

Canton Local
Wildcat Preschool
Parent Handbook



TABLE OF CONTENTS

Preschool Directory	Page 3
Program Description	Page 4
Registration	Page 6
• Requirements	
• Confidentiality	
Preschool Calendar	Page 8
• Class Times	
• Orientation/Open House	
• First Day of School	
• Holidays and Vacations	
• Calamity Days	
Transportation	Page 9
Drop Off & Pick Up Procedures	Page 10
Discipline/Behavior Management	Page 11
Attendance	Page 12
Health and Safety	Page 13
• Contagious Diseases	
• Physicals and Immunizations	
• Exposure to Communicable Disease	
• Child Medications	
• Head Lice	
• Health Concerns	
Parental Involvement	Page 15
• Orientation/Open House	
• Parent-Teacher Conferences	
• Parent Information	
• Parent Visitors	
Miscellaneous	Page 16
• Birthdays	
• Change of Clothes	
• Dress Code	
• Shoes	
• Outerwear	
• Things to Bring	

WILDCAT PRESCHOOL PROGRAM DIRECTORY

Classroom Location

Walker Elementary School
3525 Sandy Ave SE
Canton, OH 44707
330-484-8020

Preschool Registration

Canton South High School Door #2
District Registrar
600 Faircrest St SE
Canton, OH 44707
330-484-8010

Bus Garage

330-484-8006

WILDCAT PRESCHOOL PROGRAM DIRECTORY

Victoria Hessey	Director of Special Services	330-484-8022
Kelly Walters	Special Services Administrative Assistant	330-484-8022
Michelle Nervo	ESC Preschool Director	330-492-8136
Lisa Trieff	ESC Preschool Administrative Assistant	330-492-8136
Ann Bartley	Walker Elementary Principal	330-484-8020
Michael Groholy	Walker Elementary Associate Principal	330-484-8020
Joyce Kirkpatrick	Transportation Director	330-484-8006
Lisa Dodez	ECE Preschool Teacher	330-484-8020 ext. 1119
Brittany Guy	ECE / SCIP Preschool Teacher	330-484-8020 ext. 1108
Edie Macksyn	SCIP Preschool Teacher	330-484-8020 ext. 1128

All classrooms have a teacher assistant.

Additional staff include licensed Speech, Occupational, and Physical Therapists as appropriate to meet individual identified needs.

WILDCAT PRESCHOOL PROGRAM

Philosophy

The philosophy of the Canton Local Wildcat Preschool is to provide children the opportunity during active and quiet play to grow through a variety of experiences. It is our belief that every child can learn and that the preschool experience should be positive, enjoyable, and rewarding for children and their families. Activities provided in our preschool are multicultural, play based, and child initiated. As the nurturing occurs in the preschool environment, the child develops communication skills and learns to interact with others in the world. We recognize that parents are the primary teachers of their children, and strive to form a partnership with parents in order to enrich the learning experience.

Our teachers are Ohio Department of Education certified with four-year Early Childhood Education degrees.

Our program has been rated as a **5 Star** “Step Up to Quality” program. This is the highest rating a preschool can receive.

Curriculum

The Wildcat Preschool follows the guidelines of the Ohio Department of Education Early Learning Development Standards which are based upon positive teaching practices for young children. The curriculum is aligned to these standards and promotes developmentally appropriate activities, learning environments, and approaches which meet the individual needs of young children.

Child Protection

All preschool teachers are trained in First Aid, Communicable Diseases, and Child Abuse. This includes recognizing signs of abuse and the reporting procedure. In accordance with Ohio laws, all members of our staff are mandated to report any suspected child neglect or abuse immediately to the proper authorities.

Child Find

In an effort to serve young children with disabilities, Canton Local 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 building Principals or Director of Special Services about children suspected as having a disability that may qualify for special education services. If you have questions about the above-mentioned process, please call Victoria Hessey, Director of Special Services, at 330-484-8022.

Stark County Integrated Preschool (SCIP)

The Wildcat SCIP Program is available to children ages 3 to 5 years old. Students participating in the SCIP Program are identified as a student with a disability in one or more areas of development or typically developing classmates. Each SCIP classroom accommodates 16 children. The activities presented in the SCIP Program are age-appropriate learning experiences for all children and intended to facilitate the individual goals of the children with delays as identified in their Individual Education Plans (IEP). The preschool environment is designed to enhance the development of self-confidence, self-expression, curiosity, enthusiasm, and the ability to interact effectively with other children and with adults. The environment and activities are designed to further the development of problem-solving skills, the achievement of independence, and the development of cooperative abilities. AEPS is the adopted curriculum in the preschool program.

SCIP Classmates

The role of the classmate in the SCIP classroom is to serve as a role model for children with disabilities. Through interactions in play the children with disabilities are provided modeling of appropriate speech, language, play, behavior and social skills. Because of this, it is essential that the classmate be developing typically in all areas and attend regularly.

SCIP Fees

The parents of all classmates enrolled in the Integrated Preschool Program will be charged a monthly fee for their child's participation in the program based on sliding income scale. Parents will be provided with a copy of the fee policy and required to sign a contract regarding payment of fees at the time of enrollment. Fees will be collected by the Stark County Education Service Center. Although the program is housed in Canton Local, it is a Stark County Education Service Center program.

Early Childhood Enrichment Education (ECE)

The Wildcat Enrichment Preschool Program (ECE) is a state funded preschool program for income eligible families for those children who will turn four before October 1st of the school year. The ECE preschool environment is designed to enhance the development of self-confidence, self-expression, curiosity, enthusiasm, and the ability to interact effectively with other children and with adults. The environment and activities are designed to further the development of problem-solving skills, the achievement of independence, and the development of cooperative abilities. AEPS is the adopted curriculum in the preschool program.

ECE Fees

Due to the program intent and income eligibility, no fees are collected for the ECE program. **Income eligibility must be verified prior to enrollment.** Acceptable verification sources are listed in the registration section of this handbook.

WILDCAT PRESCHOOL PROGRAM REGISTRATION

Pre-Registration

Wildcat Preschool enrollment is on a first come first served basis. Anytime after a child's 3rd birthday parents can call 330-484-8022 to be put on the waiting list for consideration for enrollment. Call early to reserve your spot for the next school year!!!! Once registration is open you will be contacted to start the registration process.

Registration

All children must be fully registered before they can attend the Wildcat Preschool Program. The registration process starts in March on the Canton Local School website under New STUDENT enrollment. Once this step is completed please call 330-484-8010 to set up a registration appointment.

Confidentiality

All information regarding children enrolled in the Wildcat 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.

Child's Medical Statement (physical) – All children are required by the State of Ohio to have a current medical statement on file. The medical statement must be completed by a physician and is good for one year from the date of the examination. All children must have a current medical statement in order to attend preschool.

Child Find

In an effort to serve young children with disabilities, Canton Local 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 building Principals 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 about the above-mentioned process, please call Victoria Hessey, Director of Special Services, at 330-484-8022.

REGISTRATION DOCUMENT REQUIREMENTS

Please bring the following documents to your registration appointment.

Parent / Guardian PHOTO ID - Drivers License, State ID, or Passport

Proof of Residency- 2 required Acceptable documents are listed below

- Mortgage statement
- Insurance Statement
- Signed Rental Lease
- Pay Stub
- Car Payment Statement
- Government Agency Letter
- Electric, Gas, Water, Sewer, Cable/Internet Utility Bill in parents name
 - we **cannot** accept a driver's license, checks, or credit cards

Child's Birth Certificate – For the child's protection, if a birth certificate is not provided – teachers are mandated to report the child as missing to local law enforcement.

Child's Social Security Card

Custody Papers (if applicable)

- must have court stamped front page
- must name the residential parent
- must have signature page

Child's Immunization Records – Immunization records **must** be up-to-date and complete in order for the child to be fully registered and to attend preschool.

Proof of Income - if enrolling in the ECE program– Due to information we are required to report, an income statement is needed. Any of the following are acceptable:

- W2 Form from the previous year
- Current Payroll Statement
- Tax Form 1040 or 1040A from previous year
 - AND
- Jobs & Family Services Eligibility Tool

WILDCAT PRESCHOOL PROGRAM CALENDAR

Class Schedule

Preschool classes are held in 2 daily sessions Monday through Thursday

AM Class - 8:45 a.m. until 11:55 a.m.

PM Class - 12:35 p.m. until 3:45 p.m.

Classroom Assignments for AM/PM are decided based on location of residence within Canton Local School District. Assignment of AM or PM sessions will be shared at time of registration but is subject to change based on district transportation routes.

Parent Orientation

Orientation activities for Wildcat Preschool students and their families will take place prior to the first day of Preschool. Information regarding orientation activities will be sent to parents prior to the start of the school year.

First Day of School

The first day of school for the Wildcat Preschool Program generally is during the first week of school for the entire district. Please see the current school year calendar for the specific date.

Holidays and Vacations

The Wildcat Preschool Program follows the Canton Local Schools Calendar for the current school year. Please see the current school year calendar for specific dates when school will not be in session.

Calamity Days

On snow or calamity days when Canton Local Schools are closed, the Wildcat Preschool Program is also closed. Announcements of school closings will be on local radio and television stations, Facebook, WHBC 1480 AM, 94.1 FM and Canton Repository.

TRANSPORTATION

Bus transportation is offered as a courtesy to the Wildcat Preschool students.

All parents must review and sign a transportation contract to be offered this service.

Transportation Rules

1. Students shall arrive at the bus stop at least five minutes prior to when the bus is scheduled to arrive.
2. Students must wait in a location clear of traffic and away from where the bus stops.
3. Students must go directly to an available or assigned seat.
4. Students must remain seated to keep aisles and exits clear.
5. Students must observe classroom conduct and obey the driver promptly and respectfully.
6. Student use of profane language will not be tolerated.
7. Students will refrain from eating, drinking, and chewing gum on the bus. Notify the driver if there is a medical reason for your child to do so.
8. Bus transportation contracts must be signed by the parent/guardian before transportation will be provided.
9. Students must not throw or pass objects on, from, or into the bus.
10. Preschool parents/guardians must wait for the bus with their child and be at the bus stop at drop off.

If a parent/guardian is not at the bus stop for drop off, the child will be returned to Walker Elementary. Parent and emergency contacts will be contacted to pick up students at Walker Elementary. Law enforcement will be contacted in the event of an emergency or if parents are unable to be contacted. If this happens more than one time, transportation will be discontinued.

PARENT DROP OFF AND PICK UP PROCEDURES

*****A photo ID MUST be shown to authorize pick up of a preschooler.**

Any person not listed on the Enrollment Form or if the person does not have a photo ID, your child will NOT be dismissed. No EXCEPTIONS!!

AM CLASS

- **AM Parent Drop Off 8:45** - Pull into the second entrance and follow the line of cars to student drop off. DO NOT allow your preschooler out of the car until a preschool staff member is outside to greet your child. Please be mindful of children walking in the parking lot. You will be responsible for getting your child unbuckled and out of the car. Please be aware that there will be a line of cars moving through the parking lot. It is not necessary to walk your child to the door unless you are instructed by a teacher to do so.
- **AM Parent Pick Up at 11:30-11:45** – Pull into the second parking lot entrance and make an immediate right along the building toward the recycling bins to parent pick-up. Please STAY in your car. A preschool staff member will ask for your child’s name and will walk your child out to you.

PM CLASS

- **PM Parent Drop Off at 12:35** - Pull into the second entrance and follow the line of cars to student drop off at DOOR #4. DO NOT allow your preschooler out of the car until a preschool staff member is outside to greet your child. Please be mindful of children walking in the parking lot. You will be responsible for getting your child unbuckled and out of the car. Please be aware that there will be a line of cars moving through the parking lot. It is not necessary to walk your child to the door unless you are instructed by a teacher to do so.
- **PM Parent Pick Up at 3:35-3:45** - Pull into the second parking lot entrance and make an immediate right along the building toward the recycling bins to parent pick-up. Please STAY in your car. A preschool staff member will ask for your child’s name and will walk your child out to you.

DISCIPLINE / BEHAVIOR MANAGEMENT

Discipline and Behavior Management will be handled in accordance with the requirements of Rule 3301-37-10 of the Ohio Administrative Code.

1. Our goal as adults is to help children learn to live successfully with classmates, family members, adults and others. To achieve this, we encourage children to develop self-control and be responsible for their own actions. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, recognition and appropriate behavior.

2. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, spanking, or biting.
- No discipline shall be delegated to any other child.
- 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.
- No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse.
- 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.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation when used as a discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

3. The parent of a child enrolled in our program, upon receiving this handbook, is receiving official notification of the program's behavior management procedures.

ATTENDANCE

Regular attendance is important for many aspects of a child's development. Attending every day that school is in session allows the 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, preferably before the beginning of your child's class.

Please call:

Miss Lisa	330-484-8020 ext. 1119
Miss Brittony	330-484-8020 ext. 1108
Miss Edie	330-484-8025 ext. 1128

Please be ready to provide the following information:

- Child's name
- Child's teacher
- Reason for absence (A doctor's excuse or permission to rejoin the class may be requested.)

Absence reports for preschool are maintained by the preschool staff at the numbers listed above. Please call Walker Elementary ONLY to report EMERGENCIES.

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

CONTAGIOUS DISEASES- If your child contracts a contagious disease (flu, strep throat, chicken pox, etc.), please contact us so we can take the necessary precautions.

DO NOT send your child with any of the following signs or symptoms of illness. If recognized at school your child will be immediately isolated and discharged to his/her parent or guardian:

- diarrhea-more than one abnormally loose stool within a 24hr period
- severe coughing, causing a child to become red or blue in the face or to make a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- conjunctivitis (pink eye)
- temperature of 100 degrees fahrenheit or more
- untreated infected skin patch(es)
- an ear ache
- unusually dark urine and/or grey or white stool
- evidence of lice, scabies, or other parasites/infection
- stiff neck
- vomiting within a 24 hours
- sore throat or difficulty swallowing

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

At School Illness and Medical/Dental Emergency Procedures

1. A child is considered to be mildly ill when he/she does not feel well enough to participate in preschool activities, but does not have symptoms that may be indicative of a communicable disease. When your child appears mildly ill and unable to participate fully in preschool, we will call to inform you of the child's condition giving you the option to pick up your child.
2. There is a suitable place in each building provided for student emergency care, which may be needed due to illness or injury while the student is at school and where students wait while parents are being contacted.
3. There is a preschool staff member available at all times trained in first aid, CPR, communicable disease, and child abuse.
4. In case of severe emergency, the following steps will be followed:
 - a. provide immediate necessary first aid
 - b. contact 911, if necessary

- A. contact parents
- B. follow procedure indicated on child's registration packet

Medical and dental emergency procedures are posted in each classroom and by each telephone. Procedures available to school personnel, children, and parents upon request.

Physicals and Immunizations

All children must have current and up to date physicals and immunization records on file in order to attend preschool. Medical Statements **MUST** be turned in within 30 days of the first day of programming. Parents will be told that their child may not return to programming until initial form is turned in.

Physicals/medical statements are valid for one year from the date of the examination. A new one must be turned in to the preschool teacher prior to the expiration of the child's current physical. You will be notified by the preschool nurse or teacher prior to the expiration of your child's physical to allow sufficient time for a new physical to be obtained. Parents will be told that their child may not return to programming until the medical form is turned in.

Exposure to Communicable Disease

Parents will be notified either by letter or posted notice when the staff knows that the children have been exposed to a communicable disease.

Child Medications

Any child receiving medication, either prescription or over-the-counter, at school must have an **Authorized Request for the Administration of Medication** form filled out. This form must be completed by the child's physician and parent/guardian and then approved by the preschool nurse before medication may be administered. Children are not permitted to take medication on their own (this includes cough drops).

Head Lice

Due to the nature of children playing together, head lice does occasionally occur. The common myth is that they are caused by uncleanliness, which is untrue.

If a child is scratching his/her head frequently, we will check for head lice and nits. If these are found, parents will be notified and the child must be taken home and properly treated. The child may return to school following proper treatment. A second treatment must be given one week following the first one. Each child that has had some proximity to a child with a confirmed case will also be checked.

Health Concerns

If your child has asthma, allergies or other chronic health conditions, or is on a specialized diet, this needs to be noted on the emergency medical form, and the child's teacher should be informed.

PARENT INVOLVEMENT

Parent Open House

Prior to the beginning of the school year an Open House will be held for parents and children. At this time, parents may visit the classrooms with their children, meet the staff, and receive information about program policies and procedures.

Parent-Teacher Conferences

Parents may request a conference with their child's teacher at any time during the school year on Friday when students are not in attendance.

Parent Concerns

Any parent concerns, including requests for results of program inspections, should be directed to the Special Services office.

Parent Visitors

We welcome parents to visit the classrooms to read and help out with special activities. Parents MUST let your teacher know when you plan on staying with your child. Some days are busier than others with art, gym, kidmobile, etc. You will need to check in at the main office, leave your photo ID and get a visitor's badge.

MISCELLANEOUS

Birthdays

Birthdays are very important to preschoolers and we would like to celebrate it with them. If you would like to share a birthday treat with the class please see the list below. All treats must be store bought with ingredients listed due to food allergies.

Snack Ideas (individual packs)

Animal Crackers
Graham Crackers
Pretzels
Fresh Fruit
String Cheese

NO CANDY

Non-Edible Treats

Pencils
Bring a favorite CD to listen to at school
Bring a favorite DVD to watch (G rated only)
Bring a birthday coloring page
Stickers

Change of Clothes

All parents need to provide a complete change of clothes including underwear and socks to be kept at school for each child attending preschool. Please put these items in a large zip lock bag with your child's name on the bag by the first day of preschool.

Dress Code

Clothing should be comfortable enough for a child to actively participate in a variety of activities. Clothes should be made simply enough that the child can go to the restroom without adult assistance in fastening and unfastening clothes. Additionally, preschool is a messy place! Please do not send your child to school in clothes that cannot get dirty.

Shoes

Shoes should have enclosed toes to prevent playground material from getting inside and becoming uncomfortable. NO FLIP FLOPS-NO EXCEPTIONS. If your child wears flip flops they will have to sit out of activities for safety reasons. Tennis shoes/sneakers are the best for preschool.

Outerwear

Hats, mittens, warm coats and boots are needed on cold and snowy days. If the temperature is above 20 degrees Fahrenheit, we will go outside.

Things to Bring

Each child should bring a book bag clearly marked with his or her name to school each day. Please refer to your child's supply list that will be sent home at the beginning of the year. Children should not bring toys, books, or other items from home unless they are requested by the teacher. Guns, light sabers, swords, or weapons of any type are not allowed at preschool.