

East Palestine Preschool Handbook

2025-2026



East Palestine City Schools
200 West North St.
East Palestine, Ohio 44413
330-426-5306

Board Adopted August 2025

East Palestine Preschool Directory

East Palestine Preschool
200 West North Ave
East Palestine, Ohio 44413
330-426-5306
Fax # 330-426-9592

Superintendent

Dr. James Rook
330-426-4191

Elementary Principal

Mr. Rob Clunen
330-426-3638

Preschool Administrator

Carol Vollnogle
330-426-5307

Director of Student Services

Katie Stack
330-426-5310

Program Secretary

Kasey Kridler
330-426-5306

Intervention Specialist

Jessica Grimm
330-426-5358

4 yr old Classroom Preschool Teacher

Shari Hayes	330-426-5359
Nicole Goontz	330-426-5348
Allison Sorrell	330-426-5341

3 yr old AM/PM Preschool Teacher

Erica St. Esprit 330-426-5347

Preschool Aides

Lori Schwartz, Jennifer Kubler, Brittany Chick, Jamie Rosen, Amanda James

Philosophy

East Palestine Preschool is designed to meet the needs of all types of learners. We are dedicated to the students and families to provide a caring, creative and developmentally appropriate environment. All students will be prepared emotionally, socially, and academically for their future educational experiences. Your preschool child is our number one priority in developing this hands-on program that is based on love and acceptance. **Your Little Bulldog has a bright future here at East Palestine Preschool!**

We Believe in the Value of Play-Based Learning and Parent Involvement in Early Education and our preschool mission is to **provide the highest quality care, while creating a nurturing and supportive community of children, parents, and highly skilled teachers and staff**. Through a play-based program that attends to the whole child and inclusive of our families, we provide a model of community that will sustain and enrich your children throughout their lives.

We use a Step Up to Quality approved curriculum, **Ready to Advance**, in our program that takes into consideration the whole child, both academic and social emotional. It is our goal to prepare your child for kindergarten academically, socially and emotionally. East Palestine PreSchool is rated a **Gold "Step up to Quality"** program in the state of Ohio. This is the highest rating a preschool can receive.

Program Goals

1. We believe in the potential development of all children.
2. We believe that all families and children deserve a high quality and caring environment and services.
3. We believe early learning educational experiences are crucial in preparing a child for future learning.
4. We believe learning and growing within the community is a priority for our district and staff.
5. We believe staff and families need to be partners in the child's developmental process and opportunities.
6. We believe that all children learn by interacting in play, small groups, large groups, and individually within their environment.
7. We believe that families play an important role in our program and will be welcome as a part of our classrooms and programs.

Classroom Ratios

3yr old Classrooms= Maximum rostered for classroom :22, ratio of adults to children 1:11
4yr old Classrooms= Maximum rostered for classroom: 26, ratio of adults to children 1:13

Curriculum

The Early Learning Content Standards that have been developed by the Ohio Department of Children and Youth serves to assist in the design and implementation of a quality curriculum for all learners.

EP Preschool will utilize Ready to Advance, a Step Up to Quality and a Science of Reading approved preschool curriculum. This program will be used to aid in the development of daily lessons, centers, experiences and activities. Teachers will abundantly provide age and individual appropriate activities to promote all children's emotional, social, and educational growth.

Teachers and parents will create goals for the students and these goals will be monitored by the teacher throughout the year. The focus of instructional practices will be to provide interventions and practice to meet the needs of students in achieving these goals. One of the aspects of Ready to Advance is to use whole group and small group instruction. In the whole group experience, children get exposure to the concept, and then work at their own level in a small group. This way that the teacher can provide acceleration or remediation in the small group.

Assessments

- All children will receive screening of vision and hearing within the first 45 days of enrollment. Concerns will be reported to parents for follow up with a doctor.
- Daily Observations and checklists used to track behavioral and developmental patterns of growth.
- Progress reports will be based on the child's developmental levels and age appropriate expectations. (Every 9 weeks)
- Progress monitoring will aid in teachers developing lessons and activities to promote learning for all students.
- Parents will complete the ASQ twice yearly to aid in the assessment of the development of milestones in the students.
- Teachers will administer the ELA (Early Learning Assessments) 2 times per school year for all students.
- Teachers will administer teacher made assessments to progress monitor students and aid in the RTI process.
- As a part of Ready to Advance, the teachers will use an entry level screener, observational assessments, unit progress monitoring tools, Benchmark Comprehensive Assessments of all 10 domains and Quick Check Forms.

Class Schedule

Morning Class	9:00-11:45
Afternoon Class	12:30-3:15
All Day Class	9:00-3:15

- All half day children will receive breakfast or snack during their school day
- All full day children will receive breakfast, lunch and a snack during the school day

Classroom assignments will be determined based on the number of students enrolled and the age of the students. All assignments are subject to change prior to the start of school.

Preschool classes will be held **Monday-Thursday**. **There will be no preschool classes on Friday**. Friday will be used by staff for state mandated Professional Development, planning and classroom sanitizing. EP Preschool will follow the East Palestine City Schools Calendar. The academic calendar designates early release days, holiday breaks, etc... EP Preschool will abide by **early release days** with only having **morning session** preschool on those days. In the event of a **2 hour delay**, there will be **no morning session for ½ day**. **ALL DAY Students** will arrive 2 hours from regular start time and ½ day PM will arrive at their normal times.

Open House will be held for the Elementary Families before the start of school on August 21 from 4:00-6:00 PM. **Orientation** will be held during the Open House at 5:00 in the Elementary Cafeteria. All families are required to attend Orientation to make sure they know the different aspects of the preschool program.

Attendance:

Regular attendance is important for many aspects of a child's development. Attending every day that school is in session allows your child to build relationships with peers and staff; provides multiple opportunities for the child to learn the routines of the classroom and the environment of the school; and most importantly, provides the foundation that can be built upon for academic growth. If your child is ill and must miss preschool, it is your responsibility to notify the preschool teacher before the beginning of your child's class. ****If your child is not at school by 11:00 AM (all day classroom), please plan on keeping your child home.** It is disruptive to the class when students are chronically tardy.

DO NOT CALL THE ELEMENTARY OFFICE TO CALL YOUR PRESCHOOLER OFF or with any questions regarding transportation or preschool questions. DO CALL the Preschool office to call a student off or ask questions at 330-426-5306. Email kasey.kridler@epschools.k12.oh.us or use the BrightWheel app.

Registration:

A child is eligible for entrance into preschool if s/he attains the age of three (3) on or before September 30th of the year in which s/he applies for entrance and has not yet attained the age at which s/he will be admitted to kindergarten. Children who turn 3 after the start of school (Aug, 25, 2025) can not attend until their 3rd birthday.

Registration for the upcoming school year will begin each year during the month of February. Students will receive a reserved spot on the preschool roster after **ALL the Registration Form in Final Forms are completed** and the birth certificate, parent's driver license and proof of residence are on file in the preschool office and **prior year's tuition is paid up to date**. Availability will be based on IEP students, returning families, district families and first come basis. **Students that have a past due balance will not be able to register until the balance is paid.**

Registration Document Requirements:

- Proof of Residence- 1 required
 - Bill in parents name
 - Insurance statement
 - Signed Rental Lease
 - Pay Stub
 - Government Agency Letter
- Child's Birth Certificate
- Parent's Driver License
- Custody Papers (see below) (if applicable)
- Immunization Records
- Medication Administration at School
- Proof of income- **if applying for reduced tuition**
 - Tax Form 1040 or 1040A from previous year
 - Job and Family Services Eligibility Tool


All custody papers must be on file in the preschool office if this applies to your child. The law in Ohio, with regard to parental rights for unmarried fathers is very clear. An unmarried father has zero rights with respect to his child until he proactively takes steps to establish paternity. Even if an unmarried father has established paternity and is paying child support, that does not necessarily mean that he is entitled to see the child. In Ohio, the mother of any child born outside of marriage automatically is granted 100% custody and all other rights with respect to the child. A father has certain legal actions they must take before they get any rights. The father would have to have legal

custody through the court to enroll the student. We can not accept a notarized letter that the mother has written. We **MUST** have a custody agreement signed by the courts.

Tuition

Half-Day Programs = \$100/month \$750 if paid in full by October 10th

Full-Day Programs = \$170/month \$1330 if paid in full by October 10th

- Tuition is due by the 10th of each month.
- Parents will set up payments on  [brightwheel](#).
- The full amount is due whether the month consists of Holidays, In-service, Snow Days or if your child is absent.
- Tuition that is **not paid by the 30th** of the billing month may **result in the child being withdrawn from the program and their position given to a family on the waitlist**. Once an account becomes past due, the **entire balance must be paid**, and the account brought current in order for a child's enrollment to continue.
- Students identified as preschoolers with special needs and placed on an IEP by the school district are not required to pay tuition. (Ohio Operating Standards for the Education of Children with Disabilities 3301-51-02 Free appropriate public education).
- Families that meet the US Department of Health and Human Services 2025 Federal Poverty Guidelines can qualify for a reduced tuition. To apply for the reduced tuition, families must submit their 1040 or 1040A and complete an application.
- Families with foster place children, kinship placements or who are homeless are not required to pay tuition.

US Department of Health and Human Services

2025 Federal Poverty Guidelines

Size of Family	100% Poverty Level	125% Poverty Level	150% Poverty Level	175% Poverty Level	185% Poverty Level	200% Poverty Level	Any income above
1	15650.	19562.50	23475.	27387.50	28952.50	31300.	
2	21150.	26437.50	31725.	37012.50	39127.50	42300.	
3	26650.	33312.50	39975.	46637.50	49302.50	53300.	
4	32150.	40187.50	48225.	56262.50	59477.50	64300.	
5	37650.	47062.50	56475.	65887.50	69652.50	75300.	
6	43150.	53937.50	64725.	75512.50	79827.50	86300.	
7	48650.	60812.50	72975.	85137.50	90002.50	97300.	
8	54150.	67687.50	81225.	94762.50	100177.50	108300.	
Tuition Due Monthly	\$ 0/0	\$20/40	\$35/65	\$50/90	\$65/115	\$80/135	\$100/170

Transportation

East Palestine City School will **provide transportation** as a **service to the students with an IEP and students that have siblings** that ride a bus. **The school district will also provide transportation to and from licensed daycares.** All other students must be transported privately. Please notify the preschool if the bus service is needed for your child when registering for the upcoming school year.

Parents/guardians/family members must present a photo ID before the child will be released in the preschool office or at the preschool door if the teacher/staff does not recognize who is picking the student up.

- **No child will be released to anyone NOT on the parent approved list unless the parents/guardians have notified the preschool office in advance.**

If staff have concerns about the health or abilities of the person or persons transporting the child, the property authorities will be notified and the child will remain in the classroom until the concerns are addressed.

Ohio's car seat laws

- [Ohio Car Seat Law Ohio Revised Code \(ORC\) 4511.81](#)
- **Law:** Under 4 years of age or less than 40 pounds required to be in a child safety seat according to car seat instructions
- **RECOMMENDATION:** Children who have outgrown their rear facing car seat should use a forward-facing seat with a harness for as long as possible, up to the highest weight or height allowed by the car seat
- **Law:** 4 to 8-year old who weigh 40 pounds or more and are shorter than 4 feet 9 inches are required to be in a booster seat or other approved safety seat according to car seat instructions
-

EP Preschool will not allow a student to be placed in a vehicle without a proper car seat. Repeat offenders will be reported to the EPPD.

General Well Being

Upon arrival, and throughout the day, adults in the classroom will monitor all children's physical and emotional well being. Any signs of distress will be reported to parents/guardians of the child.

All employees of the EP Preschool are considered Mandated Reporters and are, by law, required to report if a child has suffered or faces a threat of suffering any physical or mental wound, injury, disability, or condition of a nature that reasonably indicates abuse or neglect of the child (ORC 2151.421).

Health and Safety Healthy Children

DO send your child to school with:

- a smile on his/her face
- a hug from you
- appropriate clothing for the weather and any forecasted changes
- enough sleep so that he/she is eager to get up and get the day started

Parents are responsible for monitoring the health of their child before putting their preschooler on the bus, dropping off at daycare or dropping off at the preschool door.

Contagious Diseases:

The following precautions will be taken for children suspected of having a communicable or contagious disease.

1. A staff member will immediately notify the parent when a child has been observed or exhibits signs of illness.
2. A child will be isolated from the other children if displaying the following:
 - a. diarrhea (more than one abnormally loose stool within a twenty-four hour period)
 - b. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - c. difficult or rapid breathing
 - d. yellowish skin or eyes
 - e. conjunctivitis ("pink eye")
 - f. temperature of 100 degrees Fahrenheit taken by the ancillary method or the no touch thermometer when in combination with other signs of illness
 - g. untreated infected skin patches
 - h. unusually dark urine and/or gray or white stool
 - i. stiff neck
 - j. unusual spots or rashes
 - k. sore throat or difficulty in swallowing
 - l. vomiting
 - m. evidence of lice, scabies, or other parasitic infestation
 - n. ear ache

Children may not return to school until they are symptom free for 24 hours.

EP Preschool shall follow the Ohio department of health "child day care communicable disease chart" (www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.

Any cot/sleep mat used by the child during this time shall be cleaned with soap and water and then disinfected with appropriate germicidal agents immediately after the child is discharged. All linens and blankets used by the ill child shall be laundered before being used by another child.

All program teachers and classroom assistants are trained in the initial six hour communicable disease and first aid classes which are offered each school year.

The 3-hour communicable disease and first aid renewal classes are also required each school year. The communicable disease classes teach proper hand washing technique, disinfection procedures, and meticulous management.

DO NOT send your child with any of the above symptoms or illnesses. If observed at your school, your child will be immediately isolated or discharged to his/her guardian.

Administration of Medication

- a. Because administration of medication is an additional responsibility for staff, and having medication in the facility is a safety hazard; parents/guardians need to check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the classroom. Whenever possible, the first dose of medication should be given at home to see if the child has any type of reaction. Parents/guardians may come to school and administer medication to their own child during school hours.
- c. Medication having to be administered during school hours will be done so by the following guidelines:
***Release Form for Administering Medication must be completed.** This form is to be filled out and **signed by the doctor** and must list the following information: 1.) Type of medication 2.) Frequency, 3). Possible reactions 4). Special instructions 5.) Dosage
- c. A physician may state that a certain medication may be given for a recurring problem, emergency situation, or chronic condition. Examples of recurring problems or emergency situations include but are not limited to asthma or bee stings.
- d. Medications are kept at the temperature recommended for that type of medication, in sturdy, child-resistant, closed containers that are inaccessible to children and prevent spillage. Medications are kept in a locked cabinet or drawer.
- e. Medication is not used beyond the date of expiration on the container or beyond any expiration of the instructions provided by the physician or other person legally permitted to prescribe medication.

- f. Food allergies **must** be documented and assigned by a physician. Food allergy documentation is valid for the current school year. **A parent/guardian cannot sign the documentation in lieu of a physician.** Foods are omitted from the menu due to religious or cultural reasons upon the parent/guardian's written request.
- g. **"Incident Report"** forms are completed on children who exhibit unusual behavior, come to school with an injury or who have a physical accident at school. Any questions pertaining to the completion of the form are directed to the staff member or teacher filling out the report.

Physicals: Dental/Medical

State regulations require that each child **must** have a **physical exam completed within 30 days after the start of school. Immunization must be completed and up-to-date before the first day of school. A copy of the immunization record must be on file prior to the start of school.**

It is the recommendation of the East Palestine Preschool that **all students have a dental exam within 6 months of beginning school.** Parents are reminded that good oral hygiene begins at a young age. (See attached list of local dentists if the child does not have a dentist).

Medical and Dental Emergency Plan

In case of an accident or injury, the parent will be notified immediately. Each child shall have on file in final forms emergency medical and transportation authorization form. All students must have a physician and dentist listed on their emergency medical form.

Safety Policy

- No child shall be left alone or unsupervised.
- Fire Emergency and weather alert plans are posted in each room.
- Children will climb only equipment designed for climbing.
- All staff is trained in child abuse/neglect and **required by law to notify Children's Services if they suspect any abuse or neglect has or is occurring.**
- Children are only allowed to leave the classroom with a parent or designated staff.
- EP Preschool must immediately send home any child or employee who has a temperature of **100 degrees or higher.** This individual **may not return until they are fever free for 24 hours,** without the use of fever-reducing medication.

Each child shall have on file an emergency medical and transportation authorization form. All students must have a physician and dentist listed on their emergency medical form. If any changes are necessary you must make them in Final Form and let the program secretary know of any changes.

Diapering and Toileting:

The teacher **MUST** be notified upon registration if the child is **not toilet trained**. Parents **must be willing** to support the toilet training and/or the behavior plan introduced by the preschool staff. **Parents are responsible for providing pull ups/diapers and wipes for the child.**

The changing of diapers for all children shall be handled in conformity with the following methods:

- a. The changing of diapers for all non toilet-trained children shall occur in a space that contains a hand washing facility. Each 3 year old classroom has a changing station located in the classroom restroom.
- b. There shall be some separation material placed between the child and the changing surface, which shall be discarded and replaced after each change.
- c. The diaper changing station shall be disinfected after each diaper change with an appropriate germicidal agent. If the station is soiled after a change, it shall be cleaned with soap and water before the disinfecting procedure.
- d. Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained from a common container and applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- e. For the purpose of diapering topical ointments and creams provided by parents shall include written instructions. Such instructions shall include the name of the ointment, cream or lotion, name of the child, birth date of the child, date and parent's signature. Written instructions shall be valid for no longer than three months. Authorization for administration of ointment, cream, or lotion may be canceled by written request of the parent or guardian at any time. When used for skin irritations or manifestations of skin irritations, the ointment can be applied by program personnel for 14 days at one time.
- f. A clean supply of diapers stored in a specifically designated area shall be available at all times. Diapers or clothing used during diaper changing belonging to an individual child shall be stored in a space assigned exclusively for that child.

Drop off and Pick Up Procedures

Arrival Procedures

Preschool teachers and aides will be located inside building doors off the parking lot of West North Ave.

1. Parents will pull cars up in a single file line through the elementary parking lot off of Thomas Street and across the alley at the rear off the elementary through the parking lot to the E-13 doors. **Please do not arrive earlier than 10 minutes before the doors are scheduled to open. Staff members use that parking lot and they need to be able to get in and out for meetings.**

2. Each car will pull all the way up to the West North Ave. to allow for as many cars as possible to unload. Parents will walk their kids to the E-13 entrance. **Please do not exit your car until you are in the parking lot near the door.**

3. Students will stand inside in assigned areas until the class enters the classrooms

Drop off times are 9:00-9:10am and 12:30-12:40pm. **If you arrive after drop off time, please bring your child to administration office doors at 200 W. North Ave.** There, you will sign your child into the building and your child's teacher will be notified and someone will escort your child to their preschool classroom. The preschool secretary can help you with this process.

If your student is in the All Day classroom, please have your child at school no later than 11:00 AM. Please note, chronically absent students may be withdrawn from the program to allow a student on the waiting list an opportunity to attend.

Departure Procedures

Preschool teachers and aides will be located inside the building doors off the parking lot of West North Ave. with children.

1. Parents will pull cars up in a single file line proceeding via the alley adjacent to the parking lot.

2. Each car will pull up to West North Ave. and parents will pick up children at the doors.


3. Older siblings **WILL NOT** be released from the PreK door and need to exit at their assigned grade level door.

Pick up time: morning class @ 11:45 and afternoon class and all day class @ 3:10.

***DUE TO CLEANING PROCEDURES BETWEEN CLASSES, ALL STUDENTS MUST BE PICKED UP ON TIME. Please notify the teacher if you are going to be late for pick up.**

Late Pickup Fee

We would like to thank our families in advance for picking up preschoolers on time. This allows staff time for proper preparation. Because the time to prepare is so important,

there will be a late fee for children that are picked up late. If the child is picked up 10 minutes after scheduled pick up time begins, a fee of \$5.00 will be assessed. Every minute after 10 minutes is \$1.00/minute. For example, if a parent arrives @ 11:57 for their child, the fee would be \$7.00 . Late fees will be assessed on  .

Special Education Services

Parents of a child diagnosed with, or suspected of having difficulties in communication, motor, cognitive, social, emotional, adaptive, or behavioral areas may contact the Director of Student Services. They will make recommendations concerning ways to meet the child's educational needs, and provide a complete picture of the child to determine a starting point for planning educational services. If an evaluation is recommended, the parent will be informed of all available options and rights before signing permission for completing the referral. Related services such as speech, occupational and physical therapy are available, based on the child's needs. The preschool will collaborate with the Educational Service Center of Eastern Ohio for psychological and related services.

Katie Stack, Director of Student Services: 330-426-5310

The preschool teacher and the intervention specialist will assist with all student needs and assist the related service providers in enabling an appropriate and individual developmental education.

East Palestine City School District and the Educational Service Center of Eastern Ohio will provide needed services for students with developmental disabilities.

Individual Educational Plans (IEP's) shall be developed in compliance with Ohio Administrative Code 3301-51-16 and the State Operating Procedures for Special Education.

Child Find

In an effort to serve young children with disabilities, East Palestine City School District is continually in the process of locating and evaluating children from 3 to 21 years of age who are suspected of having a disability. Individuals may contact the Preschool Administrator or Director of Special Services **at any time during the school year** about children suspected as having a disability that may qualify for special education services. If you have questions, please call or email the preschool office for assistance.

Procedures & Policies

A very important part of the preschool experience is helping children learn how to get along in the world, enjoy being with other children, and follow the direction of an adult

other than their parents. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

1. Encouraging children to use their words when having a disagreement with another child.
2. Redirecting behavior when this seems potentially effective.
3. Separating a child from the group for an appropriate amount of time per age. (1 minute/age)
4. Counseling children individually about their behaviors.
5. Making parents aware of disciplinary concerns.

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects people and materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff

Discipline/Behavior Management

The preschool teachers are responsible and in charge of their group of children. The classroom rules will be aligned with the EP Elementary Building PBIS plan.

Preschool PBIS Expectations

1. Preschool Bulldogs are:
 - a. KIND
 - b. SAFE
 - c. RESPONSIBLE
 - d. RESPECTFUL
 - e. CO-OPERATIVE

Individual Management Plan

Modeling, redirecting, prompting, and providing choices will be used to modify child behavior. Separation from the problem, talking to the child about appropriate behavior and praising appropriate behavior will be used. When necessary an occasional short time out may be necessary.

- Each child has their name on a sticker chart.
- All children will earn a sticker on their chart for making good choices at the end of each day.
- During daily schedule if a child is caught making good choices they will be praised
- When the child fills up their sticker chart they may choose a prize from the treasure chest.

- Inappropriate or harmful behaviors will be reported to parents immediately.
- If a child consistently demonstrates negative behaviors, parents will be informed in writing of the behavior and consequences. East Palestine City Schools has a BCBA that serves the district. If the BCBA needs to consult on a student's behavior, parents will be notified and permission will be obtained.

Whole Group Management Plan

All EP Preschool classrooms will utilize a whole class behavior plan. This is a great way to motivate EP Preschool students to follow class and school rules and procedures! This helps to create an atmosphere of community in the preschool classrooms. Each classroom will utilize their own group plan and students will work with classmates to earn their goal.

Social Emotional Learning

Ready to Advance, the adopted curriculum, incorporates SEL concepts and lessons in the day to day learning. The lessons include but are not limited to how to handle classroom materials, asking adults in the classroom, being a friend and expressing feelings.

Discipline Procedures for disruptive behavior

Disruptive Behavior will be addressed in an incident report. This will be completed to document any inappropriate behaviors that directly impact other children, staff members, or the group as a whole. This report will be shared with the parent and will explain the behavior and how the behavior has affected others. It will also explain how the situation was resolved. The incident report will be placed in the child's folder to be taken home, and the parents will be notified on class DOJO or a phone call as to what happened so they are prepared to speak with their child after school.

If a child has difficulty managing his/her behavior on a recurring basis, parents will be asked to meet with the child's preschool teacher and preschool director. If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it may be necessary for a Functional Behavior Assessment to be conducted and a behavior plan to be implemented.

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

- (1) There shall be no cruel, harsh, 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, 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 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 program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Parent Concerns/Questions

If there are concerns or questions please talk with your child's preschool teacher. She may not be able to address your concerns immediately, but will do so within the appropriate amount of time.

Family Surveys will be sent home 2 times a year. If the family situation changes, and we can help, please let us know if we can help. Annual Fire, Health Inspection, Preschool License, and Inspections are available upon request.

Transition Procedures

Transition meetings with teachers and parents will be conducted in the month of April. These meetings may be held in person.

Prior Enrolled Student -Transition into Preschool

1. Spots for the upcoming school year are available to those returning families that have children eligible for the 3 and/or 4 year classes **if tuition has been paid up to date** for the current year.
2. Returning families will complete the registration in Final Forms in February for the 2026-2027 school year.
3. Transition paperwork for the upcoming school year will be provided during spring conferences. Paperwork includes information regarding whether a child will return to a preschool class for the upcoming school year, parent/guardian suggestions and comments, and review of the child's developmental progress.
4. The Parent/guardian and the preschool teacher will sign the Transition Paperwork of official designation for the upcoming school year.
5. **Preschool Orientation will be August 21, at 5:00 PM**, for the upcoming school year. At that time the students will meet their teacher, spend some time in their classroom, and perform activities with their parents. The administrator will review the Parent Handbook, policies, and procedures of the preschool program with parents/guardians.

Prior Enrolled Student-Transition into Kindergarten

1. Kindergarten Registration information from East Palestine Elementary School will be sent home with all eligible students. This information will be shared on the school webpage and social media sites. Families will need to complete the registration in Final Forms
2. Transition into Kindergarten paperwork will be provided during spring conferences. Paperwork includes information whether a child is eligible for a kindergarten classroom for upcoming school year, parent/guardian suggestions and comments, review of child's developmental progress, and visitation schedule for preschool students into K classrooms.
3. Parent/guardian and preschool teachers will sign the Transition Form of official designation for the upcoming school year.
4. Students that will transition into the Kindergarten classroom for the upcoming school year with no suspected disability, behavior concerns, or IEP will visit a K classroom prior to the end of this school year.
5. Students that will transition into the Kindergarten classroom with an IEP or behavior concerns in place will visit a K classroom and the resource room. K teachers will meet with preschool teacher and intervention specialist regarding best placement for upcoming school year based on IEP and developmental needs

New Enrolled Student-Transition into Preschool

1. Enrollment information for the public will be posted on the website and facebook for the upcoming school year.
2. Registration for the public will be available in the month of February on Final Forms. Registration will be based on first come first placed.
3. Orientation for each age group will be in August prior to the beginning of the school year. At that time the students will meet their teacher, spend some time in their classroom, and become familiar with the environment. Any parent/guardian of a child with an IEP or health concerns will meet with preschool teacher, intervention specialist, Director of Student Services, School Nurse and Preschool Administrator to review the child's needs and concerns.

Classroom Procedures:

Classroom schedules are posted in the classroom and available upon request.

- a. Beginning of the day
 - i. Children come in, hang up their backpack and coat, wash their hands and practice with an activity that is located at their seats.
 - ii. The children will then follow directions to move to the carpet for morning/calendar time.
- b. End of the day
 - i. Students will place earned stickers on charts, gather their coats and backpacks and line up in an orderly manner to be dismissed.
- c. Transitions
 - i. Attention grabbers will be used in between activities to gain their attention for transition. (Examples: Mac & Cheese-time to freeze, clean up song)
 - ii. When student attention is needed there are three other signals that may be utilized
 1. Teacher may chant "Hands on top" while putting her hands on her head and students respond "Time to STOP" while putting their hands on their heads.
 2. Portable doorbell
 3. When the lights are turned off, students are to stop talking

Withdrawal

Please notify the preschool office in writing within 10 days upon withdrawal of your child. No refunds will be issued at any time. Information will be sent to the appropriate school

upon receipt of a release of records signed by the guardian from the new school/program.

Calamity Days

If the East Palestine school district is **closed** due to inclement weather there will be no preschool classes.

Two-hour delay = There will be no morning $\frac{1}{2}$ day preschool classes. There will be class for the Full Day students. We will follow the School District Schedule.

The District All Call system, the District website www.myepschools.org , Class DOJO, and Brightwheel messages will be sent out in the event of a weather delay.

Parent Involvement

All parents are encouraged to participate in their child's learning by assisting in various experiences. The development of a quality preschool program is based on involvement from all individuals who are in a child's life. There are many opportunities for parents/guardians to be involved. Some possibilities are listed below:

1. Working with your children @ home in cooperation with the teachers and staff.
2. The opportunity to express ideas, concerns, and suggestions through the yearly parent survey.
3. Participate in Parent/Teacher Conferences, Goal Setting and Transition meetings.
4. Complete the ASQs and student questionnaire.
5. Attend parent engagement nights
6. Attend monthly PTO meetings
7. Be a parent volunteer in the classroom.
8. Attend special engagement days in the PreK classroom.
9. Complete the Needs of the Whole Family survey.

Conferences

Conferences are held 2 times/year and are an opportunity to work with the teacher in developing plans to better serve your child and family. Additional conferences are held on an as needed basis.

Parents will be invited to participate in goal setting for their child at the October conference. At the March meeting, teachers will discuss the progress of the student and begin the discussion about the plan for the next school year. In April, parents will be asked to participate in transition meetings where the parents and teacher will discuss the educational plans for the student the next school year.

Staff

Staff licenses, health reports, and background checks (BCI and FBI) are available upon request.

All staff are trained in first-aid, CPR, recognition and management of communicable disease, and child abuse awareness.

Contacts/Change of Address & Phone Numbers

It is crucial due to safety reasons for you to notify your child's teacher and the preschool office immediately if there is change of address, phone numbers, or emergency contacts. In addition to letting the program secretary know, please update any change in contact information in Final Forms also.

Change of Clothes

Each child will need a spare set of weather appropriate clothes in their locker for accidents. (Pants, shirts, underwear, socks). Place the clothing in a large ziplock bag and write their name on it. Remember when the weather changes to change your clothes. A jacket or a sweater would also be appropriate to send in as the weather fluctuates.

Confidentiality

All information regarding children enrolled in the East Palestine Preschool program is kept confidential. Information will be released to other individuals and/or agencies only if a release of information form is signed by the child's parent/guardian.