

Mansfield City Schools Pre-Kindergarten Handbook



5-STAR
AWARD WINNER!

Springmill Elementary School

1200 Nestor Road
Mansfield, OH 44906

(419)-525-6348

(419)-747-6284(fax)

www.tygerpride.com

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Welcome

The staff of Mansfield City Pre-Kindergarten Program welcomes you and dedicates this year to your child's success!

This is a handbook for families. It contains policies and procedures to keep you as informed as possible about Mansfield City Pre-Kindergarten Program. We have attempted to include information concerning the most common questions that families have asked in the past. There are also policy and procedure guidelines to help ensure the business of serving your children runs as smoothly as possible.

Please take a few minutes to review the handbook and keep it in a safe place for future reference. If you find that you have a question that is not answered in the handbook, please talk with your child's teacher. You may also contact the principal or Pre-K Coordinator if further assistance is needed.

Mansfield City Pre-Kindergarten Program

Springmill Stem Elementary

1200 Nestor Road

Mansfield, Ohio 44906

Phone: 419-525-6348

Fax: 419-747-6284

Springmill STEM Building Principal – Mrs. Regina Sackman

Administrative Assistant– Mrs. Mechelle Hairston

Pre-Kindergarten Teachers

Mrs. Brittany Berardi

Mrs. Mary Jo Lux

Ms. Megan Morrison

Mrs. Andrea Schmidt-Payne

Mrs. Kimberly Wendt

Ms. Kathryn Kleman

Pre-Kindergarten Paraprofessionals

Mrs. Sharon Camak

Mrs. Brianna Durbin

Mrs. Faith Shipman

Mrs. Chelsea Meyer

Mrs. Heather Richmond

Mrs. Kristin Snow

Mansfield City Pre-Kindergarten Philosophy

It is the philosophy of the Mansfield City Pre-Kindergarten Program to provide each student with the opportunity to develop to his/her greatest potential in all areas of learning and growth. A developmentally appropriate setting with a mixture of individual and small group activities will encourage each child to actively explore the environment.

Materials will be appropriate and accessible to children. Teachers and related support staff will interact with your child in such a way as to encourage the growth of social, motor, communication and academic skills.

Collaboration between home and school will increase your child's development and learning. The family is the most important influence of a child's life and communication with parents will be ongoing throughout the year.

Mansfield Pre-Kindergarten Mission Statement

Families and Pre-Kindergarten staff will work together to provide children with developmentally appropriate experiences in a safe, positive and nurturing environment that will assist all children in reaching their greatest learning potential.

Mansfield City Pre-Kindergarten Belief Statements

We Believe:

- Children are born learners.
- Children continue to learn through play and social interaction.
- Teachers and related support staff will interact with your child in such a way as to encourage the growth of social, motor, communication and academic skills.
- All children are unique. Staff will support interests and individual needs.
- Children need structure, routines, and clear expectations.

Arrival and Departure from Pre-Kindergarten

Monday - Thursday

AM Session: 8:30 AM– 11:30 AM (students are tardy at 9:00)

PM Session: 12:30 PM– 3:30 PM

You are expected to pick up your child at the scheduled release time.

Children must be escorted to their classroom or released to a Pre-K staff member. Children who are dropped off late or picked up early, must be signed in/out at the office. We will only release your child to you, or persons who are designated by you on your child's Emergency Medical Form. If you desire someone other than those designated persons to pick up your child, you must notify the school in advance either in writing or by phone. **That person MUST have their photo ID to pick up your child.**

Open Door Policy

Any custodial parent of a child enrolled in the program will be permitted unlimited access to the school during hours of operation, to contact the child; evaluate the care provided by the program, the premises, or for other purposes approved by the teacher. Upon entering the premises, **you are required to sign in and receive a visitor's badge.**

Family Participation

The Mansfield City Pre-Kindergarten encourages parent visitors and volunteers. Parents are always welcome to share their time, hobbies or talents in the classroom; assist with field trips; and assist on various committees. Parent conferences, workshops, and socials will be planned throughout the year. When you spend time with your children at school, you are demonstrating your interest and commitment to their education.

Parent Conferences

Conferences with parents about their child's educational growth and social development will be held up to three times a year. Your child's teacher will schedule and notify you of the date/time. Additional conferences may be scheduled at the request of the parent or teacher. Students on an IEP will also have special meetings with parents and staff.

Notices Sent Home

Sending a book bag with your child's name on it each day will help ensure that your child's work and important messages from the teacher get home safely. **Please check your child's bag daily.**

Meals

Please fill out the free and reduced lunch form provided by the school. If the form is not turned in, your child will need to pack or pay. The cafeteria will not provide a lunch for free. The form **MUST** be filled out. The cost of lunch is available on the school website. You may pack your child's lunch or breakfast if you choose.

The AM class will be provided breakfast.

The PM class will be provided lunch.

Field Trips

In connection with classroom discussions and activities, your child may take field trips during the school year. A yearly permission slip must be signed for participation. The school principal and teacher reserves the right to deny individual participation in a field trip due to a student's behavior. Parents may be invited to participate in select field trips.

Illnesses and Emergencies

If a child becomes sick, runs a temperature at school, or shows signs of a communicable disease or illness, the parents will be called immediately so the child can be picked up and health needs properly met. We do not have facilities to care for a sick child at school. If your child is absent due to a contagious illness, please contact the office. We request that you not bring your child to school if he/she is running a temperature or has any condition to which you would not want your own child exposed. In case of a severe emergencies, 911 will be called first. In case of a sudden illness, a parent/guardian or emergency contact person will be notified immediately. Be sure that emergency numbers are current at all times. **A child may not attend Pre-Kindergarten without current emergency numbers that work!**

General Guidelines for Keeping Children Home from School Due to Illness

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and usual recommendations of the School Nursing Services.

Chicken Pox: Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold: Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn.

Fever: If your child's temperature is 100 degrees or greater, he/she should remain home until he/she has been **without a fever for a full 24 hours**.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Your child should remain home from school until symptoms are gone and the child is **without fever for 24 hours**.

Head Lice: **Following lice infestation, please accompany your child to school the morning after receiving treatment.** The school nurse or staff will check to make sure there are no live bugs and that progress has been made in removing nits.

Impetigo: Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

Pain: If your child complains or his/her behavior indicates persistent pain, she/he should be evaluated by a physician before your child is sent back to school.

Pinkeye: Your child should remain home from school until receiving **24 hours of antibiotic treatment and discharge comes from the eye has stopped**.

Skin Rashes: Skin rashes of unknown origin should be evaluated by a physician before your child goes to school.

Strep Throat and Scarlet Fever: Your child should remain home from school until receiving a full 24 hours of antibiotic treatment and until he/she is without a fever or vomiting for 24 hours.

Vomiting and Diarrhea: Your child should remain at home until vomiting, diarrhea, or fever has ceased for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school until the following day. **If your child goes home from**

school with fever, vomiting, or diarrhea, they should not attend school the next day to heal.

Medication

In those case where medications must be administered during the school day, the following restrictions apply:

Prescription Medications:

Ohio Law dictates that schools can only administer prescription medication when a physician's order is on file at the school. Both the physician and the parent/guardian must sign the form. **New medication forms, available from the school office, must be submitted each school year.** Any changes in medication orders must also be submitted each year. Please note: inhaled medications, such as those used in the treatment of asthma, are considered prescription medicines, and therefore require a signed form.

Also remember:

- Medications must be in the original container. The student's name and directions for administration of the medication must be clearly visible.
- **Medication MUST NOT be sent to school in your child's book bag.** An adult must bring the medication to school.
- Students are not allowed to administer medication to themselves. The school nurse or other staff member will perform this task, in accordance with the physician's orders.

Non-Prescription Medication

Over-the-counter medication will only be dispensed by the nurse or other staff member, when a physician's written request is on file in the school office. All other requirements outlined under Prescription Medications above, also apply.

Immunizations

Immunizations of all students must be in compliance with Ohio Revised Code. Written evidence of immunizations must be presented at the time of enrollment. Failure to do so is cause for exclusion from school per the Ohio Department of Education. Families' of our Pre-k students are not permitted to use a conscientious objection as the reason that

a child has not been vaccinated.

Physicals

The Ohio Department of Education requires that each child have a physical on file that is current within the last 12 months. **The physical must be submitted within 30 days from the first day of Pre-K.** A child will be excluded from school if the physical form has not been turned in within the ODE policy timeline. **The physical may need to be updated throughout the year depending on when the physical expires.**

Absences

If your child is ill or is not attending school for some reason, **please notify the school each day of the absence.** If it is going to be an extended period of time, please notify the bus garage if possible. This enables the home and school to ensure the safety of your child. If your child is absent for 2 weeks (8 consecutive days), 50% of a month, or a total of 20 days in the school year, your child may be removed from the program. If you choose to remove your child from the Pre-K program, please notify the school as soon as the decision is determined. (If your child is on an IEP and has excessive absences, PreK itinerant services may be offered.)

Suspected Child Abuse

According to Ohio Law, persons whose duties bring them into contact with children are expressly required to report **immediately** any suspected child abuse or neglect. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

Confidentiality

Records and files are available only to staff directly involved with the child, direct district personnel and others as permitted by the law. All other access requires written parental permission

If you wish to review your child's records, please contact the teacher to arrange a time. You may review and receive copies of any reports maintained. Each year, with your permission, we will make available a roster of children in your child's class with parents

name and phone number. This is available to parents of enrollees on request only.

Behavior Management/Discipline

- A. A Pre-K staff member in charge of the children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. 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. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- D. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a. There shall be no cruel, harsh, corporal punishment of any kind such as, but not limited to: punching, pinching, shaking, spanking or biting.
 - b. No discipline shall be delegated to any other child.
 - c. No physical restraints shall be used to confine a child other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or a similar cubicle.
 - e. No child shall be subjected to profane language, threats, derogatory remarks related to the child or the child's family, or verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents
 - g. Techniques of discipline shall not humiliate, shame, or frighten a child.
 - h. Discipline shall not include withholding food, rest or toilet use.
 - i. Separation, when as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a Pre-K staff member in a safe, lighted and well-ventilated space.
 - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance of the Pre-K program.
- E. The parent of a child enrolled in a center and all staff members shall receive the

center's written discipline policy for review upon enrollment.

Clothing

Please dress children appropriately for the school and label all clothing to be worn outdoors. Clothing should be comfortable and suitable for PLAYING! It is helpful to the staff and best for your child to have clothing that he/she can manage on his/her own. During the day, your child will be running, painting, climbing, etc. Please send your child in play clothes. In the colder seasons, please make sure they are ready for a cold building by bringing a sweatshirt. Your cooperation is asked in making sure your child comes to school with proper footwear. **Tennis shoes are best!** District policy states **NO FLIP-FLOPS OR OPEN BACK SHOES.** Accidents do happen, therefore, parents need to provide a complete extra set of clothing including pants, shirt, underwear and socks that are suitable for all year long.

An important part of your child's daily program may be planned outdoor activities. Please dress your child appropriately for the weather. Expect the children to play outside almost every day. When the weather is bad, the children will have activities planned for indoors.

Bus Students

*** All transportation changes need to be handled through the school office and Pre-K teacher. A new form must be completed. DO NOT call the bus garage directly. Your child's teacher will notify the bus garage of any necessary changes in address.***

The times of pick up and drop off are very important in maintaining a schedule convenient to all participants. Please have your child ready 5-10 minutes prior to and after your scheduled time. **An adult must be visible at the drop off location.** If you have a question in regards to these times, you may call the bus garage for answers.

In the event that there is no pick up for two consecutive days, the bus will not return until you or the school notifies the bus office. You may call the bus office directly to cancel the bus in the event of illness or absence. Do not tell or call the driver asking them to relay messages regarding your child. Call the school or bus garage.

Mansfield City Transportation Office: 419-525-6303

If an adult is not present at drop off, AM children will be returned to the school and PM children will be returned to the bus garage. An attempt to locate the parent will be made. If the

parent or emergency contact cannot be contacted, Children's Services may become involved.

Reporting Changes

Please report any changes in personal data: address change, working phone number, contact information, and drop off/pick up, to the teacher and school office. The bus garage requires 5 to 10 working days to make changes in transportation routes. **NO CHANGES** in bus transportation will be made after May 1st.

Transition to Kindergarten

Parents are provided with information to transition their child to kindergarten. The transition meeting will occur during winter conferences. Staff support will be available to families of children being served on an Individualized Education Plan (IEP). They will also have a transition meeting scheduled to discuss further needs for their child.

Ombudsman

An ombudsman is a public official appointed to investigate parent complaints or serious concerns with policies at the school level. The following is the Mansfield City Plan for parent concerns:

1. Classroom Teacher
2. Springmill STEM Building Principal, Regina Sackman; 419-525-6348
3. Pre-K Coordinator, Toni Zehe; 419-525-6348
4. Superintendent, Brian Garverick; 419-525-6400
5. Ohio Department of Education; 877-644-6338

Weather Information

If Mansfield City Schools are closed due to weather, Pre-K will be closed also. **If Mansfield City Schools are on a 2 Hour Delay, there will be NO AM Pre-K that day.** There are occasions where the weather may start out fine and quickly change, becoming unsafe. It is during these times when the Pre-K PM classes may be cancelled for the afternoon. Listen to your local news channels (WMFD/WMAN/Y105) for cancellations or delays. **You can also visit the Mansfield City Schools website at www.tygerpride.com.**

MANSFIELD CITY SCHOOLS PRE-KINDERGARTEN

856 West Cook Road

Mansfield, Ohio 44907

Policies and Procedures: Please initial by each number.

- _____ 1. I understand that I may volunteer in the classroom, I will notify the teacher of my intentions to volunteer.
- _____ 2. I understand that a screening will be scheduled prior to the school year. Screenings provide opportunities for:
- Making connections between the home and Pre-K program setting.
 - Learning more about parent, child interactions.
 - Developing positive relationships between parents and school.
 - Identifying learning opportunities in the home environment.
 - Focusing individual attention on children and family strengths, interests, and goals.
- _____ 3. I will dress my child for outdoor play every day.
- _____ 4. I will send an extra change of clothing in a gallon size Ziploc bag for my child to be used for emergencies.
- _____ 5. I will keep my child home when he/she is ill. I understand that my child must be free of fever or other symptoms for at least 24 hours before returning to school.
- _____ 6. I understand that my child must be 3 years old by August 1st to attend Pre-K and **MUST be toilet-trained** unless on an individualized educational plan (IEP).
- _____ 7. I understand that my child will only be released to those persons listed on the Emergency Medical Form
- _____ 8. I will notify the Pre-K of any changes in my child's address, phone numbers, and emergency contact names and phone numbers.
- _____ 9. I understand that a physical **MUST** be completed within 30 days of enrollment and kept updated yearly or my child will lose his/her place in Pre-K.
- _____ 10. I will read all notices and teacher letters that are sent home with my child.
- _____ 11. I understand that I **MUST** supply proof of the following documents prior to beginning school for my child to be enrolled: Birth Certificate, Social Security Card, Immunization Record, Proof of Income, Proof of Residency, and Custody Papers.

Parent/Guardian Signature: _____ Date: _____

Tuition Sliding Fee Schedule

Mansfield City Schools Prekindergarten Charges \$100.00 per month for tuition for Prekindergarten. Mansfield City uses a sliding fee schedule that is based upon the United States Department of Health and Human Services Federal Poverty Guidelines. Tuition will be calculated after evidence of income has been provided. Evidence of income for **all** adults living in the household must be verified through one of the following documents: a W-2 form from the previous year, a current payroll statement, a Federal Tax Form, Ohio Work First, Food Stamp Verification and W-2 Form, Food Stamp Verification and payroll statement, and/or Food Stamp Number and Federal Tax Form. Tuition for the 2018-2019 School Year will be based upon the following chart:

**Ohio Department of Education
Office of Early Learning and School Readiness
25 South Front St.
Columbus, Ohio 43215**

United States Department of Health and Human Services 2018 FEDERAL POVERTY GUIDELINES

Size of Family Unit	100% Poverty Level	115% Poverty Level	125% Poverty Level	187.5% Poverty Level	200% Poverty Level
1	\$12,140	\$13,961	\$15,175	\$22,763	\$24,280
2	\$16,460	\$18,929	\$20,575	\$30,863	\$32,920
3	\$20,780	\$23,897	\$25,975	\$38,963	\$41,560
4	\$25,100	\$28,865	\$31,375	\$47,063	\$50,200
5	\$29,420	\$33,833	\$36,775	\$55,163	\$58,840
6	\$33,740	\$38,801	\$42,175	\$63,263	\$67,480
7	\$38,060	\$43,769	\$47,575	\$71,363	\$76,120
8	\$42,380	\$48,737	\$52,975	\$79,463	\$84,760
Family units with more than 8 members	Add \$4,320 for each additional	Add \$4,968 for each additional	Add \$5,400 for each additional	Add \$8,100 for each additional	Add \$8,640 for each additional



Congratulations!! Your child is enrolled in a learning and development program whose level of quality exceeds Ohio's child care licensing standards.

High quality learning and development program settings are important because early experiences last a lifetime. Your child has 1,892 days from the day they are born until they enter kindergarten. What happens on this journey lays the foundation for success in school and life. Achieving a Step-Up to Quality **Five-Star rating** means that your child is in a program that has demonstrated a level of quality that meets all requirements and standards for the first three rating levels and is eligible to gain additional points needed to achieve a higher star rating. Programs have flexibility to earn points in the areas that best support their values, goals and structure. Below are some of the ways a program can provide increased quality at the Five Star level.

- **Lower staff/child ratios:** Teachers have more time to support your child's individual development and learning. This is important because 90% of brain development occurs by the time your child is 6 years old.
- **Administrator and teacher higher education qualifications:** The administrator and most teachers have a bachelor's or master's degree and many years' experience working with young children. These qualifications benefit your child's development and learning.
- **Administrator and teachers more than 20 hours of specialized training every two years:** The administrator and teaching staff are committed to expanding their education and skills to better support your child's development and learning.
- **Teachers develop lesson plans that support each child's growth:** Teachers plan intentional and purposeful activities and experiences that meet the needs, interests and abilities of children and supports them where they are in their development.
- **The program assesses to evaluate and improve the learning experience:** Regular assessments are done with your child to help keep track of their growth over time. This lets teachers adjust how they offer experiences to your child daily.
- **The program values its families and community:** Programs work with families and neighborhood organizations to provide more opportunities for children.

For more information on your program or other star rated programs visit:
www.odjfs.state.oh.us/cdc/query.asp