

Bowling Green Preschool Parent Handbook



2020-21 School Year

Bowling Green City School District

Bowling Green, OH 43402

(419) 352-3576

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Bowling Green Preschool
Bowling Green, OH 43402
(419) 352-3576

Dear Parents:

Welcome to the Bowling Green Preschool. We are excited that you have chosen to send your child to a program that offers highly trained staff who specialize in meeting the unique needs of preschool children. Our goal is to meet each and every child where they are developmentally, and then individually help them reach their full potential.

We offer a developmentally appropriate program for preschool children ages 3-5. Our curriculum is language-based and focuses on play and experiential learning.

Parents are a vital part of our preschool program and we encourage you to assist us in making sure we are providing the best education for your child. We will work together, as partners, to ensure a smooth transition.

We have tried to provide you with a comprehensive handbook; however, please don't hesitate to contact preschool staff with any questions or concerns.

Sincerely,

Bowling Green Preschool Staff



Bowling Green City Schools

Mr. Francis R. Scruci, Superintendent

Cathy Schuller, Treasurer

Melanie Garbig, Executive Director of Pupil Services

Mrs. Angela Schaal, Executive Director of Curriculum

Board of Education

Mrs. Ginny Stewart, President

Mr. William G. Clifford, Vice-President

Mr. Norm Geer

Mrs. Jill Carr

Mrs. Tracy Hovest

Bowling Green City Schools
137 Clough Street
Bowling Green, Ohio 43402
419-352-3576

Bowling Green Preschool Program

Location: Conneaut Elementary School
542 Haskins Rd
Bowling Green, Ohio 43402

Phone: 419-354-0300

Executive Director of Pupil Services: Melanie Garbig
419-352-3576 ext. 4030

Preschool Coordinator: Emily Mennitt
419-352-3576 ext. 4034

Principal: Alyssa Karaffa
419-354-0300

School Psychologist: Sarah Isaacs
419-352-3576 ext. 4033

Preschool Teachers:

James Conway
419-354-0300

Marcie Wahba
419-354-0300

Sarah Wilson
419-354-0300

Gustina Pennese
419-354-0300

Speech Pathologist: Kim Besgrove
419-354-0300

School Nurse: Brittany Howard
419-354-0300

Director of Transportation: Toby Snow
419-354-8509 ext. 4070



Bowling Green Preschool

Bowling Green, OH 43402

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School Calendar 2020-21 School Year

August 24-27	Preschool Parent meetings <u>*Teachers will schedule individual meetings</u>	
September 8 September 10	FIRST DAY OF SCHOOL FOR A GROUP FIRST DAY OF SCHOOL FOR B GROUP	
September 18 October 20 November 20 December 8	NO SCHOOL-Teacher assessment day NO SCHOOL-Teacher assessment day NO SCHOOL-Teacher assessment day NO SCHOOL-Teacher assessment day	
November 23-27	Thanksgiving Vacation	No School
December 21-January 4	Winter Break	No School
December 21	Teacher Work Days	No Students
January 15	NO SCHOOL-Teacher assessment day	
January 18	Martin Luther King Day	No School
February 15	President's Day	No School
April 2, 5, 6	Spring Holiday	No School
May 31 June 10	Memorial Day Last Day of Classes	No School



Bowling Green Preschool Program Overview

Our preschool program is located at Conneaut Elementary. In each classroom children with special needs are enrolled with children without special needs. The maximum number of children in the classroom is 16, (8 children with special needs and 8 peers without special needs). A certified teacher and an assistant are assigned to each classroom, resulting in a good ratio of teachers to students. Students in the preschool program attend either an AM or PM class Monday through Thursday.

Children with special needs who are enrolled in our program have met specific eligibility requirements. Children with special needs have an Individualized Educational Program (IEP) developed for him/her each year. Transportation is provided for these students.

Children without special needs who are enrolled benefit from the specialized programming while serving as role models within the classroom. Transportation is not provided for children without special needs.

20-21 Hybrid Preschool Model

Bowling Green Preschool will operate under a Hybrid A/B model beginning September 8, 2020. This will allow the preschool to operate following the COVID-19 rules for preschool licensing. To review these requirements and best practices please visit:

<http://education.ohio.gov/Topics/Reset-and-Restart/Early-Learning-and-School-Readiness>

The preschool will operate have a maximum of (8) preschool children- 4 special needs, 4 typical peers (2) two days a week face to face, two days a week at home activities will be provided to extend learning. Special needs students will be provided services during face to face days.

Preschool students with IEP's who can't attend face to face will be provided itinerate services.

NO SCHOOL MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM SESSION 9:00-11:30	Group A-AM	Group A-AM	Group B-AM	Group B-AM
PM SESSION 12:30-3:00	Group A-PM	Group A-PM	Group B-PM	Group B-PM

Further, on August 10, 2020, Governor DeWine signed Executive Order [2020-34-D](#), impacting preschool facial covering requirements. This Executive Order, in effect for 120 days, adopted revised Ohio regulations that specify the following for preschools:

- All preschool administrators, staff members/employees must wear a face covering while indoors, unless not medically appropriate;
- Face coverings, expressly include for preschool settings, cloth masks or plastic face shields that cover the individual's nose and mouth (preschool staff can wear face shields instead of masks);
- Preschool students are excluded from the "school-age" definition, and are not required to wear facial coverings. However, we will encourage mask wearing if your child is currently using a mask regularly.

Philosophy

It is the belief of Bowling Green City Schools that all children can and will learn when provided the appropriate environment. It is the goal of Bowling Green Schools that all children will graduate. Therefore, our youngest learners must enter kindergarten ready for success. We believe that through research-based developmentally appropriate programming, we can nurture relationships within our classrooms to meet the social and emotional needs of children. We believe that language is the foundation for all learning and we must design experiences that capitalize on communication in various forms and in meaningful ways. We believe that we must create a learning environment that is specifically designed to nurture, reinforce, and support continual learning for preschool children.

Program

The Bowling Green Preschool provides developmentally appropriate educational programming for preschool children with special needs. Programming is provided in accordance with Chapter 3301-37 of the Ohio Administrative Code, current Operating Standards for Ohio's Schools Serving Children with Disabilities, and Bowling Green Board of Education Policy. Curriculum is based on the Ohio Department of Education Early Learning Content Standards.

A unique aspect of the Bowling Green Preschool Program is the creation of a seamless transition between preschool and school-age programming. Specific effort has been made to create a preschool program that is an integral part of the Bowling Green School District. As much as is possible, Related Service personnel follow the children from preschool into school-age programming as well. Preschool teachers collaborate with primary teachers in writing curriculum, sharing ideas, supporting children. The curriculum of the preschool program is consistent with school-age as is reflected in the preschool to grade twelve curriculum adoptions by the Board of Education. Specifically, the curriculum integrates Creative Curriculum, Math In Focus and other science and social studies materials. Curriculum at all levels is aligned with Preschool Content Standards. The preschool team collaborates closely with the school-age team during the transition process. Parents know

that their child will be closely monitored by the professionals familiar to them as they enter elementary school.

Program Goals

The learning of each child is guided by very specific Individual Education Plan goals and objectives/benchmarks and/or the Preschool Curriculum.

Additionally, the following goals are an intrinsic part of the preschool program:

- To utilize developmentally appropriate practices
- To make program decisions grounded in research/data
- To provide a seamless transition to school-age programming
- To work collaboratively with primary teachers regarding curriculum and instruction
- To foster family involvement
- To provide a language-rich environment
- To assist children in developing communication skills
- To assist children in developing social skills
- To assist children in the developing large and small motor skills
- To assist children in developing problem-solving skills
- To teach children to take responsibility for their own behavior
- To foster independence in children
- To celebrate diversity
- To provide opportunities for children to learn about their community

Technology

Each classroom contains computers for student use. The computers provide students with opportunities to explore graphics, text, and to practice pre-academic skills in the areas of reading and math. The computers are tools to enhance learning and the programs available to the children supplement and support the preschool curriculum.

Specific Technology Curriculum Benchmarks include and introduction to the following:

1. Basic Computer Use
 - a. turn on/off the computer
 - b. point and click with the mouse
 - c. insert, remove, and care for media
2. Ethical and Safe Use of Technology
 - a. care for and leave equipment ready for the next user
3. Keyboarding
 - a. posture
 - b. hand placement
4. Graphics
 - a. create graphics using graphic tools
5. Media
 - a. use basic pre-academic programs

Why We Teach Using A Play-Based Child Centered Approach

Play is one way that children make sense of their world and build their understanding. Through play, children are encouraged to actively explore their ideas, discover new relationships about their world, develop their problem solving abilities, expand their imagination and creativity, and learn appropriate ways of interacting with their peers.

Child-centered approach describes the process in which teachers and parents identify interests and needs of children and plan experiences designed to match the children's developing abilities and interests.

Developmentally appropriate curriculum can be experienced by children at different stages of development. There are universal and predictable sequences to children's growth and development. Each child moves through these sequences at their own rate and with their own personality and learning style. All children in a group are at different states of development at any given time. Developmentally appropriate activities allow for all children, regardless of their developmental level, to be actively and meaningfully involved in all areas of the classroom. Reading and math readiness are woven into all activities allowing children to continually expand their knowledge and skills.

Response to Intervention/Curriculum Based Measures: The requirements of the Every Student Succeeds Act (ESSA) allow districts to use a "process based on the child's response to scientific, research-based intervention" to support struggling learners. Response to Intervention (RTI) is most accurately described as a process that brings together general, special, and gifted education to provide a unified system of education that meets the needs of ALL children.

Your child will be assessed at least two times per year utilizing the Early Learning Assessment (ELA). Based on the outcomes of these benchmark assessments, your child may participate in a process that assesses their response to scientific, research based intervention.

Your child may receive a scientifically based intervention (a specific strategy or procedure) that is related to a learning or behavior difficulty. The interventions implemented during this process must be scientifically-based and provided at appropriate levels of intensity, frequency, duration and integrity, relative to the child's identified needs. Intervention is specific instruction in the areas of reading, writing, math, or behavior. Students receiving interventions will have their progress monitored at regular intervals. Furthermore, your child's records may be reviewed, interviews may be conducted, and observations of your child may occur.

School personnel who may be involved in this process in addition to your child's classroom teacher include, but are not limited to: School Psychologists, Guidance Counselors, Intervention Specialists, Speech and Language Pathologists, and Title I Teachers.

The information and data collected as part of the RTI process can become a significant component of a comprehensive evaluation. School staff, parents, Ohio Department of Education, or another public agency may request an evaluation.

Therapies

A true benefit of being part of the Preschool is the team of professionals who support the classroom environment for all children. This team is highly trained and specializes in meeting the needs of children as outlined by the IEP. Service delivery generally follows a collaborative model where services are provided in the classroom setting. Some children will receive individualized therapy. Therapies include:

- Speech and Language Therapy
- Occupational Therapy
- Physical Therapy
- Audiological Services
- Vision Services

Transportation

Children on IEPs in the Bowling Green Preschool Program are provided transportation on Bowling Green school busses. Parents may choose to accept this transportation or may choose to provide their own transportation. Only those individuals authorized by parents may transport a child. Some children need transportation to and from a location other than his/her home. Requests for alternate transportation are considered and determined by the Transportation Director. The location of the alternate pick-up/drop-off, the existing bus route, number of children on the bus, and the length of the bus ride are determining factors. Every effort is made to accommodate a request while considering the needs of all other children as well. Children cannot be dropped off at a home where the parent or authorized adult is not present. In the event that you are not home, your child will be taken back to Conneaut Elementary and you will be expected to pick them up in a timely fashion. Transportation questions should be directed to the Transportation Director at 419-354-8509.

If you are transporting your child by vehicle you will be instructed to enter a designated area, either the front bus loop or the back playground, and remain in your car. The preschool staff will get your child from your car as well as bring them out to your car at the end of session.

AM- Drop off beginning at 9:00 will be on the back playground area by the modules

AM- Pick up beginning at 11:30 will be in front of Conneaut at the bus loop

PM- Drop off beginning at 12:30 will be in front of Conneaut at the bus loop

PM- Pick up beginning at 3:00 will be on the back playground area by the modules

Cost

The cost of the program is \$6.25 per school day. This fee helps cover the cost of supplies for the classroom. This fee is waived for students on an IEP. Payments are due on the 1st of every month. Adjustments will be made to the May invoice for any school cancellations. There is no adjustment or reimbursement for student absences. Please contact central office at 419-352-3576 Ext. 4031 if financial assistance is needed.

Required Registration Material

Prior to attending the Preschool Program each child must have the required Bowling Green City School paperwork, as set by board policy and the Ohio Department of Education, completed by the first day of school.

School Schedule

A copy of the Preschool calendar is included in this handbook. Each session of preschool lasts 2 ½ hours. Approximate times are 9:00-11:30 a.m. and 12:30 to 3:00 p.m.

2 hour delays

On days where the district has a 2 hour delay, the Preschool times will be 11:00-12:30 am and 1:30-3:00pm.

Holidays and Cultural Celebrations

Holidays and cultural celebrations that usually accompany them are an important part of preschool children's lives. Holidays have different meanings and are celebrated in different ways in different families. Holidays are a great time to have family members come in and share some family traditions. Some suggestions might be to share a book, tell a favorite story, or teach a favorite family song. Our doors are always open – please let your child's teacher know if you are interested in sharing a family celebration with your child's class. The Bowling Green Preschool Program believes that decisions about which holidays to celebrate and how to celebrate them are best determined in each classroom with staff, administration, parents and children working collaboratively. Celebrations will vary by classroom, depending on the different holidays represented and the ages of the children.

Emergencies or Accidents at School

You will be contacted if your child becomes ill or is involved in an accident at school making it necessary for the child to go home. If you cannot be reached, teachers will use the Emergency Contact Authorization form to contact someone to care for your child.

Emergency contact information is very important as these individuals may be asked to take responsibility of your child. Please make sure these people are willing to take this responsibility and have transportation to take the child home, if needed. Please keep this contact sheet updated at all times.

Communicable Disease and Covid-19 contact tracing

The following precautions are taken for children suspected of having a communicable disease:

1. The program immediately notifies the parent or guardian of the child's condition. All parents are notified if any child has pink eye, ring worm, or lice.
2. A child with any of the following signs or symptoms of illness is immediately isolated and discharged to his parent or guardian:
 - Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound; excreting anything but clear mucus from nose/eyes
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;
 - Conjunctivitis;
 - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - Untreated infected skin patch (es);
 - Unusually dark urine and/or grey or white stool;
 - Stiff neck; or
 - Evidence of lice, scabies or other parasitic infestation.

A child with any of the following signs or symptoms of illness is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day is determined by the head teacher and director designee and the parent or guardian. A school nurse is consulted if additional information is needed. The child, while isolated at the program, is carefully watched for symptoms listed above and those following:

- Unusual spots or rashes;
- Sore throat or difficulty swallowing;
- Elevated temperature;
- Vomiting.

The Bowling Green Preschool Program follows the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses. These charts are posted throughout the building.

A child isolated due to suspected communicable disease is:

- Cared for in a room or portion of a room not being used in the preschool program;
- Within sight and hearing of an adult at all times. No child is ever left alone or unsupervised;
- Made comfortable and provided with a cot. All linens and blankets used by the ill child are laundered before being used by another child. After use, the cots are disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit or other body fluids, the cot is cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- Observed carefully for worsening condition; and
- Discharged to parent, guardian, or person designated by the parent or guarding as soon as practical.

COVID-19 Contact Tracing and Communication

Expectations:

- Families are to conduct a wellness check, including temperature check, prior to sending students to school. (see above)
- Employees should self-assess for symptoms before entering buildings, including temperature check at home.(see above)
- Students or employees with body temperature of 100.0 or more should stay home until fever free for 24 hours, without the use of fever reducing medication.
- Families need to ensure contact information is up-to-date in the event you need to be reached for any health-related concerns.
- Families need to ensure there are multiple prearranged methods for picking up their student from school as quickly as possible should they become ill or exhibit symptoms.
- Families should refrain from dropping students off early to avoid congregation before the start of school day.
- **Families and employees should report diagnosis of COVID-19 to the school district and local health department immediately.**
- Local health department will collaborate with the school district when students/employees test positive for COVID-19.

If a student or employee has a confirmed positive test for COVID-19 and has been on school grounds or at a school function:

1. The school district will notify students and employees in direct contact (less than 6 feet, greater than 15 minutes with or without a mask) with that individual.
2. The school district will collaborate with the local health department to share information for contact tracing and communicate about necessary quarantine/isolation.
3. The school district will be in communication with the family or employee regarding return to school/work.

If a student or employee is having symptoms of COVID-19 and had direct contact with someone who tested positive on school grounds or at a school function, that student or employee is suspected positive.

1. The school district will notify families and employees in direct contact with that individual.
2. Upon a confirmed positive test result, the school district will follow the aforementioned steps.

The school district will only communicate with employees and families for suspected and confirmed cases. The school district will not communicate when individuals are quarantined as a precautionary measure and are not exhibiting symptoms.

Change of Address

If you move during the year it is important to send your new address immediately to your child's teacher on the Change of Address form included in this handbook. This also applies to a change of telephone numbers and emergency numbers. Also, if you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

Parent Mentor

Jennifer Vanlerberg and Jenny Myers are the Wood County Parent Mentors providing services to parents of Wood County children who are receiving special education services. Parent mentor services include information on IEP's, Special Education Laws, parent workshops, parent mentor library, parent networking phone list, parent newsletter, and support for parents.

Jennifer and Jenny are available at the Wood County Educational Service Center at (419) 354-9010.

Early Childhood Mental Health Consultation Services

Children's Resource Center provides early intervention services for Bowling Green students preschool- 1st grade. These services include:

- Early Intervention and identification of social and emotional challenges
- Social and emotional screenings
- Observation and feedback
- Classroom and program support
- Trauma-sensitive strategies
- Parent support and education
- Referral and community linkages
- Advocacy

Early childhood mental health consultants can help children by collaborating with the preschool staff and families to promote a trauma-sensitive classroom and develop strategies that reduce challenging behaviors in children.

Health Care and other Support Agencies

No Wrong Door

Contact: Site contact
419-352-5115 or call 211
<http://woodcountycoc.org/no-wrong-door/>

The Wood County Health Department

Contact: Intake and Referral Coordinator
419-352-8402 or 419-244-1610
www.co.wood.oh.us/healthdepartment

Programs: Help Me Grow (birth to age 3)
Child Health Clinic (pediatrics)
Immunization Clinic
Lead Screening
Well Child Assessment clinic
Women Infants and Children (WIC)

Wood County Department of Job & Family Services

Contact: Social Services Supervisor: 419-352-7566 or 419-246-3029

Programs: Child care for parents who are employed or in job training
Emergency Assistance (car repair; utilities; rent/deposit, etc.)
Adult Protective Services
Transportation
Health Check/Medicaid

Behavioral Connections of Wood County, Inc.

Contact: Site Manager 419-352-5387 or 419-874-6971

Programs: Domestic Violence Program
Crisis Intervention
Work Experience Program
Medical Services
Prevention Education
Outpatient Treatment

Bureau for Children with Medical Handicaps

Contact: Supervisor 419-352-8402 or 419-244-1610

Programs: Identification of children with handicaps
Treatment of children with handicaps
Funding for diagnosis of medically eligible conditions
To assist with access to treatment

Children's Resource Center (CRC)

Contact: Director 419-352-7588 or 1-888-466-KIDS
www.wcnet.org/~crckids

Programs: Young Moms & Dads Parenting Group
Parent Toddler/Infant Play Groups
Car Seat Rental Program
Vision, Hearing and Speech/Language Screenings

Dental Center of Northwest Ohio

Contact: Director 419-241-6215

Program: Dental care for low income children and adults

Family and Child Abuse Prevention Center

Contact: Child Abuse Programs Supervisor 419-352-7027
www.wcnet.org/~wcadamhs

Programs: Child abuse prevention programs
Community Education Programs

Wood County Hospital

Contact: 419-373-4195
Program: Physician Referral Service
General: 419-354-8900

Community Recreation Activities

Wood County Park District

Contact: 419-353-1897

Bowling Green Parks & Recreation

Contact: 419-354-6223

Bowling Green City Parks

Contact: 419-354-6223

Email: bgparks@bgohio.org

www.bgohio.org/parks-and-recreation/parks/city_park.html.

BOWLING GREEN CITY PARK

Conneaut & Fairview Avenues

BOWLING GREEN TRAINING & COMMUNITY CENTER

1245 Haskins & Newton Roads

CARTER PARK

401 Campbell Hill Road

WINTERGARDEN / ST. JOHN'S NATURE PRESERVE

615 S. Wintergarden Road

SIMPSON GARDEN PARK

1291 Conneaut Road

Questions Parents May Have

What are the benefits of a preschool program that includes children with and without delays in their development?

Children with delays:

- Have contact with nondisabled children
- Have the influence of nondisabled peers to teach them new social and communication skills
- Have the opportunity to develop friendships with children who are not disabled

Children who are typically developing:

- Have the opportunity to develop positive attitudes toward those who have disabilities or differences
- Gain self confidence as they learn helpful or altruistic behaviors when interacting with children with delays
- See models of children who can achieve and learn despite their unique challenges
- Learn to accept "differences" in other children and appreciate each child's uniqueness and learn how to interact successfully with all children

What should my child wear to school?

Since your child may be involved in "messy" and/or wet activities such as painting and sand and water play, it is suggested that you dress your child appropriately for these activities. The children in the Preschool Program also have an outside playtime when weather permits. Please dress your child in casual play clothes and clothing appropriate for outdoors.

Please send a complete change of clothes in a labeled bag in the event that your child's clothing becomes wet or soiled. Also, please mark *all* clothing with your child's name. In the event of toilet training, please send multiple outfits.

How do I communicate with my teacher?

The preschool staff wishes to maintain regular and ongoing communication with parents. Teachers send notes home regarding classroom activities and inform you of any unusual incidents. Please share home activities with the teachers. Please send notes with your child. Home visits may occur for new students and school conferences will occur during the school year for every student. If you wish to have a conference with the teachers, send

a note to arrange a time. Conferences can be arranged before and after school. Please do not call the school during class time unless it is an emergency.

One of the goals of the Bowling Green Preschool Program is to foster parent/family involvement. Open communication between the teacher, psychologist, and related service personnel is critical to optimal intellectual, social, emotional growth of children. The Bowling Green Preschool Program strives to involve parents in meaningful ways through multiple means of communication. Communication in the form of parent to teacher, teacher to parent, and parent to parent is utilized.

Parent to Teacher: Parents have unlimited access to the school during its hours of operation in order to contact his/her child, visit the classroom, assist in the classroom. We ask that parents register in the office upon arrival. Parents also need to report a child's absence. We ask that parents contact the office (419-354-0300) in order to report an absence. Parents are also encouraged to request a conference with the teacher, phone the teacher, contact the teacher via written communication with any questions, concerns, or suggestions he/she may have. If desired, parents may request copies of compliance reports in addition to those posted in the room.

Teacher to Parent: Teachers make multiple contacts with parents throughout the year. Some of the contacts are informal; while others are in the form of meetings, written communication, phone calls. Parents receive a Bowling Green District Calendar and a Bowling Green Preschool Calendar. Parents are involved in conferences at least two times per year, IEP meetings at least one time per year, and other informational meetings. Parents also receive progress reports at least two times per year.

Parent to Parent: Conversation and sharing between parents is an important form of communication. It is helpful for parents to be able talk with other parents. At least once a year, a roster of the names and telephone numbers of the children in the program and their parents or guardians will be made available to those individuals who have a child in the program. Parents may choose NOT to be included on the roster and are asked to indicate such in writing. The roster is available to parents upon request.

Please Note: Every effort is made to maintain open communication with parents. Parent concerns are taken seriously and meetings are held to resolve differences through cordial and informal means. If differences cannot be resolved informally, an Ombudsman's phone number is posted in the classroom. This person will provide assistance to parents.

Will my child eat at school?

All preschool children are offered a nutritional snack during their preschool session and children may be directly involved in the preparation of snacks. At no time is a child forced to prepare or consume a snack. Please let us know in writing if your child has any specific dietary needs such as diabetes or allergies that may necessitate a special diet. Also, please notify us if your child has any cultural or religious food restrictions.

Snacks are provided to preschool children on a daily basis. Snacks are nutritional and intended to supplement food served at home. A choice from two of the food groups listed below are served each day for snack:

Meat/meat-equivalent

Bread/bread-alternatives

Milk group (fluid milk is vitamin D fortified; low-fat, skim, or dry powdered skim milk is vitamin A and vitamin D fortified); or

Fruit/Vegetable group

Parents are asked to fill out CACFP paperwork to help cover the cost of snacks. Children's cultural/religious beliefs are considered when selecting snacks. The preschool staff takes into consideration any food allergies and special diet requirements of the children when selecting snack items. The weekly snack menu is posted for parents to view.

Currently, the Bowling Green Preschool Program is a half-day program and therefore lunch is not provided.

How will I know how my child is progressing?

No formal grade cards are used in the Preschool Program. The teacher will periodically update you of your child's progress through telephone calls or conferences. The progress of a child with special needs is formally reviewed at the child's IEP conference.

How do I know my child is safe?

Parents or guardians have access to the classroom before, after and during the school hours for the purpose of talking with the teacher or observing the program. If possible, please make arrangements with the teacher or supervisor prior to your visitation. Conneaut Elementary is a secure facilities and anyone entering the classroom areas must have gained entry from front office personnel. All classroom doors are locked at all times.

We also need your written permission if someone other than the designated person is to pick up your child. Our staff will ask for identification of that person if they have not previously picked up the child. Please note: No one will be allowed to pick up a child without identification and a note from parent. Please have a picture ID ready.

What if my child is injured at school?

Emergency contact information is used if your child is injured. The teachers assess the level of seriousness of the injury and respond accordingly. In the event of serious injury, 911 is called. For less serious injuries, the teachers respond and treat the injury. Parents are notified following any injury. If a child needs to go home and parents cannot be reached, emergency contact numbers are used. An accident report is on file.

What do I do if my child is ill?

Regular attendance is necessary for learning. The Missing Child Act became a law in Ohio in April 1985 and requires parents to notify school when a child is absent. Please call the school at (419) 354-0300 each day of your child's absence. If your child comes to school on a bus, please notify the transportation office. If we do not hear from you, we will be calling you to inquire about your child's absence. Please send a note with your child following his/her absence verifying the nature of the absence.

What happens when my child becomes ill at school?

An ill child will be comfortably cared for by an adult in an area of the school not being used for other children. A cot or mat will be provided for an ill child who needs to lie down. The child will be observed carefully for worsening conditions until the child is discharged to his/her parent, guardian or person designated by the parent.

Parents will be notified immediately and asked to pick up the child. The symptoms of illness will be reported to you with the specific reason the student is being sent home. For your child's well-being and, in the best interest of others in our programs, we ask that you keep your child home for a minimum of twenty-four (24) hours. The child will not be readmitted until symptoms are no longer present.

Bowling Green City Schools is not responsible for transporting students home if they become ill or need to go home for another reason. All persons need to be transported in a timely manner. This standard applies to families. If no one arrives within the first thirty (30) minutes, the teacher will place a second call to obtain details about the delay.

If parents cannot be reached, one of the persons listed on the child's records as emergency contacts will be notified and asked to come pick up the child.

What are the guidelines in determining if my child is well enough to go to school?

In addressing communicable diseases, section 3301-37-11 of the Administrative Code and Bowling Green Board of Education policy is followed. In addition, input from district nurses, area physicians, and the Health Department is considered as well.

At least one preschool staff member, and typically all staff members, are trained to recognize the common signs of communicable disease or other illness. At least one trained person observes each child as he enters. Training is available on an annual basis through the local Health Department, American Heart Association, local hospital and physicians, etc. The Director Designee reviews the information on communicable disease and proper procedure for hand-washing and overall cleanliness with all preschool staff prior to the start of each year. The Director Designee reviews such with any new staff member upon employment thereafter. Hand-washing procedures are posted in all bathrooms used by the preschool children and staff.

What happens if my child needs medicine during the day?

The Bowling Green Preschool Program follows the district Policy for Dispensing Medication. The procedure for dispensing medication is utilized for food supplement, modified diet, or fluoride supplement. The responsibility for giving medication, food supplements, modified diets, or fluoride supplements at school is a serious one and it is preferred that medicine and/or supplements be given at home whenever possible. If medicine and/or supplements must be given during the program hours, the product should be delivered to the school by the parent. Medications and/or supplements are kept in a locked cabinet or refrigerator as required. Parents are asked to read the policy carefully. A physician's signature is required for prescription and non-prescription medication. Preschool children are not authorized to carry asthma inhalers. A log of the administration of medication and/or supplements is maintained by the preschool teacher for one year. The log contains information regarding the dosage, date, time the medication was administered.

What type of classroom management do you use?

Preschool staff members are in charge of the children in the preschool program and are responsible for creating an effective behavior management plan. Constructive, developmentally appropriate child guidance and management techniques are used at all times. Techniques include redirection, separation from problem situations, talking with the child, and praise for appropriate behavior. This plan is posted in each classroom. While the preschool teachers have the flexibility to create the behavior management plan, the following restrictions must be followed:

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, if the child's safety or the safety of others is in question (protective hug).
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.

9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance at the preschool program.

The Bowling Green Preschool behavior management plans are positive in nature and developmentally appropriate to preschool children. In the event a child on an IEP exhibits undesirable behaviors that are not responsive to the classroom behavior management plan or to IEP goals and objectives/benchmarks, a Functional Behavior Assessment and a Positive Behavior Intervention Plan will be created by the IEP team. This plan will be monitored on an on-going basis.

The program embraces the guidelines put forth by the National Association for the Education of Young Children (NAEYC) and the Ohio Department of Education with regard to the provision of developmentally appropriate preschool programming.

NAEYC Guidelines:

1. Teacher will facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity and setting clear classroom rules.
2. Teacher's expectations need to match and respect children's developing capabilities.
3. Children shall be provided many opportunities to develop social skills such as cooperating, helping, negotiating and talking with the person involved to solve interpersonal problems.
4. Teachers shall facilitate the development of these positive social skills at all times.

How do I know about weather delays and cancellations?

For tuition paying students: Adjustments to the May invoice will be made for school cancellations if payment for the school year is up-to-date. There is no reimbursement for student absences.

The following radio and television stations carry school cancellations and delays.

Radio Stations:

K100/STAR 105
WTOD 1560 AM

WFOB 1430 AM

WRQN 93.5 FM

Twitter- Follow BGCS preschool on Twitter

Facebook- Like BG Schools

TV Channels:
WTOL-11 CBS

WTVG-13 ABC

WNWO-24 NBC

Telephone System:

Parents who provide telephone number information will be notified by telephone regarding school closings and delays.

What do I do if I have questions or concerns about the program?

If you have questions or concerns, please first talk to the teacher. If the issue is not resolved to your satisfaction, please contact the program director or building principal. We want open communication in order to create the best program we can for your child. Inspection reports are posted in each room. The phone number for ombudsman reporting is posted in each classroom as well.

How do I withdraw my child from Preschool?

Please notify your child's teacher as soon as you have decided to withdraw your child from the classroom. Transitions are very difficult for young children, and we would like to be able to support your child by having the opportunity to tell them "good-bye" and help prepare them for their next environment.

For Special Needs Children:

Because the parents and the school district have a written agreement (IEP) regarding the provision of services, it will be necessary to formally withdraw your child from services. Please notify your child's teacher of your intentions to withdraw your child. If you are moving out of district, your child's teacher will provide you with the necessary paperwork to insure that your child will receive services in the new location.



Bowling Green Preschool

Change of Address Form

Please complete the information below and return the form to the Preschool Teacher.
Thank you.

Child's Name _____

Parent's Name _____

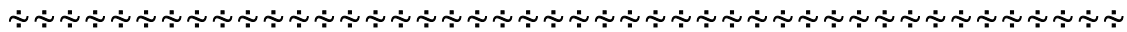
Old Address _____

City/State/Zip _____

Telephone Number _____

Email Address _____

Emergency Number _____



Child's Name _____

Parent's Name _____

New Address _____

City/State/Zip _____

New Telephone Number _____

Email Address _____

New Emergency Number(s) _____

Update 7/25/17

PLEASE RETURN THIS PAGE TO YOUR CHILD'S TEACHER

If you have questions, please contact your child's teacher or one of the Preschool Supervisors.

Indicate that you read the Preschool Handbook by signing below:

Parent Signature:

I understand a roster of the names and telephone numbers of the children in the program and their parents or guardians will be made available to those individuals who have a child in the program.

Parents may choose NOT to be included in the roster. Please indicate your preference below:

_____ Yes, I wish to be listed on the roster

_____ No, Please exclude my information from the roster

Bowling Green Preschool will occasionally post to social media (specifically Twitter, and or the BG City School website) for the purpose of sharing our activities and promoting our program. If you do not want your child to be photographed for this purpose, please indicate below:

_____ Yes, my child may be photographed for twitter and other media such as the district website.

_____ No, please do not post any pictures of my child on social media or other accessible websites.

Please add any other important information about your child below:
