

PARENT HANDBOOK  
FOR  
WAYNE TRACE  
PRESCHOOL STUDENTS

## WELCOME

Dear Parents and Guardians,

I would like to take this opportunity to welcome you to Little Raiders Preschool.

We are pleased that your child will be joining us in one of our developmental preschool classrooms. Your child's teacher is a highly qualified professional with at least a four-year college degree, with specialization in the areas of early childhood and special education.

Our classrooms are busy, fun places! Each day provides a balance of child-directed activities. There is whole-group, small group, and individual interaction. In addition to Circle Time, children enjoy hands-on learning in our classroom centers which include Dramatic Play, Blocks, Science Sensory Table, Math, Art, Writing, Music, Library, Listening, and Computer.

We view you, the caregiver, as the most important person in your child's life. Our goal is to work with you to help develop your child's potential, and in so doing, we welcome your visits, support, and participation.

This parent handbook contains important information for you to know about your child's program. I encourage you to read this handbook carefully. Please feel free to contact your child's teacher or myself with any questions or concerns.

Sincerely,

*Laura DeLong*

Laura DeLong,  
Director of Student Services/Preschool Program Director

COVID-19

COVID-19 will have an impact on many normal preschool activities (e.g., use of masks by staff, classroom visitors, health checks, snack protocols, shared classroom supplies, and individual student hygiene) that may be described in this handbook. In all cases, the Little Raiders Preschools will follow the direction of the Paulding County Health Department and the procedures of Wayne Trace Local School District. If you have any questions, please contact the Program Director or the classroom teacher.

### **Wayne Trace Local School District Plan for 2021-2022 School Year**

In much the same manner as we approached the start of last school year, Wayne Trace Local Schools will plan to provide in-person learning for all students on our three campuses. We will continue to address the five key areas that we did last school year to make certain all staff and students are safe and healthy. These areas are: assessing symptoms, hand washing, sanitation of facilities, practicing social distancing, and face coverings. Our plan addresses each of those five areas in detail. The most important aspect of our reopening plan is the health and safety of everyone associated with Wayne Trace Local Schools. However, the quality of education we provide is also a vital factor in the decisions we make.

Listed below are the ways in which we will work to follow the five guidelines outlined above:

#### ASSESSING SYMPTOMS:

- All students, caregivers, and staff are asked to monitor their health before departing for school each day. Anyone showing symptoms or with a temperature over 100 is asked to stay home.
- Staff members will NOT be conducting temperature checks as students enter buildings, classrooms, or school buses.
- Temperature checks will only be administered if a student has already arrived at school and reports that he/she is not feeling well.
- We expect parents/guardians to administer temperature checks before sending their child(ren) to school.
- Parents are expected to keep any child home if he/she is sick or displays any symptoms of illness.

#### HAND WASHING:

- All students and staff will be provided time throughout the day to wash their hands.
- Extra hand-hygiene stations will be available throughout the district
- Studies show that hand washing is the most effective way to eliminate germs; therefore, students will receive increased opportunities and promptings to wash their hands.
- Sharing materials among students will be eliminated wherever possible. When sharing materials is necessary, proper sanitation will take place between uses.

#### SANITATION OF FACILITIES:

- All buildings, classrooms, offices and buses will receive regular cleaning and disinfecting to promote healthy environments. Frequently touched surfaces, door knobs, handrails, etc. will receive special attention.

#### PRACTICING SOCIAL DISTANCING:

- In the school setting, social distancing for students at times may be difficult due to class sizes, space constraints, and available resources. School personnel will do their best to accommodate social distancing guidelines by extending the distance between students as much as possible.

#### FACE COVERINGS:

- The federal, state and local health departments recommend and encourage everyone to wear face coverings.
- Students and staff may choose to wear face coverings. Face coverings will NOT be mandated in our school buildings at this time.
- All students and staff utilizing the district transportation will be required to wear face coverings. This is in accordance with the mandate in regard to public transportation.

Wayne Trace Local Schools is also providing the following information to make certain our stakeholders are informed in regard to the reopening procedures

#### 2021-2022 SCHOOL CALENDAR:

- We will NOT plan to adjust the 2021-2022 school calendar unless absolutely necessary and deemed so by public health authorities.
- The first student day will be Wednesday, August 18, 2021.
- We will conduct our annual open house evening with our elementary open houses on Monday, August 16 and our junior/senior high open house on Tuesday, August 17.

#### BLENDED/ALTERNATING EDUCATIONAL OPTIONS:

- As a district we are not preparing for blended learning sessions or for alternating student days in the classroom. Due to the geographical size of the district and a number of high school courses containing multiple grade levels, these options are not viable for our district.
- At this time, we plan to operate with all students on campus receiving face-to-face instruction.

#### PHYS.ED., RECESS AND VISUAL/PERFORMING ARTS:

- Health professionals agree that all individuals need physical activity and encourage increased time outdoors, when possible.
- All physical education, recess, and visual/performing arts classes (band, music, art, choir, etc.) will resume with as much distance as possible provided for all individuals.

#### LUNCH PROCEDURES:

- Students will eat in our buildings cafeterias/other areas with one another, not at their classroom desks.
- Students will sit near each other with the maximum distance possible provided in the cafeteria/other area setting.
- The school lunch program will continue to be offered daily.
- As always, students are permitted to bring a packed lunch from home.
- Note: According to the federal guidelines all students will continue to receive breakfast and lunch free of charge.

#### VISITORS AND VOLUNTEERS:

- All visitors and volunteers will be kept to a minimum.

#### TRANSPORTATION:

- Many of our students take advantage of our district transportation which will continue to be provided to all students in grades PK-12. We will continue to run our normal junior high/high school routes each morning and afternoon, as well as our normal elementary routes each morning and afternoon.
- Students will be sitting side-by side.
- Students will be required to wear face coverings on the bus, per the mandate which requires face masks on public transportation.
- Parents may choose to transport their child(ren) to/from school daily if they prefer not to use bus transportation provided by the district. It will be expected that established drop-off/pick-up routines will continue to be followed.
- We will plan to continue to provide transportation for athletes to/from contests and masks will be required.
- Bus drivers will be required to wear face coverings while driving, if wearing such does not impede them from safely operating the bus.
- Bus drivers will sanitize their bus immediately following each route or trip.

In closing, we assure you that the Wayne Trace Local School District will do everything possible to decrease the risks associated with contracting COVID-19, as well as any other virus, illness, or disease. We understand sending your child to school among this pandemic is a family decision not to be taken lightly. Ultimately, parents must be willing to accept the risks and send their child(ren) to school. Thank you for your patience as we continue to forge ahead in this new era of student safety and education.

\*This plan is subject to change throughout the school year based on mandates that may be imposed and also in regard to the possibility of a parental waiver.

Board Approved: August 9, 2021

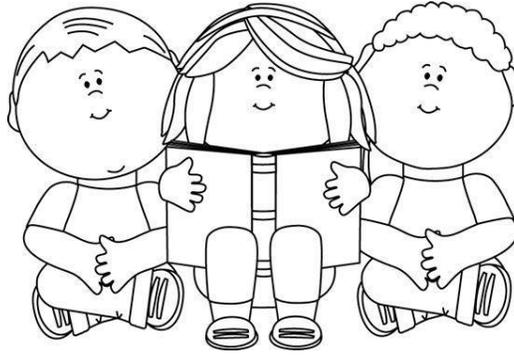
## **TABLE OF CONTENTS**

Purpose, Philosophy, Preschool Vision Statement and Program Goals  
 Program & Curriculum and Child Progress Reports  
 Ongoing Assessment System Policy  
 Parent/Teacher Conferences  
 Speaking with the Teacher  
 If You Experience Problems  
 Child with an IEP and Preschool License  
 Confidentiality  
 Student Records

Staff  
Registration Information  
Enrollment Procedures  
Withdrawal Procedures  
Transition to Kindergarten and Transition of Another Program  
Extended School Year, Tuition and School Supplies  
Delays and Cancellations  
Transportation  
Attendance, Early Pick-up  
Daily Program Schedule  
Clothing  
Bringing Toys and Possessions from Home  
Field Trips  
Inspection  
Safety of Children  
Behavior Management/Discipline  
Communicable Disease  
Signs/Symptoms of Illness and Removal of a Sick Child  
Notification of Parents and Return to School  
Medication and Supplements, Hygiene and Diapering  
Parent Participation  
Parent/Teacher Conferences  
Parent or Community Complaint Resolution Process  
Transition  
Step Up to Quality  
Children and Sleep  
Helpful Things  
Top 10 Ways to Reduce TV Watching at Home  
TV, Children and Health  
Children Learn What They Live  
Wayne Trace School Calendar  
Resources

### **PURPOSE**

The purpose of the developmental preschool is to provide a comfortable, enriching environment for children between 3 and 5 years of age. In this environment, we respect each child's unique and individual qualities. We strive to nurture development toward his/her full potential with our educational program, through direct instruction, enriching experiences, and developmentally appropriate activities.



## **PHILOSOPHY**

Little Raiders Preschool is based on a developmental approach to education. This provides direction for instructional programs that view children as active learners. Teachers also create opportunities for a variety of active learning experiences, which nurture the child's intellectual, physical, social/emotional, and artistic development. Learning in the early childhood years develops a child's participation at their own developmental level and pace.

Little Raiders Preschool recognizes and values the diversity in children and families in our community. Programs include children with varying needs and differing socio-economic and cultural backgrounds. This provides opportunities for children and families to gain a greater understanding and appreciation of differences among all people.

Families are important to the program. Their involvement, as partners with the preschool in their child's education, is encouraged and supported.

Western Buckeye Educational Service Center and Wayne Trace Local School are committed to making preschool programs available to children within the district. Incorporating preschool programs in the Grover Hill and Payne buildings allow a child to enroll in their home district. Transition from preschool to kindergarten for these children and families is a natural process.

## **PRECHOOL VISION STATEMENT**

Our preschool vision statement is to provide a safe environment in which each child can develop and learn.

## **PROGRAM GOALS**

The goal for the Little Raiders Preschool program, based on our philosophy, includes:

- Promoting feelings of self-confidence and self-worth in the young child.
- Promoting development of decision-making, problem-solving, critical thinking, reasoning, and communicating skills.
- Promoting active learners who assume responsibility for their own learning.
- Promoting partnerships with families
- .Fostering development of responsibility toward society and feelings of belonging to a community

## **PROGRAM & CURRICULUM**

Public School Preschool Integrated Class is designed for children who have been identified with at least one delay in the developmental areas of communication, motor, personal/social/adaptive behavior, and/or cognitive learning. The intent of the preschool classroom is to provide educational instruction and optimal preschool experiences to allow the child to grow in the areas of the delay and to maximize their educational potential. Moreover, addressing the needs of children at an early age increases their chance for success during kindergarten, elementary school and secondary school. Our program is a center-based operation consisting of full days through the school year.

“Public School Preschool Integrated Class” means a class that meets all of the following criteria:

- (A) Operated by a public school (including community schools), educational service center, or county board of developmental disabilities;
- (B) Taught by a general education teacher or dual-licensed teacher who meets the lead teacher qualifications for a preschool special education class according to AOC 3301-37-04;
- (C) Fifty percent of the students in the class are children with disabilities; and
- (D) The lead teacher of a public school preschool integrated class may serve as the intervention specialist of record or IEP case manager for any children with disabilities (i.e., children with IEPs) enrolled in the public school preschool integrated class, if the individual holds the appropriate licensure.

The instructional approach used in Little Raiders Preschool follows guidelines in the Ohio Early Learning Program Guidelines, Ohio’s Early Learning Academic Content Standards, and Creative Curriculum for Preschool.

The curriculum addresses all aspects of development including social-emotional, language, thinking, problem-solving and physical skills. Skills related to early reading, math, science and the creative arts are incorporated in learning experiences and daily activities. Daily activities include a balance of active and quiet play during individual, small group, and large group activities

The curriculum provides opportunities for children to pursue their own interests while engaged in active exploration and interaction with adults, other children, and a variety of materials. Children are encouraged to explore a variety of roles and themes. Program materials are sensitive to ethnic, cultural, and gender issues.

Families are an important part of our program’s curriculum. Teachers plan a variety of activities that involve families, including home visits, daily communications, individual conferences/orientation, and parent/child days.

Assessment of children is an ongoing process and is reported to parents through standards-based reports, parent/teacher conferences (scheduled twice a year), and individual student IEP Progress Reports. Information is gathered from the child’s work samples, checklists, and classroom observations. Assessment is essential to providing appropriate activities and measuring child progress.



### **CHILD PROGRESS REPORTS**

Progress reports for children on IEP’s will be sent home in accordance to the district of residency’s policy measuring progress on your child’s IEP goals and objectives.

In addition, all children will receive at a minimum, progress report indicating progress on skills/concepts taught. Additional progress will also be shared.

### **ONGOING ASSESSMENT SYSTEM POLICY**

In order to document child progress, the Western Buckeye ESC and Wayne Trace Local Preschool program implements an ongoing assessment system to drive and inform instruction. This system consists of a cycle of assessment, planning, instruction, re-assessment, planning, instruction, etc. This structure provides teacher/staff with baseline data and current levels of performance which provides the basis for the instructional plan. Student results are evaluated to determine the effectiveness of learning and whether

instruction was successful. This cycle informs and empowers staff members and parents to make informed decisions on effective strategies and practices that result in child progress. Careful frequent monitoring of child progress that is completed at regular ongoing intervals can inform the need for changes to instructional strategies, the curriculum, the environment, and direct interactions with students, which in turn impacts achievement and development. Teachers analyze the information with families to develop educational goals for students.

The Western Buckeye ESC, along with Wayne Trace Local Schools aligns curriculum and instruction to the Early Learning and Development Standards of Ohio. The program has carefully developed a pacing guide indicating which standards will be taught per month throughout the school year. The teachers will send home a Monthly Preschool Curriculum Checklist to inform families of student progress made on the standards taught.

### **Sources for Ongoing Preschool Progress Monitoring Implemented May Include:**

- curriculum based assessments (ELA and in some cases Preschool Strategies Gold)
- observations
- checklists or locally developed assessments
- work sampling
- pictures, videos and/or audio recordings
- interviews
- student learning objective rubrics
- criterion-referenced assessments
- standardized assessments
- other artifacts/evidence for student portfolios

### **PARENT/TEACHER CONFERENCES**

During the school year we hold two parent teacher conferences to discuss your child's progress and/or needs and possible plans to aid in child progress and development. This also gives you the opportunity to see your child's learning environment and see materials and work samples.

In addition, the teacher will contact you again to discuss your child's progress and or needs and to find out information that will help with the development of the plans for your child's future programming. This contact can be made in many ways to help meet each family's individual needs and convenience, including but not limited to: letters, phone calls, home visitations, school conference, and emailing.

### **SPEAKING WITH THE TEACHER**

Teachers will not be available for discussion/conferences during pick-up and drop-off times. If you need to speak with your child's teacher at length, please set up a conference time with her.

### **IF YOU EXPERIENCE PROBLEMS**

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom related problems. We will make every effort to resolve the problem, or when indicated, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, care of the children, please contact Laura DeLong at 419-587-3414 ext 330

If questions or concerns cannot be addressed through the preschool, please call:  
(614) 466-0224 or toll free (877) 644-6338 and ask for preschool Program Licensing.

### **CHILDREN WITH AN IEP**

If your child has an IEP and you have concerns regarding your parental rights of your child's program, please call (6114 466-0224 or toll free (877) 644-6338.

### **PRESCHOOL LICENSE**

Wayne Trace Preschools are licensed to operate legally by the Ohio Department of Education. Parents may request a current copy of our license and compliance report by phoning the preschool administrative assistant. Our current license and compliance report may also be viewed at each preschool site as they are posted near the entryway.

### **CONFIDENTIALITY**

In our preschool program, confidentiality is a must! Each staff member keeps all records and conferences regarding a specific child strictly confidential.



### **STUDENT RECORDS**

The Board authorizes the administration to:

- 1) Forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this district is enrolled, seeks or intends to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
- 2) Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student of other individuals;
- 3) Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
- 4) Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only “directory information” regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board’s policy and administrative guidelines and/or those specified in the law.

## **STAFF**

***Preschool Teacher:*** Your child’s teacher has training in early childhood education from an accredited university. He/She is certified according to Ohio Department of Education public preschool and special education standards and is a qualified professional with a minimum of a Bachelor’s Degree in Education. He/She must also possess an Early Education of the Handicapped certification or Intervention Specialist license. Teachers are trained to provide best practices in educational methods for facilitating learning for young children.

***Assistant Teacher:*** The assistant teacher helps in all areas of the program. Both teachers and assistants/para-professionals participate in on-going professional development.

When a child qualifies for specialized services, the classroom teacher will work with specialists from the Western Buckeye ESC to provide your child with the appropriate help. ESC staff available includes a preschool supervisor, a speech/language pathologist, a school psychologist, an occupational therapist and a physical therapist.

All Early Childhood Educators, Paraprofessional, and Related Service Personnel are highly qualified according to the Ohio Department of Education Standard.

***Speech Pathologist:*** Speech therapy will be provided by a licensed speech and language pathologist for children who have a delay in that area.

***Occupational Therapist:*** Occupational therapy is provided for children who qualify in this area. It deals with a child’s fine motor (small muscle) skills, such as writing and cutting. A qualified C.O.T.A. (Certified Occupational Therapy Assistant) may also provide services to your child.

***Physical Therapist:*** Physical therapy provides services to children who have delays with gross motor (large muscle) skills, such as running, hopping, balancing or jumping. A qualified P.T.A (Physical Therapy Assistant) might also be working with your child.

***Parent:*** The parent is viewed as the most important team member, and parental involvement in each step of the process is crucial for your child’s success.



## **REGISTRATION INFORMATION**

All students must attend an early childhood screening and complete an enrollment packet. These screenings are an important part of monitoring your child’s development and ability to learn. In addition, you must also send a copy of the child’s:

- 📄 **Proof of Residency**
- 📄 **Immunization Record**
- 📄 **Birth Certificate**
- 📄 **Social Security Card (special needs students only)**
- 📄 **Custody court documents if applicable**
- 📄 **Physical Examination form completed by a doctor -** By state law, we must have a completed

**Emergency Authorization Form** on file before your child's first day of school. Please complete the form in detail. In case of an emergency, the Emergency Authorization Form will be used to contact you.

We **highly recommend** that you have your child's **vision and teeth** examined by a licensed professional before they enter school. We **also recommend** that your child have a **lead and hemoglobin screening**. Children, who have been identified as having a disability, by state law, must have their eyes examined by an optometrist within 90 days of signing the evaluation team report forms (pgs. 19-21). The exam is solely a parent responsibility. All preschool students **must have a physical exam** and the school must have a copy of this form (Pgs. 22-23) on file for your child to attend.



If you move during the school year, it is important to notify the school that your child attends and to send your new address immediately to your child's teacher. This applies to change of telephone numbers and change of parent's names and/or emergency numbers. Also, if your child rides the bus to school, notify the school at least two week prior to any move to enable your child to be placed on a new bus route.

In addition, a **bus transportation form**, a **Wayne Trace registration form**, and a **family survey** will be completed as part of the registration process.



## ENROLLMENT PROCEDURES

After your child has attended an early childhood screening, results will indicate whether there is a need for further testing. If further testing is not necessary, your child may be a candidate to enroll as a typically developing student in the preschool classroom. Children accepted as typically developing students in our program pay a nominal fee for participating in the preschool program.

If further testing is recommended, parents/guardians will need to provide written permission for this process to begin. Possible developmental areas that may be assessed are:

- **motor skills** – how they move and use their large and small muscles
- **thinking skills** – how they reason and understand concepts
- **language** – how your child expresses themselves and understands what is said
- **self-care** – how your child can care for his/her personal needs
- **social/emotional** – how your child relates to other children, adults and their surroundings

After the evaluation is completed, an Evaluation Team Report (**ETR**) meeting will be scheduled. All team members will be invited to this meeting. Team members may include teacher, therapists, parent/caregiver, school psychologist, school administrator or anyone else who contributed information to the report.

Results of the report will be reviewed by the team. The team will then determine if the student meets the criteria to be eligible for developmental preschool and if necessary, related services. The eligibility determinations are set by the Ohio Department of Education and are carried out by our local school district.

If the student does meet the eligibility determination, then the information from the ETR will be shared with a team who will develop a written Individualized Education Program (**IEP**) for your child. The team will consist of the parents and school personnel such as the director, teacher, school psychologist, supervisor and/or therapists.

The IEP will be developed using input from the child's family and our educational personnel. Parental input, in regards to the child's program need(s), is central to the IEP process. This plan will outline and specify the services your child will receive, as well as who will be providing these services.

An Individualized Education Program (IEP) is a written statement for a child with a disability that is developed and implemented according to federal and state regulations. This statement includes:

- a description of your child's strengths and needs (present levels of performance)
- annual goals and short-term instructional objectives
- criteria and evaluation procedures linked to short-term objectives
- statements of specific special education and related services that will be provided, and the extent to which your child will participate in regular education classes
- when these services will start (initiation), how long the services will last (anticipated duration) and the amount of services (frequency)
- a transition services statement for students who are entering Kindergarten





The IEP meeting should be held at a mutually agreed on time and place. School districts are required to invite parents to attend this meeting. The school district must document all attempts to contact the child's parents. If parents choose not to attend, the IEP meeting may be conducted without them.

If the team agrees with the IEP, then these IEP services will be initiated for your child. If IEP agreement is not reached, then you will be notified about your rights in resolving the issues. Your child's educational status (placement program) will not be changed without notifying you. Parent permission is voluntary and can be revoked at any time.

Your child's IEP must be reviewed at least annually. However, your child's IEP may be reviewed at any time during the school year at your request, or at the school district's request. It is important to understand that your signature on your child's IEP at an annual review is **not** required as a condition for the district to provide your child with a free appropriate public education.

Children learn in different ways. We know that some settings and methods work better for some children than for others. Programming for your child might be accomplished in a center-based preschool or through itinerant services. Center-based preschools are located at the school providing developmental preschool programming. Itinerant services may be provided at other preschool locations, at daycare, or in the home.

Your child's schedule of attendance is determined by you and the school staff. To insure developmental progress, regular attendance is important.

If your child attends a center-based preschool, they will be assigned to an appropriate classroom. Each classroom will have a licensed teacher and classroom assistant who will be responsible for your child. In addition, your child may receive therapy services from a licensed occupational therapist, physical therapist, speech therapist or other related service.

Complete confidentiality of information about your child's program will be strictly maintained. Only your child's teacher and other certified staff involved in your child's program will have access to your child's file. No information will be released without your written permission.

### **WITHDRAWAL PROCEDURES**

Please notify the school office if it becomes necessary to withdraw your child from preschool. If your child is presently served on an IEP, the school will schedule a time to meet with you. Prior Written Notice and the procedural Safeguards information will be provided to the family. Also, the family will need to provide consent if you no longer wish for your child to receive preschool special education services.

### **TUITION**

Students accepted as typically developing students in our program pay a nominal monthly fee. The tuition payment is due on the first day of each month. Tuition must be paid whether your child attends class or not. If your child is sick and sent home, you still must pay for the day. **Your child's enrollment will be**

**terminated if the account becomes 2 months delinquent.** The monthly tuition for the 4 days per week program is \$60.00 per month.

Parents will be notified of past due balance. If tuition is past due, your child may be unable to attend preschool. If you have a financial difficulty during the month, please call the special education office at 419-587-3414, ext. 330 (Grover Hill School). Fees may be waived at the discretion of the superintendent for children who are absent because of an extended illness. Fees will not be waived for family vacations.

### **SCHOOL SUPPLIES**

A yearly supply list will be provided by the preschool teacher.



### **DELAYS AND CANCELLATIONS**

When inclement weather forces a **DELAY** or **CLOSING**, you will be notified via the district's Instant Alert System. Your child's teacher will provide you with information about the system. Delays and closing, unscheduled early dismissals, and late buses will be announced over the following radio stations:

- |                |                |
|----------------|----------------|
| * WOWO 1190 AM | * WERT 99.7 FM |
| * WONW 1280 AM | * WAJI 95.1 FM |
| * WMEE 97.3 FM | * WDFM 98.1 FM |

Delays and closing information will also be broadcast on Lima and Ft. Wayne television stations.

### **TRANSPORTATION**

If your child rides the bus, it is your responsibility to put your child on the bus and get them off at the end of the day. Remember riding the bus is a privilege. Please talk to your child about proper behavior on the bus.

The safety of children, as they are transported to and from school and school related events, is our highest priority. Please take the time to check your child's clothing and book bag to make sure they are safe. Drawstrings and key chains may catch on objects on the bus.

Review the following rules:

- Avoid the danger zone around the bus; the area 10 feet around the bus (front of the bus and right rear tire area are the two most dangerous areas)
- Don't try to pick up something dropped near the bus – the bus driver might not see you.
- Remember that some motorists don't always stop for a stopped school bus.
- Be careful whenever getting on or off the bus. Use caution!



### **ATTENDANCE AND EARLY PICK-UP**

Please call and notify the school if your child is going to be absent from school for any reason. This is to let the school know that the child is safe with another adult.

If your child will be leaving school early, please let the school know by either calling or by sending in a note stating who will be picking up the child. Only an authorized adult may pick up a child either regularly or in an emergency. **The name of the person must be written on the “Policy Release Section on the Emergency Medical Form” or written authorization must be provided to the office.** No child will be released without previous notification.

✂ Grover Hill Elementary School Telephone Number is (419) 587-3414

✂ Payne Elementary School Telephone Number is (419) 263-2512

### **DAILY PROGRAM SCHEDULE**

Developmental preschool is based on the open learning center concept. The daily schedule is set up to allow ample time for the children to participate in the various learning centers, eat a snack and lunch, explore the outdoors, and be part of a group of children working/playing together.

✂ **Learning Centers** are organized around the interests of the children. They are changed often so children have opportunities to explore different materials, themes and ideas. Children choose from a variety of learning centers that include:

✂ Fine Motor Area

✂ Housekeeping and Dramatic Play

✂ Science Discovery area

✂ Writing area

✂ Creative Arts

✂ Math Discovery

✂ Books and Listening Area

✂ Opportunities for social development

✂ Pre-reading activities are incorporated throughout the day

✂ Opportunities to use technology are provided

✂ **Snack/Lunch Time:** A nutritious snack and lunch are part of the preschool day. Children learn self-help and social skills during this time. **If the child requires formula for their nutrition, procedures shall be followed as provided in ORC 3301-37-09 D 1-8.** A hot lunch is provided through Wayne Trace Local Schools. Price information is provided per the school district.

✂ **Small Group Time:** Children join their teacher in their classroom for stories, language activities, music, math, science and social studies lessons. Fine and gross motor activities are also part of this enjoyable time of day.

✂ **Outdoor/Gym Time:** Outdoor/Gym time is planned daily so children can develop large muscle skills and express themselves freely. Staff will monitor weather conditions. Please dress your child appropriately for outdoor play. If you feel that your child is too ill to participate in outdoor play, then possibly he/she should not be in attendance at school. Students restricted from outdoor play will require a physician's note.

✂ **Nap/Rest Period:** Our program shall have a nap/rest period that shall not exceed one and one-half hours in the daily schedule. A quiet space and personal mat will be provided for children who want to rest or nap.

### **CLOTHING**

Children's clothing should be washable. In order to help your child master self-care tasks of dressing and toileting, clothes should be easy to put on and take off. As a safety precaution flip flop shoes are prohibited. Shorts are permitted to be worn in the months of August, September and May.

Clothing suitable for outdoor play is needed each day and should be labeled with first and last names. Also, please provide a labeled bag with a complete change of clothing (including socks and underwear) to use in case of need. Please remember to update for growth and seasonal changes!

**Diapers:** If your child is not yet potty trained, please send diapers, pull-ups, and wet wipes with his/her name marked on the bag and container. One diapering protocol is in adherence to ORC 3301-37-12 Sections A, B and C. Our facility does not use potty chairs.

### **BRINGING TOYS AND POSSESSIONS FROM HOME**

A child who is carrying and “protecting” ownership of his/her own toy is not available to use in the classroom environment to its fullest. Therefore, toys should not be sent to school with preschool children, except for show and tell and transitional objects approved by the teacher. Violent toys, such as guns or other similar weapons, are not permitted.



### **FIELD TRIPS**

Some field trips may be planned by the teacher during the school year. You will be notified about each trip taken and your written permission will be necessary. Occasionally a small fee will be required to cover the costs.

### **INSPECTION**

Fire/Safety and Health inspections (food licensing) are completed yearly and are available upon request.



### **SAFETY OF CHILDREN**

We are very concerned about the safety of the children. The following safety procedures are in effect at all times:

- No child is left alone or unsupervised at any time.
- A telephone is located in the classroom and is available for use in the event of an emergency.
- Students will practice fire drills, threatening weather drills, and emergency evacuation drills. A record of these drills is kept in the school office.

- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classroom
- The school practices intruder alert/school lock-down drills at periodic intervals.
- All preschool staff members are trained in First Aid.
- If your child has a serious accident or becomes injured while at preschool, a staff member will administer First Aid while another staff member contacts the local rescue squad and you. Wayne Trace staff members will care for the other children. If you cannot be reached, only the people listed as emergency contacts on your child's Emergency Medical Form will be notified. A staff member will accompany your child to the hospital if necessary.
- In the event of a non-serious accident (superficial cuts, scrapes, bruises), we will administer First Aid, if necessary, and alert you by note or when you pick up your child.
- When an accident or injury occurs we will complete the incident report form provided by the school nurse. A copy of this form will be given to you and a copy will remain on file at the school for at least one year.
- In accordance with Section SCHOOL POLICIES of Ohio Revised Code, all preschool staff are REQUIRED to report any suspicions of child ABUSE or NEGLECT to the county Department of Jobs and Family Services. All staff are trained in recognizing signs of child abuse or neglect.
- All staff members are aware of the safety rules for both indoor and outdoor activities and the preschool playground areas are surveyed continuously for possible safety hazards.
- In the Winter Season, please remember to watch for slippery spots in the parking lot and driveway. Our dedicated staff does an excellent job of maintaining the grounds. However, we all know that Conditions change often this time of year.
- First aid materials that meet the requirements of Ohio licensing rules will be available in classrooms and on field trips.

## **BEHAVIORAL MANAGEMENT/DISCIPLINE**



The goal of discipline is to help children build self-control and direct their own behavior. We recognize the important role self-esteem plays in this process and respect the emotional needs and feelings of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. Staff follows these guidelines to promote positive behavior and will be responsible for discipline.

- Establish clear and reasonable ground rules to protect the rights and safety of all children. These are discussed frequently in the classroom.
- Accept children's ideas in the establishment of classroom rules.
- Restate the rules, clearly and firmly when they are not followed.
- Help children verbalize anger, feelings, or concerns when they are in conflict situations and generate their own solutions to the problem.
- Redirect children in a positive manner to avoid potential problem situations.
- Intervene only when the child may harm himself/herself or others.

- Help children think about outcomes of their behavior and develop better solutions for problem solving.
- No discipline shall be delegated to any other child.

If behavior problems persist, parents will be contacted to review, with staff, possible solutions and alternatives. On-going communications between staff and the parent will occur. However, when children do misbehave the program will follow the procedures outlined below:

- Level One:** Staff will talk with the child, explaining the situation and attempt to redirect by encouraging the child to become involved in another activity.
- Level Two:** If the child's behavior repeatedly requires disciplinary attention and cannot be effectively redirected, he/she will be asked to sit in a "time out" chair. Staff will let the child know that he/she may rejoin the activity whenever he/she is ready to follow the preschool rules. The child will remain on the "time out" chair no longer than 5 minutes.
- Level Three:** If the disruptive behavior becomes chronic, staff will document incidents and request a team which may include specialist from the Western Buckeye Educational Service Center and/or an elementary principal, to observe the child and make recommendations for an intervention plan. The parents will be contacted about the problem, and how it is being handled by the preschool will be explained to them. Parents will be asked for their ideas so that preschool staff can work together with them to solve the problem. Parents will be given a copy of the behavior management plan.
- Level Four:** If the child is still disruptive after implementation of an intervention plan, the parents will be asked to attend a conference. At this time, referral for evaluation by the Western Buckeye ESC preschool evaluation team may be made.
- Level Five:** If the problem persists and the child's behavior is deemed to be a threat to themselves and to the safety of others, the parents will be asked to withdraw the child from the preschool program.

Staff will provide developmentally appropriate child guidance and management techniques such as praise for positive behaviors. The following rules will be followed by all staff.

- 1) There shall be no cruel, harsh, corporal punishment of 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. No excessive timeout over 5 minutes.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her 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 discipline, shall be brief in durations 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.
- 10) The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **COMMUNICABLE DISEASE**

First aid kits are readily available and are maintained at each site as well as on outings. Staff wears nonporous (e.g. vinyl) gloves when they are in contact with spills of blood or other visibly bloody, bodily fluids. Spills of bodily fluids (e.g. urine, feces, blood saliva, nasal discharge, eye discharge, or any fluid discharge) are cleaned and disinfected immediately in keeping with professionally established guidelines (e.g. standards of the Occupational Safety Health Administration, US Department of Labor). Any tool and equipment used to clean spills of bodily fluids are cleaned and disinfected.

The program staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. A Communicable Disease Chart is posted to help us in recognizing illnesses. You are welcome to view this chart at any time.

We are very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of diseases. The children area also reminded to wash their hands on a regular basis.

As children arrive at the school, a staff member greets and observes each child for possible signs and symptoms of illness.

A child should not come to school when ill and unable to benefit from the day. It is also important to prevent further infection. If your child is exhibiting any of the symptoms below, you will be asked to take the child home.

### **SIGNS AND SYMPTOMS OF ILLNESS**

- fever of 100 degrees or higher (auxiliary) when in combination with other signs
- diarrhea (defined as more than one abnormally loose stool within a 24 hour period)
- sore throat/difficulty swallowing
- vomiting
- untreated infected skin patch(es)
- conjunctivitis (pink eye)
- yellowish skin or eyes
- severe coughing where a child gets red or blue in the face or makes a whooping sound
- difficult or rapid breathing
- unusual spots or rashes
- stiff neck
- unusually dark urine and/or gray or white stool
- evidence of lice, scabies, or other parasitic infestations
- or if the Director or a designated representative judges that the child's symptoms interfere with the child's abilities to fully participate in the program or pose a potential health risk to other people.

If these or other symptoms develop during the day, the child is kept comfortable in the office or other designated area until a parent comes and gets them. The child will be within the sight and hearing of an adult at all times. Parents or those designated as persons to be contacted in case parents cannot be

reached, must come to get the ill child as soon as possible to minimize the spread of the disease and to maximize the comfort of the child.



### **REMOVAL OF A SICK CHILD**

When a child becomes ill at school, he/she will be kept under constant supervision. Every attempt will be made to notify you immediately.

A child isolated due to suspected communicable disease shall be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before used by another child.

After use, the cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent. (ORC 3301-37-11-85C)

In situations where there is a question, medical expertise from the district School Health Coordinator will be sought. The decision to contact you will be made by your child's teacher and administrative staff based on the medical advice that has been received.

### **NOTIFICATION OF PARENTS AND RETURN TO SCHOOL POLICY**

When a child has been exposed to a communicable disease (for example, strep throat, chickenpox, etc.), parents are required to report that information to the classroom staff or the director, either in writing or by a telephone call to the school. If a child contracts a communicable disease, parents should keep the child at home for the recommended period of time. All parents with children in that particular classroom are notified when a child in the group has contracted a communicable disease. The exclusion periods for common disease are:

- **Fever:** 24 hours after fever has returned to normal without the use of a fever reducing medication and normal activity level has returned
- **Vomiting and diarrhea:** 24 hours after vomiting and diarrhea has ceased and normal eating behavior and bowel functions have returned
- **Body rash:** with a doctor's statement allowing the child to return to the classroom
- **Strep Infections:** 24 hours after fever has returned to normal, antibiotic treatment has begun, and normal activity levels have returned
- **Respiratory Infections:** 24 hours after fever (if any) has returned to normal, 24 hours after antibiotic treatment (if needed) had begun, the symptoms have ceased to interfere with the child's activity level, and the child can participate in regular activities
- **Severe Cough and Asthma Attacks:** discomfort has subsided, the child is no longer in distress and can participate in regular activities
- **Bacterial Conjunctivitis (pink eye):** 24 hours after antibiotic treatment has begun and there is no longer any discharge from the infected eye
- **Chickenpox:** 6 days after onset of first vesicles and crusted over
- **Impetigo:** 24 hours after antibiotic treatment has begun and the area is covered or dry
- **Lice Infestation:** until treated with adequate insecticide shampoo and nits are removed

- **Ringworm:** 24 hours after treatment has begun and the area is covered
- **Pinworms:** 24 hours after treatment has begun
- **Shigella, Giardia, Salmonella:** after obtaining two negative stool cultures, diarrhea symptoms have ceased, and a note from the doctor releasing the child to return to school is received by the office
- **Thrush/Yeast Infections:** until treatment has begun
- **Whooping Cough (Pertussis):** 21 days after onset of illness
- **Hand, Foot and Mouth:** fever free for 24 hours

**As a general rule of thumb, children who have been ill may not return to school until they are no longer contagious and are ready to participate in the full program, including outdoor play.**



### **MEDICATION & SUPPLEMENTS**

← If at all possible, please try to give medication to your child at home. However, if it needs to be given at school, a Prescription Authorization form must be filled out prior to administering the medicine. A form is available upon request. This Prescription Authorization needs to include the name of the medication, the proper dosage and route to be given, the time and your child's name in order to receive this medication.

➔ **This authorization must be signed by your doctor and you.** The medication **MUST** arrive at school in the **original labeled container**. Please give all medications to the bus driver or your child's teacher.

➔ If your child requires any **food supplements or fluoride supplements**, please try to give them to your child at home. However, if it needs to be given at school, please provide the school with the supplement in its **original container**

← Each time a medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one (1) year. (ORC 3301-37-07-D4ii)

### **HYGIENE**

Little Raiders Preschool incorporates health and hygiene education with other program activities. Good hygiene practices are part of preparation and clean-up activities before and after snack or meal time and toileting. Staff model and provide instruction designed to help children learn the importance of washing their hands, brushing their teeth, covering their mouths when sneezing or coughing and keeping their clothing and personal belongings clean.

Please comply with the Wayne Trace Local School dress code adopted for hygiene, health and well-being of all students.

- Footwear of some kind must be worn.
- Hats may not be worn during class.

- Clothing with insignias or printing that is obscene, suggestive, or advertises any alcoholic beverage may not be worn.
- Clothes must be clean, neat and meet reasonable standards of health, hygiene and decency.
- Cleanliness must be observed at all times.

### **DIAPERING**

Only children who are on an IEP will be permitted to wear diapers to the preschool program. Staff will conform to the following; the changing of diapers for all non-toilet trained children shall be handled in conformity with the following methods:

Diaper changing shall occur in a space that contains a hand washing facility.

The diaper changing area shall be disinfected after each change with an appropriate germicidal agent. Soiled stations shall be cleansed with soap and water and then disinfected with an appropriate germicidal agent.

Any product used during diaper changing on more than one child shall be used so that the container does not touch the child. Any product obtained from a common container (such as wipe cloths) shall be used in such a way so that contamination of the product or the container does not occur. If soiled, the container shall be cleaned with a germicidal agent.

All topical ointments and creams provided by parents shall include written instructions, which include the name of the item, name of child, birth date of the child, date and signature. Written instructions shall be valid not longer than 3 months. Parents must notify staff in writing if they desire the item to be no longer administered.



17.

### **PARENT PARTICIPATION**

Parents are encouraged to visit their child's preschool program, and we invite you to get involved. We need your help and we want your suggestions.

Classroom visitations can be scheduled through the classroom teacher and/or principal. You are encouraged to participate in your child's preschool program as your schedule permits. Volunteering to assist in the different activities of the program is always welcome. Other opportunities include sharing a special talent or experience with your child's class, and taking advantage of home visits that provide parents and teachers an opportunity to exchange information and interact with children on an individual basis.

Scheduled parent/child events are held so parents can come and participate in classroom activities with their children.

Research shows that parental involvement is the single most important factor in a child's success in school. It is important to us as well. We encourage you to talk to your children about school, limit television and video game activities, and promote reading. We know these things are not easy for today's busy families, but they really will make a difference for your child.

Working together to support your child's development depends on clear and frequent communication. Please check your child's backpack for the daily communication log sent home by the teacher and staff.

Arrival and pick-up times are important moments for teachers to focus on the children. We ask that you refrain from using this time for conveying nonessential information. If you would like the teacher to know about something that is going on at home, feel free to stop into the office or ask the teacher to call you.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, evaluate the

premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office. (ORC 3301.37.07D)

### **PARENT/TEACHER CONFERENCES**

Parents can attend two parent/teacher conferences; one in November and one in February. Your child's teacher will send home information about the conferences. Parents may also request a parent/teacher conference at anytime throughout the year.



### **PARENT or COMMUNITY COMPLAINT RESOLUTION PROCESS**

It is our desire to rectify any misunderstandings between the public, parents, and the preschool program by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the difference, shall more formal procedures be employed.

← **Step One:** Please discuss your concern with the staff member(s) of your child's preschool program in order to make every effort to resolve the issue with an appropriate action.

← **Step Two:** If a satisfactory solution is not achieved by discussion with the professional staff member, a request for a phone or personal conference should be made to the preschool program supervisor.

Please include:

- ← The specific nature of the complaint and a statement of the facts;
- ← The nature/effect upon the parent/guardian or child;
- ← The action you wish to be taken and why.

Should the matter not be resolved in conference with the supervisor, a request for a phone or personal conference should be made to the Superintendent of the Western Buckeye Educational Service Center.

Should the matter still not be resolved or if it is beyond the Superintendent's authority and requires Western Buckeye ESC Governing Board decision or action, the parent or guardian shall request, in writing, a meeting to discuss the matter.

Specific details related to this policy can be found in the Preschool Policy Book located in each classroom and the Western Buckeye Educational Service Center at 202 North Cherry Street in Paulding, Ohio.

Families enrolled in Little Raider Preschool may at any time contact the Ohio Department of Education at 877-644-6338 or by mail at the Ohio Department of Education, Office of Early Learning and School Readiness, 25 South Front Street, Columbus, Ohio 43215.

Inspection reports for the Preschool Program are posted in each classroom; a copy may be obtained by contacting your child's teacher. Policy manuals from Western Buckeye ESC and Wayne Trace Local Schools are available in your child's classroom.

## TRANSITION

Helping children and their families experience and navigate the transition process is essential. Transition practices actively involve staff, families and the community in creating seamless experiences for children as they enter transition from Early Intervention to Preschool, from Preschool to Kindergarten, or from Preschool to another preschool program.

### EARLY INTERVENTION TO PRESCHOOL

- Staff is familiar with the research on transition.
- FAPE is available to each eligible child for whom the school district is the child's school district of residence begins on the child's third birthday. For children who transition from Early Intervention, an individualized educational program (IEP) must be in effect for the child by that date.
- For children entering Early Intervention 46-90 days before the third birthday, districts must work with the service coordinator to conduct joint (not duplicative) evaluations to ensure that Early Learning Intervention can develop an Individualized Family Service Plan (IFSP) for transition and the district can develop an IEP by the child's third birthday.
- For children who are suspected of having a disability and enter Early Intervention 45 days or less before the third birthday, Early Intervention will refer the child directly to the district or assist the parents in contacting the district. Because these 35 children will not have an IFSP or be provided early intervention services, this referral does not require an IEP by their third birthday. Since the child has not had early intervention, the district should consider appropriate timelines to secure necessary services (30 days for consent, 60 days for evaluation, and 30 days for an IEP; 120 days maximum from referral).

### PRESCHOOL TO KINDERGARTEN

- Children who are age appropriate for Kindergarten will go through a transition process which includes an evaluation of all areas of qualification. Parents will be invited to participate in the process which also includes the school district of residence.
- The school has a system of screening all kindergarten children, and screening information is communicated to families in a timely manner.
- A reevaluation is required when a preschool child with a disability is transitioning from preschool to kindergarten. If, however, the annual IEP review occurs before the required reevaluation and the IEP team does not suspect a school-age disability, data describing why the child is no longer a preschool child with a disability must be documented. This would include a review of existing information and progress-monitoring data, as well as a conversation regarding the child's age-eligibility for kindergarten (the only requirement for kindergarten entry). The team also should discuss the child's need to extend learning with the kindergarten content standard. If the child's progress warrants no further special education, a Prior Written Notice to Parents (PR-01) form can be provided and services discontinued.
- Children transitioning from preschool special education to kindergarten are required to have a reevaluation and not an initial evaluation.

### PRESCHOOL TO ANOTHER PRESCHOOL PROGRAM

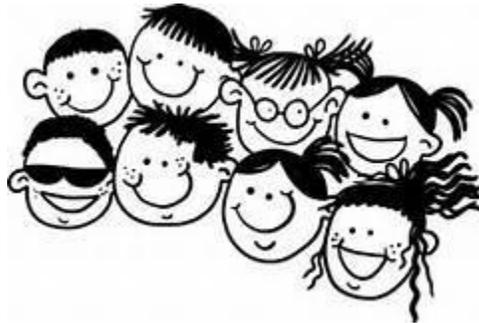
Children will go through a transition process. Parents and the new program participants are encouraged to participate.

- Families are linked with needed resources and services; staff facilitates linkages if necessary.

- Data used from screening supports student learning and identifies appropriate and timely referrals.
- Staff has assessed communication practices that are part of the transition activities.
- Staff welcomes new students and their families throughout the year through defined activities.
- Staff plans and communicates regularly with preschool representatives in developing transition activities.
- School staff and the early childhood community plan shared professional development according to needs.
- There is an organized team or group developing transition activities and a person assigned to coordinate the plan and to assure that timelines are met.
- Transition practices are evaluated and refined on the basis of results.

## OBTAINING PARENT CONSENT FOR RECORD RELEASE

Parent consent will be obtained whenever a child’s record needs to be released to another program/agency. In order to obtain consent, parent(s) will need to sign a “consent for release” form. A list of records being released will be itemized and attached to the consent form. A copy of the request form and list of records sent will be sent to the receiving program/agency.



## STEP UP TO QUALITY

Little Raiders Preschool follows the guidelines of Step Up to Quality. These include: highly qualified staff, use of the Early Learning and Development Standards (ELDS), research-based comprehensive curriculum, evaluation of child progress, engagement of community partners, transition to kindergarten activities, high quality professional development for teachers and paraprofessionals, family engagement and communication, regular observation and evaluation of staff, and student-teacher ratios maintained.

## CHILDREN and SLEEP

**Sleep is essential to a child’s health, growth and academic success.** Sleep promotes alertness, memory, and performance. Children who get enough sleep are more likely to function better and are less prone to behavior problems. That is why it is important for parents to start early and help their children develop good sleeping habits.

### **How much sleep should my child get?**

Each child is different and has different sleep needs. This chart presents recommended hours of sleep that includes naps for children up to five years of age.

Age	Hours of Sleep
0-2 months	10.5 -18
2-12 months	14-15
1-3 years	12-14
3-5 years	11-13
5-12 years	10-11



### **Children need and thrive on routine.**

The #1 tip for good sleeping habits in children is to follow a nightly routine; a bedtime for your child to relax, fall asleep and sleep through the night.

### **Typical Bedtime Routine**

- 1) have a light snack
- 2) take a bath
- 3) put on pajamas
- 4) brush teeth
- 5) read a story
- 6) make sure the room is quiet and at a comfortable temperature  
say goodnight and leave

### **HELPFUL THINGS**

- 1) Make bedtime the same time every night.
- 2) Make bedtime a positive and relaxing experience without TV, videos or computer viewing.
- 3) According to one recent study, TV viewing prior to bed can lead to difficulty falling and staying asleep.
- 4) Save your child's favorite relaxing, non-stimulation activities until last and have them occur in the child's bedroom.
- 5) Make the child's bedroom conducive to sleep—dark, cool and quiet.
- 6) Keep TV and computers out of the bedroom.
- 7) Avoid caffeine.

Source: Adopted from Sleep for Kids National Sleep Foundation

### **TOP TEN WAYS TO REDUCE TV WATCHING AT HOME**

- 1) Make sure your TV set doesn't become the center of attention in your home. Try putting the TV behind a screen or closed doors.
- 2) Keep the TV off during dinner. Meals are a great time for talking.
- 3) Make some days of the week TV free days.
- 4) Avoid using TV as a babysitter.
- 5) Don't use TV as a reward or punishment.
- 6) Move around to your favorite music instead of watching TV.
- 7) Cancel your cable subscription. Use the money saved for a fun family outing.
- 8) Hide the remote control.
- 9) Plan ahead for TV viewing
- 10) Remove the TV set from your child's bedroom.



## TELEVISION, CHILDREN AND HEALTH

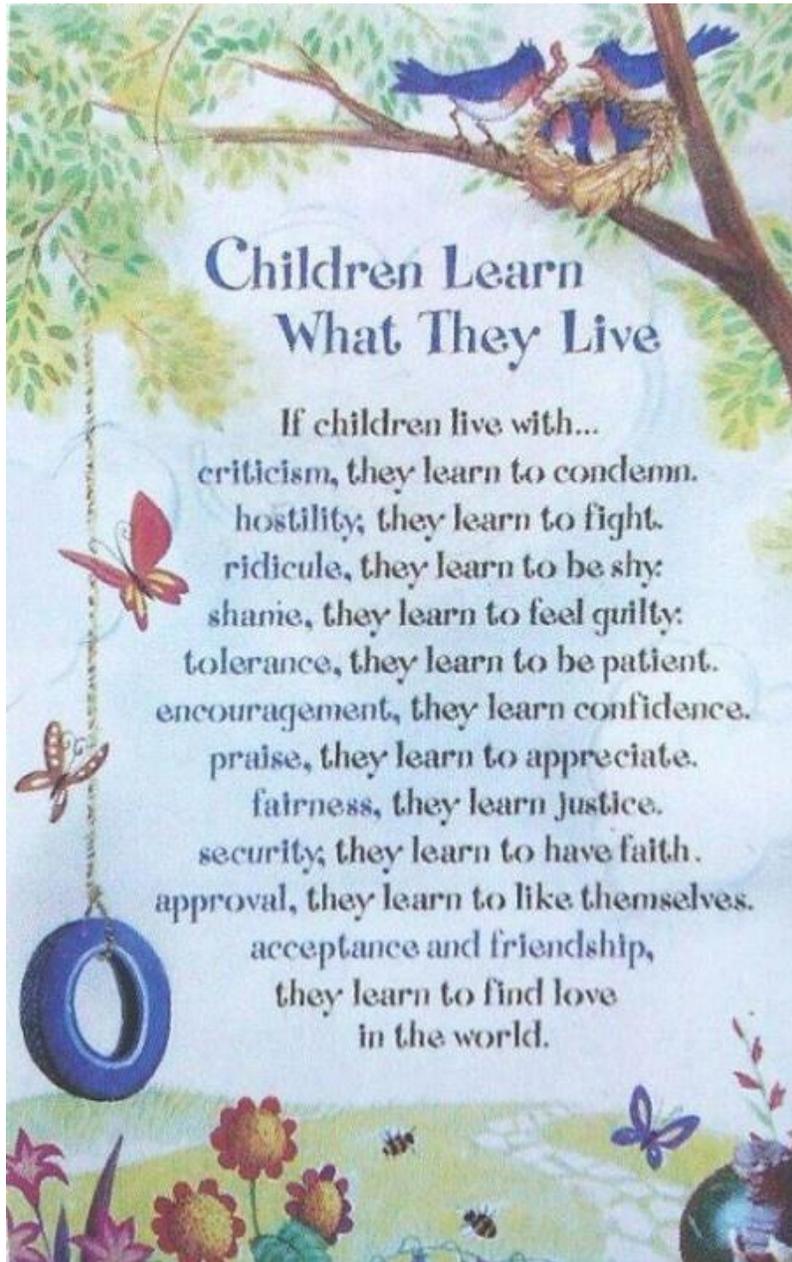
Children who spend more time with television and other media are more likely to be overweight because:

- they move less
- they eat more high calorie, high fat foods
- they ask for foods they see on TV

**Note:** Children see 40,000 TV ads per year and 32% of children's ads are for candy, 31% for cereal, and 9% for fast food.

Too much TV time can be harmful to early brain and emotional development and can lead to:

- decreased academic ability
- delayed language development
- delayed reading skills
- reduced attention span
- decreased imagination and creativity
- increased aggressive behavior
- poor development of self-control and patience



## Children Learn What They Live

If children live with...  
criticism, they learn to condemn.  
hostility, they learn to fight.  
ridicule, they learn to be shy.  
shame, they learn to feel guilty.  
tolerance, they learn to be patient.  
encouragement, they learn confidence.  
praise, they learn to appreciate.  
fairness, they learn justice.  
security, they learn to have faith.  
approval, they learn to like themselves.  
acceptance and friendship,  
they learn to find love  
in the world.

Little Raiders Preschool follows the Wayne Trace Local School calendar. You may view the calendar on the school website at <http://www.waynetrace.org>.

**RESOURCES AVAILABLE TO PARENTS IN  
PAULDING and VAN WERT COUNTIES**

Department of Human Services/Job and Family Services, Paulding County	419-399-3756
Department of Human Services/Job and Family Services Van Wert County	419-238-5430
Early Intervention, Paulding County	419-399-4800
Early Intervention, Van Wert County	419-238-1514
Health Department, Paulding County	419-399-3921
Health Department, Van Wert County	419-2238-0808
Help Me Grow, Paulding County	419-399-4620
Help Me Grow, Van Wert County	419-238-6200
Hospital, Paulding County	419-399-4800
Hospital, Van Wert County	419-238-2390
Northwest Ohio Community Action Center (NOCAC)	800-868-2963
Ohio Coalition	800-374-2806
Ohio Department of Education – Early Childhood	877-644-6338
Parent Mentor, Cathy Ruiz (office is located at Western Buckeye ESC)	419-399-4711
Women, Infants, and Children (WIC), Paulding County	419-399-2621
Women, Infants, and Children (WIC), Van Wert County	419-238-5886
Westwood Behavioral Health Center, Paulding County	419-399-3636
Westwood Behavioral Health Center, Van Wert County	419-258-3434

If assistance is needed in locating a healthcare provider, please contact the school that your child attends.

Wayne Trace Local School

Laura DeLong, Director of Student Services and Early Learning

Grover Hill Teacher, Alaina Backus

Payne Teacher, Sara Linder



Created by the  
Western Buckeye Educational  
Service Center  
Updated July, 2021

