

EARLY CHILDHOOD PROGRAM PHILOSOPHY

The first five years of your child's life set the foundation for, and influence, future success in school and life. Because parents are the child's first and most important teachers, it is vital that parents and educators work together. Our school and community need to understand the areas and stages of human development and how the interactions of each family affect this development. We, as educators, share the responsibility with the community for nurturing those forces which develop and strengthen family life.

Our Early Childhood Program, staffed by certified personnel, strives to provide a comprehensive and holistic preschool experience designed to enhance your child's physical, social, emotional, cognitive, and linguistic growth. This is achieved through a team approach including parents, teachers, therapists, and many others.

We believe that children with special needs and/or developmental disabilities should experience preschool together with children without special needs and/or developmental disabilities. Children are more alike than they are different. Good learning principles apply to all preschoolers.

A positive self-image is developed to a great degree during the preschool period and is a basic ingredient in educational success. Multicultural, unbiased experiences, age and individually appropriate equipment, materials and activities are provided for children to develop their self-esteem and to celebrate diversity. Individual needs are met so that children are safe and secure.

Our stimulating, child-centered environment offers opportunities for indoor and outdoor exploration and quiet and active play. Self-selected and teacher-selected activities occur individually and in groups. Group interactions in naturally occurring experiences that are concrete, real, and relevant to your child's life enhance his/her development. Children learn as they investigate, manipulate, and experiment with materials through play and structured activities. This environment provides intellectual stimulation, social and language development, and physical development. Above all, preschool experiences are thought provoking, open-ended, and fun!!!!

PRESCHOOL GOALS

1. To help your child recognize that she or he is a special person.
2. To provide your child with opportunities for learning to work and play with others and for developing friendships.
3. To create opportunities for your child to explore and play with a variety of materials through different activities.
4. To provide appropriate activities based on the special interests of your child.
5. To promote your child's creativity through music, art, and drama experiences.
6. To help your child develop responsibility and self-help skills.
7. To assist your child in learning to share, cooperate, and socialize.

Appropriate activities and first-hand experiences are provided throughout each session. Activities complementing weekly themes are presented through art, music, language, outside play, large and small groups, activities and quiet play and gross and fine motor activities.

Our curriculum and daily learning activities are aligned with the Preschool Early Learning and Development Standards developed by the Ohio Department of Education, and meet the criteria set forth by Ohio's Step Up To Quality Program.

ADMISSION/WITHDRAWAL

Carleton School, in cooperation with the Meigs County School Districts, will provide services to children with disabilities in the least restrictive environment. Educational services are available, free of charge, to those children who are eligible. Typically developing peers may be admitted to Integrated Preschool Classrooms on a space available basis.

When withdrawing your child from the program, it is necessary to notify the school in advance.

The school will maintain daily attendance records including admission and withdrawal.

CHILD INFORMATION

It is necessary to maintain personal information on the child and the family. Information in the records is available to appropriate school personnel, and accessible to the child's parent or legal guardian, in accordance with the law, yet guarded with confidentiality. Carleton School will maintain the following records on each child:

1. Name, place, and date of birth;
2. Name, address, and telephone number of parents;
3. Names, addresses and telephone numbers of 2 persons to be contacted in an emergency if the parent cannot be located;
4. Name of person(s) to whom the child can be released;
5. Parent authorization for transportation related to the program;
6. A medical evaluation to affirm that the child is in suitable condition for enrollment in the program (within 30 days of enrollment and annually for preschool children; every 3 years for school age children);
7. Preschool children shall receive health screenings which at a minimum include vision, dental height, weight, hearing, lead, and hematocrit screenings within 60 days of entrance into the program and appropriate referrals will be made for follow up within 90 days of identification;
8. Physician's and dentist's authorization and written instructions to administer prescription medication;
9. Immunization record which shall include the required immunizations according to section 3313.67 of the Ohio Revised Code;
10. A list of any allergies and treatment for said allergies;

11. A list of any medications, food supplements, modified diets, or fluoride supplements currently being administered to the child;
12. A list of any chronic physical problems and any history of hospitalization;
13. A list of any diseases the child has had;
14. Names, addresses and telephone numbers of physician and dentist in case of emergency;
15. Permission of parent for emergency medical and dental care;
16. Permission of parent for emergency transportation.

ARRIVAL/DEPARTURE

We expect parents who are transporting their children to be punctual in both arrival and departure from school. Class hours are 8:45 a.m. to 2:45 p.m.

Parents are responsible for signing their child in/out of the school office and making staff aware of their child's arrival and departure.

Please inform the school if someone other than a parent will be picking your child up from school or getting your child off of the bus. Your child will not be released to anyone other than those listed on the "Authorization to Release" form without prior written consent from the parent. A photo identification will be required of anyone other than a parent picking a child up or getting a child off of the bus.

ABSENCES

Regular attendance is encouraged so that your child can develop a sense of routine and fully participate in the program. It is very important that you call the school as early as possible to notify us if your child will be absent from school that day. A written excuse from either a doctor or the parent/guardian must be sent upon return to school.

CLASS ROSTER

The class roster, including the child's name, parent's name, address, and telephone number, is prepared at least once annually. Only with parental permission will this information be distributed to other parents.

CLASSROOM CELEBRATIONS

Specific celebrations are held throughout the year at the discretion of the teacher. Plans for birthday celebrations should be discussed with the staff in advance.

SNACKS

Nutritional snacks are served on a daily basis. Snack and breakfast/lunch menus are posted in the classrooms. Children are encouraged to try new foods, and will participate in the preparation of their own snack occasionally. Any food restrictions will be respected.

PARENT INVOLVEMENT AND PARTICIPATION

Parents are their child's first and most important teachers. Parents have the right and responsibility to be involved in their child's care and education. Our staff works in partnership with families to encourage participation in the program by providing opportunities that meet the individual needs of each family. Cooperation between parents and staff ensures a positive educational experience for the child.

UNLIMITED ACCESS

Parents should feel free to observe and interact with their child at any time during the school day. Any custodial parent or guardian of a child enrolled in the educational program shall be permitted access to the classroom during its hours of operation, in order to contact their child or evaluate the program/premises. Parents are required to sign in at the office upon arrival.

DRESS

Children should come to school dressed for play. Children should be dressed appropriately for the weather. An extra set of clothing clearly labeled with the child's name, should be left at school. Flip flops are not permitted.

TRANSPORTATION

Carleton School shall provide transportation services pursuant to all relevant laws and regulations. The board shall ensure that an array of transportation services is available to all individuals enrolled. Transportation services may be available through collaborative arrangement with other entities. Any transportation options provided through contracted entities shall comply with all relevant laws and regulations.

MISSING CHILDREN'S ACT

If your child is going to be absent during the school year, please remember to call the school at 740.992.6681. The Missing Children's Act necessitates awareness by the school of your child's whereabouts during school hours in order to keep children safe through early detection shall they become missing. We appreciate your help with this!

COMPLAINT PROCESS

It is the policy of the Meigs County Board of Developmental Disabilities to provide due process protection to individuals, families, guardians or complainants in the resolution of complaints involving programs, services, policies or Administrative practices of the County Board or any entities acting under contract with the County Board. Areas subject to Administrative Resolution may include but not necessarily be limited to, eligibility determination, arranging appropriate services for eligible individuals, or any denial, reduction or termination of services to individuals provided by the Meigs County Board of Developmental Disabilities. Further information regarding the complaint process is available at the office of Carleton School.

CONFERENCES

Staff/Parent conferences will be held twice per year. Parents will receive a written report of their child's progress for each 9 week grading period. For those children identified as having a disability, there will be a conference for annual program review and development of the Individualized Education Plan (IEP). Conferences will be scheduled at the convenience of the parent. Additional conferences may be scheduled as needed, either by the parent or teacher.

PARENT INVOLVEMENT

Opportunities for parent involvement include the following: notes between home and school, and volunteer work in the child's classroom. In addition, any parent who is interested in sharing a hobby, interest, talent, or career that would be of interest to the preschool class is encouraged to contact the teacher. Parents and community members are invited to the classroom for an activity or to assist with a field trip, on a regular basis.

SAFETY

An incident report will be completed, when an accident or injury occurs that requires emergency transportation of the child for medical treatment. The school staff will make emergency contacts, as per the Emergency Medical Form.

If a minor injury occurs to the child, the parent will be informed by the staff, either in writing or by telephone contact.

A staff member will be in charge of a child or group of children, at all times. No child will be left unattended or unsupervised.

All staff members are required by law to report any suspicions of child abuse or neglect.

Children's Services will be notified immediately of any suspicions.

Facilities at Carleton School are regularly inspected for safety. Copies of inspection reports are available for reviewing in the office.

BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

A. A staff member in charge of a child or a group of children shall be responsible for their discipline.

B. 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 and praise for appropriate behavior.

C. The center's actual methods of discipline shall apply to all persons on the premises and

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.
 9. Separation, when used as a discipline, shall be brief in duration and appropriate to a child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.
- D. The parent of a child enrolled in a center shall receive the center's written discipline policy.
- E. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

COMMUNICABLE DISEASE POLICY

1. Staff members trained in Communicable Disease Policy, First Aid and Child Abuse will be available at all times when children are in session. Staff trained to recognize the common signs of communicable disease shall observe children for symptoms of such illnesses.
2. All staff will receive information/training on proper hand washing procedures and appropriate disinfecting procedures.
3. Infection control procedures shall be posted in each restroom or lavatory area, cafeteria, and kitchen. Staff and children shall be instructed on following sanitation procedures. Regular monitoring of implementation shall occur by the director/and or nurse.
4. Should a staff member become ill at work, every effort will be made to call in a substitute and to release the ill staff member immediately. Staff members are asked to call in when they are ill rather than attempt to come to work ill.
5. Parents/Guardians are advised that children brought to school with bad colds or other apparent contagious diseases will be isolated, the parent will be called and will be asked to remove the child. The child will be discharged from the classroom if one of the following symptoms are recognized:
 - Diarrhea (more than one abnormally loose stool within a 24 hour period)
 - Severe coughing, causing the 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 taken by the auxiliary method when in combination with other sign of illness
 - Untreated infected skin patches
 - Unusually dark urine and/or gray or white stool
 - Stiff neck
 - Vomiting two or more times in the same day
 - Evidence of lice or scabies
 - If you should observe any such symptoms at home, please do not send your child to school.
6. If a child is dismissed from school because of a communicable disease, the child must be symptom free before returning or must have a signed slip by a physician saying the child is ready to return.
7. The Ohio Department of Health (ODH) Communicable Disease Chart posted in each classroom, will be a point of reference should an emergency arise.
8. Should a child come to school with a communicable disease or develop signs or symptoms of illness which are recognized by a trained staff member, the parents/guardian will be contacted by phone and will be asked to remove the child from the school immediately. While waiting for the parent to pick up the child, the child will be isolated on a cot and be provided a blanket until discharge. A staff member will stay with the child until the child can be removed from the

stowage. A staff member will stay with the child until the child can be removed from the school. The cot shall be sanitized with an appropriate germicidal detergent upon discharge of the child. Blankets will be laundered before being used by another child. Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent, if needed.

9. Should a child expose other children to a communicable disease, information regarding the disease will appear in a parent memo. This notice will contain information regarding the nature, cause, symptoms, and treatment of the disease. The parent or guardian will also be advised to seek medical attention if needed.

10. The preschool staff will administer special diets with the authorization from the child's physician and parent. This authorization form must be completed and on file at the school before any special diet will be given. The nurse, teacher, or the classroom aide will be authorized to administer the special diet, and to verify in writing that instructions will be followed.

Administration of medications will be through the school nurse's office. Papers to request administration of medication must be obtained and filed in the office and signed by the physician.

11. The staff members will try to care for the mildly ill child and see that his/her needs are met until the end of the day. However, we do not have provisions to allow a child to remain inside because of illness while the rest of the children are outside for play. If a child is not well enough to go outside for play, then we ask that parents not send their children to school for that day.

12. A child identified with lice and/or nits will be isolated from the group and returned home as soon as possible. The infected child may not return to the class until nit-free as verified by the school nurse. The school nurse may check for nits/lice also. The child will be rechecked with the parent present before being allowed to stay at school. The child has to be nit free before returning to school or he/she will be sent home.

13. If several children in the same classroom are infected with lice, outdoor wear will be placed in individual plastic bags and hung in the usual manner to prevent possible contamination.

Washable items in the classroom will be washed and returned to the classroom.