

O*TAGS Preschool

Off To A Good Start

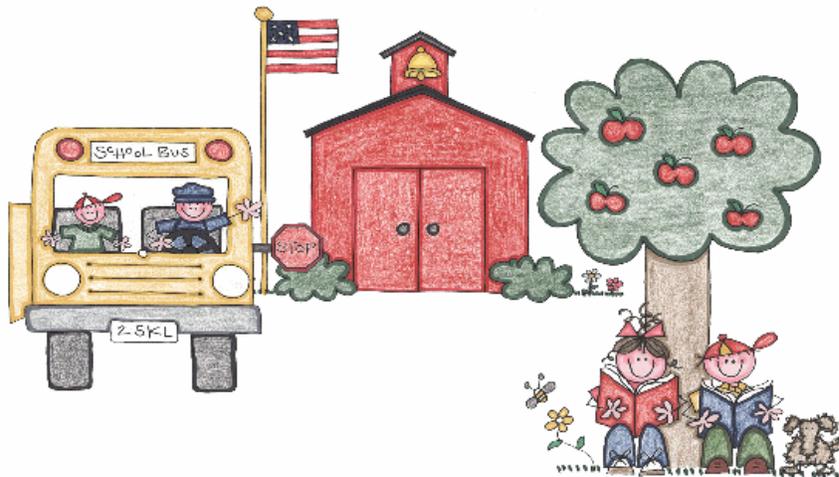
2019-2020



5★ Step Up To Quality Program

Family Information Guide

Classes located at:
Maysville Preschool Center
3715 Panther Drive
(740)453-0754



Preschool Contacts

Maysville Administration Center

3715 Panther Drive

(740)453-0754

Dr. Ruth Zitnik, Superintendent

rzitnik@laca.org

Cindy Miller, Director

cmiller@laca.org

Joyce Lewellen, Preschool Secretary

jlewellen@laca.org

Preschool Staff

Abby Brock, Teacher

acbrock@laca.org

Catie Smith, Aide

ccsmith@laca.org

Ashley Geiger, Teacher

ageiger@laca.org

Jodi Higdon, Aide

jhigdon@laca.org

Noel Irvin, Teacher

kirvin@laca.org

Christina Smith, Aide

clsmith@laca.org

Extended Care (740) 453-0726

Heidi Calendine

hcalendine@laca.org

Brook Cozart

bcozart@laca.org

Stephanie Merkle

smerkle@laca.org

Taylor Stotts

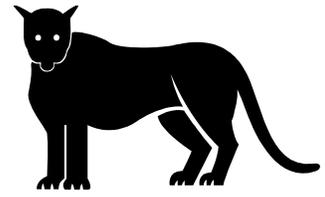
taylorstotts@laca.org

Linda Weinstock

lweinstock@laca.org

Maysville Local School District

“...dedicated to maximizing all students’ potential...”



Welcome to the Maysville Local School District’s O’TAGS (**O**ff **T**o **A** **G**ood **S**tart) Preschool Program. Your child is enrolled in an outstanding early education program which received a 5 out of 5 star Step Up To Quality rating. This program is designed to offer developmentally appropriate activities, while at the same time preparing your child to successfully transition to kindergarten.

We hope that this handbook will be helpful to you throughout your child’s preschool career. If you find, at any time, that you have questions or concerns, please contact your child’s teacher or the preschool director.

Thank you for choosing to be a part of our preschool program!



1. *What will my child learn in the preschool program?*

Children participate in activities designed to aid in the development of physical, intellectual, self-help, social and emotional growth. The philosophy that children learn best through “hands on” activities and structured play is displayed throughout the program. Classrooms are divided into



learning activity areas that encourage socially and developmentally appropriate activities. Areas include science, music, books, computer, blocks, dramatic play, writing, reading readiness, and creative arts. Structured adult/child learning times are incorporated throughout the preschool session to

work on group and individual learning activities. Major emphasis is placed on social, language, literacy, self-help, motor, math, and science skills.



2. *How are students disciplined in the preschool classrooms?*

The preschool staff believes in the importance of children learning to handle problems through open, honest communication. Children will always be encouraged to handle situations in a reasonable, cooperative manner. A conversation with a child experiencing a challenging behavior will be the first intervention used by preschool staff.

The preschool program also uses www.classdojo.com in each classroom (this is also used at the elementary school in grades K-5). Class Dojo is a visual reminder for children to make good choices. Each student has their own avatar with their name on it. The avatar starts out each day with the total of points that were gained or lost from the previous day.

Class Dojo will be used as follows:

Encourage students

Transform the classroom by giving positive feedback instantly.

Engage parents

Easily communicate with parents using Class Dojo Messaging.

Recognize anything

Encourage any skill or strength important to your classroom.

Reflect on progress

Help students see their progress with beautiful, simple reports.

*Points will be given and taken away throughout the entire day. Each child will have a purposeful goal to work towards daily.

**Dependent on the severity of the action and each child's individual needs, staff will determine the length of timeout and/or if a visit is needed to the Principal.

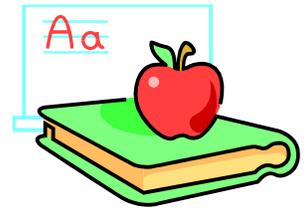
Parents will be notified when a child experiences problem behaviors. Preschool staff members will strive to work collaboratively with parents if/when behavioral issues arise.

If serious behavioral issues cannot be resolved with preschool staff and parents working together, other personnel may be consulted. Parents will always be apprised of any such consultation.



3. Tuition Fees

The O'TAGS preschool program does charge tuition, which is based on a sliding fee scale according to parent/guardian income (for students residing in the Maysville District). All parents/guardians must submit information to the preschool staff regarding income. If your income is lowered at any time during the school year, please contact your child's teacher. Tuition will be adjusted as warranted. Tuition is a yearly fee that gets broken down monthly. If you wish to pay it in full, you may do so at the beginning of the year.



****Tuition will not be prorated for school cancellations or delays.**

Tuition must be paid by the 1st Friday of each month preschool is in session. Failure to make tuition payments in a timely manner may result in your child's preschool services being discontinued. Tuition must be paid by check or money order, with these made payable to the Maysville O'TAGS Preschool. Tuition is to be paid at Maysville Preschool School, located at 3715 Panther Drive, during normal school hours, Monday through Friday. Payments may also be mailed to:

Maysville Local Schools
Attn: Joyce Lewellen
3715 Panther Drive
Zanesville, OH 43701

There is also the option of the payment drop box beside the door to the preschool entrance. All payments placed in the drop box will need to be either check or money order, only. Please do not send payments with your child or in your child's book bag. All payments must be made in the above outlined manner and in a timely fashion.

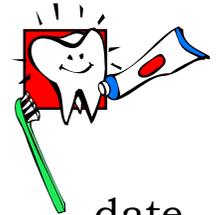


4. *Must my child see a physician before attending preschool?*

Physical examinations are required by state rules and regulations. Each child attending preschool must be examined by a physician prior to the date of their admission. The preschool evaluation form should be fully completed by the physician or one of his/her staff members (including lead, hemoglobin, hearing, and vision). Each child's form must be on file in order for our preschool to be in compliance with state guidelines.



All immunizations must be current. For your convenience, a "Recommended Immunization Schedule" has been included with your information.



A dental examination is also required prior to the date the child is enrolled in the preschool program. If the dentist is unable to do a complete examination due to complications with the child's behavior during the initial examinations, documentation on the dental form of a general visual check of the child's teeth will be accepted. Should this be the case, a "follow up" appointment should be made within six months. The dentist must sign and date the appropriate form.



5. *How will my child's educational growth be measured?*

Each child is assessed throughout the course of their preschool career. Teachers utilize the preschool standards developed by the Ohio Department of Education. Teachers also use a variety of informal assessment tools to measure each child's growth in a variety of areas. If it becomes apparent that a child is in need of a specialized service, such as speech/language therapy, we will ask for parental permission to complete additional assessments.



6. *How will my child's growth be reported?*

Parents will receive preschool "report cards" at the end of each grading period. Preschool operates with 2 grading periods per school year. Teachers also communicate with parents on a

more informal, frequent basis via notes, telephone calls, emails, and meetings as needed.

As required by the Ohio Department of Education, student progress will also be tracked using an assessment tool called “Early Learning Assessment,” or ELA. This assessment tool is designed to offer valuable information regarding the educational growth of preschool students throughout the state of Ohio. Specifically, the ELA measures children’s risk and progress in the critical areas of language and early literacy, mathematics and critical thinking. To meet the requirements of the Office of Early Learning and School Readiness, all children will participate in the ELA in the fall and the spring.



7. What days/times will my child attend preschool?

The O'TAGS preschool offers classes five days per week, Monday through Friday. The AM session runs from 8:45am-11:15am. Pick-up time will be from 11:15am-11:30am. The PM session runs from 12:45pm-3:15pm. Pick-up time will be from 3:15pm-3:30pm. Late pick up fees will be assessed at the rate of \$1.00 per minute past 11:30am for AM classes and 3:30pm for PM classes. Parents are strongly encouraged to ensure that children attend on a regular basis.



8. Attendance

Consistent attendance is critical for a child to achieve learning goals. Consistent attendance also helps children understand the importance of consistent attendance throughout their school careers. Poor attendance could result in dismissal at the discretion of the director.

Attendance Intervention

To assist both students and parents in regard to attendance related issues the following intervention program has been developed:

1. When the student reaches ten (10) days of unexcused absence an Absence Notification Letter will be mailed
2. When the student reaches fifteen (15) days of unexcused absence their preschool spot will be forfeited

**Documented Medical, Legal or Funeral excuses will be considered an excused absence and will not be counted toward the limit of days missed.



9. *School Closings and Delays*

All emergency school closings will be the same for preschool students as school age students. Please refer to a local radio or television station for information on school closings. Please do not call the school. In the event of an emergency, it is important that we keep telephone lines open.

Please note that if there is a 2-hour delay, there will be **NO A.M. preschool. The P.M. class will attend at the regular time. If there is an early release, there will be **NO** P.M. preschool. The A.M. class will attend at the regular time. ****Tuition will not be prorated for school cancellations or delays.**



10. *What procedures should I follow when my child is ill?*

Please call the school to report your child's absence. If your child has had any of the following symptoms within the past **twenty-four hours**, they should be kept at home:

- Unexplained rash
- Upset stomach (with diarrhea and/or vomiting)
- Runny nose, sniffles, unusual cough
- Fever (99 or above)
- Evidence of lice
- Excessive nasal discharge and/or cough
- any unusual/unexplained pain



If your child has a common cold, please keep them home for at least 24 hours before returning to preschool. Please be sure your child feels well enough to fully participate in all classroom activities, including outdoor play.

If your child has been seen by a physician or a dentist please send in documentation for the time missed. This will allow for your child's absence to be excused.

If your child has been exposed to a communicable disease and shows any signs of the disease, please keep them at home until all symptoms disappear or until a physician releases them to return. Please report any communicable diseases (i.e. chicken pox) to the preschool teacher/office staff immediately.

COMMUNICABLE DISEASES

DISEASES	COMMON EARLY SYMPTOMS	ISOLATION PERIOD	METHOD OF SPREADING
Chicken Pox	Skin rash with fever	Until 7 days from appearance of first vesicles-all lesions crusted	Secretion from the nose and throat of infected persons

Diphtheria	Sore throat, croup, hoarseness and fever	For a period of 14 days after onset	Discharges from the nose & throat of patient & carriers
German Measles	Skin rash, swollen glands at back of neck	5 days following onset of symptoms	Discharges from nose & throat of patient
Mumps	Fever, painful swelling under jaw or front of ear	Until swelling of the salivary glands has disappeared and patient has clinically recovered	Discharges from nose & throat of infected persons
Scarlet Fever	Vomiting, fever, sore throat, rash	Until discharged from isolation requirements by health commissioner on advice of attending physician	Discharges from nose & throat of infected persons & carriers
Whooping Cough	Cold, cough, typical whoop begins about onset	Until 2 days have elapsed following occurrence of the last characteristic whoop	Discharges from nose & throat of infected persons
Pink Eye	Redness and swelling of one or both eyes with a discharge	Until all discharges have stopped and eyes are clear	Use of common toilet articles such as wash clothes and towels
Measles	Fever, cough, watery eyes, running nose & rash	For 5 days after appearance of rash	Discharge from nose & throat of infected persons
Impetigo	Presence of blister-like lesions which later develop into crusted pus-like plaques	When all lesions have entirely healed	Personal contact with infected persons or infected person's things



11. *May my child take medications(s) while at preschool?*

Preschool teachers are not permitted to administer any type of “over the counter” medications, including topical medications. Prescription medication may be taken if all required paper

work has been completed and is on file with the clinic staff. All medications must be brought to the site by an adult, and returned home by an adult. No medications are permitted in a child's book bag.



12. *What will happen if my child becomes ill at preschool?*

If your child becomes ill, or has a dental emergency, you will be contacted immediately. If we are unable to contact you, we will refer to the emergency medical information you have given us, and the contact person(s) you have listed. Please be certain that you keep this information current. Should the telephone number of any contact person change, we will depend on you to give us this information immediately.



13. *To whom can my child be released from the preschool classroom?*

Unless parents have never been married, or legal custody documentation is provided establishing custodial rights, both biological parents are considered equal parents. In the case of a divorce, or a protective services decree in which a designated parent cannot see a child, documentation must be provided and kept on file at the preschool site. Until legal documentation is furnished to the O'TAGS preschool, a child must be released to a biological parent, as required by Ohio state law guidelines.

Authorization by the custodial parent is given at the time of enrollment to those persons eighteen years of age or older named on the emergency/medical release form as an emergency contact or "release" individual. When a person comes to pick up a child, the preschool staff will check to see if this person is listed on the release form. If listed, the person will then be asked to show valid picture identification.

It is the responsibility of the parent/guardian to ensure that all court documentation pertaining to the child is provided to preschool staff in a timely manner.

Contact your child's preschool teacher immediately whenever changes need to be made to your child's emergency/medical release.



14. *What should my child wear to preschool?*

Your child should wear comfortable play clothes. Shoes should be comfortable and sturdy. **No sandals or flip flops, please!** They will be participating in a wide variety of activities, both inside and outside. Please be certain that your child can be as independent and self confident as possible in their clothing. Dress your child in articles of clothing that they can snap, zip, and/or button with little to no assistance.



An "extra set" of weather appropriate clothing is required for each child in the event they would have a spill, etc. Also, please mark your child's coat, hat, etc., with their name to avoid mix-ups.



15. *Are times scheduled for parents to meet with preschool staff?*

Parent teacher conferences are scheduled for preschool parents in the fall as well as in the spring.



Parents/guardians are encouraged to come to all interaction days. (Family members should be at least eighteen years of age unless special permission has been received from preschool staff.) These days will be outlined well in advance for those who need to plan accordingly. Activities for these days are pre-determined by the theme of classroom instruction.



16. *What are some of the things I can do to help my child be comfortable in the preschool setting?*

YOU are your child's most influential teacher. As such, you may find the following "tips" handy:

- Engage in conversations with your child. Ask them questions which require more than a "yes" or "no" answer. Use rich vocabulary when talking with your

child. Help them learn and understand new words and concepts.

- Be patient with your child when they are hesitant about trying new things. Reassure them that you will be there to offer encouragement and support.
- Be consistent with your discipline at home.
- Remember that “transition times” are often difficult for young children.
- Volunteer in the classroom. Show your child that school is an important part of their life.
- Communicate with the preschool staff whenever you have questions/concerns.
- Read stories, sing songs, play games! Celebrate childhood!



17. *Additional Information*

Please see the following page for information on the Ohio Department of Medicaid Healthchek program.

Additional information is available on the Maysville district website for Ohio’s Individuals with Disabilities Education Act (IDEA), Part C.

*Have a Great
Year!!*

**All policies are subject to change!*



Maysville O*TAGS Preschool

Extended Care Information Guide



Guidelines and policies for the Extended Care Program

2019-2020



Phone Number

The phone number to reach Extended Care staff is **740-453-0726**. You may use this number to report absences or to address questions or concerns regarding your child. It is important to call us to report your child absent when they will not be attending.

Calendar 2019-2020 School Year

The first day of operation for the 2019-2020 school year will be Friday, August 23, 2019.
The last day of operation for the 2019-2020 school year will be Friday, May 21, 2020.

We **will be CLOSED** on the following dates:

Monday, September 2nd (Labor Day)
Wednesday, October 30th – Friday, November 1st (Staff Professional Days)
Monday, November 11th (Veteran's Day)
Wednesday, November 27th – Friday, November 29th (Thanksgiving)
Monday, December 2nd – (Thanksgiving Break)
Monday, December 23rd – Friday, January 3rd (Winter Break)
Monday, January 20th (Martin Luther King Jr. Day)
Monday, February 17th (President's Day)
Friday, April 10th – Monday, April 13th (Spring Break)

Extended Care opens at 8:45am when there is a two-hour delay

Extended Care **WILL NOT** be open for snow days

Hours of Operation

* 6:45am to 5:30pm (Monday – Friday) for children in the O*TAGS preschool program

Fees

- * The cost for Extended Care is \$150 per month
- * This is due the first Friday of the month (September through May)
- * If your account becomes more than 1 week past due, it will be grounds for dismissal
- * Late pick up fees will be assessed at the rate of \$1.00 a minute past 5:30pm
- * Fees may be paid in the the Administration Center office or mailed to:
3715 Panther Dr., Zanesville, OH 43701, Attn: Preschool Fees

We also encourage you to use the conveniently located drop box in the back of the building at the preschool door. Our online payment system is also encouraged.

Lunch/snack

- * All children will need to pack a lunch daily (Please do not send items to be microwaved)
- * Please make sure your child's name is printed on the outside of their lunch bag
- * There will be a snack provided in the morning and afternoon at no additional cost
- * Monthly menus will be posted for snack

Rest Time

- * There will be time provided in the morning and afternoon for quiet/rest time

- * Children will not be required to nap but may do so if they choose
- * If your child has a blanket they require for rest time please feel free to bring it (Please limit it to 1 blanket)
- * Each child will be provided a sleeping mat to use for rest time

Paperwork and Forms

- * All paperwork will be shared with extended care from your preschool teacher
- * Any allergy information will be displayed at the snack prep area
- * All emergency contact information will be on file at preschool and extended care
- * If there is a change in contact information, please notify staff immediately

Drop off/Pick up

- * Your child will only be released to persons listed on the child release form
- * Please notify staff if someone different will be picking your child up
- * Staff must be notified if there is a specific individual who should not pick up the child
- * ***Anyone picking up your child is required to show a photo ID each time***

Discipline

- * Disciplinary problems will be handled first by a parent/staff conference
- * Persistent disciplinary problems may be grounds for dismissal at the discretion of administration

Structure of the day

The extended care classroom will be set up much like your preschool room. It will be divided into learning centers designed to encourage socially and developmentally appropriate activities. More free play time will be offered, however, it will continue to be strongly academic based. Because this is an extension of our preschool program we will follow the rules, themes, and philosophy of the Maysville O*TAGS Preschool.

Questions/Concerns

- * If at any time you have questions or concerns please discuss them with our extended care staff. They can be reached at 740-453-0726.
- * You may also contact our preschool director, Cindy Miller, at 740-453-0754 with any questions or concerns.