



2022-2023
Worthington Early
Childhood Program and
Sutter Park Preschool
Program Handbook



For information regarding other District policies and the below topics, please go to:

<https://www.worthington.k12.oh.us/Page/93>

Electronic/Network Acceptable Usage Policy

Student Conduct on School Buses

Prohibition of Smoking, Use of Tobacco and Electronic Cigarettes

Student Conduct/Zero Tolerance

Student Dress Code

Tobacco Use by Students

Alcohol Use by Students/Student Drug Abuse/Prevention of Chemical Abuse

Student Discipline

Administering Medicines to Students

No Smoking/Tobacco Use on District Property



Worthington Schools Early
Childhood Program
Sutter Park Preschool

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Dear Parents,

It is with great pleasure that we welcome your family to Sutter Park Preschool and the Worthington Early Childhood Program. Believing that children learn best through play and with each other, we have planned an integrated program of exciting learning activities for this school year. In a majority of the early childhood classes, participants include preschool children with an Individualized Education Program (IEP), as well as typically developing children. Through the formally planned activities and spontaneous play, children are able to learn, grow and develop together.

Our overall goal is to provide high quality education to our students in a safe, loving and welcoming environment. This handbook is designed to help your child be a successful school community member. It includes information regarding the day to day operation of our program, our policies and procedures, and district policies and procedures. Our policies and procedures are in place for several reasons, including following the regulations set by the Ohio Department of Education and Ohio Department of Job and Family Services that are particular to preschool centers and programs. We ask that our families, community members, and any adult support our goals.

We welcome both you and your child to Sutter Park and look forward to working with you throughout your child's school years.

Sincerely,

Tricia Winland
Principal/Director, Sutter Park

Rob Messenheimer
Director, Elementary Education

Kim Brown
Director, Special Education


Philosophy

The Worthington School District believes that children benefit from a comprehensive, developmentally appropriate early childhood curriculum. The Worthington School District also believes a developmentally appropriate early childhood curriculum is critical in addressing the special needs of young children as they acquire linkages to skills that lead to success in the school-age curricula.

Each child is a unique individual who has diverse experiences, interests and capabilities that are the foundation for the child's continued growth. A safe, rich, child-centered environment nurtures children and provides them with opportunities to engage in meaningful learning experiences through social interaction as well as self-directed and teacher facilitated learning. Recognizing that learning occurs in many ways and through a variety of modalities, activities are designed to foster language development, problem solving and creativity.

A successful preschool experience for the child is enhanced through a partnership with the family. Meaningful communication between school staff and family supports the overall development of each child. By working together, the early childhood program strives to develop each child's skills which lead to independence and participation in the community.

Worthington City Schools' Mission and Vision



Mission and vision statements play an important role in clearly stating who we are and where we want to be. It's important that our community, staff and families know the values of Worthington Schools and our aspirations for the future.

MISSION STATEMENT

To empower a community of learners who will change the world.

VISION STATEMENTS

We will engage each student with diverse opportunities to maximize every student's potential.

We will provide a safe environment where every student can grow intellectually, emotionally, socially, and physically.

We will provide consistent communication and promote dialogue with our community.

We will be responsible and transparent with our community's resources.

Sutter Park Vision Statement

Using research and best-practices, we create a positive climate and culture that promotes growth in all areas of development.

Our Core Beliefs

1. We believe all students can learn and make progress, which will be recognized and celebrated.
2. We believe inclusive teaching and learning practices are instrumental in creating and maintaining a positive learning environment in which all participants are fully engaged and respected.
3. We believe that through a play based curriculum and classroom environment, our students will build a strong foundation for learning.
4. We expand our knowledge of child development and research-based intervention practices through continuous professional development.
5. We believe that strong relationships with families and community members are essential to student growth.

Overview of the Early Childhood Program

The Worthington Early Childhood Program is designed so that preschool children with an Individualized Education Program receive educational services in an environment with typically developing peers. The play-based preschool program focuses on providing educational opportunities for all preschool children which will enable them to grow, develop and learn from one another. The program is in session four half-days per week. Young children, ages 3 and 4, attend the morning session. Children who are 4 or older before August 1 attend the afternoon session. All children attend school four, half-days per week following the preschool calendar.

Arrival and Dismissal

<u>Session</u>	<u>Arrival</u>	<u>Dismissal</u>
AM Preschool	8:10 a.m.	10:55 a.m.
PM Preschool	12:10 p.m	2:45 p.m.

Bus Rider Information

- Only students on an IEP will receive transportation provided by Worthington City Schools.
- Sutter Park Preschool buses will pick up and drop off students in the parking lot between Sutter Park and Liberty Elementary. Students will be escorted to and from buses by preschool staff.
- Each student that rides a bus will have accommodations determined per their IEP. All of our preschool students will wear a seatbelt safety vest. **This vest must be worn UNDER coats.** It is the responsibility of the parent or caregiver to ensure the child has the vest on before getting on the bus to come to school. It is the school's responsibility to ensure the child has the vest on before getting on the bus to go home.

- Worthington City Schools will transport students on an IEP to a daycare center or babysitter as long as the location is within our school district. Parents are responsible for communicating this need to transportation AND Sutter Park. Transportation will not change a bus stop that is temporary (i.e. one week at one stop, the next week at another stop).
- Parent/designee must accompany the child to the bus and assist on steps, if needed. **Please arrive at the stop five (5) minutes before to pick up time.**
- Any authorized individual (individuals listed on your child's blue cards) meeting your child at the bus stop is expected to escort your child off the bus, which includes assistance on the steps, if needed. **All individuals must be prepared to show photo ID. Note: Name on photo ID must match name on blue card. The adult should have their ID with them at all times in case there is a substitute bus driver.**
- Contact the Transportation Department at 614-450-6600 if your child will not be attending school at least **one-half (1/2) hour prior** to the pick-up time. **Reminder: you will still need to call the school office at 450-4900 to report your child's absence and reason for absence.**

Bus and Transportation Office Expectations



The bus driver will not release your child from the bus:

- Until an authorized individual is at the bus stop to receive the child. The bus driver will confirm that the person is an authorized individual and check the individual's photo ID for positive identification when necessary.
- If these expectations are not met, the driver will keep the child on the bus and report any problems via 2-way radio to the Transportation Department and they will attempt to contact the parent by telephone. If the Transportation Department is unable to make telephone contact, the bus driver will be instructed to take the child back to Sutter Park at the end of the route. The transportation department or the school will continue to attempt to reach someone that is listed on the student's blue card to pick up the child.
- If school staff has been unable to reach the parent or any emergency contact to pick up the child by 12:15 for AM kids and 4:15 PM for PM kids, Franklin County Children's Services will be contacted and the child will be delivered to the 24-hour in-take facility at 525 East Mound Street. Their telephone number is 614-299-7000.

Parent Pick Up and Drop Off (Car Rider) Procedures

Sutter Park Preschool parents will drop-off and pick-up students in front of Sutter Park. Morning arrival begins at 8:10 and ends promptly at 8:20. Afternoon arrival begins at 12:10 and promptly ends at 12:20. Dismissal times are 10:55-11:05 in the morning and 2:55-3:05 in the afternoon. **It is expected that the adults pick-up during the dismissal window. If you are running late, please call the office.**

Before or after school child care is not available.

Parking

We realize that parking is limited at our building. It is important that our arrival and dismissal procedures are as safe and efficient as possible. We ask that every adult who is picking up or dropping off follow our parking flow and guidelines.

- We ask that you drive slowly and pay attention. Children are walking along the crosswalk and driveway. This includes staying off of your cell phone when driving in our parking lot.
- If possible, please park in a parking spot first. You may have to circle around until a parking spot becomes available.
- Please do not "stop" and wait for a spot to open up. We need the cars to keep moving. If you do not see a spot, you will need to circle around until a parking spot becomes available.
- There are cones placed in the parking area. Please DO NOT move the cones. They are there for a reason.
- There is no parking behind the school. This lot is for Sutter Park and Liberty Staff, as well as for bus drop-off and pick-up.

Arrival Procedures

- The following teachers will have their children enter DOOR ONE (Main Door):

Valentino	Lay	Monentaro	Eckert	Seed
Waugh	Shaffer	Tackett	Lovegrove	

- The following teachers will have their children enter DOOR TWO (Playground):

McIntyre	Keller	Loudner	Corbin
Hartman	Davis	Yoder	

- Cars cannot be left running for the health and safety of everyone. Also, please lock your car when you are not in it. Sutter is not responsible for lost or stolen items.

- Parents are required to bring their child to the door. Children should be exiting the car with close supervision. Parents should be holding their child's hand as they walk to the doors.
- **Children are not permitted to walk from the car or curb to the school without an adult.**
- When the doors open, your child will be greeted by a member of the Sutter Park School staff. Please say good-bye to your child at the door and return to your car. It is sometimes hard to separate, but usually minutes after you leave the building, your child calms down and becomes happily involved in the day's activities. Parents will not be able to walk their child to the classroom.
- During arrival, staff is inside the building and is responsible for monitoring children and facilitating the process. Staff is unable to address parent questions or concerns at arrival times. Please send a note or call the school if you wish to discuss something with your child's teacher, assistant or therapist. Your child's safety is our primary concern.
- If your child arrives after 8:20 or 12:20, the adult and child are required to go to the office to sign the child in using our new SAFE ID system. A Sutter Park staff member will then walk the child to their classroom.

Dismissal Procedures

School staff (including bus drivers) will only release preschool children to individuals authorized on specific forms provided by Sutter Park which are completed by the child's parents. Everyone, **including all parents, relatives, friends, and yourself** who may at some time pick up your child must be listed on the blue card. All individuals to whom a child is to be released will be asked for picture identification prior to being released if that person is not known to school personnel. The name on the photo ID must match the name on the authorized forms. **These forms must be completed every year prior to your child's first day of school.**

If you find it necessary to add or remove authorization for an individual, you must contact the main office and complete new authorization forms.

- Parents will pull up in front of the building. Cars cannot be left running for the health and safety of everyone. Also, please lock your car when you are not in it. Sutter is not responsible for lost or stolen items.
- Parents will be responsible for coming to the front door of the school to pick-up their child.
- The following teachers will have their children leave DOOR ONE (Main Door):

Valentino	Lay	Monentaro	Eckert	Seed
Waugh	Shaffer	Tackett	Lovegrove	

- The following teachers will have their children leave DOOR TWO (Playground):

McIntyre	Keller	Loudner	Corbin
Hartman	Davis	Yoder	

- Staff members will be present at the front doors to assist your child's exit from the building. We ask that parents line up in front of the door that lists the child's teacher since your child will always exit from this door.
- We will release students to parents in the order that parents have lined up. Parents should remain outside the doorways. Each parent will be provided with 3 "child id" cards. These need to be held up by the adult picking up the child at the door. This will assist in making the pick-up process smooth and efficient.
- During dismissal, the teacher/ assistant is inside the building, responsible for monitoring children in their class that have not been released to parents. Sutter Park staff are unable to address parent questions or concerns at dismissal time. Please send a note or call the school if you wish to discuss something with your child's teacher, assistant or therapist.
- If you need to pick up your child before the end of his/her school session, please report to the office first to sign your child out for the day. Please note that in order to sign your child out early, you must bring your driver's license for our new SAFE ID system.
- The dismissal window is 10:55-11:55 and 2:55-3:05. After that time, the doors will close and parents will need to come into the office and sign their child out. Please see below for our policy on late pick-ups:

Each time the parent/guardian is late	The student's teacher or office will contact the parent(s), preferably by phone.
4 days of late pick up after the dismissal window	The student's teacher will contact the parent(s), preferably by phone to communicate that a pattern is emerging.
8 days of late pick up after the dismissal window	The school will send a formal letter to the student's parents.
12 days of late pick up after the dismissal window	The Principal/Director or designee will contact the parents and schedule a conference to seek solutions that addresses the late pick-ups.

General Notes for Car Riders

- At each session, approximately 90 preschool students are picked up and dropped off by parents. It is imperative that all staff, parents and students follow the procedures. Safety is our primary concern. Please watch for children, drive slowly, and follow our drop off and pick up procedures.

- **Please be sure to share these procedures with all individuals you have designated that may pick up and drop off your child.**
- Parents of preschoolers with an IEP need to contact both the school and transportation if there is a change in your child's usual pick up and/or dismissal routine. For example, if you decide to drop off and/or pick up your child at school rather than have him/her ride the bus.

Absences

- If your child is going to be absent, you need to call the Sutter Park office at 614-450-4900 with the reason for the absence before the start of the school day.
- A child's absence is considered excused if:
 - They have a fever, vomiting, diarrhea, or other contagious disease
 - They have a doctor or therapy appointment
 - As approved by the principal on a student by student basis for situations that could include a family vacation, family emergency, etc.
- An unexcused absence could include:
 - Overslept
 - Taking the day off
- Please note the principal reserves the right to ask for a doctor's note after a child has been absent a certain number of days in order for the absence to be excused.
- If you reach voice mail, please leave the following information:
 - your name and your child's name
 - date of the absence
 - **reason** for the absence so that it can be marked excused or unexcused.
- **If the absence is not reported, the school will call parents at least one time, if not more.**
- If your child rides the bus, you also need to call Transportation at 614-450-6600 to let them know not to pick up your child.

For all preschool children, regular attendance in preschool is imperative if the child is to make growth. It is important that your child arrives on time and departs at the end of the day in order to benefit from all aspects of the preschool day. Irregular attendance and/or late arrival or early departure prohibits your child from participating in the continuity of instruction. Regular attendance enables your child to gain maximum benefit from instruction.

If you enroll your child as a typically developing peer, your child is expected to attend preschool each day that preschool class meets, arriving at the beginning of the school day and leaving at the scheduled ending time. As stated in the Preschool Fee Agreement excessive absences may

necessitate your child to be withdrawn from the preschool program. Please see below for our attendance policy:

5 or more days of unexcused absences	The student's teacher will contact the parent(s)/guardian(s)
8 or more days of unexcused absences	The school will send a formal letter to the student's parent(s)/guardian(s).
12 or more days of unexcused absences	The Principal will contact the parents and schedule a conference to seek solutions that address the student's absences.
*** if the student is a typically developing peer*** 15 more days of unexcused absences	The student's participation may be terminated.

Early Childhood Curriculum

The Worthington curriculum is aligned with the Ohio Department of Education's Early Learning and Development Standards. These standards range in developmental sequence and age of a child, from birth to Kindergarten. Our classroom instruction, based on the curriculum, is individualized to meet the needs of all preschool children through play and meet them where they are developmentally in all areas of growth to include: Social-Emotional, Approaches Towards Learning, Cognition and General Knowledge, Language and Literacy, and Physical Well-Being and Motor Development. You can find the standards on Ohio Department of Education's website at:

<http://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards/Birth-Through-Pre-K-Learning-and-Development-Standards>

Please note our school is NUT FREE. Each student will receive one snack opportunity per day. A nutritious snack is served daily, with white milk or water being offered for drink choice. A snack calendar will be provided at the beginning of the year for district provided snacks. On non-school snack days, students will individually bring their own snack from home. Please check with your child's teacher for healthy snack ideas to bring in. During snack time, this is a wonderful language experience for our students. We also encourage self-help skills, such as drinking out of a cup, opening packages, and throwing trash away.

Gross motor play is an opportunity for students to exercise and develop their large motor skills. Each child must be provided with at least 20 minutes of gross motor play per day. This could include play on our outdoor equipment, inside in our motor room, or within the classroom. Please be sure your child wears proper footwear (no flip-flops) to ensure their safety during gross motor play.

Services for Students Identified with a Disability (IEP)

The Worthington Early Childhood Education Program provides a variety of services for students identified with a disability. Parents can choose which service model fits best for the child and the family. Students identified with a disability have the option to:

- Attend a private preschool using the Autism Scholarship (this private preschool is responsible for all special education services; the child must have an educational disability category of Autism and have a written IEP through Worthington)
- Receive itinerant services within the home, private preschool or daycare center provided by the Early Childhood Intervention Specialist. Services are provided according to the IEP and can include related services such as Speech and Occupational Therapy.
- Receive school based/center based services for 2.75 hours a day, 4 days a week. Depending on the IEP, all students who attend Sutter Park for center-based services and receive related services will receive those services within the classroom setting.
 - We have 12 Inclusion Classrooms in which there are half of the students with disabilities and half of the students as peer role models.
 - We have 1.5 Cross Category Classrooms in which there are 6 students with disabilities and 2-3 peer role models. This is a classroom that is for students who need a less stimulating, more structured environment but still have access to peer role models throughout their school day.
 - We have 2.5 Special Education Classrooms in which there are 4-6 students identified with a disability and no typical peers. This classroom is considered a more restrictive environment and the students are working on building foundational skills such as language, safety and play.

Early Childhood Assessments

The Ohio Department of Education requires that preschool children with an IEP participate in the Early Learning Assessment. This is a formative assessment intended to measure student growth in the Early Learning Standards. The Assessment is completed through observation and most of the students have no idea they are participating in the assessment. The ELA is administered in the fall and spring with results reported to the Ohio Department of Education.

For students with an IEP, the child's teacher will complete the Childhood Outcome Summary one time a year. Teachers and therapists review each child's assessments and progress as well as using information from the child's parents to ascertain a rating score in three outcome areas. The rating scores are provided to the Ohio Department of Education to monitor whether students in the program are making continual progress over a period of time.

For all students, the Worthington Curriculum Based Assessment (WCBA) is administered throughout the year to identify how each child is progressing in the Early Childhood Curriculum. This progress will be reported two times a year (November and May) through our Developmental Learning Profile.

Screening Tool: All students' parents will complete the ASQ:SE2 and ASQ3 prior to enrollment and/or at the beginning of each year. Parents will be contacted by preschool staff via letter regarding the information they provided on these questionnaires. Responses to these questionnaires consist of the following:

- Child is meeting developmental milestones; or,
- There are areas that need to be monitored; or,
- Family responses that indicate a referral for special education services should be pursued.
- All parents are given developmental milestones and activities to support children's growth in the home setting.

Reporting Student Progress

- Worthington Schools has a preset schedule for fall and winter parent conferences for all children enrolled in the district. These dates are noted on the school calendar you received in the fall or upon enrollment. As the conference dates approach, your teacher will work with you to set up a time for you to meet.
- Families who have a child with an IEP will receive trimester updates (progress reports three times a year) on their child's IEP goals from the teachers and all therapists that work with their child.
- All children, those with an IEP and peer role models, will receive an overall written progress report related to the preschool curriculum called Developmental Learning Profile, or the DLP, twice a year in November and May.
- Additional meetings may be scheduled to discuss the development of your child during the year if a member of the team, which includes parents, feels it is warranted.

Communication Between Parent and Staff

Believing that the home and school need to work together to meet the needs of the child, parent communication is extremely important. Communication from the school to parents occurs in a variety of ways. Listed below are a few of the more common means of communicating with parents:

- Every week communication is sent home with your child, via a checklist, folder, classroom newsletter or an email which may include information related to class activities. If you do not have access to a computer, you may request information be sent home in the backpack. If parents live in separate households, parents may request two copies of written communication be sent home.
- Behavior or comments relative to your child will only be communicated via your child's folder or email.

- Newsletters, calendars and other important information about class/ school activities are often sent through a newsletter, email, google webpage, or posted on the school's website or Facebook page. If requested, information can be sent home with your child.
- Telephone or face-to-face conferences can be scheduled upon request.

The preschool teacher welcomes communication from parents. Please feel free to send email, notes or call the teacher at school and leave a message. If you would like a parent-teacher conference at any time, one can be arranged by speaking with the teacher.

If a child has Occupational Therapy (OT), Physical Therapy (PT) , Adapted Physical Education (APE) or speech goals on his/her Individualized Education Program (IEP), communication from the OT, speech pathologist, APE or PT can be sent home as needed.

Worthington School District Website **and Sutter Park Website**

Please visit the Worthington Schools, Sutter Park School website as part of your weekly routine at www.worthington.k12.oh.us

To view Sutter Park's website click on the scroll down arrow at the top of the page under "Select School" and click on Sutter Park. Please note: scroll to the very bottom of the list of schools. School information and miscellaneous documents and forms can be accessed on the website.

Please login through the District's website (listed above) and click on Infinite Campus to access specific student information.

Our school also provides a lot of information and reminders via social media. Don't forget to follow us on Facebook: Sutter Monarchs or on Twitter: @Suttermonarchs

Parent-Family Involvement

By working together, both the parents and the school are better able to understand the needs of the child. The school provides many opportunities for parents to participate in their child's school program both in the classroom and in the school. Please contact your child's teacher or our PTA to discuss what opportunities may be available that work for your family.

Classroom opportunities may include:

- Classroom observations
- Classroom volunteer
- Mystery Guest Reader

School opportunities may include:

- Membership in the PTA
- School orientation
- Fall and spring parent conferences
- Annual Spring Picnic with the Pipsqueaks
- Sutter Park PTA – (You don't need to be a member to participate) Provides snacks for teachers during parent-teacher conferences, coordinates activities for Teacher Appreciation Week, plans book fairs, fundraising and other miscellaneous volunteer opportunities; such as, school picture days and First Tastings that support individual classrooms and the entire program.
- PTA sponsored monthly play dates.
- Other school-wide and classroom activities

Classroom Visitations and Observations

- Parent access to the Worthington Schools Early Childhood Program adheres to Ohio Administrative Code 3301-37-07 (E) which states “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, the premises, or for other purposes approved by the director.
- We ask that you schedule an observation with the teacher prior to coming into the building.
- **Upon entering the building for any reason, please stop at the office to sign in and obtain a visitor's badge. We ask you to do this even when you are just bringing something to school for your child. For security reasons, we need to know who is in the building at all times. Thank you for your cooperation.**

If you have scheduled an observation with your child's teacher, we ask you to keep these things in mind:

- Please jot down on a sheet of paper any questions you may have. You may schedule a conference or phone call with the teacher or the therapist to discuss your questions or concerns. Please remember that the teacher, assistant and therapist are there to work with the children and engaging them in conversation distracts from the attention the children need.
- It is important that anything observed in the classroom be kept confidential.
- The time spent observing in the classroom should be spent observing **your** child. It is sometimes tempting to observe and compare your child with the other children in the class. It may also be tempting to ask questions about other children's disabilities. Due to confidentiality, please understand that other children cannot be discussed with you.

- If your observation(s) become distracting to the students within the classroom, it is the principal's right to finish the observation and schedule a follow-up meeting with the parent if necessary.

How Is Confidentiality Maintained?

Please be aware that specific information about other children in your child's class or in the school cannot be shared with others due to confidentiality laws. If you volunteer, visit the class or help with a party, keep any observations regarding any child's behavior or functioning in the class or school confidential. If you are in the class on a regular basis, other parents may ask you questions about their child's school day. Please refer them back to the teacher.

You **must check** with your child's teacher prior to taking pictures or videos in the classroom. Some parents choose not to have their child's picture taken and only the teacher will know each parent's preference. Please be considerate of other parents and **do not** post their child's picture on social networks without their permission. Confidentiality is a required component of our program and must be adhered to by everyone. Your sensitivity to this matter is appreciated.

Home Visits

As part of the early childhood program, the teacher may schedule periodic home visits with parents of students with an Individualized Education Program. If a parent is unable to schedule a home visit during the school day, with parent permission, the teacher may visit daycares and meet with daycare providers regarding a child. The parent or guardian will need to sign a consent form for this to occur.

Transition

Throughout the year a focus of the early childhood program is to prepare children to transition between activities within a familiar environment. As children gain skills in transitioning between daily activities, opportunities are planned to acquaint children with unfamiliar environments. The long-term goal is to prepare children to transition to school-age programs. If a student is 6 by September 30, transition to school-age programming is required. If a student is 5 by September 30, the student is eligible to transition. Your child's teacher will conference with you about the transition process so you can make an informed decision for your child.

Discipline Policy

Licensure Rule 3301-37-10 (Behavior Management/Discipline) requires that all early childhood centers include methods of discipline that apply to all persons on the premises and shall be restricted in the following plan. These rules have been implemented in our preschool behavior management/discipline philosophy and guidelines and are part of the building's "positive" intervention plan for all preschool students. All parents and staff members receive a copy of the discipline policy.

Early Childhood Philosophy Regarding Discipline of Preschool Children

The Worthington School District believes that children of preschool age are to be disciplined by using constructive, developmentally appropriate child guidance and management techniques at all times to foster positive self-esteem and to provide a safe environment for all children. Early Childhood Program staff follows a general plan that is positive and proactive in preventing behavior problems.

Preventive techniques may include, but are not limited to:

- **Positive reinforcement** (increasing behavior by adding something to the environment that is perceived as positive to the child).
- **Positive phrasing** (telling a child what he/she can do instead of what he/she can't do; i.e., "We sit on the chair, not on the table.").
- **Reflective listening** (honoring and labeling a child's emotion; i.e., "It makes you sad when it is time to clean up.").
- **Modeling appropriate behavior** (modeling desired behavior; i.e., teacher helps a child calm down by demonstrating deep breathing or taking a break).
- **Emotional language curriculum** (teaching students to put words to their feelings, providing visuals and language to prevent meltdowns, frustrations, etc).

Interventions addressing a child's behavior may include, but are not limited to:

- **Planned ignoring** of undesired behavior (attending to child doing the correct thing; i.e., "Mary is sitting quietly.").
- **Verbal and nonverbal redirection** (redirecting child to desired activity/teach alternative behavior).
- **Proximity control or touch control** (moving closer to a child who is having behavioral difficulty, touching his/her shoulder to redirect behavior).
- **Limiting choices** (limiting child's choices to 2, and following through).
- **Sensory strategies** (could include differentiated seating, belly breathing, fidgets, swings, weighted items, taking a break, etc).
- **Natural consequences** (temporarily losing a motivator; i.e., child intentionally throws toy, child loses privilege that moment to play with toy).

Methods of Discipline of Preschool Children

Constructive, developmentally appropriate child guidance and management techniques are used at all times and include such measures as redirection, separation from problem situations, problem talking with the child about the situation and praise for appropriate behavior. These discipline methods shall apply to all persons on the premises and shall be restricted as follows:

- There shall not be cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking and/or biting.
- No discipline shall be delegated to any other child.
- 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.
- 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 child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
- Techniques of discipline shall not humiliate shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline, shall be brief in duration 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.
- The early childhood staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Administration of First Aid and Caring for Illness

Sutter Park has a licensed Registered Nurse that is available throughout the week. Teachers, teaching assistants and/or office staff will handle illnesses and injuries when the nurse is not available. All teachers and teaching assistants maintain an active First Aid designation as part of our licensure requirements. You may call the school nurse any time you have questions about an illness or medication. The school nurse needs to be aware of any health concerns that you may have about your child so that his/her health and welfare are maintained at the highest level.

Parents will be notified via phone call and receive a paper copy if a child has a head injury (head bump, collision, etc).

Health Assessments and Screenings

Vision and hearing screenings are conducted annually. Additional screenings may be done at the request of parents or staff. You will be notified of any results outside the normal range. If you have any questions regarding these screenings or do not wish to have your child participate, please contact the school nurse.

Immunization Policy

State law requires immunizations for all children. A report of immunization status is sent to the State of Ohio by October 1st of each school year.

State School Immunization Law, Sections 370.13, 3313.671 and 5104.011 (A) (5) of the Ohio Revised Code states that all students must have an Immunization Record on file within 14 days of entrance. If the student is not in compliance, exclusion from school is required until this compliance is met. If you have any questions regarding this policy, please contact the school nurse.

Management of Communicable Disease

- The protocol for management of communicable disease at Sutter Park will be based upon the Ohio Department of Health's guidelines and recommendations.
- All early childhood staff receive state mandated training in communicable disease recognition including recognizing signs and symptoms of illness, proper hand washing techniques and disinfection procedures.
- Children identified with a communicable disease will be isolated from other children in an area with a cot in the nurse's or Principal's office under the direct supervision of staff until a parent or authorized individual is able to pick the child up from school.
- Parents/guardians will be contacted by phone (phone numbers listed for your child online will be called) in the event that their child is exhibiting the following signs or symptoms of illness.
 - Fever (100 degrees or over)
 - Diarrhea (more than one abnormally loose stool within a twenty four hour period)
 - Vomiting
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - Difficult or rapid breathing that is undiagnosed
 - Yellowish skin or eyes
 - Conjunctivitis (pink eye)
 - Untreated infected skin patch(es)
 - Unusually dark urine and/or grey or white stool that is undiagnosed
 - Stiff neck that is undiagnosed
 - Evidence of lice, scabies or other parasitic infestation

- Difficulty swallowing or extremely sore throat that is undiagnosed
- If there is a child in a classroom that has been diagnosed with a communicable disease, letters notifying of possible exposure will be sent to all parents/guardians of children in that classroom. Letters will be sent home in the child's communication folder in their book bag. This includes communicable diseases such as conjunctivitis, ringworm, impetigo, scabies, chicken pox, lice and strep throat.
- The following communicable diseases must also be reported to the school nurse/designee:

Encephalitis	Meningitis	Ringworm
Hepatitis	Mumps	Rubella (German Measles)
Infectious Mononucleosis	Polio	Scabies
Measles	Reyes' Syndrome	Whooping Cough

When to Keep your Child at Home

- Children who have a communicable disease will be excluded from school until they have been without fever, vomiting and diarrhea for 24 hours without the use of medications which would treat those symptoms.
- In order for a child to return to school in the event of a communicable disease exhibiting as a rash, the rash must be gone or a note from a doctor stating that the child may return must be presented.
- If a child is exhibiting signs of conjunctivitis (crusty eyes, red or swollen eyes), the symptoms must be gone or a note from a doctor stating that the child may return must be presented.

Prescription and Non-Prescription Medication

- There is an approved form by the Board of Education that must be filled out and on file in the office before school personnel can dispense prescription and/or non-prescription (over the counter) medication.
- The form for prescription medication requires the signatures of the prescribing physician and at least one parent/guardian. The form can be found on the Worthington Schools website and is available in the school office. This form must be completed annually. Procedures, doses, dosage times, etc. stated in the form must be followed precisely and without exception as established by policy and law.
- The form for non-prescription/over the counter medication needs to have just a parent signature.
- Both forms can be provided by the office or school nurse upon request.

Medical Examination

The Ohio Department of Education requires that we maintain a Medical Diagnostic Evaluation Form, a Child's Medical Statement (immunization records) on file. These forms must be provided no later than 30 days after the date of enrollment in preschool. Please note: your child may not be due for a medical evaluation or dental screening during this time period; however, the forms still need to be completed by your child's physician/dentist based on the most current exam date. Throughout the year, these forms will expire on the exam date. We will notify you prior to that time indicating that new forms will be required. At the beginning of each preschool year, new forms will be sent home so that you may have them completed by your physician/dentist and returned to school. These forms and deadlines are mandated by the State. Your assistance in making sure your child's examinations are completed by the annual review dates is appreciated.

Bathrooms and Diapering

Our students will have access to the bathroom through their school day. Classrooms go at least twice a day at a scheduled time and a staff member will take a child to the bathroom additionally if needed.

All young children can have accidents or not be toilet trained. Typically developing peers must be toilet trained in order to attend as a peer at Sutter Park Preschool. If a peer has 3 or more accidents within a short time frame, the principal and teacher will address their concern with the parent to come up with a plan. If the peer continues to have accidents, they may not be allowed to continue preschool at Sutter Park.

Students on an IEP cannot be prevented from coming to school if they are not toilet trained. Sutter Park school staff will provide the student with assistance deemed appropriate and necessary. If the child is in diapers, staff will follow ODJFS diapering procedures to regularly change their diaper at least once per day (more if the diaper is soiled). All staff will be trained yearly on the ODJFS diapering procedures. Parents are responsible for providing the school with diapers and wipes.

We ask that ALL students be sent a change of clothes in a Ziploc bag with their name on it. If a child needs a change of clothes (whether it is due to a toilet accident, vomit, blood, etc), we will use their extra set of clothes first. If a child does not have an extra set, we do have donated clothes that can be used.

Changes in Family Information

- Please notify the office immediately and update your information online whenever there is a change in student's and/or parent's telephone number, address, place of employment, marital status, child custody, e-mail address or other changes which the school should be made aware.
- A change in address requires two new proofs of residency be submitted to the Welcome Center at 200 E. Wilson Bridge Rd, Worthington OH 43085.

- Instructions for updating your child's information on Infinite Campus through the portal:
 - Access site at www.worthington.k12.oh.us
 - Click Login
 - Enter Parent ID and password –
 - If you do not know your ID and/or password, click [Parent Account Recovery](#) OR you can email a request to support@worthington.k12.oh.us (please include your name and your child's name in your request).
 - Click Emergency Data Review once you are signed on to the cloud

Child Custody

In all cases where custody of a child has been designated by the court, the school must have on file a copy of that official, stamped document. The parent who is residing in the Worthington School District and at the address designated for the student must be the “residential parent for school purposes” and stated as such in any child custody document. This document must be provided at the time of enrollment or if the student is currently enrolled, when the document is approved by the court. School personnel cannot abide by custody specifications if the proper documents are not received.

Emergency Medical Information

The purpose of this information is to provide all telephone numbers where parents and/or their designee may be reached in an emergency and to enable parents to authorize emergency treatment for children when parents cannot be reached.

As part of enrollment or prior to the start of school every year, you will be asked to make sure this information is accurate/updated on Infinite Campus. Please see the instructions listed under Changes in Family Information.

- **Two emergency contact persons other than mother and father, who are in the area, must be listed as well as the child's doctor, dentist and a preferred hospital.**

IMPORTANT PLEASE NOTE: The early childhood program must have on file an active working telephone number at all times for at least one parent.

Student Roster

A student roster which includes each child's name, telephone number and email address will be prepared annually by teachers and provided to parents upon request. Parents will be asked to sign a statement indicating whether they desire to have their child's name included on the roster.

Directory Information

The Worthington City School District has designated the following categories of personally identifiable information contained in student records as "directory information" which may be released at the discretion of the District:

- Name
- Address
- Telephone Number
- Date and Place of Birth

The parent of any student under eighteen years of age or any student eighteen years of age or older may refuse to permit designation of and consequently, refuse to authorize the release of any such personally identifiable information in the student's records as "directory information" by refusing consent on your child's record. There are three different options under "directory information": consent to all; consent only for school sponsored activities and programs; or withhold consent. It is the parent's responsibility to update their preference each year in Infinite Campus. Sutter Park's Directory goes home in the spring.

Student Dress

Students will participate in a variety of activities during the school day, including gross motor play in the gym or outside. During the winter season, please send your child to school in a warm jacket, hat, and mittens if the weather is cold or snowy.

It is highly recommended for students to not wear the following shoes to school as they may not be safe for our various preschool activities: flip flops, clogs/crocs, large snow boots, sandals w/o a back.

Field Trips

At this time, Sutter Park Preschool students do not participate in field trips that are off site. However, we will provide enriching community programs within our building. The following information is our field trip policy should we attend a program off-site in the future.

Field trips include trips that require students to be transported via school bus to an off-site location, as well as when children take walks around the neighborhood. Children may participate in field trips to enrich the early childhood curriculum. Parents indicate field trip permission for their child online via the Cloud. This indication can be changed at any time. It is your responsibility to notify your child's teacher if you make a change online regarding your consent to field trips. A parent may change his/her mind or make a decision before each trip.

It is the teacher's responsibility to notify parents at least one week in advance of field trips that may occur. Teachers are also responsible for notifying the office and school nurse in advance of a field trip to arrange necessary medicine administration.

Drills (Fire, Tornado, Safety)

- Rapid Dismissal Drills (also known as fire drills) are held at least one time a month throughout the year to prepare children and staff for an emergency should one arise. Children and staff leave the building quickly and quietly. All persons are required to leave the building during the drill.
- Tornado emergency drills are practiced during tornado season (April – July when school is in session). Children and staff go to a designated safe place within the school and assume a protected body posture. If a **tornado watch** is in effect at regular dismissal times, students will be dismissed as usual. If a **tornado warning** is in effect at regular dismissal times, parents will be invited to shelter with their child inside the building until it is safe to leave.
- “School Safety Drills” are practiced at least one time during a school year to prepare children and staff for other possible emergency situations. After an announcement is made, teachers move students to a safe area and secure the classrooms or can be rapidly evacuated. At least one drill will have students secured in the building. The other two may be secured in the building or dismissed rapidly. Volunteers and visitors will remain in the classroom; a secured area; or evacuated until the drill is over.
- Please be aware these state mandated drills are taken very seriously to ensure the safety of our students should an event occur. Staff members cannot engage in conversation during this time.
- If you happen to be dropping off your child late and it is during one of our drills, please remain with your child until you can officially sign them in at the office. If you arrive to pick up your child early, you will need to wait outside until the drill is over as we cannot let anyone inside during a safety drill.

Harassment

The Worthington Board of Education and Schools are committed to the creation and maintenance of a learning and working environment in which all persons who participate in school programs and activities can do so in an atmosphere free from all forms of prohibited harassment. Harassment on the basis of race, color, national origin, ancestry, citizenship, religion, handicap, age, sex or sexual orientation is prohibited. A full copy of the Board Policy is on file in the school office. If you have a concern in this area, please contact your child's teacher and/or the school office. Report forms are also on file in the school office.

Celebrations

It is the district's and school's policy that food not be included during birthday celebrations or holiday celebrations. This is to not only promote healthy food choices, but it also ensures that ALL students can participate in the celebration regardless of a food allergy. Feel free to bring in stickers, trinkets, pencils, etc. If food is going to be provided, parents within the classroom must be notified 7 days prior to the event as to what food will be brought in and given to the students.

Birthday parties do not take place at school. Individual party invitations for students may be distributed at school when everyone in the class is included.

Parent Teacher Association

The PTA is a very important link between the home and school. Through the PTA, parents, teachers and school staff work together for the good of all students. You will be contacted in the early fall about joining the PTA and will be given the opportunity to volunteer for various positions and/or functions throughout the year. Your support is greatly needed and appreciated. Please visit the Sutter Park website for a link to the PTA website.

Early Childhood Licensing

The most recent written compliance report for Sutter Park Preschool is posted next to our program's current license in the main office. Please reference rule 3301-37-02(I) of the Preschool Program Licensing Rules. Worthington Schools Early Childhood Center at Sutter Park is currently in compliance as of our last licensure inspection. Copies of the inspection report are available from the Office of Early Childhood Education upon request.

School Closings

Emergency school closing because of snow, ice or other calamity is announced on Columbus area radio and television broadcasts either the night before or the day of the closure. Additionally, phone calls are made to parents and posted on the Worthington Schools website, Facebook page, and Twitter Account. You can also check Sutter Park's Facebook page as well. It should be assumed that schools are open unless announced otherwise.

Emergency early dismissal plans are completed online by parents. Please indicate who should be notified in an emergency early dismissal by marking them as a "high priority".

If AM and PM Kindergarten is cancelled, AM or PM preschool will also be cancelled. If there is a one (1) hour delay, AM sessions will be delayed one (1) hour but PM sessions will occur on time. If there is a two (2) hour delay, AM sessions will be cancelled but PM sessions will occur on time. Please be sure to check the local news and social media for updates regarding school closings.

Student Records

- Under federal law and Worthington School District Board of Education policy, parents of any student under eighteen years of age or the student, if eighteen years of age or older, has the right to examine the student's records, to challenge the contents of those records to insure that they are not misleading, inaccurate or in violation of the student's rights, to insert in the record an explanation of disputed material, and to file a complaint with the Family Educational Rights and Private Act Office, 330 Independence Avenue, SW, Washington, DC

20201, if the parent or student believes the District is not complying with federal law or regulations governing student records.

- The Board of Education has established policies and procedures regarding access to and challenges of student records. Copies of these policies and procedures are kept at the office of the Treasurer of the Board of Education, 200 E. Wilson Bridge Road, Worthington, OH 43085.

Withdraw from Sutter Park or the Early Childhood Program

There are many reasons why a student needs to withdraw from our program. This could be due to moving out of the district, lack of transportation for typical peers, a sudden illness or death in the family that impacts long-term childcare, etc.

If the family has a typical peer that needs to be withdrawn, tuition still may be required for the remainder of the year depending on the situation. Please refer to the tuition agreement for more information.

If the family moves to another school district, even if it is in a different state, students on an IEP can continue to receive services through their IEP in their new school district. It is important when enrolling your child you let the school district know that your child has an IEP.

Parents are asked to contact the school office when a student is going to be withdrawn from school. Please notify the office several days in advance. Parents of typical peers need to follow the tuition agreement guidelines for tuition reimbursement due to the withdrawal of a student.

Child Find

Worthington Schools is responsible for locating any child ages three to 21 with a suspected disability who resides within the Worthington School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: a preschool child with a disability, multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, and other health impairment. If you know of a child who is suspected to have a disability, please call the Director of Special Education at 614-450-6014 or contact your building principal for more information.

Deteccion de Ninos

Las Escuelas de Worthington son responsables de localizar a cualquier niño desde su nacimiento hasta los 21 años de edad que se sospeche discapacitado y él cual resida dentro de los límites del Distrito Escolar de Worthington. El Distrito Escolar proporciona servicios de Educación Especial a cualquier niño que califique como tal, de acuerdo con la Ley del Mejoramiento Educativo para los Individuos con Discapacidades (IDEIA de acuerdo con sus siglas en inglés) o la Sección 504 de la Ley de Rehabilitación para las edades comprendidas entre los 3 hasta los 21 años de edad. Las discapacidades sospechadas incluyen: un niño en edad pre-escolar con discapacidad,

discapacidades múltiples, sordo-ciego, discapacidad auditiva, discapacidad visual, discapacidad en el habla / lenguaje, discapacidad ortopédica, trastorno emocional, retraso mental, discapacidades específicas de aprendizaje (lento aprendizaje), autismo, lesión traumática al cerebro, u algún otro impedimento físico. Si Usted conoce a algún niño con discapacidades o tiene la sospecha de que sufre de alguna, por favor comuníquese con el Director de Servicios Estudiantiles en 614-450-6014 o contáctese con el Director de la Escuela correspondiente a su área para más información.

Ombudsperson

If you should have any concerns, complaints or to report violations about the preschool program that have not been resolved by the school district, you may contact the Ohio Department of Education's Ombudsperson at 1-877-644-6338. The Ombudsperson will provide you information and assist you in addressing your concerns. For parents of students with an IEP, please refer to "Guide to Parents Rights in Special Education" provided at your child's IEP meeting or go to the following website:

<http://education.ohio.gov/getattachment/Topics/Special-Education/Students-with-Disabilities/Physical-or-Mentally-Handicap/Whose-IDEA-Is-This-A-Parent-s-Guide-to-the-Individual/Whose-IDEA.pdf.aspx>.

School Safe ID

August 2022

Dear Sutter Park Parents and Guardians:

The Worthington School District is pleased to inform you that we have implemented a new visitor management check in system at Sutter Park Preschool that will enhance the safety of our students, families and staff. Our district safety plan focuses on three areas: securing the environment, training students and staff and addressing mental health needs. Each year we attempt to make improvements in these areas. A visitor management system assists us in tracking guests, employees and contractors at our schools.

Our visitor management system for the Worthington School District is called School Safe ID. School Safe ID will be managed through a kiosk in the main office where our current visitor sign in is located. This system requires all visitors to present a valid state-issued ID and when the ID is run through the system, it will compare the visitor's name and date of birth to the national database of registered sex offenders.

When signing in as a visitor, signing your child in late in or signing them out early, you will be required to use this kiosk. Visitors who are staying in the building must scan their valid state-issued ID and once it is approved, the visitor will be issued a badge that identifies his or her name and purpose for visiting the school, along with their picture. This system only records the visitor's name and date of birth and no additional data from the license will be entered into the system. When visitors sign out of the building, they will simply check back into the kiosk, scan their printed badge and sign out.

When signing in your child late or signing them out early, you will also need to use the kiosk instead of our "blue" sign in/out paper. When signing them in late, you do not need your ID. When signing them out early, you will need to have your ID with you.

One really convenient feature of School Safe ID is that there is an optional digital pass that downloads directly to your phone. When you sign into the system for the first time, you will need to bring your ID and then you can download the digital pass at that time. After your first visit, you will just scan the digital pass right from your phone. If you do not choose the digital pass, visitors must bring their ID every time they visit our school. Please note, that should a visitor not have a valid state-issued ID, he or she will not be permitted to enter the school without an escort. Visitors will not need to use the system should they simply need to drop something off in the main office.

School Safe ID is funded through funds dedicated to school safety and security. Should you have any questions or concerns regarding our new visitor management system, please let us know. We will help you through the process to ensure that you are comfortable with signing in and out. We are excited to have this additional security feature in our school building and across the Worthington School District.