

**WCESC / Franklin City Schools
PRESCHOOL PROGRAM**



**Parent and Student Handbook
2025-2026 School Year**

First Day of Preschool:

Tuesday, August 26th, 2025

Preschool Orientation:

August 18th to 22nd, 2025

Your child's teacher will contact you with a specific date/time to visit during Orientation Days (see Page 2)

WCESC / Franklin City Schools Preschool Program

Located at Schenck Elementary

350 Arlington Ave.

Franklin, OH 45005

Office Phone Number: 937-743-8665

Office Fax Number: 937-743-8644

Frequently Asked Questions (FAQs)

When do preschool classes start?

Individual Preschool Orientation meetings will be held Aug 18-22, 2025. Your child's preschool teacher will contact parents to schedule a specific time to bring their child in for preschool screenings, paperwork processing, and introductions to the teacher and room. Preschool classes will begin with all students on Tuesday, Aug 26, 2025. Times: AM Session - 8:40-11:25 am; PM Session - 12:55-3:40 pm.

What are the fees for preschool? When and how do I make payments for the preschool program?

For children with identified special needs, there are no fees.

For children with typical needs, monthly preschool fees are \$180, due by the first school day of each month. Non-payment will result in the termination of a child's inclusion in the preschool program. See the payment schedule at the end of this handbook.

Monthly tuition checks payable to "Franklin City Schools" may be submitted at the District Central Offices or online through EZ-Pay. The online system can be accessed on the Franklin City Schools website. Preschool payments are still due in the event of family vacations, weather delays, or cancellations.

My child just had a physical; insurance only covers one annual visit. What should I do?

Take our form to your pediatrician and ask them to fill it out with your child's last physical date. Be sure to include immunizations. Bring the completed form in or mail it to

FRANKLIN CITY SCHOOLS PRESCHOOL,
Located at Schenck Elementary
350 Arlington Ave. Franklin, OH 45005, or fax to 937-743-8644.

How can I help my child get ready for school?

Children often mirror their parents' responses to events. If you are happy about your child's next opportunity for learning, your child will be more comfortable. Voicing or showing anxiety about your child attending preschool may result in your child showing discomfort. Activities such as reading books about school, telling stories about when you were a child, and driving by the school help prepare students and parents for their preschool transition.

When can we meet the teacher and aide(s)?

Your child's teacher will contact you in early to mid-August, before the start of school, to schedule a visit where each family can explore classrooms, meet staff, ask questions, and receive additional information.

What does my child need to have for preschool?

Please provide a backpack with an extra set of clothing: pants, shirt, socks, and underwear in a zip-lock bag labeled with your child's name. If your child is in diapers, please send in a package of diapers (pull-ups must have side tabs) and wipes, also labeled with your child's name. **Clearly label the INSIDE of the backpack with identifying information - your child's full name, address, and phone number.**

In addition, each teacher will send home a list of supplies needed and a "wish list" of extra supplies that parents may choose to donate. Please do not send any toys, electronic equipment, etc., to school with your child. Children will be provided with a snack and beverage every day, so sending in water bottles or snacks is unnecessary.

I'm interested in transportation for my child with special needs.

Who should I call?

Contact Julie Ratliff, Preschool Coordinator @ 937-743-8665 ext. 1125

What are the preschool start/stop times, and the school calendar?

All of those questions will be answered at our August parent meetings. At this point, district transportation offices are developing the bus schedule to finalize start/stop times. Each parent will receive a district calendar from their teacher to reference for days off, holidays, spring break, etc.

My child will be absent from preschool due to illness or another reason. Who should I call?

Please call the Schenck Elementary Office @ 937-743-8665 and the Transportation Office @ 937-743-8670 (if your child rides the bus). Families should also alert their child's teacher via Parent Square to the absence, but this communication should not replace a call to the office.

My child has special needs and will be riding the bus. Who will help them get on/off the bus at school?

The classroom teacher and educational aides will consistently be available to greet and assist children on and off the bus.

How can I be involved in my child's classroom?

We welcome parent support and help. Each classroom teacher will contact parents to request assistance and parent volunteers for various classroom activities and events. Parents can always contact teachers to learn other ways to support their child's classroom.

We expect parents to respect the educational process and allow the teachers to keep the day's routine. Any questions or conversations for the teacher/educational aide should be conducted before or after class to avoid interruptions of instruction and to allow staff to focus on child safety during the transition from classroom to bus or car. Parents can contact the teacher via communication apps, email, notes, or phone calls.

How do I contact my child's teacher?

Each teacher will notify the parents about the best method to reach them for emergencies or routine questions.

Will there be opportunities for the parents to network with each other?

Parents are given the option to have their names listed on a class roster for sharing.

How will I know how my child is progressing? (Preschool Assessment)

Upon entering the preschool classroom, each child will be assessed within 30 days using the Brigance Inventory of Early Development. The Brigance is a formal checklist of preschool age-appropriate skills (ages 3, 4, and 5). Data is maintained throughout the year for ongoing, informal assessments (observations, checklists, work samples) with individualized child goals developed dependent on each child's needs. Individual progress notes for all children will be sent home at established intervals, at least twice yearly. Parent-teacher conferences will be held twice a year. Please talk with the teacher if you have concerns regarding your child's progress.

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Franklin City Schools

Dr. Michael Sander, Superintendent
Mr. James McFarland, Assistant Superintendent
Mrs. Suzanne Longworth, Director of Student Services
Mrs. Kelli Fromm, Business Manager
Mr. Kevin Hawley, Treasurer

Mrs. Julie Ratliff, Preschool Coordinator

School Board: President Rachel Ruppert-Wolfinbarger, Vice-President Andrew Fleming, Ashley Blevins, Lori Raleigh, and Chris Sizmore

Preschool Program Philosophy

Franklin City Schools believes that all children can learn. We value high-quality learning environments and will work towards effective ongoing relationships with children and families. We recognize that communication is a critical foundation of our program. We will work collaboratively to ensure that the children are at their optimal level of performance as they enter Kindergarten.

Preschool Program

Franklin's preschool classrooms are located at Schenck Elementary.

Schenck Elementary
350 Arlington Ave., Franklin, OH 45005.
Office/Secretary: 937-743-8665.

All of our classrooms serve children from ages 3 through 5.

The preschool program in Franklin has general education, integrated, and special education classrooms. Within general education classrooms, most students are typically developing, with up to seven children identified with special needs. Integrated classrooms contain an equal number of typically developing students and students identified with special needs. Most students are identified as having special needs within special education classrooms with four to seven typically developing peers.

Preschool operates Tuesday through Friday, following the Franklin City Schools district calendar for all holidays. We offer both morning and afternoon sessions.

AM: 8:40-11:25 am PM: 12:55-3:40 pm

Additionally, we offer itinerant services for children who need support in a different environment, such as a public/private community-based setting or including Early Learning Centers (Head Start).

Our preschool curriculum follows Ohio's Early Learning and Development Standards, and we use this, along with Ohio-required and program-selected assessments, to guide children's progress.

The Preschool teachers are licensed/certified by Ohio's State Board of Education in Special Education and/or Early Childhood Education. Our support staff (Speech Language Pathologist, Occupational Therapist, Physical Therapist, and Educational Aides) receive training in Pediatric First Aid, CPR, Communicable Diseases, Crisis Prevention, and other related areas. The related services staff hold degrees/certifications in their respective areas and must maintain a minimal level of ongoing training to continue their certification.

Related Services

As appropriate, various related services are available to our children based on their individual needs as identified by their Individualized Education Plan (IEP). These services can include speech/language therapy/consultation, occupational therapy/consultation, physical therapy/consultation, and nursing. Additionally, children on IEPs are eligible for transportation to their class if needed and noted on the IEP.

A student may be referred for a specific related service evaluation upon request from the teacher, the parent, a member of the IEP team, or a related service staff member.

There are three basic models of related service delivery: direct, monitoring, and consultative. The IEP team determines the type of delivery model and the intervention needs of the student. It is our practice that related services should be incorporated within the goals for each student in appropriate natural settings. As part of this comprehensive program, therapists may consult with the teachers/support staff working with your child. In addition, physical therapists may also consult with your family physician during the assessment process.

Communication and Involvement

Communication between the preschool and home is an important link and building block for learning with your child. During the school year, parent conferences are scheduled to discuss your child's progress. Additionally, the teacher gives periodic updates/progress reports to gauge ongoing learning and development. Staff may also inform you by class newsletters, notes, telephone calls, class communication applications, and/or student notebooks.

Copies of the Preschool Program inspection reports can be obtained through your child's teacher.

For children with special needs, IEP meetings can be called at the request of the parent to review and revise the IEP. Annual reviews are scheduled according to district guidelines. Participation is critical in the IEP development, as you are your child's first teacher.

Significant incidents of behavior or needed medical attention will be documented on a form known as an Incident Report. Copies of the incident report are sent home to parents for review. The licensing book will keep a written documentation log of all incidents.

Emergencies

For emergencies, please call the Schenck Elementary Office at 937-743-8665.

We must have alternate phone contacts in case we cannot reach you. Please notify your teacher and our office if any change in phone numbers occurs. Emergency medical forms must be completed and returned before any programming can begin.

Visitors and Parent Visits

Parents, family members, and interested persons (educationally related) may be invited to visit our classrooms.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during the program's hours of operation to contact his or her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

All college students requesting to observe in our program must have prior approval from the Assistant Superintendent.

Sign-in/Sign-out Procedure

Parents/Guardians who provide daily transportation need to make arrangements with the classroom teacher for daily procedures. Please notify the office when students are picked up or dropped off for other reasons, such as doctor or dental appointments.

STUDENTS WILL NOT BE RELEASED TO ANYONE OTHER THAN THE PARENT/GUARDIAN WITHOUT SPECIFIC WRITTEN CONSENT.

When it is necessary to drop off/pick up your child late or early, please report to the Schenck Elementary Office.

Dress Code

The preschool program encourages comfort and independence. Preschool classrooms will undertake various projects that involve a range of materials. Therefore, we encourage parents to outfit their children in comfortable clothing that is easy to wash and change. Parents need to provide a seasonally appropriate change of clothing for their child. Additional underwear should be sent along with diapers; Pull-ups must have side tabs. We do not provide diapers or wipes, and you must maintain an adequate supply at school, if applicable.

Outdoor Recess: Outdoor recess will be held, weather permitting. Please dress your child appropriately. High heels, open-toed sandals, Crocs, or any other shoe that poses a safety risk on the playground can not be worn. Preschool students struggle with mulch in these types of shoes.

Grievance Policy / Resolution of Conflicts

If you have concerns about our program, we offer the following procedure for resolution. First, approach your child's teacher or therapist to discuss your concerns and seek resolution. If your concern is unresolved, please contact the Preschool Coordinator for Franklin City Schools (Julie Ratliff, 937-743-8602 x1412). Parents may request information regarding licensing, inspection reports, and programming guidelines through the Schenck Elementary Principal & Preschool Supervisor (Erin Truesdell, 937-743-8665) and/or Director of Student Services (James McFarland, 937-743-8602 x1438).

Program Cancellation/Emergency Closings or Delays

If classrooms/services are canceled due to weather or other emergencies, it will be announced on local radio, TV stations, and the school district website. PRESCHOOL FOLLOWS THE CLOSING OF THE SCHOOL DISTRICT. In addition, if Franklin is on a two hour delay, there will be no AM Preschool. Do not bring your child to school during inclement weather without ensuring classes are held in the building.

School closings are made at the discretion of district administration and are not under the control of the staff. **Since our expenses for salaries continue, full fees for typical students will be assessed despite any district decisions to close or family decisions to vacation.**

Birthday/Holiday Celebrations

During the school year, you may have opportunities to send in special snacks or treats to celebrate your child's special day or holiday. Please check with the teacher to note any allergies or special needs before sending in any food items.

Snacks

Children in the program will be provided a healthy snack and drink daily. If your child has any food allergies, please alert the staff. Children in our program will be encouraged to try different foods at snack time. Each classroom has access to a refrigerator for food storage for those with special documented dietary needs.

Reporting Changes

Please report any changes in personal data - address change, phone number, contact information, drop off/pick up, etc., to the teacher AND the Schenck Elementary Office/Building Secretary.

Transportation

Any transportation-related questions should be directed to Julie Ratliff, Preschool Coordinator, @ 937-743-8665 ext. 1125.

Confidentiality

Our preschool program follows procedures consistent with the Family Education Rights and Privacy Act of 1975. Records and files are available only to staff directly involved with your child, direct district personnel, and others as permitted by the law. All other access requires written parental permission.

If you wish to review your child's records, please contact the Director of Student Services to arrange a time. You may review and receive copies of any reports maintained. Each year, with your permission, we make available a roster of children in your child's class with a parent's name and phone number. This is available to parents of enrollees only.

Attendance

Attendance is important in preschool programming to provide consistent learning and skills development. Please notify the Schenck Elementary Office if your child will be absent or late to school.

Photographs

Classroom documentation of progress and events is an important program component. If you do not wish to have your child's photographs published or released (e.g., in newsletters, recognition lists, the district web page, or social media), please sign and return the Family Educational Rights and Privacy Act form included in the preschool enrollment packet.

Child Abuse Policy

Ohio law requires that school personnel report any unusual injuries or marks that could result from abuse and/or neglect to the proper authorities. We do this without judging or making accusations to protect your child, you, and the staff responsible for the child's safety. If an accident might raise questions or concerns, please contact the teacher before your child arrives at school. The investigating authorities prefer to call parents directly for further follow-up.

Discipline

Our primary goal is for each child to feel good about himself/herself and have a good learning experience with peers and adults. Children require direction and guidance as they grow into adulthood. We believe this direction and guidance must be provided positively and promote healthy learning and self-confidence. With that in mind, we will adhere to the following guidelines:

- a. Children will be spoken to positively.
- b. Limits will be established so that each child knows what is expected.
- c. The environment will allow the child to grow and learn acceptable behavior.
- d. Parents are an important part of their child's team and will be consulted if a decision is made regarding ongoing disciplinary intervention.
- e. Staff will serve as positive role models.
- f. No corporal punishment will be used.

Our policy for behavior management and discipline, in accordance with State of Ohio Preschool Guidelines, is as follows:

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing its philosophy and specific methods of discipline. This policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times. They shall include measures such as redirection, separation from problem situations, discussing the situation with the child, and praise for appropriate behavior.

- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- (1) There shall be no cruel, harsh, or corporal punishment.
 - (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 that the child may regain control.
 - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 - (5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
 - (6) Discipline shall not be imposed on a child for failure to eat, sleep, or 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 duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
 - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while attending the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Behavior Management

At times, students in our program exhibit challenging behaviors. We employ a range of proactive strategies to support our students in managing the demands of a typical school day. The staff will proactively:

1. Organize the environment
2. Use visual supports
3. Monitor task demands
4. Ignore some non-threatening behaviors
5. Be consistent with the follow-through of demands
6. Recognize and intervene early when a student is becoming anxious
7. Support sensory needs
8. Use direct teaching strategies

At times, our students could threaten their own safety or the safety of others. The staff will make every attempt to de-escalate the behavior. Altering the environment in ways that are non-threatening to the student and least disruptive to the routine of other individuals is preferable when possible.

A crisis situation exists when there is one or more of the following:

- Danger to others: when there is physical violence toward another sufficient to cause bodily harm
- Danger to self: when there is acting out or self-abuse to cause bodily harm
- Destruction of property: misuse of property leads to or could cause bodily harm

When such situations arise, staff may use physical prompts, escort students from one place to another, and/or provide a safe place for calming. Additional teacher-parent communication and problem-solving may also be necessary.

Immunization

Immunization of all students must comply with the Ohio Revised Code. Written evidence of immunization must be presented by the first day of attendance. Failure to do so is cause for exclusion from school per the Ohio Department of Health until presented. If, for any reason, you object to immunizations, please request an exemption form from us, which you may complete and return.

Medical Needs

The Ohio Department of Education requires all enrollees to obtain an annual physical medical examination indicating the child is free of any communicable disease. Immunizations must be up to date. If your child has already had a physical during the past year, your pediatrician needs to fill in the appropriate form with that

information, including immunizations, and return it to us at

FRANKLIN CITY SCHOOLS PRESCHOOL, 350 Arlington Ave., Franklin, OH, 45005.

The physical medical examination must be updated annually. We will notify parents/guardians before the current physical examination form expires that an updated physical examination is required. The parents/guardians will have 30 days from the date of expiration to obtain an updated physical examination and submit the updated form. Failure to comply may prevent the child from attending school.

Children will be excluded from preschool programming upon evidence of

- a. Unexplained rash
- b. Diarrhea/vomiting
- c. Colored or foul-smelling discharge (nose, eyes, wounds, etc.)
- d. Productive cough
- e. Elevated temperature of 100 degrees or more
- f. Head lice (live)
- g. Other conditions considered a risk to self or others

If your child's temperature is 100 degrees or greater, he or she must remain home until he or she is without fever for 24 hours without medication. In addition, your child must remain at home until they are free of vomiting and diarrhea for 24 hours.

When a child returns from an absence, he/she may need to bring a doctor's note, especially when the illness or incident may pose a risk of infection to other students or further risk to the child. A doctor's release is required whenever surgery or significant injury occurs, so the program can be aware of any special needs affecting the child's participation.

If the child appears to have a communicable disease, the parent or guardian should take him/her to be evaluated by a physician and inform the classroom staff of any diagnosis.

Readmission to school depends on the specific illness. Procedures for re-admission to school following a communicable illness will follow the Ohio Department of Health Communicable Disease Chart guidelines.

Ill child at school

If a child becomes ill or injured at school or appears to have a communicable disease, he/she will be isolated and attended to by a designated staff member. The classroom staff will contact the parent or person listed on the Emergency Medical Authorization form by telephone to pick the child up from school. Your child must be picked up from school if they become ill or injured at school. The preschool staff will also consult with the nursing staff to determine if further steps are warranted.

In the event of an incident that requires emergency medical services, the classroom staff will call the emergency number (911) and then call the parents/guardians listed on the Emergency Medical Authorization form. If the parent cannot be reached, the staff will call the emergency contacts on the Emergency Medical Authorization form. The Preschool Supervisor, Schenck Elementary Principal, and/or the Director of Student Services will also be notified. A staff member will go with the child and stay with the child until the parent/guardian arrives at the hospital.

Additional Medical Forms

The preschool has required special forms for administering medicine/medical tasks or procedures when your child is in school. These forms must be signed and dated by a doctor and a parent or guardian and renewed each school year. Please call our office if you need these forms for your child. If your child requires emergency medication to be available at school or has food allergies, please call our office to obtain the proper forms for your child.

Transition to Kindergarten

The preschool program will work with district staff to provide transition services for entering Kindergarteners. Visits to the class, conferences with district teachers, and meetings with parents are all vital to a successful preschool-to-school-age program transition.

Mutual Respect Policy

The Franklin City Schools Preschool Program values and respects children, families, and educators of all ethnic and cultural backgrounds and abilities. We aim to work collaboratively with all entities in an atmosphere of mutual respect.

Equipment Policy

The FCS Preschool Program will work with the district to provide age-appropriate materials for the classroom, including technology. The use of technology will fall under the Franklin City Schools technology policy already in place.

Records Policy

Preschool records will remain on file in the district office in perpetuity. Parents have the right to request a copy of all educational records.

Fees

Information regarding monthly fees will be distributed to students and parents at the beginning of the school year. Prompt payment of the fees is greatly appreciated.

In order for students to be eligible to enroll for the following year, all fees must be paid in full or a payment plan established with the school.

2025-2026 PRESCHOOL PAYMENT SCHEDULE for students with typical needs

Checks payable to “Franklin City Schools” may be made:

In Person: District Central Office - 754 E. Fourth Street, Franklin, OH 45005

By Mail: Franklin City Schools Preschool,
Attn: Student Services Secretary
754 E. Fourth Street, Franklin, OH 45005

Online: www.franklincityschools.com (EZ-Pay)

Monthly fees of \$180 are due by the first of each month. Multiple payments may be made as desired.

Non-payment will terminate your child’s inclusion in the preschool program. Checks or money orders should be payable to Franklin City Schools (no cash, please). ***Record your check numbers and use them for tax purposes.***

Allowances for days off are INCLUDED below.

The fees are \$180 monthly, except for November, December, and April, when they are \$135 due to Winter and Spring breaks.

Preschool payments are still due in the event of family vacations, weather delays, or cancellations.

Payment Scheduled (Due dates for payment are listed below):

- | | |
|--|---|
| <input type="checkbox"/> Payment 1 - 9/2/25 | <input type="checkbox"/> Payment 6 - 2/2/26 |
| <input type="checkbox"/> Payment 2 - 10/1/25 | <input type="checkbox"/> Payment 7 - 3/2/26 |
| <input type="checkbox"/> Payment 3 - 11/3/25 | <input type="checkbox"/> Payment 8 - 4/1/26 |
| <input type="checkbox"/> Payment 4 - 12/1/25 | <input type="checkbox"/> Payment 9 - 5/1/26 |
| <input type="checkbox"/> Payment 5 - 1/2/26 | |