the assessment data included in their child's classroom file.
- \_\_\_\_\_ I understand that the Brown County Pre-K program partners with the Success by Six initiative of United Way to help ensure students' successful transition to kindergarten. I authorize release of my child's assessment information to United Way to support the research and development of high-quality school readiness programs.
- \_\_\_\_\_ The Pre-K teacher will forward my child's classroom record to the elementary school office at the conclusion of their participation in the pre-k program. This record includes my child's enrollment information, academic assessments, and health/immunization information.
- \_\_\_\_\_ I have received a copy of the Brown County Pre-K Parent Handbook which outlines additional program policies and procedures.

\_\_\_\_\_  
Parent/Guardian's Name and Date

\_\_\_\_\_  
Student's Name