



WEE PATRIOTS PRESCHOOL
315 South Main Street
New Madison, OH 45346

Welcome to Wee Patriots Preschool. This handbook contains information regarding the preschool. It is very important that you read this handbook and keep it handy as long as your child is enrolled in this program. It will answer many of the questions you might have. At the end of the handbook you will find an attachment about licensing and other valuable information.

MISSION STATEMENT

It is the mission of Tri-Village Local School District to provide preschool aged children with the best possible opportunities to learn and grow intellectually, developmentally, and socially. The preschool program is designed to achieve the social and academic skills necessary for Kindergarten. Our goal is to permit each student to achieve these skills individually and to foster growth within their level of achievement. The preschool program's goal is to meet the Early Learning Content Standards set forth by the state. All equipment, materials, and activities will be developmentally appropriate. Review and revision of the philosophy and objectives shall be conducted annually under the direction of the Preschool Director and be submitted to the School Board for review and adoption when necessary. The preschool program will strive to provide a safe, fun and uplifting experience for children in the Tri-Village community. Preschool will be provided to all enrolled students without discrimination on the basis of color, national origin, race, or sex.

WEE PATRIOTS PRESCHOOL GOALS

- To educate children ages 3 – 5 in a loving, caring manner and atmosphere.
- To provide a safe and fun experience for children in the Tri-Village community.
- To develop within each child an attitude of responsibility and self-discipline at all times.
- To instill and develop patriotic principles within each student.
- To continually evaluate and make revisions where and when necessary.
- To do everything possible to maintain a high standard of education and training for our students.

ADMISSIONS

A child is considered to be enrolled in the program only after the application has been completed, the registration fee has been received, and the preschool director confirms the availability of space. Children who reside in the Tri-Village School District will have 1st option for enrollment. In the event of a full class, a waiting list will be established on a first come first serve basis. Required paperwork includes basic enrollment forms and health information. Any change to this information must be communicated to the director immediately so that current information is always on file. This is for the safety of your child. A medical form signed by a physician or certified nurse practitioner is required within 30 days of admission for preschool children. This medical information must be updated every 12 months. If a child does not have access to health screenings, the director can provide information for assistance.

SCHOOL HOURS & DAYS OF OPERATION

Wee Patriots Preschool will be in operation Monday through Friday from 8:30 a.m. to 2:30 p.m., depending on session registered for. The school calendar will be established in the spring of each year in conjunction with the Tri-Village School calendar. The preschool year will begin the Wednesday after Labor Day and end the last week of May. A copy of the preschool calendar will be distributed each year with re-registration applications, health records, and other basic enrollment paperwork.

STAFF/CHILD RATIOS & MAXIMUM GROUP SIZE

The staff/child ratio established by the Ohio Department of Education for Wee Patriots Preschool is 1 – 12 for 3 year olds and 1 – 14 for 4 & 5 year olds. Ratios for preschool children may be doubled for 1 1/2 hours at naptime as long as all children are resting quietly on their cots and enough staff is in the building to meet the regular required staff/child ratio if there is an emergency. The number of children in one group that may be cared for at any time defines maximum group size. Limitations do not include naptime, lunchtime, outdoor play, or special activities. The maximum group size for 3 year olds is 24, and for 4 year olds it is 28.

PRESCHOOL DAILY SCHEDULE

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it. A typical preschool day would include:

8:30–9:00 a.m.	Art/Learning Centers
9:00- 9:30 a.m.	Opening Circle
9:30–10:00 a.m.	Restroom Break & Snack
10:00–10:15 a.m.	Recess
10:15-10:45 a.m.	Circle Time
10:45–11:30 a.m.	Art/Learning Centers
11:30 a.m.	Half-day children go home.
11:40–12:10 a.m.	Restroom & Lunch
12:15–12:30 p.m.	Restroom Break
12:30-12:45 p.m.	Story Time
12:45–1:45 p.m.	Rest Time
1:45-2:15 p.m.	Restroom & Free Time
2:30 p.m.	Dismissal

PRESCHOOL FEES/TUITION & PAYMENT POLICIES

An application form and the registration fee of \$25.00 per year must be received before the student can be placed on the class roster. Registration fees are non-refundable and non-transferable except in cases of refusal of admittance to the pre-school program. A signed Tuition Payment Agreement must be on file before the enrollment process can be completed.

The Book & Supply Fee of \$75.00 will be charged annually to cover the cost of books, supplies, Weekly Reader, arts and crafts, T-shirts for field trips, and snacks for the Monday, Wednesday, Friday class and \$50 for the Tuesday-Thursday class. The Book & Supply Fee is due by June 1, or at the time of registration. A late charge of \$25.00 will be assessed to your account if you are a registered student and have not paid by July 1.

We have been approved for financial assistance for those who qualify by Darke County Job & Family Services. Applications are available at Ohio Department of Job & Family Service office in Greenville.

The following tuition fees have been established for each session:

Session IA This program designed for children who will be 3 years of age by Sept. 30. Classes will be held on Tuesday and Thursday from 8:30 a.m.–11:30 a.m.

Session IB This is an all day class from 8:30–2:30 p.m. on Tuesday and Thursday. This option will include a lunch period and rest time.

Session IIA	This program is designed for children who will be 4 years of age or older by Sept.30. Classes will be held Monday, Wednesday, and Friday from 8:30–11:30 a.m.
Session IIB	This is an all day class from 8:30 a.m.–2:30 p.m. Monday, Wednesday, and Friday. This option will include a lunch period and rest time.
Session III A	This program is also designed for children 4 years of age or older by Sept. 30. Classes will be held on Monday through Friday from 8:30 a.m.–11:30 a.m. each day.
Session III	This program is also designed for children 4 years of age or older by Sept. 30. Classes will be held on Monday through Friday from 8:30 a.m.–2:30 p.m. each day. This option will include a Lunch period and rest time.
Before & After Care	This program is \$2.00/hr and times will be established at the beginning of each school year. These fees will be billed the first of each month and are due by the 10 th of the month. There is a \$10.00 late fee for payments received after the 10 th of the month.

TUITION PAYMENTS ARE PAYABLE IN ONE OF THREE OPTIONS

Option I – Full payment made by July 1 of each year.

Option II – Two equal payments due by September 1 and January 1 of each preschool year.

If you commit on your Tuition Payment Agreement to pay your tuition by Option I or Option II and those payments are not met within 7 days of the deadline date, a late fee of \$25.00 will be assessed to your account.

Option III–Tuition may be paid in nine equal monthly payments beginning Sept. 1 and ending in May 1 of each year. Tuition payments should be paid directly to the Tri-Village School treasurer in the school board office, or to the Preschool Director. There will be a \$2.00/day late fee assessed each time a payment is late. If no payment is received in any given month, the child will not be permitted to attend preschool until payment has been made. Other payment options may be arranged with the approval of the preschool director.

EMERGENCY SCHOOL CLOSINGS/DELAYS

Announcements concerning emergency school closings/delays will be made as early as possible. If circumstances should arise that requires a delay, closing, or early dismissal watch or listen to local TV and radio stations. We will follow the Tri-Village School District’s plan for early dismissal, closings, and delays. If there is a 2 hour delay, preschool will begin at 10:00 instead of 10:30.

SUPERVISION OF CHILDREN

A major responsibility of the staff is to ensure the health and safety of each child entrusted to our care. Staff persons are alert to the safety needs of their children, anticipate possible hazards, and take necessary appropriate precautionary and preventive measures. At no time will a child be left unattended. Staff will supervise children at all times, including rest times. If a child becomes ill, they will be sent to the school nurse for evaluation and care.

PRESCHOOL ARRIVAL/DEPARTURE

Parents are required to bring their children into the classroom and to sign the child in on the clipboard by the door. Drop off time is 5 minutes before class is to start. Any special messages, medications and instruction sheet, special pick-up notes, etc. are to be given to the teacher. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child’s presence before the parent departs. At the time of pick up parents are asked to make contact with their child’s

supervising staff member to ensure that staff is aware that the child has been picked up. Parents are responsible for the supervision of their child before sign-in and after sign-out.

PRESCHOOL RELEASE OF A CHILD

Staff will release children only to persons on the Transportation/Release Form provided by the parent or legal guardian. If an emergency arises the parent must provide a written, signed note giving the person permission to pick-up their child. The staff will check ID's of anyone they do not recognize. Please make them aware of this policy so they are not offended. The children's safety is our priority.

Staff will not release children to anyone, including parents, who appear to be under the influence of drugs or alcohol. Emergency contacts will be called to transport the child home. Police will be notified if necessary.

CUSTODY AGREEMENTS

If there is custody issues involved with your child, you must provide the preschool director with court papers indicating who has permission to pick up the child. The preschool may not deny a parent access to their child without proper documentation.

CHILD ABUSE REPORTING

All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

FIELDTRIPS/TRANSPORTATION OF CHILDREN

The preschool will be taking periodic field trips with the parents providing transportation. We will need a room mother each year to help coordinate these trips. If you would be willing to help, please let the director know as soon as possible. Also all children will wear matching T-shirts on those days to allow staff to easily identify each of the students. The cost of the T-shirt is included in your fees. When departing the preschool on any field trip, a count will be taken of all of the children, and they will be marked on a separate attendance sheet, specifically created for the trip. Upon arrival at the destination, another count will be taken to assure that all of the children have arrived safely. This process will be repeated upon leaving the destination, and returning to the preschool classroom. During the course of field trips, each parent will have specific children that they are responsible for supervising. Before any child participates in a field trip, written permission must be obtained from the parent or guardian.

GUIDANCE POLICY

Wee Patriots Preschool staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations. Positive reinforcement (commenting on children doing the "right" thing) and positive redirection (removing the child and giving them an appropriate activity) will be used. A child may be asked to sit for a short period of time to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom. Staff will not impose punishments for failure to eat, sleep or toileting accidents. Techniques of discipline shall not humiliate, shame, or frighten a child. No physical restraints shall be used to restrain a child, except for holding in a protective hug so that he may regain control. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle. No corporal punishment of any type will be permitted. This center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

This discipline policy applies to all staff and parents while they are at the school. If a situation arises where a child is consistently endangering himself, peers or staff, it may become necessary to ask the child to leave for a period of time. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of children is always our primary concern. The administrator would be in communication with the parents prior to this occurring. If the child demonstrates behavior that requires frequent “extra attention” from the staff member, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Rule 5101: 2-12-22 OAC.

MEALS & SNACKS

A morning snack and an afternoon snack will be provided. Each of the snacks will contain at least two nutritional foods. Lunch will be eaten at 11:40 a.m. Parents may either pack a lunch or purchase a lunch in the cafeteria. If packing a lunch please include food from the following food groups: dairy, protein, grain, and two foods from the fruit/vegetable group. All food items must be stored in a lunch box/bag clearly marked with your child’s name. The lunches will be stored in the classroom. Please be sure to include an ice pack in your child’s lunch if foods need to be kept cold. Also please do not send in foods that need to be heated.

ACCIDENTS/EMERGENCIES

Wee Patriots Preschool will not transport children in emergency situations. If a child requires transportation, the parent and the emergency squad will be contacted. The school has devised several procedures to follow in the event that an emergency would occur while a child is in the schools care. In the event of a fire, or tornado, staff would follow the written instructions posted in each classroom, describing emergency evacuation routes, and the procedures to be followed to assure that children have arrived at the designated spot. In order to prepare children for the unlikely need to evacuate, the school conducts monthly fire drills, and periodic tornado drills.

In the unlikely event there would be an environmental threat or a threat of violence, the staff will secure the children in the safest location possible, contact and follow the directions given by the proper authorities and contact the parents as soon as the situation allows. An incident report would also be provided to the parents.

There is always one staff member present that has received training in First Aid/Communicable Diseases and CPR, according to the guidelines established by the Ohio Department of Education. In the case of a minor accident/injury staff will administer basic first aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only parents or EMS will transport. An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury. These include the following: an illness, accident, or injury which requires first aid, a bump or blow to the head, the child has to be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs.

MANAGEMENT OF ILLNESSES

Our goal is to provide children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child’s first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. We ask that you not bring a sick child to the preschool. They will be sent home! Please plan ahead and have a back up care plan in place if you are not able to take time off from work/school.

A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:

Temperature of 100 degrees F

Diarrhea (more than two abnormally loose stool within a 24 hour period)

Severe or persistent coughing (causing the child to become red in the face or to make a whooping sound) that cannot be quieted with a drink of water or juice.

Difficult or rapid breathing

Yellowish skin or eyes

Redness of the eye, obvious discharge, matted eyelashes, burning, itching

Untreated skin patches, unusual spots or rashes

Unusually dark urine or gray or white stools

Stiff neck with an elevated temperature

Evidence of untreated lice, scabies or other parasitic infestation

Vomiting more than once or when accompanied by any other sign of illness

Sore throat or difficulty swallowing

Any child demonstrating signs of illness not listed above will be sent to the school nurse for observation. The school nurse or teacher will notify the parent if they feel the child should be sent home. If a child does not feel well enough to participate in preschool activities the parent will be called to pick-up the child.

Parents will be notified on the same day, by a letter being sent home if children have been exposed to a communicable illness. Children will be readmitted to school after at least 24 hours of being free of fever and other symptoms.

MEDICATIONS

The school nurse will administer medications to a child only after the parent completes a Request for Medication Form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in the nurse's office. Medications may NOT be stored in a child's cubbie or book bag.

Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication Form. Over the counter medications will not be administered for more than three days without instructions from a physician.

FOOD SUPPLEMENTS OR MODIFIED DIETS

If your child requires a food supplement or a modified diet, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

OUTDOOR PLAY

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside when the temperature (wind chill and heat index factored in) drop below 20 degrees or rise above 90 degrees. On days that outdoor play is not provided due to these conditions, we will include a time for indoor gross motor activities. Please send your children with the proper clothing so they may be comfortable and safe whenever we are outside.

PARENT PARTICIPATION

Parents are encouraged to participate whenever possible in the activities at the preschool. Parents have unlimited access to all areas of the building used for childcare during hours of operation. Parents may wish to attend field trips, class parties, and special luncheons or simply stop in to join the daily fun. Please stop by the school office to sign in before coming to the preschool classroom. Teachers are available to discuss a child's progress or needs at anytime. However, due to staff responsibilities and schedules, parents are asked to make appointments with staff when it is necessary to engage in any lengthy conversations. Teachers want to be able to focus on you and your child at these times. If parents have concerns or questions at any time it is recommended that the following chain of command be used until an answer or solution is found: 1) Child's teacher 2) Preschool Director 3) Superintendent

Please feel free to bring concerns up when they occur. Often they can be addressed when they are little problems, before they grow into bigger problems. The staff fully realizes that you trust us with your child and we want our relationship to be a good one.

DRESS CODE

Boys and girls may wear blue jeans, pants, or shorts. Girls may also wear dresses, jumpers, skirts, skorts, or capris. All attire should be comfortable for the child, modest, in good taste, and in good repair. No see-through or mesh materials will be permitted. Blouses, T-shirts, shirts, or tank tops may not have logo or characters on them that may be considered offensive. If a child comes to school dressed inappropriately, a note will be sent home to the parents. If the attire is too inappropriate the parents will be called and asked to bring something different for the child to wear that day.

WHAT TO SEND TO PRESCHOOL

You will need to send in a change of clothing in a zip lock bag with your child's name on it in case of accidents or spills. These should be kept in your child's school bag. Your child will need a book bag large enough to accommodate a multitude of art projects and papers. Also please send in a box of tissues for the class to use throughout the school year. If your child stays all day, they will need to bring a pillow and blanket for naptime.

PRESCHOOL SPECIAL NOTES

Birthdays: These are very special days to children and we love to celebrate as a class. Please let the director know if you would like to do something special for your child's birthday. Also if your child has a summer birthday, we can celebrate it anytime during the school year.

100th Day: This is a very special day of marking our 100th day in pre-school. Each child will have a piggy bank in the classroom. Your child should bring in a penny for their bank every day of pre-school. We will use number charts to count our pennies on Friday mornings. On 100 Day we will go to the bank to have our pennies rolled and then have a pizza party for lunch. This is an activity for the Monday, Wednesday, and Friday classes only.

All About Me: Each week we will be spotlighting a child on our "All About Me" wall. Your child will need 15 – 20 pictures of the following: family, friends, favorite toys, things they like to do, and pictures of them from birth until now. They will also have an "All About Me" poster to fill out for their week. They may color the pictures after it has been filled out and return it with their other pictures for their week. Their week will be on the monthly calendar that goes home.

INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

This facility is licensed to operate legally by the Ohio Department of Education. Our license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the Darke County Children's Services.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence and sign in at the school office.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Education.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, or national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101et seq.

The Grievance Policy and Procedure Available for Families

Should families have concerns that they are unable to resolve with the teaching staff, the following process is available to them:

- Schedule a staff meeting or contact the Wee Patriots Preschool Director to discuss the concerns and possible solutions. All efforts will be made to resolve the issues at the school level. The Director is on site and can be reached at 937-996-1511.
- Should there still be no solution, the parent can contact Shane Mead, Elementary Principal at 996-1511.
- The Superintendent, Josh Sagester would be available as well the Tri-Village School Board.
- If there is no local resolution after the above steps, parents may take their concerns to the Ombudsman, Ohio Legal Rights, Ohio Department of Developmental Disabilities and/or the Ohio Department of Education, Department of Early Learning and Readiness.

Parents, after reading the Wee Patriots Preschool Handbook, please sign, tear out, and return this page to the Director. This is due before the child attends our program. Please feel free to ask the Director questions about any of the policies in the handbook.

I acknowledge that I have received a copy of the policy handbook for Wee Patriots Preschool. I agree to follow all policies outlined within.

Name of child

Signature of parent or guardian

Date

ANNUAL CLASS ROSTER

Each year we prepare a roster for the children in our preschool. The roster is available to any parent who has a child enrolled in the program.

I authorize the following information to be listed on the class roster. Please check all that apply.

- Child's name
- Parent's name
- Address
- Phone number

Signature of parent or guardian

Date