

# Madison Local Schools

## Preschool Parent Handbook



Madison Elementary School  
5795 West Alexandria Road  
Middletown, OH 45042  
513-420-4755

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## PHILOSOPHY & GOAL

*“What I learned on my own I still remember.”*

- Nassim Nicholas Taleb

What if your child could get a strong educational head start by developing an early love of learning through a series of immersive and challenging preschool activities?

Madison’s Preschool program believes a child can handle various challenges when they are allowed to explore and make their own discoveries with the guidance and mentoring of preschool teachers.

Our goal is to provide a variety of academic and social emotional challenges designed around the needs and interests of every child. With guidance from our highly trained preschool staff, your child will explore various methods to face and manage these challenges all while developing a love of learning and discovery.

# MADISON LOCAL SCHOOLS PHONE & EMAIL DIRECTORY

## ADMINISTRATIVE PERSONNEL

Name/Title	Phone	Email
Dr. Lisa Tuttle-Huff Superintendent	420-4750	lisa.tuttle-huff@madisonmohawks.org
Rich Natiello Treasurer	420-4756	rich.natiello@madisonmohawks.org
Georgia Flannery Assistant to the Treasurer	420-4792	georgia.flannery@madisonmohawks.org
Barb Sturgis Treasurer Clerk	420-4793	barb.sturgis@madisonmohawks.org
Chris Cooper Curriculum Coordinator/HR	420-4923	chris.cooper@madisonmohawks.org
Kevin Casey Director of Student Services	420-1809	kevin.casey@madisonmohawks.org
Cathy Middleton Transportation Director	420-4779	cathy.middleton@madisonmohawks.org

## ELEMENTARY PERSONNEL

Name/Title	Phone	Email
Jason Jackson, Principal	420-4755	jason.jackson@madisonmohawks.org
Mindy Amann, Asst. Principal	420-4755	mindy.amann@madisonmohawks.org
Karla Fairchild, Secretary	420-4755	karla.fairchild@madisonmohawks.org
Donna Guilino, Counselor	420-4755	donna.guilino@madisonmohawks.org
Julie Conley, Nurse	420-4780	julie.conley@madisonmohawks.org
Debbie Morrison, School Psychologist	420-4766	debbie.morrison@madisonmohawks.org

## MADISON PRESCHOOL PHONE & EMAIL

Name/Title	Phone	Email
Regina Meeker Preschool Supervisor	420-4758	regina.meeker@madisonmohawks.org
Cathy Treadway Preschool Registration	420-4766	cathy.treadway@madisonmohawks.org
Kayla Glace General Education Teacher	420-4755	kayla.glace@madisonmohawks.org
Ashleigh Herring Intervention Specialist	420-4755	ashleigh.herring@madisonmohawks.org
Sarah Humble General Education Teacher	420-4755	sarah.humble@madisonmohawks.org
Katie Stover Intervention Specialist	420-4755	katie.stover@madisonmohawks.org
Tamara Turner Paraprofessional	420-4755	tamara.turner@madisonmohawks.org
Teresa Dean Paraprofessional	420-4755	teresa.dean@madisonmohawks.org

# REGISTRATION PROCEDURES

Preschool registration takes place in April and is open to children who turn 3 by August 1 and 4 years of age. Please contact Cathy Treadway with any questions regarding registration information at 420-4766 or [cathy.treadway@madisonmohawks.org](mailto:cathy.treadway@madisonmohawks.org).

To enroll a child, the parent/legal guardian must provide the following information:

1. Completed Registration Packet : Obtained from Cathy Treadway, Registration
2. Verification of Identity: Valid Driver's License/Picture ID
3. Proof of Residency: ONE of the following depending upon your residency situation
  - A. If you are the Homeowner – current utility bill which includes your name/address
  - B. If you reside at Catalina Manufactured Home Community – school verification form which can be obtained from their main office.
  - C. If you are building a home within the district-signed contract/statement from the builder, which gives the location of the home and completion date. Your child will be enrolled for a period not to exceed ninety (90) days.
  - D. If you are renting a home/apartment –rental agreement which states your name, property address, name of landlord/address and date of rental agreement. You and the landlord must sign this agreement.
  - E. If you are living with someone else in the district – proof of residency from the homeowner (from one of the situations listed above, AND documentation/mail for yourself showing your name listed at that particular address. You and the homeowner must both be present to sign a notarized statement which is available in the Central Registration Office at Madison Elementary School.
4. Court Documents allocating parental rights, responsibilities or guardianship (if applicable). If there is a pending custody situation a student may be enrolled if the parent/legal guardian has a letter/form from an attorney/court official stating that a custody change is in process. At that time the parent/legal guardian must complete a Temporary Admission form, giving the individual sixty (60) days to supply the necessary custody papers to the superintendent's office.
5. Birth Certificate: Official document from the Bureau of Vital Statistics
6. Immunization Record and Medical Statement: These forms are due by August 1 or your spot will not be held.
7. Social Security Card

# HOURS OF OPERATION

Madison's preschool program has two classrooms that offer morning and afternoon sessions, held Monday through Friday.

## Morning Schedule

8:30 am to 11:15 am

## Afternoon Schedule

12:35 pm to 3:20 pm

Madison's Preschool program operates on the same calendar as Madison Local Schools.

## Weather

In case of inclement weather, Madison Preschool will be closed whenever Madison Local Schools is closed. The district utilizes a school messenger phone system to notify you of delays or closings.

## School Delay

### *1 Hour Delay*

#### Morning Schedule

9:40 am to 11:55 am

#### Afternoon Schedule

1:10 pm to 3:20 pm

### *2 Hour Delay*

#### Morning Schedule

10:40 am to 12:25 pm

#### Afternoon Schedule

1:35 pm to 3:20 pm

## 2 Hour Early Dismissal

#### Morning Schedule

8:40 am to 10:25 am

#### Afternoon Schedule

11:35 am to 1:20 pm

## Emergencies

Emergency medical forms will be kept on file in the Nurse's Office and within the classroom. **PARENTS ARE ALWAYS CONTACTED FIRST.** Parents must provide a minimum of 2 names to be contacted and 2 names of people who the child may be released in the event of an emergency. Madison's Preschool program will periodically request an updated form be completed to insure accuracy due to moves, changes in employment, etc.

## BUSING, ARRIVAL AND PICK-UP

### BUSING

Busing will be addressed on an individual basis. Please be assured that your child will be safe and attended to at all times. Children are seated with age appropriate peers or siblings with appropriate restraints per age group. We encourage the use of our busing services. This provides a wonderful opportunity to build independence for your child, even at this young age. Staff members will escort your child into the building and then to the bus upon departure. Staff members stay with the children departing until they are safe and happy. No child will ever exit or report to the bus without a staff member. No child will be left at the drop off without the driver visibly seeing a familiar adult receive the child. Make sure you introduce all potential adults who will receive your child to the driver. If your child will not ride the bus for several days in a row, please let us know and we will inform the driver.

### ARRIVAL AND PICK-UP PROCEDURES

Students are required to be dropped off at door 7 located to the left of the main elementary entrance. You will be required to sign your student in and out with the teacher on duty at the time of arrival or pick-up. Please update release information as soon as it changes. No child will be released to an adult that is not on this form without prior notification (written or via phone) from the parent. We ask that anyone picking up a child is prepared to show identification. This helps ensure that we are releasing the child into the proper care as indicated by the child's parent/guardian.

### ABSENCES AND TRANSPORTATION INFORMATION

Please contact Angie Day, Elementary Secretary, at 420-4755 or [angie.day@madisonmohawks.org](mailto:angie.day@madisonmohawks.org) if your child will be absent, or to notify her of any changes to your release list.

Please contact Cathy Middleton, Transportation Director, regarding any busing changes at 420-4779 [cathy.middleton@madisonmohawks.org](mailto:cathy.middleton@madisonmohawks.org).

Parents will be called within 2 hours after school begins if their child is not reported absent.



## PARENT & STUDENT INFORMATION

### CLASS ROSTER

Parents will be asked to share whether they would like their child's name, phone number, and parent names shared on the class roster. The parent roster will be distributed once a year.

### PARENT TEACHER ORGANIZATION (TRIBE)

TRIBE meetings are scheduled at 3:45 p.m. on the second Tuesday of each month from September through May. Classroom teachers will notify parents through classroom newsletters of opportunities to participate. Officers are elected each year, and take office in May. It has as its objective "to promote the fullest development of the child through encouraging the cooperation of home, school and community." All parents/guardians who have children attending Madison Preschool and Madison Elementary Classrooms and all Madison Elementary Staff are members of our TRIBE. Parents will be notified of events, meetings, and volunteer opportunities via class newsletters and websites. Parents can also access the TRIBE Facebook group, Madison Elementary TRIBE, to obtain additional information and discussion boards.

### PARENT-TEACHER CONFERENCE

Conferences are scheduled twice a year and during after school hours. All parents are urged to participate in these programs, as this is an excellent opportunity to privately discuss the child's progress in school with the teachers. During these conferences, goals will be established for the student based on teacher and parent input and observations related to the child. Conference dates and times will be included on the school calendar. Parents desiring a conference at other times should call the school and make arrangements. "Drop-in conferences, whether with the principal or teacher, are generally discouraged since teachers are only allowed conferences during non-classroom time, and the principal may have other conferences or activities scheduled. Conferences and parent/teacher communication may be in person, video conference, phone calls, and written communication (emails, Class Dojo, notes).

## SAFETY

All doors to Madison's Preschool Program and Madison Elementary remained locked at all times. To enter the building, visitors must enter through the main Elementary entrance and press the buzzer to the right of the door. A staff member will buzz you in. All visitors must report to the office.

All staff members will wear a picture ID badge. Phones are located in each room for communication to the office. School cell phones and walkie talkies are used to communicate between playground and office, gym, cafeteria and office.

## CLASSROOM VISITS

When parents visit the school, they are always required to check through the office first and receive a visitor's badge.

There are occasions when parents are specifically invited to Madison Preschool to take part in a special planned activity. Occasionally parents may wish to visit their child's classroom. Such visits should be scheduled with the classroom teacher. Occasionally a non-custodial parent will request that he/she be allowed to visit their child during school hours. The courts in the divorce decree grant visitation rights; therefore, the school has no authority to extend those rights beyond those granted by the court.

## PLAYGROUND & OUTDOOR SAFETY

Gross motor play is important for adequate gross motor development. When the weather permits, the students will be playing outside on the playground. Please send your student in closed toed shoes (no sandals or flip-flops). Please dress your child appropriately with jacket, coat, gloves, hats, and layers according to weather conditions.

## INCIDENT REPORT

If your child is injured or has an accident while at Madison Preschool a Child Incident Report will be completed. A copy of the incident report will be sent to the child's parent/guardian as soon as possible. Please sign the child incident report and return to the teachers. Please see your child's teachers or the school nurse for any questions or concerns.

## SAFETY PROCEDURES

Above all else, the staff at Madison Elementary School and PreK is concerned with the safety of every student. Some of the activities to insure that safety include:

- Safety assemblies (bus, playground, fire and personal safety)
- Two licensed teachers and one educational assistant assigned to each classroom to ensure adequate adult supervision with a ratio of 1 adult to 6 students with maximum class size of 16 students.
- Posting notice for all visitors to report directly to the office. Visitors are asked to wear identifying badges.
- Constant staff vigilance of strangers in the building or on the grounds. Teachers are asked to direct such persons to the office. Teachers are able to call in to the office from their room via the public address system.
- Quarterly checking and maintenance of our playground equipment.
- A school nurse who reports to the Elementary building 5 days per week.
- A program of re-registering students at the beginning of each year to keep up-to-date on persons (minimum 2 individuals) who are allowed to be contacted or transport a child from school and a system of "flagging" students whose custodial parents indicate special concerns.
- Weather and fire related drills conducted 6 times/school year and safety drills conducted 3 times/school year.

## CHILD ABUSE POLICY

Ohio law requires that any employee or contracting service provider who knows or suspects child abuse or neglect will be responsible for reporting the suspected abuse or neglect in accordance with Governing Board policy. As employees of Madison Local Schools we are not here to make judgment if a child is abused or neglected. We are legally mandated to report a suspicion of abuse or neglect. Our report of a suspicion is to help protect a child if the need exists and to help a family access any needed services. The care and well being of a child is of the utmost importance.

## COMMUNITY PARTNERSHIP TO SERVICE PARENTS AND STUDENTS

Madison has partnered with Primary Health Solutions, Talbert House, and the Butler County Success program to help bring the necessary mental, physical and human service needs to our students.

### Talbert House

Talbert House is an agency who provides mental health services at Madison Local Schools in a cost-effective and efficient manner. We are thankful to have Rebecca Zeiser, a mental health therapist, at our school to offer students individual and family therapy. If you have any questions please contact Rebecca Zeiser at 420-1710 or [rebecca.zeiser@madisonmohawks.org](mailto:rebecca.zeiser@madisonmohawks.org).

### Butler County Success Program

The Butler County Success program provides a Success Liaison who provide families in economic need with access to such things as medical care, transportation, child care, healthy food, and help with parent-school relations, family cohesion and parenting practices. If you have any questions or would like assistance please contact Stacy Qucsai at 420-1709 or [stacy.qucsai@madisonmohawks.org](mailto:stacy.qucsai@madisonmohawks.org).

### Primary Health Solutions School-Based Health Center

Primary Health Solutions has partnered with Madison Local Schools to provide health, vision, and dental care services to our families. Primary Health Solutions offers these services regardless of a student's insurance carrier or lack thereof and provides a sliding-scale based on the family's income. The program is also available to assist families with insurance enrollment, if uninsured. Transportation to an appointment from school is provided. A permission form and background medical history must be completed by the parent/guardian prior to administering any service. If you have any questions or would like a permission form please contact the school nurse Julie Conley at 420-1703 or [julie.conley@madisonmohawks.org](mailto:julie.conley@madisonmohawks.org).

# HEALTH & NUTRITION

## HEALTH RECORDS

The Ohio Administrative Code requires preschool programs to secure health information from a child's parent no later than the first day of attendance. Upon admission to the program, you should have received the forms that must be completed by your child's doctor (Medical Statement and Immunization Records). Forms must be updated as physical exams expire each year. You will be notified by Madison Preschool when your Medical Statement, Immunization, and Medical Plan has expired and requires renewal via email, phone call, and/or mail.

## MEDICATION POLICY

We shall administer no medication, vitamins, or special diet without permission from parents and a doctor. In the event that medication must be administered, a Madison Preschool Medication Request Form should be secured from registration (Cathy Treadway) or nurse (Julie Conley), and completed by the child's parent and physician. These forms will be kept in the child's file, with the child's medications and in the classroom. Madison Preschool follows the Madison Local School Medication Policy.

## PRESCHOOL IMMUNIZATION RECORDS

The State of Ohio requires a physical prior to enrollment to the Pre-K program. Also, the following immunizations are required:

- 4 DTaP
- 3 Polio
- 1 MMR
- 4 HIB
- 3 Hepatitis B
- 1 Varicella

Please review your child's health record or check with your physician to ensure that your child will be fully immunized before the start of school.

# HEALTH & NUTRITION CONTINUED

## HEARING AND VISION SCREENINGS

Hearing and vision screenings will be conducted at school in August and September for all Preschool students. Parents will be notified of the results and contacted by the nurse (Julie Conley) if a referral for a further examination is required by a call and letter home.

## SNACKS

Snacks are provided by the preschool program and follow the nutritional needs established by the U.S. department of agriculture meal patterns. The snack calendar will be provided monthly. A choice from two of the groups listed below will be served for snack.

- Meat/meat-equivalent group
- Bread/bread-alternatives group
- Milk group; or
- Fruit/vegetable group

We are always respectful of allergies among our students. If your child has an allergy, please notify staff so we may make appropriate accommodations. Parents who provide a snack must adhere to the Smart Snack guidelines. These guidelines and snack suggestions are provided to parents at orientation and upon request (contact teachers or Regina Meeker at 420-4758 or [regina.meeker@madisonmohawks.org](mailto:regina.meeker@madisonmohawks.org)).

## BIRTHDAY CELEBRATIONS

We encourage parents to celebrate their child's birthday with a book donated to the class library in honor of your child. Parent(s) may come in and read the book to the class or have the teacher read the book. To find a list of books please consult the classroom website for a list of books you may choose to honor your child's birthday.

# DIAPERING & TOILET TRAINING

## TOILET TRAINED CHILDREN

Please supply a change of clothes in case of an accident along with pull-ups or disposable training pants if used. If an accident occurs, the preschool staff will bag the soiled clothing and send them home that day to be laundered at home.

## DIAPERING OF CHILDREN

Madison's preschool program will diaper students based on the physical potty training needs of the student. Children who will be diapered during school must provide diapers, wipes, and a change of clothing. Any soiled clothing will be bagged and sent home with the student that day to be laundered at home.

## USAGE OF DIAPER OINTMENTS OR CREAMS

For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. Such instructions shall include;

- The name of the ointment, cream, or lotion
- Name of the child
- Birthdate of the child;
- Date form completed and duration of usage
- Signature of the parent

Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

## COMMUNICABLE DISEASE/ILLNESS

A communicable disease chart shall be posted in each classroom. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters a group. All parents shall be notified if their child has been exposed to a communicable disease when applicable. Notification will be an email, hardcopy letter home, and on Class Dojo.

Any child suspected of having a communicable disease shall be isolated immediately in an area set aside from the group. A child who is isolated is always accompanied by an adult who is within sight or hearing of the child. An isolated child is provided with a mat or cot, and a blanket until discharged. The mat shall be sanitized with an appropriate germicidal agent and the blanket shall be laundered upon discharge of the child. Any child with the following signs and symptoms shall be immediately isolated and discharged to the parent, guardian or person designated by the parent:

- Vomiting
- Diarrhea
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (no red eyes/crustiness present to return to school)  
Temperature of 100 F when in combination with any other sign of illness (such as lethargy, abnormal activity, vomiting)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- No unknown rashes of any kind.



## COMMUNICABLE DISEASE/ILLNESS CONTINUED

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and the parent or guardian called to take the child home immediately. The child shall be carefully watched for worsening of his/her condition.

- Unusual spots
- Sore throat or difficulty swallowing
- Untreated, infected skin patch(es)
- Severe coughing
- Evidence of lice, scabies, or other parasitic infestations

No child may return to childcare until all signs or symptoms of illness have disappeared (temperature free, etc.) for at least 24 hours after the symptoms are gone. Children with head lice shall be excluded from childcare until application of an effective pediculicide.

Children who are mildly ill but do not show symptoms of a communicable disease shall not be encouraged to participate in activities of an active nature, unless they so choose. Parents shall be notified of the child's symptoms and behaviors.

### **Butler County Health Department**

Contact 513-887-5253

301 S. Third Street Hamilton, OH 45011

[http://health.bcoho.us/our\\_services/nursing\\_clinics.php](http://health.bcoho.us/our_services/nursing_clinics.php)

Mondays and Wednesdays 1:00-1:30: limited number of walk-in slots available

Appointment only 1:30-3:00 (call to schedule appointment)

Medicaid, CareSource, Buckeye, Paramount, Molina, UHC Community, Anthem, UHC, Aetna accepted (bring card).

If no insurance: \$10 administration fee per shot, \$40 maximum per visit/per child. **Cash only!**

## COVID 19 Policy

Due to the COVID-19 pandemic, new requirements have been put into place.

### Practice Social Distancing-Ratio & Class Size:

Teacher ratios will be 1 teacher to 6 students within the 3 to 5 year old classroom with a maximum of 16 students in the classroom.

In the event Butler County reaches a Level 4 (Purple) we will be serving ONLY essential families following the one teacher to 9 students in each classroom.

### Handwashing:

Sinks are within each classroom and hands are to be washed with soap and water for at least 20 seconds. Hand sanitizer is provided All students and employees are required to follow the handwashing guidelines:

- 1) Upon entering and leaving the classroom.
- 2) Prior to and after snack time.
- 3) Prior to and after outdoor and indoor play time.
- 4) After using the restroom, blowing nose, sneezing, coughing, etc.

### Face Coverings:

All employees are required to wear a face mask during their time spent with students. Any employee caring for a potentially ill child will also be wearing a mask.

Students are required to wear a mask on the school bus unless they have a medical or developmental reason. Teachers will be conducting social stories and discussing proper usage of face masks in class.

## COVID 19 POLICY - CONTINUED

### Symptom Screening & Physician Referral:

- 1) We shall ensure that all children have their temperature taken after being dropped-off or dismissed from the bus.
- 2) We will immediately send home any child who has a temperature of **100 degrees or higher**.
- 3) Any student who develops COVID-19 symptoms while at school will be quarantined in an area other than the clinic until a parent or guardian arrives to pick them up from school. A mask will be placed on the student unless other health issues prevent it.
- 4) The child will not be allowed to return to preschool until he/she has been fever-free without the use of fever-reducing medication for at least **24 hours**.
- 5) If the child has had known contact with someone confirmed or probable to have COVID-19, prior to returning to the center he/she must complete isolation or quarantine procedures for COVID-19 in coordination with the local health department.
- 6) Children's health will be monitored at preschool, therefore any child who has a fever of 100 degree or more will also be required to be picked up by their parents and follow the same procedures listed above.
- 7) Children should also stay home if any member of their household is registering a fever of 100° F or higher or any of the symptoms related to COVID-19.

Communication and tracing involving a positive case of COVID will be through the **Butler County Health Department**. Students have FERPA rights that must be followed.

A letter to members in the classroom will go out to parents via email, website and Class Dojo; however, names will not be disclosed.

## DISCIPLINE

Madison Preschool follows all guidelines provided by the Ohio Department of Education.

The Program'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, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Discipline shall not be delegated to a 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 otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include the withholding of food, rest, or toilet use.
9. Separation shall be brief in duration, and age and developmentally-appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

We feel our goal is best accomplished by the following:

1. Positive language and manners will be used to communicate limits, clarify expectations, and provide simple, consistent explanations.
2. Providing a structured environment.
3. Children are recognized with praise for respecting limits.

A child having behavior problems during his/her stay in childcare may:

1. be removed from the group to a designated timeout area
2. for serious or recurrent problems, the parents will be notified
3. for continuous serious or recurrent problems infractions, a child's enrollment may be terminated.

# TERMINATION OF PRESCHOOL

## Termination by Parent

Ten (10) school days written notice is required. All tuition that is due must be paid.

Any parent who terminates without paying all tuition and notice fees will receive a statement of account specifying a due date for payment. If payment is not received, the program reserves the right to use whatever means necessary, including all legal avenues, to recover the amount due. Additionally, any future childcare programs will be unavailable due to non-payment.

## Termination by Program

Termination by the Program's Choice: Reasons for the Childcare Director to end a family's participation in the program include, but are not limited to:

1. A child's misbehavior. Program staff will work with children in a positive manner as specified in our discipline policy. Children who do not respond and who create situations that are dangerous for themselves, other children, or staff members may be better accommodated in another setting. Parents will be consulted whenever any difficulties arise and kept informed about disciplinary processes. A request to find another setting would not be unexpected. Parents in this situation would be given (2) weeks (14 days) notice to find other accommodations if possible.
2. A child's severe and repeated misbehavior. Immediate dismissal from the program.
3. Parent's non-compliance with program policies and requests for cooperation in working with a child. The Childcare Supervisor will notify parents verbally of the program guidelines. If parents disregard such specific requests for cooperation, the Supervisor may choose to give two (2) weeks (14 days) notice.
4. Repeated non-payment of tuition.

## PRESCHOOL FEE PAYMENT PROCEDURE

The following guidelines shall be followed for the collection of fees for all typical Madison Preschool students:

- A. The first month's fees shall be paid at the time of registration or no later than the first Monday in August. Nonpayment of fees by the first Monday in August will result in the child being placed on the waiting list for preschool.
- B. All applicable fees are due before the child attends school.
- C. A letter stating the payment dates and envelopes for October-May payments will be mailed home the second Monday in August. (This letter may include the teacher and the session the child has been assigned.)
- D. Fees shall be paid in monthly increments. The parent can pay for multiple months, but they may not pay for partial months.
- E. Payments will be made one month ahead. Each month a reminder call to pay for next month's fees will be made by our automated calling system.
- F. If payment has not been made by the first week of the month, a reminder letter will be mailed. If payment has not been made by the third week of the month, an exclusion letter will be mailed. Exclusion will occur on the 1<sup>st</sup> day of the next month. If the child comes to school, the parent will be called to pick him/her up.
- G. If a child enrolls or withdraws during the month, fees will be prorated.
- H. Absences, calamity days (2 hour delay and all day) and sick days will not be refunded.

Special education students on an IEP will not follow the same payment guidelines. They will be assessed the annual school supply fee only.

## ACADEMIC SCREENERS

All preschoolers are screened for social emotional, academic, or physical delays within 60 days of their first day of school. Madison Local Schools uses the Ages and Stages Questionnaire completed by the parent along with the Brigance. The results are shared with the parents through a letter mailed home. Goals will be created with the parents in areas the student demonstrates weakness and their progress monitored and shared during parent/teacher conferences. If a student demonstrates significant concerns, the teachers will meet with the parent(s) along with the Success Team (academic and social emotional intervention team) to develop a plan to meet the student's needs.

## SPECIAL EDUCATION

In Ohio, preschool special education is for three- to five-year old children with disabilities. Madison's preschool program aims to work together with families to meet the individual needs of young children with disabilities. If you suspect your child may have a disability please contact your teachers or Debbie Morrison (School Psychologist) at 420-4766 or [debbie.morrison@madisonmohawks.org](mailto:debbie.morrison@madisonmohawks.org) or Kevin Casey (Director of Student Services) at 420-1809 or [kevin.casey@madisonmohawks.org](mailto:kevin.casey@madisonmohawks.org).

## NONDISCRIMINATION POLICY

No employee shall be appointed, reduced, removed or in any way favored, discriminated against because of his/her political opinions or affiliations, or because of race, national origin, religion or marital status, and to the extent prohibited by law, no person shall be discriminated against because of race, sex, age or physical handicap.

## TRANSITION POLICY AND PROCEDURES

Whenever a student is transitioning whether it be within the program, into the program, exiting the program, or moving to Kindergarten, a transition meeting will be held to discuss activities, parent and teacher concerns and questions, and a plan to make the transition as smooth as possible for the child. The activities will be customized to the child's needs and age level.

### NEW TO THE PROGRAM:

We strive to help students transition into the program as easily as possible. We understand that for most students this is their first experience in the school setting. To help both students and families transition into the program, students and families attend a parent orientation meeting held at the beginning of the year. It allows parents the opportunity for one-on-one orientation with classroom teachers, gives children an opportunity to tour the room and the school, and gives teachers an opportunity to complete the screening processes (if possible). Parents also have the opportunity to provide information regarding the child's needs, strengths, weaknesses, and interests. Parents are encouraged to attend classroom events and activities. Parents are welcome to visit their child during the day. We have an open door policy. Please refer to the Visitor Policy in the student handbook. Parents are also informed of the classroom communication system which includes; daily communication log, email, class website, and phone.

For students who enter after the first of the school year, Madison provides the parents a tour of the facilities and classroom, along with an opportunity to have the child join a preschool session with the parent. This provides the parent and child the opportunity to experience the classroom and to be introduced to fellow students and staff. Parents also have the opportunity to provide information regarding the child's needs, strengths, weaknesses, and interests.

### MOVING TO A NEW CLASS WITHIN THE PROGRAM:

In the event your child happens to move from one classroom to another within our preschool program, classroom teachers will work together to ensure a smooth transition process. Classroom teachers will have a transition meeting to exchange documents and review the child's needs, interests, strengths and weaknesses. The new classroom teacher will schedule a meeting time with the child and family. Teachers and parents will discuss child needs, class rules and expectations, and classroom communication procedures.



## TRANSITION POLICY AND PROCEDURES CONTINUED

### TRANSITIONING TO A PROGRAM OUTSIDE OF THE MADISON SCHOOL DISTRICT:

We understand that leaving and moving to a new program can be stressful. Teachers will work with parents to help students say good-bye to classmates and teachers. Teachers will assist parents in providing the new child's program with any information that will assist the child in having a smooth transition (observations, portfolios, and assessment results).

### TRANSITIONING TO KINDERGARTEN:

At the end of the school year, we will assist our future kindergarten students as they make the move to kindergarten. To assist with the transition process, we highly encourage enrolling your child in Kindergarten Readiness Camp at the end of the school year. This program introduces the students to the kindergarten staff, special area teachers (music, physical education, art, and technology). Students also get a tour of the building and are introduced to the school-age playground. Preschool classroom teachers also take students on a tour of kindergarten before the conclusion of each school year. Students who are enrolled in the Madison Pre-K program do not need to register for Kindergarten, as they are already enrolled in the school district.

## STUDENT RECORDS

All student records are confidential and are protected by the Privacy Act. Only school staff and child's natural parents/legal guardians have access to the records. In addition, when a child withdraws from Madison Preschool, the student's new school must request school records in writing. A records request and information regarding the transfer and keeping of student records may be addressed to Cathy Treadway, Registration Secretary, 420-4766 or [cathy.treadway@madisonmohawks.org](mailto:cathy.treadway@madisonmohawks.org). Please see attached records request form in the appendix.

## How to Obtain copies of the Madison Local Schools Preschool Inspection Report:

Madison Local Schools preschool is licensed by the State of Ohio Department of Education (ODE). It is evaluated by ODE annually to ensure compliance with state standards and regulations. Our licensing record is available from the Department of Education upon request or you may contact Regina Meeker, Preschool Supervisor, to obtain a copy as well. Madison is part of the Region 4 Counties (listed below) and our Education Program Specialists' Contact Information is available below.

### GENERAL INFORMATION

[OELSR.licensing@education.ohio.gov](mailto:OELSR.licensing@education.ohio.gov)

Phone: 614-502-7535

REGION 4 Counties: Adams, Brown, Butler, Clermont, Clinton, Fayette, Greene, Hamilton, Highland, Montgomery, Pike, Preble, Ross, Scioto, Warren

Krista Taylor Education Program Specialist (614) 915-6051

[Krista.Taylor@education.ohio.gov](mailto:Krista.Taylor@education.ohio.gov)

## Info on how to file a complaint or if you have concerns.

If you have any concerns about the Madison Local Schools preschool, please inform your child's teacher and/or Regina Meeker, Preschool Supervisor (513-420-4758 or [regina.meeker@madisonmohawks.org](mailto:regina.meeker@madisonmohawks.org)).

If you have continued concerns, you may report them to ODE at 614-466-0224.

The ombudsman's phone number is 877-644-6338.

## PARENT RESOURCES

### **Butler County Job and Family Services:**

315 High Street  
Hamilton, OH 45011  
513-887-4000

Butler County Resource Guide: Below are links regarding resources that are available within Butler County to assist families (housing, utilities, health, jobs and so forth).

<https://www.butlerfcfc.org/documents/Resource-Guide-FULL-rev-2-12-18.pdf>

<https://www.bcesc.org/documents/SOARS%20Resources%20-%20Butler%20County.pdf>

### **United Way of Greater Dayton Ohio Area:**

You need help, you need a plan, you need an advocate when you face a crisis or barriers to service. 211 is your 24 hour lifeline to a free, confidential, and compassionate professional who will review your situation and connect you with resources to meet your needs. Translation services are available. Se habla Espanol, tambien.

Dial 211 or call 937-225-3000

<https://dayton-unityway.org/helplink-2-1-1/>

### **Helpful websites for families regarding health, behavior and development of children birth and older:**

<https://kidshealth.org> : Advice on children's health, behavior, and growth - from before birth through the teen years.

<https://www.cdc.gov> : Center for Disease Control and Prevention  
1-800-232-4636 and/or email cdc-info.

<https://pbskids.org> : Parenting resources and tips on raising children.

<http://jfs.ohio.gov/cdc/families.stm> : Ohio Department of Job and Family services information for parents regarding Step-Up to Quality and early childhood services and resources. 1-877-852-0010

