



Family Handbook

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Parma Preschool is a CELL PHONE & Device FREE ZONE!

Thank you for your help in maintaining the important face to face communication with others while you visit!

*Acknowledgement of Policies and Procedures is documented in each child's file on form **JFS01234***

MISSION STATEMENT

PARMA PRESCHOOL BUILDS RELATIONSHIPS AND CREATES ENVIRONMENTS

...WHERE CHILDREN ARE VALUED AND SEEN AS INDEPENDENT LEARNERS.

...WHERE FAMILIES ARE RESPECTED PARTNERS IN THE LEARNING PROCESS.

...WHERE TEACHERS ACT AS RESEARCHERS AND FACILITATE AUTHENTIC WHOLE CHILD DEVELOPMENT.

Hours of Operation

Parma Preschool is open Monday through Friday from 8:00am to 4:00pm. The school year begins the Wednesday after Labor Day and closes the Friday before Memorial Day. We follow the Parma City School District calendar.

Director's Office Hours:

Day	
Monday	10:00-2:30
Tuesday	10:00- 2:30
Wednesday	10:00- 2:30
Thursday	10:00- 2:30
Friday	10:00- 12:00

*Once students leave the building at the end of class time they are not permitted back inside.
Times are subject to change. Check the office door for the most current office and director hours.*

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OUR PHILOSOPHY AND BELIEFS

It is Parma Preschool's philosophy that critical thinking skills gained through playing, constructing, imagining, experimenting and dialoguing with others best prepares children for a positive foundation and love for learning.

We believe that children are naturally inquisitive, and it is in their nature to engage in discovery, creativity and learning. We believe that children learn best through active involvement in experiences. Our goal is to provide a warm, nurturing environment, which stimulates children's natural tendencies.

Children are encouraged to ask questions and try new activities. We believe that children learn best when parents and teachers work together and support each other; therefore, we encourage the active involvement of parents in the classroom and at school functions.

Many of the beliefs and methods that Parma Preschool practices come from research-based influences. These influences include, but are not limited to:

- Project-Approach Curriculum
- Constructivist Approach
- Reggio-Emilia Philosophy
- Intrinsic Motivation

CLASSROOM MANAGEMENT

Curriculum & Teaching Methods

All students in all classes will be introduced to the *Ohio Early Learning and Development Standards* (<http://earlychildhoodohio.org/elds/index.stm>). The way these concepts are introduced varies between each class and often between children. Once interests of children and classes are established teachers formulate project plans and lesson webs. These lesson plans are posted in each classroom. Teachers collaborate with children and begin a study of something. The projects vary in length and could last from one week to a whole month. Projects are one part of our emergent curriculum. Topics for study are captured from children's dialogue, community events or known interests (Examples of past projects: rain, dinosaurs, babies). Teachers work

together with other staff to hypothesize possible directions of a project. This can involve parent participation and/or support from the community.

Inspiration from Reggio-Emilia, Italy

All the teachers at Parma Preschool have a strong interest in the Reggio Emilia Philosophy. We incorporate the philosophy into everyday teaching. There are 7 key elements of the Reggio Philosophy: Emergent Curriculum, Project Work, Representational Development, Collaboration, Teachers as Researchers, Environment and Documentation. More information on these elements and the Reggio Philosophy may be obtained through the preschool office and on our website.

Daily Schedule

Times are not “set” at Parma Preschool. Meetings are usually held at the beginning of each class and the length of each meeting depends on the topic being discussed as well as the atmosphere of the class. We believe that children learn at their own individual pace. Keeping young children attached to a schedule run by the clock can cause hectic pressure for everyone. There are predictable things the classes do each day. Children in the classroom can anticipate these activities.

- Meeting
- Work Time/ Projects
- Free Play Time
- Reflection

These activities follow the same predictable order but at a comfortable pace. Using a schedule that is not run by the clock allows children ample time to make connections between concepts at their own pace. Teachers do not push to finish a project or conversation but make plans to finish it.

*This philosophy of time in the classroom is heavily inspired by:
Wurm, J.P. (2005). Working in the Reggio Way. Minnesota: Redleaf Press.*

Special Events

Outdoor Classroom & Nature Based Learning

Please plan on our child going outside EVERY DAY. Of course, there are time in which it is not in the best interest to be outside for long periods of time. We utilize the following chart:

Our outdoor classroom is a Certified Wildlife Habitat (by the National Wildlife Federation).



“By providing food, water, cover, a place for wildlife to raise their young, in a healthy habitat, you not only help wildlife, but you also qualify to become an official Certified Wildlife Habitat® joining an active community of over 400,000 wildlife gardeners across the country.” (from NWF)

Child Care Weather Watch

Wind-Chill Factor Chart (in Fahrenheit)											
Air Temperature	Wind Speed in mph										
	Calm	5	10	15	20	25	30	35	40		
40	40	36	34	32	30	29	28	28	27		
30	30	25	21	19	17	16	15	14	13		
20	20	13	9	6	4	3	1	0	-1		
10	10	1	-4	-7	-9	-11	-12	-14	-15		
0	0	-11	-16	-19	-22	-24	-26	-27	-29		
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43		

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)											
Air Temperature (F)	Relative Humidity (Percent)										
	40	45	50	55	60	65	70	75	80	85	90
80	80	80	81	81	82	82	83	84	84	85	86
84	83	84	85	86	88	89	90	92	94	96	98
90	91	93	95	97	100	103	105	109	113	117	122
94	97	100	103	106	110	114	119	124	129	135	141
100	109	114	118	124	129	130					
104	119	124	131	137							

The benefits of outdoor play are well documented, and include:

- increasing physical activity

Disturbingly, a new study has found that almost half of preschool age children don't play outside each day. Furthermore, the children in the study were found to be sedentary 80% of the time they are at preschool.

Why does this matter? Quite simply, outdoor play is good for children.

- increasing the body's vitamin D levels
- reducing anxiety and improving mood
- improving concentration and focus
- enhancing imaginative and creative play
- promoting problem solving and leadership skills
- growing the next generation of stewards for the earth

- developing stronger immune systems

Less time spent playing outdoors is linked to:

- obesity
- type II diabetes and high blood pressure

There has never been a more important time for parents and educators to make outdoor play a priority for the children in their lives. It is one of the best things that we can do for their health, education and well-being.

- high cholesterol
- anxiety disorders and depression
- attention deficit disorder

... from *Let the Children Play*

<http://www.letthechildrenplay.net/2012/04/play-outside.html>

When we work in our outdoor classroom we are:

- Balancing on tree stumps and the bridge
- Working on pre-writing when we use chalk or the easel
- Problem solving and working on pre-math and science when we build and do construction
- Using all our senses to play with water, dig with shovels, work in the garden and dig in the rock pit and rock well

Outdoor Classroom Policies

Families are welcome to utilize the play space under the following conditions:

- No Smoking
- Children (students and their siblings) should be supervised at all times (grown-ups cannot “supervise children by watching through a window or door)
- All rules established and followed by the children during class hours must be maintained-
 - o One at a time on the bridge
 - o Put toys and materials away when finished
 - o Keep the area clean (use trash cans)
 - o Keep feet off of the flowers and plants
 - o Climbing, walking, jumping are all allowed, but there is NOT much open space for running
 - o Utilize this space for investigating- climbing, making music, playing with water, making mud pies, playing pretend, building, looking for animals, observing, drawing, etc.

The outdoor classroom is kept “Smoke Free” with the use of posted signs and video surveillance.

If the outdoor environment is not kept clean and safe outside of school hours the area may close at the end of class time each day.

If you notice a “Outdoor Classroom CLOSED” sign, please acknowledge it. If teachers are setting up or cleaning up, the area may need to be closed during normal open times.

Spontaneous Field Trips

Spontaneous field trips are walking distance from the school. These may include nature walks or walks around the community. These trips are unannounced, and permission is granted from each family at the beginning of the year. Permission is documented in the JackRabbit Parent Portal.

For any trips requiring transportation we will send specific information regarding trip details in the children’s folders. Each year the trips scheduled are different as they correspond to the topics we are studying. Since Parma Preschool does not provide transportation an adult must accompany all students on all traveling field trips.

Gymnastics, Yoga, and Kindermusik

All children will have access to gymnastics, yoga, and *Kindermusik* as a part of the Parma Preschool curriculum. Gymnastics and *Kindermusik* will take place on Wednesday during class time. Each week will be a gymnastics or music week as they rotate. Occasionally these special days fall on dates that conflict with our shared space. When that happens, these events may be cancelled. Consent to participate in gymnastics and gross motor play is documented on a form that will be kept in your child's file.

For more information on Gymnastics please visit: https://usagym.org/pages/aboutus/pages/about_usag.html

For more information on *Kindermusik* please visit: <http://www.kindermusik.com>

Birthdays

Each year, teachers decide how to celebrate birthdays in their classroom. Typically, the child's day is celebrated on the class day closest to the child's birthday. If a child's birthday falls outside the school calendar, they may be assigned a "special day" or a "half birthday" day. Each teacher may celebrate birthdays differently. Possible celebrations included singing "Happy Birthday", wearing a birthday hat for the day, and/ or receiving a card and small gift.

Holidays

Each year the children and parents help the teachers decide if and how holidays will be celebrated. The staff does not provide any kind of religious instruction. Customs observed by various countries and ethnic groups may be presented as a cultural awareness component. These activities are often initiated and facilitated by parent volunteers. In the event you wish to share a family tradition with your child's class, simply ask your child's teacher.

Discipline and Behavior Guidance

Our program understands the value in building up children's social-emotional health and development. Therefore, we have adopted a *Building Up Children With Words* policy consistent with the Ohio Healthy Programs key messages. Some of the ways we incorporate this is as follows:

- Staff only positive words to describe themselves and others.
- Staff does not comment on the weights of children, other staff members, or themselves. Staff do not discuss dieting in front of children.
- Focus is on health and appropriate growth
- Staff uses process praise to help focus on children's efforts

Each child is unique with individual needs and interests. We realize that young children are beginning to understand rules and participate in groups. Therefore, we provide an environment where the children are able to grow in positive ways. The goal of discipline is to help children learn self-control, problem solving skills, and negotiation and develop acceptable social behavior. Our methods of discipline generally include positive reinforcement through recognition, talking with the children, redirecting children to a more controlled situation, helping the children maintain self-control and guiding the children to problem solve for a more appropriate or effective solution. These methods of discipline are ones that are most effective and respectful of children. Parents will be kept informed about their child's progress. All communication will be kept confidential between families and teachers/ staff.

When a discipline problem is such that general guidance and intervention does not help, teachers may meet with a child's parents and will work together with them to create a resolution. The teachers and parents will help the child to understand the situation, the method of discipline and consequences of behavior. If necessary, teachers will discuss with parents the use of an outside consultant and work with them to alleviate the difficult behavior. Parma Preschool has a strong relationship with Positive Education Programs and Day Care Plus. Consultants visit all classrooms throughout the school year

and advise the teachers in addressing common difficulties with group situations and curriculum planning.

Consistent with the high standards of NAEYC, Step Up To Quality, and Ohio Jobs and Family Services, Parma Preschool staff never use physical punishment such as shaking or hitting and do not engage in psychological abuse or coercion. Food (or snacks) is never withheld from a child as form of discipline and threats are never used as a method of discipline.

Parma Preschool maintains a 1:10 teacher to student ratio. For a class of all three-year-olds a 1:6 ratio is maintained. Smaller ratios allow teachers to maintain a positive atmosphere where all needs may be met.

Child Progress: On-Going Assessments & Screenings

Child screening and assessment play an important role in the learning and development. We utilize a variety of screening and assessment tools to measure whole child development- emotional, social, physical and intellectual.

We focus on making all assessments authentic and meaningful throughout the year. Your child's portfolio has some samples of authentic assessment. More samples can be found in daily reflections and documentation of children's work.

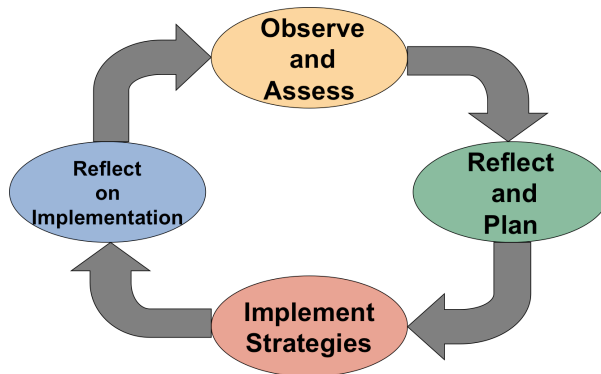
What is Authentic Assessment?

- Learning is assessed in natural environment
- Skills and knowledge are captured in real life, over time
- Children are compared to themselves
- Focused on strength and interest
- Informs teaching and instruction
- Engages parents

Assessments and Screenings Conducted

Name	When Completed	Completed By	What it Measures
Individual Portfolio Formal Assessment	On-going: samples collected at least once a month	Teachers and children	Whole development through projects Core Samples & Individual Samples
DECA Developmental Screening	November, (Jan. if needed to repeat), and May	Teachers and parents	social-emotional development
Ages & Stages Questionnaire (ASQ)	Fall	Parents	Whole Development
Informal Assessments: Anecdotal Notes, Running Records, Checklists, video, photographs & Teacher Observations	On-going	Teachers	Whole Development
Early Learning Assessment (ELA)	On-going September- November March- May	Teachers	Whole development

How Does Assessment Effect Curriculum Planning?



Teachers use observations, screening results, and gather portfolio and project observations to plan individualized activities, small group activities and the next project for each group of children.

Screening Process:

All children will be screened within 60 days of enrollment. Teachers will track each child's screening on a class checklist to assure they have been screened within 60 days of their enrollment.

All screening and assessment results are confidential. They may be shared with families in the following ways:

- Parent Teacher Conferences
- Emails and Notes Home
- Monthly Newsletters (reminders of screening dates)
- Sending Portfolios and Work Samples Home for Review and Input
- Daily Reflections (an overview of the day's events, not specific child results)

All assessment and screening results are kept confidential between school and family. These records will stay at Parma Preschool throughout the child's education at our facility.

Individual Child Progress

Individual Child Portfolio

Our portfolios are modeled after the Work Sampling System. It represents formal assessment that coincides with The Reggio Approach.

Early Learning and Developmental Standards and Individualized Instruction

We meet standards through **back-mapping**. After we complete an activity or project we reflect on the standards and see what was met through that experience. We have printed each topic onto a set of mailing labels. As topics are met, we will peel off that sticker and place it on the work sample in the portfolio. As more topics are met, more stickers will appear. Stickers that are unused represent topics that have not been reached. Although we will meet a variety of these topics and standards multiple times throughout the year, we will only use each sticker once. Samples will be collected in the order of which they were completed. This way, families see progress in each area as the year goes on.

CORE SAMPLES

Portfolios reflect individual learning styles and interests. When a sample fits into one of the core sample areas it may be placed on color paper. We aim to collect 3 samples from each of the following areas within the school year. The schedule is a guide... more or fewer samples may be collected each month and the core samples may differ each year.

The following is a sample schedule. For specific samples please see your child's portfolio.

WHEN	WHAT	COLOR
September	Writing	Green
October	Gross motor	Yellow
November	Math	Pink
December	Writing	Green
January	Gross motor	Yellow
February	Math	Pink
March	Writing	Green
April	Gross motor	Yellow
May	Math	Pink

WOW Samples!

When samples are collected that do not fit into one of the above categories, they will be filed as “WOW samples”. These may be things that the child puts in their portfolio, drawings the teachers have collected from class projects or observational notes the teachers have recorded of the child engaging in classroom activity.

PROJECT Pages

When projects are established and topics of study emerge, teachers will create documentation panels. Usually, these are displayed in the classroom or hallways. At the conclusion of a project teacher will summarize what happened and condense the documentation panel to a page that will fit in their portfolio. Project based learning focuses on all developmental domains proven with back-mapping.

Referrals and Support Services

In the event that further evaluations are considered, a teacher will recommend a child be referred to a third party. Referrals can be made for speech, behavioral concerns, social-emotional concerns, etc. Third parties may consist of the child’s local school district, Positive Education Programs or Physicians. A parent may also initiate a referral. Records of referrals are kept confidential in each child’s file.

After reviewing observations, anecdotal notes, assessment and screening results of each child the teachers may decide that a referral is needed. To stay within compliance of Step Up To Quality, NAEYC Accreditation and Universal Pre-Kindergarten use the following referral procedures:

When is a referral needed?

A teacher or parent may initiate a referral within 90 days of an identified need. They may be initiated following observations and/or review of screening results from DECA or ASQ.

Referral Process:



Referral Agencies

We utilize community resources when making referrals to outside agencies. In the past we have worked with:

- Beech Brook
- Day Care Plus (Positive Education Program)
- Parma City School District
- Cleveland School District

Credentials of consultants we are working with are kept on site during the school year.

Health & Safety

Parma Preschool provides for a smoke free environment for the children. Signs are posted by office, entry doors and near outdoor classroom. Smoking is not permitted on grounds of Parma Preschool.

All files and forms completed in accordance with our ODJFS licensing rules, UPK and Step Up To Quality are updated annually. When updates are necessary during the year, the forms are initialed and dated.

All child files are kept confidential and kept in the office, locked, and out of reach of children and families. This information is readily available to administrators and teachers (who have consent from the family) and to the child's parent or legal guardian. If permission to these records is granted to any other regulatory authorities (like a school district or speech therapist, for example) request must be obtained in writing.

Medication at School

Medication may only be administered in the event of a life-threatening situation (ex: food allergy requiring an EpiPen). If your child has an allergy or medical condition that requires medication a **JFS 01236** "Medical/ Physical Care Plan" and a **JFS 01217** "Request for Administration of Medication" must be completed in accordance with Ohio Department of Jobs and Family Services (ODJFS). The families of children who will require emergency medication planning must meet with the director and complete the necessary plans and forms.

Dress Code & Extra Clothes

Parma Preschool enrolls children who are completely self-reliant in the bathroom. This being said, we are very aware that bathroom accidents can, and most likely, will occur. *We ask that all students keep a change of clothes* (underwear, socks, pants, shirt) in their backpack. Keep a set of these clothes in your child's backpack in a large ziplock bag with their name on it.

There are many incidents that could result in a clothing change:

- Bathroom accident
- Paint Spill
- Playing outside/ slip, fall in mud, splash in puddle, etc.
- Spillage of snack (Children pour their own drinks).

When accidents occur a staff member will assist a child, when necessary, in changing their clothes. It is the goal of our staff to take care of these situations with the utmost respect to the child. The child who experienced the accident will never be punished or ridiculed for their mistake. If your child has an accident at school their soiled clothes will be returned in a plastic bag. The child's teacher will also provide details of the incident to the family (note home, email, phone call or in-person). When necessary, an incident report will be completed.

RAIN BOOT & SLIPPERS: Each child is welcome to leave a pair of rainboots (socks suggested too) and slippers in their backpack, mailbox, or on a boot rack. When boots are available, we can keep the children's shoes clean and our classrooms clean! Slippers can always be worn if children prefer to change into them once in the classroom.

SHOELESS CLASSROOMS: Before entering the classrooms, everyone must remove their shoes. Slippers, socks, bare feet, or "indoor shoes" may be worn. Each child may leave something to wear inside the classrooms at school. Teachers will keep them in a shoe organizer or in cubbies/ mailboxes. Please label these clearly.

Adults must also remove their shoes when entering the classrooms. Please keep this in mind when visiting.

Snacks

~~All classes will have snack available for students. Food will never be used as a reward or be withheld as a form of punishment. Children will not be forced to eat or try food. Staff and children wash their hands before handling or serving food. Gloves are provided to staff when setting up the eating area and/or handling food if hand washing is unavailable.~~

~~As a designated "Ohio Healthy Program" we are held to strict healthy food guidelines. For this reason we provide snack for all the children. If you are interested in donating food for snack or hosting a snack for a special day, please make arrangements with your child's teacher. All food items must meet the OHP guidelines. Nothing homemade can be served to students.~~

Snacks will not be served for the 2021-2022 school year in order to minimize the spread of germs. Special events may be added throughout the school year that may include snacks or food. We will communicate these to you as they come up.

Please do NOT send any food, drinks, or snacks in your child's backpack. Drink boxes, water bottles, sippy cups, etc. may not be used at school. Each classroom has unlimited water that children can access at any time with disposable paper cups.

Nutrition Education

When we do serve snacks, this time provides our children with a time to learn portion size, family-style serving, and manners. Teachers are also able to use snack time as an opportunity for nutrition education. Together we discuss what healthy snacks we are eating that day as well as why eating healthy is important.

Modified Diets/ Allergies

Whenever possible, Parma Preschool will adapt snack guidelines to accommodate any modified diet and/or allergy. If your child has an allergy or modified diet, it should be noted on the enrollment form (JFS 01234). The classroom teachers will be made aware of the restrictions and accommodations will be made. This may include exclusion of an entire food group for the entire school. Every effort will be made to meet everyone's needs.

Transportation

Parma Preschool does not provide any form of transportation. This includes field trips. All after school events or field trips held during the school day require your child to be chaperoned by a legal guardian. If you chose to make carpool arrangements and allow your child to ride with a friend to a school event, Parma Preschool will not be held responsible.

Emergency Procedures

Because we maintain extra staff daily, we are able to manage and prevent many possible injuries or issues due to environmental hazards. These may include maintenance and equipment in and around the building. If an event is going on or maintenance is being done in the building, Parma Preschool closes school or provides extra staff to monitor the area.

Parma Preschool has devised several procedures to follow in the event that an emergency would occur. Written instructions are posed in each classroom, describing emergency evacuation routes and procedures to be followed to assure that children have arrived at the designated meeting spot. To prepare children for these possible evacuations Parma Preschool conducts monthly drills. Smoke detectors, carbon monoxide detectors and fire extinguishers are also checked monthly. Parents will be contacted as soon as possible to come pick up children when necessary. If a parent cannot be reached, we will contact the emergency contact(s) as listed on your child's enrollment form.

Fire:

Evacuation destination is the church parking lot across the street on the corner of Broadview and North Ave. A sign will be posted on the front door of Parma Preschool indicating that we have been evacuated and the location where you can pick up your child.

Weather, Power Loss, Loss of Heat or Water:

All children will gather with the staff in the church sanctuary.

Environmental or Violence Threat:

Children will be secured in the safest location in accordance with the emergency disaster plan. Authorities will be contacted followed by parents as soon as the situation allows. Finally, an incident report will be completed.

Staff Training:

All staff members are trained and certified in First Aid, Communicable Diseases Recognition, and CPR.

Injuries:

In the case of a minor accident/ injury staff will administer basic first aid. If injuries become more serious first aid would be administered and parents would be contacted immediately to assist in deciding the appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany a child to the hospital with all available health records. Staff MAY NOT transport children in their vehicles. Only parents or EMS will transport. An injury incident report will be completed and given to the person picking up the child on the day of the incident if any of the following occur:

- The child has an illness, accident or injury requiring first aid
- The child receives a bump or blow to the head
- The child has been transported by an emergency squad

School Closings

On rare occasions, it may be necessary to close the preschool. We will make every effort to open our doors at the normal time. If circumstances should arise that may warrant a school-closing look for alerts on TV or the Class DoJo.

- Parma Preschool will close when Parma City Schools Close.
- Closing can be confirmed by checking the ClassDoJo app or Channel 5 news.
- Once a class day has begun and an emergency necessitates a school closing, parents or designated guardians will be contacted through ClassDoJo or telephoned immediately. Please keep your contact information up to date so that we may contact you!
- **Channel 5 (newsnet5.com) will also list our school individually in the event of a closing!**
- When classes/ days are canceled, regular and timely payment is expected.

Staying Home Sick & Communicating Illness

In the interest of safeguarding the health of the students, families and staff Parma Preschool maintains a strict "Stay Home Policy". Children showing any signs of illness should be kept home until a diagnosis is made and treatment of the health condition is completed. When a child contracts a contagious illness, parents MUST notify the school as soon as the illness is diagnosed. A child who has had a fever may return to school once they are fever free for 24 hours. The school must be notified in writing of any allergy a child has and/or if medication is being taken. Appropriate changes will be made to the child's enrollment forms in their file.

Please STAY HOME if your child has...

- | | |
|--|--|
| o Temperature of 100° or more | o Unusually dark urine or grey or white stools |
| o Diarrhea | o Stiff neck with an elevated temperature |
| o Sever coughing | o Evidence of untreated lice, scabies or other parasitic infestation |
| o Difficulty or rapid breathing | o Vomiting that has occurred within the past 24 hours |
| o Yellowish skin or eyes | o Sore throat or difficulty swallowing |
| o Redness of the eye, discharge, matted eye lashes, burning and/or itching | |
| o Untreated skin patches, signs of a rash | |

Any child exhibiting any of the listed symptoms will be isolated and sent home from school. The listed parents/ guardians (followed by emergency contacts) will be contacted if this occurs.

Any child demonstrating signs of illness that are not listed above may still be isolated and carefully observed for symptoms. If a child does not feel well enough to participate in the day's activities the parent/ guardian will be called to pick up the child. Any time a child is isolated they will be kept in sight and hearing of a staff member. The cot and any linen used for a sick child will be washed and disinfected before being reused.

Parents will be notified in writing if students in our school have been exposed to a communicable disease. Children will be readmitted to the preschool after at least 24 hours of being free of fever or other symptoms. If they are not symptom free, a doctor's note will be required for the child to return to school.

If your child will not be attending school, please call the office to report their absence (216-741-9094) or inform their teacher on ClassDoJo.

Health Screenings & Referrals

In accordance with the *Let's Move!* Campaign and *Ohio Healthy Programs*, we strive to teach healthy habits to all our enrolled children. This includes our healthy snack policy (see snack handouts from your child's teacher), practicing yoga and gymnastics, and spending time outside each day.

Below is a list of important health screenings that all children should have to optimize whole child development.

- **Well Checks:** It is recommended that children are seen yearly by a licensed physician to monitor growth and development. A medical statement (JFS 01305) must be on file within 30 days of a child's enrollment at our school. Medical statements must be kept up to date in order for a child to remain eligible for preschool. Medical statements are valid for ONE YEAR from the date of exam. Medical statements must be signed and dated in order to be considered valid.
- **Vision Screening:** *Well-child checkups offer the primary care provider an opportunity, on a yearly basis, to screen the child's vision for potential problems that can worsen and become more difficult to successfully treat if left until age six or seven.*
Offered by Parma Preschool during the school year
- **Hearing Screening:** *In the first few years of life, hearing is a critical part of children's social, emotional and cognitive development. Even a mild or partial hearing loss can affect a child's ability to speak and understand language.* *Cleveland Hearing and Speech in Broadview Hts: to schedule an appointment, or for more information, please call 440-838-1477, or your child's pediatrician.*
- **Dental Examination:** *Tooth decay is the most prevalent chronic condition among children in the United States. "More than one-quarter of US preschoolers (28%) have experienced visible cavities well before entering school. A child is not healthy if his or her mouth is not healthy.* *MetroHealth Dental Clinic: 2500 MetroHealth Dr. (216)778-4725, or your child's dentist.*
- **Lead Screening:** *Cuyahoga County is one of the highest regions with known lead poisoning. High blood lead levels can cause serious health effects, including seizures, coma, and death. Blood lead levels (BLLs) as low as 10 µg/dL have been associated with adverse effects on cognitive development, growth, and behavior among children aged 1--5 years.* *Cuyahoga County Board of Health 5550 Venture Rd. Parma, 216-201-2001 or 216-201-2041, or your child's pediatrician*
- **Hematocrit/Hemoglobin Screening:** *The hemoglobin test may be used to screen for, diagnose, or monitor a number of conditions and diseases that affect red blood cells (RBCs) and/or the amount of hemoglobin in blood. It is often used with a hematocrit as a quick evaluation of the number of RBCs or is performed as part of a complete blood count (CBC) as an integral part of a health evaluation.* *Parma ChildLab; 1139 Rockside Road, Parma, 216-741-2651, or your child's pediatrician*
- **Height/Weight:** *Unhealthy eating habits have contributed to the obesity epidemic in the United States: about one-third of U.S. adults (33.8%) are obese and approximately 17% (or 12.5 million) of children and adolescents aged 2—19 years are obese.* *Contact your child's pediatrician*

An extended list of health providers offering care and screenings can be obtained in the preschool office. The forms and process are reviewed with families during enrollment interviews or during our Parent Orientation meeting held in August. When families enroll mid-year, this orientation is replaced with a one on one interview with a director.

TEACHERS & STAFF

The director of Parma Preschool is responsible for the day-to-day operations, for maintaining licensing and accreditation standards and supervision of staff. The director also serves as an educational advisor and support for the teaching staff. The director is also one of the lead teachers at Parma Preschool and spends time in the classrooms getting to know all of the children.

Qualifications

The director, co-director and all lead teachers at Parma Preschool have college degrees in Early Childhood, Child Development or a related field. All classroom assistants have at least a Child Development Associate (CDA) Credential (or equivalent). Many of our staff continually enroll in college courses to further their understanding of child development, for professional development credit or to pursue a higher degree.

The Parma Preschool teachers are strong advocates in the community. Everyone participates in on-going professional development trainings and education including research and trends in child development. All staff members maintain certifications in first aid, CPR and AED, child abuse recognition, and communicable disease recognition.

Student Teachers, Visitors & Volunteers

Because Parma Preschool is involved in many initiatives and advocacy organizations we often welcome visitors, volunteers and student teachers into our classes. Visitors and observers do not require any paperwork to be on file (in accordance with the ODJFS rules). They do sign in and show ID upon entry, but never count in ratio or are left alone with children.

Student teachers or people who plan to interact with the children (bringing in a lesson to teach) at our school are required to complete required paperwork from ODJFS. We stay current with the rules outlined on the ODJFS website. This often includes having student teachers sign a non-conviction statement, receiving an FBI background check and a BCI check.

FAMILY INVOLVMENT

Communication

There are a variety of ways to stay in contact with Parma Preschool and your child's teacher. These include:

- **Email** (JackRabbit Parent Portal: go to www.parmapreschool.org and click the "Parent Portal" link or go to:
- **ClassDoJo**- www.classdojo.com
- **In-Person** (scheduling a conference, stopping by the office)
- **Folders** (folders should be checked everyday for notes and updates from the school. Please do not keep information in the folder... take it out and keep it at home. Place answers, notes and/or questions in your child's folder for your teacher to read. Expect answers within one school day.
- **Phone**
- **Bulletin Boards** (one outside each classroom and one outside the office)
- **REMIND**, which is an app that teachers use to communicate with you during class, to tell you about closings, and give reminders. Download the App and add the following class codes:

PLEASE download the Remind App on your mobile device so you can reach your child's teachers and they can reach you! Be sure to "join" the correct codes so you can be reached by your child's teacher and the office, too!

@pps2021

Entire School

Kim Surniak (director, in the office) for billing, registration, paperwork, etc.

@bher2021

Blue Heron Class

Julie Evangelista, John Mafri

@card2021

Cardinal Class

Jackie Saggio, Cindy Najpaver

@grass2021

Grasshopper Class

Jackie Saggio, Cindy Najpaver

@sals2021

Salamander Class

Julie Evangelista, John Mafri



@sq2021

Squirrel Class

Jackie Saggio, Cindy Najpaver

@cric2021

Cricket Class

Katie Coon

Social Media

Although Parma Preschool maintains a variety of social media sites (Instagram, Pinterest, Facebook, twitter, etc), this is NOT a reliable form of communication. These sites are used for reminders, ideas and information to pass on. NO personal communication will be made through Facebook messaging or another similar outlet. If you have a question regarding your child, please write a note, call, email, or contact your child's teacher through Remind. Registration, tuition and child progress will not be discussed over social media. Teachers and staff members are asked NOT to "friend" parents from the current school year.

Board Of Parents

Our BOP group meets at least once a month and plans activities for the school in each of the 6 types of involvement. To join BOP a family member simply needs to attend a meeting. All meetings will be publicized in newsletters or other BOP updates (online or in email). The BOP group strives to create many ways (through email, working from home, attending meetings, volunteering at school, etc.) family members can get involved in Parma Preschool.

Representatives from our BOP group may also be contacted for questions and concerns regarding preschool procedures. Many times the director is contacted to answer questions that a parent may already have the answer to. When you have a question, try asking someone in the BOP group first. If they don't have an answer they can point you in the right direction.

BOP Contact Information: BOP@parmapreschool.org

PROGRAM ADMINISTRATION

Licensing & Partners

The school is licensed by the Ohio Department of Jobs and Family Services (ODJFS) and must remain in good standing with them to maintain our awards and certifications. As ODJFS begins to merge with The Ohio Department of Education any changes that are required will be made in order to maintain compliance. Health and safety standards are also maintained and the Parma Fire Department and Health Department regularly inspect the school.

Besides meeting the required rules and procedures, Parma Preschool strives for higher standards and participates in the following programs:

- **Step Up To Quality (Voluntary Quality Rating System)** <http://www.earlychildhoodohio.org/>
- **National Association for the Education of Young Children (National Accreditation)**
<http://families.naeyc.org/accredited-article/10-naeyc-program-standards>
- **Ohio Dept. of Education's Early Childhood Expansion**
http://www.earlychildhoodohio.org/education_fundingFY15.php

Each one of these programs has their own set of standards. Information regarding each can be obtained in the office or on the corresponding website.

Enrollment & Transition Procedures

Transitions & Looping

In order to acclimate the children to school in a comfortable way Parma Preschool uses a tiered schedule for their first 3 weeks of school. The time for each class day extends until the children are at school for the full time without their parent/guardians. For the first week we welcome families to visit the classroom with their children and leave when they and their child are comfortable. The community room can be utilized as a meeting space for families to wait, eat and socialize while the children are in class. This provides families with a place to go inside the school when they are ready to try leaving the classroom. Parents and children are only about a hallway away from each other, but this space provides children with the opportunity to become confident and comfortable in their new surroundings (Refer to the “Welcome To School” Handout for details).

Transitioning from Class to Class

Once a child is enrolled they will be looped into the next class. Looping allows the teachers to stay with the same group of children throughout their 2-3 years at Parma Preschool.

If a parent requests their child transfers to a different classroom a conference with the family will be held. An individualized plan will be written to assist the child in the transition process. The plan will list activities and outline family requests and input regarding the upcoming change.

Any time a transition is planned (from class to class, into the program or out of the program) teachers share ideas for acclimating the child to the upcoming change. This may include but is not limited to borrowing/ reading books about school, making new friends; visiting the new classroom and teachers; participating in activities.

Transitioning out of Parma Preschool

Mid-Year

When a family notifies the school of a transition mid-year they will meet with their child’s teachers to discuss a withdraw timeframe. Upon meeting, activities will be planned to assist the child in their transition. Before the child’s last day of school, the teacher will be notified and opportunities will be made for the child to say goodbye to their class. Portfolios, work samples and any personal items will be collected and sent home on the child’s last day. In order for this to happen, it is very important that the family notifies the lead teacher or director of their intent to withdraw their child 2 weeks before their last day of school.

End of School Year (Transitioning to Kindergarten)

Beginning in March, teachers implement strategies to help children plan for the upcoming transitions. A parent meeting is often planned to inform families about kindergarten. Resources are available in the office as well as included in handouts and the newsletters.

Spring-

- Conferences are planned to discuss individual child progress and a transition plan is completed and signed by the teachers and child’s parents.
- Various activities are planned to assist the children and family in the transition process:
 - o Visit from a Kindergarten Teacher
 - o Visit from a kindergartener
 - o Parent Meeting w/ local kindergarten staff
 - o Books about starting a new school are read
- Each class has a “last day of school” where their portfolio and any work is given to take home. A certificate of completion is included as well as the child’s “exit interview”
- Everyone is invited to an “end of the year party” to celebrate the end of the school year and given opportunities for children to say goodbye to peers and staff. This may include a bubble show and picnic but it determined by the BOP group and staff each year.

Transfer of Child Records

A copy of a child’s enrollment paperwork, assessment results, portfolio (work samples) or medical records may be requested in person in the office.

Families must provide written consent to transfer their child’s information to a new setting.

Families are also involved in writing a “Kindergarten Transition Plan” with their child’s lead teacher if they are eligible to attend kindergarten at the end of the year. Transition Plans are only written when a child completes a year at Parma Preschool and are headed to kindergarten.

Arrival and Departure

All families and guests must enter Parma Preschool through doors near the outdoor classroom. These doors will remain locked during school hours. A Parma Preschool representative will unlock the door at the beginning of each class. If the door representative is not there, please knock. Please do NOT open the door once inside for anyone you do not recognize.

We are a **CELL PHONE FREE school!** Please help us as we strive to maintain face-to-face interaction with our students and staff. Leave your phone or device in the car or at least in your purse or pocket when you enter our building. Use the time you’re here to interact and socialize with your child. Ask them about the work hanging in the hallway or what they hope to do that day in class.



- An adult must accompany children at all times in the building.
- Upon entering the building, all visitors and students must wash their hands.
- Take your child directly to the restroom and allow them to use the facilities and wash their hands. Hand sanitizer is NOT an accepted alternative to this rule. Hand sanitizer may not be hung on a child’s backpack as our licensing rules do not allow children in our care to access it.
- It is important that children arrive on time. Frequent late arrivals can interfere with the child’s time to choose an activity and develop social skills.
- Please park your car in a lot space rather than pulling up to the door. Remember, Parma Preschool shares a parking lot with Parma Lutheran Church and we must respect the shared spaces.
- Arrival is a time for you and your child and the classroom teachers to greet each other, and to convey any information that may impact the child’s participation (ex: didn’t get to bed until really late the night before). Please write down any reminders, notes or last minute updates in the classroom notebook when possible.
- At dismissal please check to make sure you and your child have all of their belongings. Cubbies and coat racks are shared between all classes.
- Children will not be released to anyone other than the parent/ guardian or other people listed on the [Child Release Form](#).
- If someone other than you or people listed on the child release form will be dropping off or picking up your child, please call the office or send in a note to your child’s teacher. Photo ID will be required to confirm identity of pick up/ drop off person.
- Please do not dismiss your child yourself. Teachers will give the children ample time to get their belongings together independently and dismiss each child once they make eye contact with their grown up. As each child enters and leaves the classroom, attendance procedures must be followed. Thank you for your cooperation.

VISITORS- Visitors must report directly to the office where they must sign in and receive a “visitor pass”. A Parma Preschool employee will walk visitors around the building. Only credentialed visitors may be alone with children who are enrolled (ie: speech therapist listed on a child’s IEP).

LATE POLICY- It is very important that families arrive on time to pick up children at the close of the school day. Punctuality demonstrates respect to your child and to their teachers. Teachers have only one hour between classes to clean up, use the restroom, eat lunch, and prepare for the next class. We truly do understand that situations sometimes arise where there is an emergency and will be late.

If you run into an emergency and will be late to pick up your child please call the school to notify the office. When we can prepare a teacher and child for a late pick up we are able to alleviate excess worry. Emergencies are subject to late fees at the discretion of the director.

Teachers Keep Detailed Attendance Records

- Each child is marked “in” and “out” with the exact time of arrival and departure

First Offense- If a child is picked up more than 5 minutes late the teacher will remind the family of the correct pick up time. (verbal reminder)

Second Offense- The second time your child is picked up late you will receive a written warning.

More than 2 Late Pick Ups Late fees will be accumulated as follows:

5- 10 minutes late:	\$20
Over 10 minutes late:	\$1 per minute added to the fee listed above

For example, if class ends at 11:30 and you arrive at 11:45 you owe the teachers \$25. If you were to arrive at 11:42 you would owe \$22.

Admission, Enrollment, Withdraw

A child is enrolled in Parma Preschool only after the registration fee (\$75, non-refundable, annual) and application have been received, the administrator confirms the availability of space, and required paperwork is completed. Each family is required to participate in an entrance interview with a staff member as well as a parent orientation meeting. Any changes pertaining to a child's records must be communicated to the office immediately so records are kept up to date. A **medical statement** (signed by a physician or nurse practitioner) is required to be submitted within 30 days of admission (first day of school). The medical statement that is submitted can be no more than 6 months old. The medical statement is current for 12 months. Every 12 months a new statement must be submitted in order for a child to maintain their eligibility and attend school.

Enrollment begins in January for the following school year. Every effort will be made to accommodate the needs of a child and enrollment is open to any child whose needs can be met. Parma Preschool does not discriminate in admission on the basis of race, ethnicity, gender, national origin, religious affiliation or disability. In order to be enrolled, children must be completely independent in the bathroom and be at least 3 years old. To be enrolled in the Pre-Kindergarten Class, a child must be eligible for kindergarten for the following year.

Registration is a process, with priority given to continuing students and their siblings followed by open enrollment. Waiting lists for classes are kept and openings are filled from this list. The Parma Preschool Director reserves the right to make alternate class recommendations/ assignments for any student who may benefit from being in a different class. Families wishing to enroll after the Parent Orientation meeting (held in August) should call the Parma Preschool Director.

Withdrawal

If you intend to withdraw your child from class, please do so in writing. When possible, withdrawal notification should be given 30 days in advance from the child leaving. This allows teachers to wrap up the child's file, portfolio and provide you with the work they have produced throughout their time at Parma Preschool.

To obtain any refund for a child who is withdrawn from a class the school must be notified in writing and **give at least 2** week notice. If this written notice is not given, refunds may not be given.

Transition reports, portfolios, or other work samples remain property of Parma Preschool until a child completes the school year. If a child leaves the school mid-year and a minimum of 2-week notice is not given, they forfeit their work and portfolio or may receive an unfinished product.

Tuition & Financial Aid

Because our involvement with different agencies vary from year to year families are encouraged to consult the office for up to date tuition rates. Participation in programs such as Universal Pre-Kindergarten and the Ohio Dep. Of Education Early Childhood Expansion are offered to families who meet the requirements set forth by each individual program. Information on these programs is available on our website (parmapreschool.org), discussed at Parent Orientation in August, as well as discussed at the time of Registration.

Tax ID Number is available upon request.

Tuition Payments

Please note that annual tuition is paid over ten equal payments beginning on August 1st with the last payment due May 1. This way short months, long months, holidays, and even snow days are all taken into account and spread out so your monthly payment remains constant. The monthly fees are calculated and shown at the time of enrollment or upon request. They are based on the class choice and ECE funding.

Monthly tuition payments will be automatically withdrawn from the card of bank account you have on file in the Parent Portal by the 5th of each month. If you should wish to pay by cash, check, money order, or in person with a debit or credit card it must be arranged with the director.

If a payment bounces or is returned for insufficient funds an additional charge of up to \$30 may be added to your account to cover the deficit. Be sure to keep your credit card current in the parent portal as expired cards will not be able to process payments. In an effort to be accommodating, we will extend a 10 day grace period for any payments that do not go through, but any tuition payments received after the 10th of the month is subject to a \$10.00 late fee which will be added to your account. It may become necessary to withdraw your child should your account become more than two months overdue.

Late Charges: A late payment fee of \$10.00 will be charged for payments received after the 10th of the month.

Enrollment Fee: There is a \$75.00 per child non-refundable enrollment fee.

FINANCIAL AGREEMENT: I have reviewed the tuition payment schedule and rates provided and agree to pay the amount due in 10 monthly payments on the 1st day of the month as scheduled (a \$10.00 late fee is applied to all payments received on, or after, the 11th of the month). I understand that my tuition payments will be withdrawn automatically from the account information I have provided and I agree to keep that information current. I understand that these payments will be deducted by the 5th of each month. I further understand that tuition is based on enrollment, not attendance. As a result, temporary absences, holidays, snow days, vacation, etc. do not reduce any tuition due. If circumstances require me to withdraw my child, I agree to notify the Director, in writing, two weeks prior to our final day at preschool and pay the appropriately prorated tuition due. Please do not let your account become over 60 days past due as it may require the Director to withdraw your child from preschool.

Ohio Department of Job and Family Services

CENTER PARENT INFORMATION REQUIRED BY OHIO ADMINISTRATIVE CODE

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parent or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.

The licensing record including compliance report forms, complaint investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services.

The department's website is: <http://jfs.ohio.gov/cdc> .

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.