

# Little Jets Preschool



# Program Handbook

The Little Jets Preschool Program provides a developmentally appropriate program for children in the Union Local School District ages 3-5 years old. The Little Jets Preschool serves typically developing and special needs children. Children are eligible for the special needs preschool when:

There has been a documented deficit in one or more of the following areas:

- **Communication**
- **Hearing**
- **Motor Functioning**
- **Social/Emotional Behavioral Functioning**
- **Vision**
- **Cognitive Ability (and one or more of the five areas listed above)**
- **Adaptive Behavior (and one or more of the five areas listed above)**

## Program Philosophy

The Little Jets Preschool program offers a wide variety of opportunities for each child to grow and prosper in all areas of development. Each child is encouraged to learn through the concept of play, which is how young children learn.

The Union Local Little Jets preschool will operate with the belief that all children are diverse and unique individuals who have strengths and are naturally curious. Our children will be provided with an organized, child-directed, teacher-facilitated learning environment emphasizing mutual respect, fun, discovery, literacy, and sensory integration. A supportive environment will provide the conditions for all children to construct knowledge, focusing on the Early Learning Content Standards from the Ohio Department of Education.

Our program is constantly being altered, revised, and built upon according to the needs of the students. Lesson plans are developed based on each child's needs and interests and are modified or replaced upon analysis of their effectiveness.

## Mission

As a dedicated and supportive staff, it is our mission to:

- Continue to grow professionally in order to better serve all children and families.
- Provide appropriate services to ALL children.
- Utilize strengths and challenge weaknesses.
- Foster self-esteem while celebrating children's successes.
- Establish a fun and safe learning environment.
- Enable children to make discoveries and realize their potential.
- Support and build a trusting relationship with parents, children, and other professionals.

## Program Goals

- To offer early childhood special education services in a way that is specifically designed by the teacher, family, and appropriate specialists, according to the family's priorities, beliefs, and needs of the child.
- To develop a nurturing relationship with each child and family as Individual Education Plans are developed and carried out at home and/or school.
- To provide extended play opportunities for children who have delayed development, a handicapping condition, or other special needs. Play interactions between children who are typically developing and children who have special needs are encouraged. All children possess individual strengths and weaknesses and bring valuable learning experiences to each other.

- To provide support and help for families as they seek out resources to meet their child's needs.

## Program Objectives

- Develop effective communication
- Develop the ability to choose and follow through on personally meaningful experiences.
- Develop large and small muscles through play-based activities.
- Demonstrate through interaction with the developmentally appropriate environment and through self-initiated and teacher-facilitated activities, increasing levels of conceptual and cognitive development and demonstrate an awareness of daily routine.
- Develop a level of independence in self-care skills.
- Develop problem-solving strategies.
- Develop aesthetic appreciation as they explore the developmentally appropriate environment around them.

## Developmentally Appropriate Curriculum

A developmentally appropriate curriculum has two critical components: age appropriateness and individual appropriateness. Age appropriateness is guided by the universal sequences of development. That is, children typically learn particular concepts and abilities in the preschool years. Individual appropriateness means that activities are specifically

designed to help your child grow and develop based on his or her strengths and weaknesses.

## The Little Jets Preschool at Union Local Elementary School strives to meet the following curricular components:

- Addressing all areas of development
- Aligning activities with Ohio's Early Learning Content Standards
- Responding to and building upon children's interests and ideas
- Providing opportunities for children to make choices, make and follow through on plans, and develop problem solving approaches.
- Integrating learning throughout daily activities and routines. Learning is NOT an isolated event.
- Incorporating large blocks of time for children to be actively involved in activities.
- Offering small group activities as well as individual activities.
- Offering active times and quiet times.
- Providing developmentally appropriate materials that are convenient for children to find, use, and put away.
- Highly valuing the role of the teacher as facilitator and play partner
- Highly valuing children's, teacher's and specialist's active involvement as "floor time" partners.
- Highly valuing playfulness
- Highly valuing the child as initiator
- Offering activities that include: creativity and pretend play, making and building, science and cooking, rhythm and music, social problem solving, sensory exploration, making friends, large muscle activities, literacy activities, small muscle activities, and cultural experiences.

## The curriculum, the IEP, play, and your child!

The curriculum components and Individual Education Plan (IEP) objectives are embedded in play-based activities that are both child initiated and teacher facilitated. These activities are aligned with Ohio's Early Learning Content Standards. Extended periods of active involvement in play is encouraged. Ongoing observation and play

partnering by the teacher guides facilitation and expansion of children's interests and ideas.

## Parents

Parents are a child's first and most powerful teacher. We as teachers and specialists are available to be your partner as you encourage your child's growth and development. Parents and teachers make a terrific team! There are two parent-teacher conferences that follow the districts adopted school calendar. Progress reports will be sent home at the end of the first nine weeks and again at the end of the fourth nine weeks. If you feel at any time you would like to schedule a conference with the teacher or specialists, please don't hesitate.

## Inspections

The Little Jets Preschool Program is licensed through the Ohio Department of Education, Office of Early Learning and School Readiness office. The most recent classroom inspection reports may be viewed within your child's classroom. If at any time, you have questions about the preschool program, feel free to contact the teacher. We strive to provide quality, educational experiences for ALL of the students in our program.

## Schedule

The Little Jets Preschool calendar will be sent home with each student and coincides with the Union Local Schools calendar. A copy of the daily classroom schedule is attached in the handbook. The morning preschool is Monday-Thursday from 9:00-11:30 and the afternoon class is from 12:30-3:00. The all-day class is from 9:00-3:00 Monday-Thursday.

## Immunizations

All children attending the preschool must be immunized unless a written opposition to this on religious or medical grounds is on file.



By age four, children should have:

- 4 doses of DTP vaccine
- 4 doses of HIB vaccine
- 3 doses of Polio vaccine
- 1 dose of MMR vaccine
- 3 doses of Hepatitis B vaccine
- 2 doses of Varicella vaccine

In some rare cases, a child may be admitted to a preschool special education program if he is in the process of completing the required immunizations. The process means the child already has a minimum of 1DTP, 1 Polio, and the MMR, and must complete their immunizations in a medically sound but timely manner (Law 33.13.571). Failure to do so could result in expulsion from the program.

## Illness and Communicable Disease

The following symptoms could indicate illness or communicable disease:

- Fever of over 100 degrees
- Skin rash
- Diarrhea
- Vomiting
- Earache or ear drainage
- Evidence of head lice
- Persistent cough or greenish/yellow nasal discharge
- Irritated, red or watery eye, drainage from the eye
- Unusual behavior, irritability, listlessness, crying more than usual.

*A child isolated due to suspected communicable disease shall be:*

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

If your child is experiencing any of the above symptoms, please keep him or her home. Your child must be symptom-free for 24 hours before returning to school. If he/she gets sick at school, you will be notified and asked to pick him/her up as soon as possible.

## Attendance

It is very important for all students to attend school regularly. If for any reason your child needs to miss a day of class, please call the school and notify them of your child's absence. School is in attendance Monday through Thursday from 9:00- 11:30 (morning class) and 12:30-3:00(afternoon class). The all-day class is from 9:00-3:00. Any student who is absent for more than 50% of the month's attendance (8 days) without an excused absence notation recorded will be removed from the preschool program Please make every effort to make sure your child attends regularly and arrives on time to best ensure they will receive the necessary instruction to complete their preschool goals. If you are transporting your child, please do so between 8:45 and 8:55. (Morning class and all day class). We will bring your child to you at dismissal time. Please wait outside the main entrance. If your child is to be picked up by someone else, their name must be on the release form and they must bring



proper I.D. NO EXCEPTIONS CAN BE MADE- THIS IS FOR THE SAFETY OF YOUR CHILD

## Bad Weather

You will receive an automated recording from Union Local Schools for weather related announcements. You can also listen to the radio or watch television WTRF Channel 7 or WTOV Channel 9 for weather related announcements. If Union Local Schools are on a 2 hour delay–Morning Preschool is cancelled for the day. Afternoon class will be in session starting at 12:30. The all-day class will run on the 2hr delay schedule. If Union Local Schools are dismissing early due to weather Afternoon Preschool is cancelled.

## Medical and Dental Emergency Procedures

The emergency care paper containing parents' directions and permissions will be required for enrollment. In the event of an emergency, the parents will be notified immediately and the emergency instructions will be followed.

## Medication

Medications should be given at home, if possible. If medication needs to be given at school, the proper paperwork needs to be filled out with the instructions from the doctor. See the elementary office or your child's teacher if medication needs to be given at school.

## BEHAVIOR MANAGEMENT/DISCIPLINE

1. The teacher in charge of the class shall be responsible for their discipline.
2. The Little Jets Preschool has a written discipline policy describing the program's philosophy of discipline and the specific methods of discipline used in the classroom. The written policy will be on file for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and will include measures such as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
3. With positive techniques, teacher will encourage children to learn self-discipline and practice a variety of social problem solving strategies. Techniques could include modeling, redirection, verbal prompts, self-talk, planned ignoring, shared responsibility for developing simple classroom or play rules, frequent review of established rules, quiet discussion, reminding children to use their words, facilitation peer mediation, time away from the group so the child can "pull himself together.", holding the child calmly without anger in an effort to help him regain control, consultation with parents for insight and suggestions, consultation with the school psychologist and other staff to determine a course of action to help the child practice appropriate problem solving strategies. Corporal punishment is not used.
4. The actual methods of discipline will apply to all persons on the premises and will be restricted as follows:
  - a. There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - b. No discipline will be delegated to any other child.
  - c. No physical restraints will 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 that the child may regain control.

- d. No child will be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
  - e. No child will be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
  - f. Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - g. Techniques of discipline will not humiliate, shame, or frighten a child.
  - h. Discipline will not include withholding food, rest, or toilet use.
  - i. Separation, when used as discipline, will be brief in duration and appropriate to the child's age and developmental ability, and the child will be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
  - j. The center will not abuse or neglect children and will protect children from abuse and neglect while in attendance in the preschool program.
5. The parent of a child enrolled in the program will receive the center's written discipline policy.
6. All preschool staff members will receive a copy of the program's discipline policy for review upon enrollment.

## Child Abuse

Ohio law mandates the reporting of suspected child abuse or neglect to the local Children's Services Department. We know that children are active and accidents happen. If your child has a bruise or injury, please make your child's teacher aware of the cause.

## Transitions

When your child is ready to go to kindergarten, to another program, change educational settings, or add another program to the day, it is critical that those changes go smoothly for both parents and children. Your child's teacher will help you with those transitions both formally and informally (visitations, transition plans, sharing records, making recommendations, meetings, transition reports, etc.).

## Transportation

Preschool Special Education Programs are provided to meet the needs of children with disabilities ages 3 through 5. Each school district shall make a free and appropriate public education (FAPE) available to each eligible child residing in the school district by the child's third birthday. Related services include developmental, corrective, and other supportive services necessary to assist a child in benefiting from special education. These services may include transportation. Please contact your teacher if you would like to arrange transportation for your child.

## How to File a Complaint

If at any time, you are not happy with something going on in the classroom, please contact your child's teacher and discuss your concerns with her. If things are not resolved then you can contact the principal, then the superintendent if needed. If still not resolved contact the Office of Early Learning and School Readiness: [614-644-6338](tel:614-644-6338).