



Ashland County-West Holmes  
**CAREER**  
**CENTER** JVSD

**2021-2022**  
**Preschool Handbook**

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Dear Parents and Families,

Welcome to the Ashland County-West Holmes Career Center Preschool. We are so pleased you have selected our program for your child.

This handbook is a useful resource for families with children in our program. Within this handbook, you will find information about our program and daily operating procedures. Families will receive a copy of this handbook at the beginning of each school year or upon the start of the program.

If you have any questions about what you find in this handbook, please do not hesitate to contact me. Once you have reviewed the information, please sign and return the Parent/Guardian Acknowledgement found on the last page.

I look forward to partnering with you to provide an exceptional preschool experience for your child.

Sincerely,

Shannon Donelson  
CT ECE Instructor/Preschool Director/Teacher

## Mission Statement

The mission of the Ashland County-West Holmes Career Center Preschool is to provide high school students the opportunity to observe and work with young children while serving as an exemplary model for early care and education for all children and their families.

## Philosophy

We believe:

- Families have valuable insight into their child's development. Partnering with families is a priority.
- The first five years of life are a critical time which offers promising opportunities for growth in all areas of development.
- The environment should be nurturing and responsive to the individual needs of the child and family.
- All activities should be developmentally appropriate based on the recommendations of the National Association of the Education of Young Children (NAEYC).
- Children learn best through meaningful, hands-on interactions with their environment, peers, and caring adults.
- Children deserve teachers who help expand their creativity, natural curiosity, and enthusiasm for learning.
- The outdoor environment provides exceptional opportunities for learning and growth.
- The holistic development of the child is positively impacted when incorporating Ohio's Early Learning and Development Standards with the Creative Curriculum for Preschool.
- Play is an essential piece for developing self-regulation, language skills, cognition, and social competence.
- Children need experiences with a wide variety of people in order to develop respectful interactions in the larger world.

## **Admission Policy**

Our program serves children between the ages of three to five. Children must be three-years-old by September 30th of the current school year and potty trained. Enrollment for the following school year begins in March. Rosters are created based upon the order in which registrations and fees are received. Families may complete registration online or via a hard copy. A non-refundable registration fee is due at the time the registration is submitted. The Ashland County-West Holmes Career Center Preschool does not discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin. Classes offered are subject to change.

## **Tuition**

Tuition is an annual amount with payment options of one, two, or eight installments. You will receive a tuition statement at the beginning of each month with tuition due by the 15th of each month. Tuition may be paid by credit card, check or cash. Credit card payments must be made in the Treasurer's office. We reserve the right to dismiss your child from the program due to unpaid tuition after 30 days. Tuition will not be refunded or adjusted for absences, family vacations, school closings, or other reasons. Returned checks are subject to a \$35 penalty.

Checks are payable to: ACWHCC Preschool.

### **Tuition Schedule**

8 payments	2 payments	1 payment
\$75	\$300	\$600
Due on the 15th	Due on the 15th	Due on the 15th
September-April	September, January	September

## **Cumulative Records**

A cumulative record shall be established for each child upon entrance into the program. Cumulative record includes:

- Registration data-name, date of birth, address, phone numbers, emergency contacts, and the names of people permitted to transport them
- Emergency transportation form
- Immunization record
- Field trip forms
- Emergency medical and dental forms
- Medical information including: allergies, list of diseases the child has had, list of chronic physical problems or hospitalizations, list of medications, food supplements, modified diets or fluoride supplements being administered.
- Copy of medical examination completed within the last year and updated on annual basis
- Developmental screening reports
- Attendance records

All files are considered confidential. Please notify the preschool immediately with any changes to forms. This information is critical in case of an emergency.

## **Developmental Screenings**

Prior to the first day of preschool, children will be screened using the Brigance Early Childhood Screen III. Children who enter the program after school begins will be screened within two weeks of enrollment. Families will receive the results within two weeks of the screening. Any referrals will be made to the appropriate specialist. Families and teachers will discuss the results at the initial screening to help set individual goals for the child. The Brigance will also be used at the end of the school year to gauge progress.

## Arrival

Children may be brought to preschool no more than ten minutes before the start of class. You may pull up to the entrance of the playground, and we will escort your child to the playground. You may also park in a parking space and escort your child to the playground.

## Dismissal

Please park in a parking space and enter our classroom through the playground doors. Vehicles are not to be parked in the fire lane. An authorized adult must sign out the child each day. Please notify us in advance if someone other than the typical pick-up person will be transporting your child. Any unfamiliar adults will be asked for identification.

Please be prompt for arrival and dismissal. High school students must abide by their daily schedule.

## Attendance

Regular attendance is important to a child's success at school. Please notify Mrs. Donelson when your child will be absent.

## Daily Schedule

Tuesday through Friday

A.M. Class		P.M. Class
9:00	Arrival on Playground	12:15
9:10-9:20	Group Activity	12:25-12:35
9:20-9:40	Morning Meeting	12:35-12:55
9:40-9:50	Snack	12:55-1:05
9:50-10:10	Recess	1:05-1:25
10:10-10:45	Centers	1:25-2:00
10:45-11:00	Closing Circle	2:00-2:15
11:00	Dismissal	2:15

\*Daily schedule is subject to change based on children's learning or special activities.

## Staff/Child Ratio

ACWHCC's Preschool Staff-Child Ratio and Group Size				
Age	State Ratio	State Group Size	ACWHCC's Ratio	ACWHCC's Maximum Group Size
3-5 year-olds	1:12	24	1:8	16
*High school students are not counted in ratio for licensing purposes.				

## Delays and Closings

In the event of a closing or delay, please check with local radio and television stations. We will be listed as Ashland County-West Holmes Career Center. Additionally, a Remind text will be sent out at approximately 7:30 a.m. with updates. We will run on a modified schedule on delay days with morning sessions from 11:00-12:30 and afternoon sessions from 12:45-2:15.

## Snacks

Snack time is a wonderful time to allow children to socialize, practice appropriate manners, and develop healthy eating habits. Please send in a snack daily. Water is encouraged as the drink of choice for snack time. Please try to limit the number of snacks that are packed. One or two small items are generally sufficient.

## Birthday Celebrations

We recognize the excitement that birthdays entail. We encourage non-food items to share with peers when celebrating a birthday due to allergies or cultural beliefs. If food items are sent in, please ensure they are purchased from a commercial facility.

## Clothing

Please dress your child for active play. We spend a significant amount of time indoors and outdoors engaging in messy, hands-on sensory play and art. All attempts will be made to cover clothing with smocks or art shirts, but sometimes clothing and shoes get dirty. It is preferable to send children in closed-toe shoes or at minimum, shoes with a strap. Please try to avoid flip flops. Children should be

dressed in clothing appropriate for the weather. We will go outside in the winter as long as the temperature is above 20 degrees.

## **Field Trips**

We visit some of the other vocational programs in the career center and take nature walks on our campus. You will be notified in advance of any trips where we leave the school grounds. In compliance with state law, a permission slip shall be signed and dated by the parent or guardian for any of these trips. A first-aid box will be available on the trip, which meets state requirements. There will also be a person trained in first-aid and CPR accompanying the children. All of the emergency transportation authorization forms and any special health records will also be taken on all trips.

## **Family Engagement**

At the heart of our program are the relationships among all members of our ECE program and the children and families we serve. Close partnerships between parents and staff provide an important foundation and sense of security for the children in our care. Parents or guardians are welcome to visit at any time. You may choose to be a Mystery Reader, share a cooking project, play a favorite board game, or just visit. Grandparents and other significant adults in the child's life are also welcome to visit, observe, and participate in classroom activities.

Family Night events are held throughout the year. These activities provide parents opportunities to get to know other families in the program. Please let Mrs. Donelson know if you have ideas, time preferences, or activities you would like to do at a Family Night event.

Conferences are valuable opportunities for parents and teachers to gain insights about your child, the classroom, and the home setting. Conferences provide a forum to share information and determine educational goals for your child. Teachers will share summaries from assessments and screenings, as well as discuss any concerns or goals that you have for your child. Typically, student-led

conferences are scheduled in the fall and spring. You are welcome to arrange additional meetings by contacting Mrs. Donelson.

### **Communication Policy**

We offer numerous ways to be in touch with us: Daily contact of the informal kind, phone conversations, e-mail and text messages, Wordpress blog, and notices found in the parent communication area of the classroom. Newsletters and weekly lesson plans are posted in each classroom. ACWHCC provides translators whenever possible for family members who are English Language Learners.

We welcome your questions, concerns, and ideas. If you have concerns about your child's experience with us, please speak to Mrs. Donelson.

### **Photo Release**

Because our preschool is a lab school for the Early Childhood Education Career Tech program, high school students work with your child throughout the day. A portion of the program's requirements includes making careful observations to guide learning experiences for young children. This is partially completed through photographed or recorded classroom lessons and activities. Additionally, students learn to communicate responsibly with families and stakeholders via media. This includes our class Facebook page, Wordpress Blog, and newspaper articles. Information will be provided regarding accessing these media sources to use them as another tool to stay up-to-date with your child's class. An electronic permission form is included in the admission packet.

Great care is taken in displaying our program and all students in a positive, appropriate manner. Names or other identifying information are never used on social media accounts. The newspaper may request names, but families will be contacted for permission before any information is shared.

Also, please remember that not all families choose to have an online social media presence. Please keep this in mind when photographing children at school events. It is recommended to ask other families for permission before posting another child's picture online.

## **Community Resources**

Our staff members know how to access services available through the community. If you are struggling with anything related to your child's or family's life, we can help you find the support you need in a professional and confidential manner.

## **Compliance to State Laws**

Standards for preschool programs established by the Ohio Department of Education are followed by the preschool to maintain a quality program. State laws and rules concerning all regulations are available in the preschool office.

Compliance reports and evaluation forms from the health, building and fire departments are available upon request from the preschool office. The Ohio Department of Education, Early Childhood Education Section can be reached at 614-466-0224 to report a suspected violation by the preschool.

## **Reporting of Abuse and Neglect**

In accordance with state law, all teachers are required to report their suspicions of child abuse or neglect. Minimally, one staff member is trained in Child Abuse Recognition and Prevention.

## **Guidance / Discipline Policies**

Discipline techniques are positive and emphasize the development of self-discipline and social emotional regulation relative to the age of the child. Verbal prompts and guidance, modeling, and redirection are used for teaching children self-control. A preschool staff member in charge of a child or a group of children is responsible for their discipline.

It is our goal to assist each child in developing effective techniques that promote self-control. They include:

- Guiding the child before a problem develops.
- Offering reasonable choices to the child.
- Ignoring inappropriate behavior whenever possible (not possible when a child's safety is in question).
- Redirecting child to more appropriate behavior and activities.
- Providing children choices in how to handle the situation.

- Discussing with the child privately about his/her actions and feelings and other ways he/she could have handled the situation.
- Holding children, when appropriate, with care for their bodies and feelings, until they have regained self-control.

The program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- No cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or small cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about him/her or his/her 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.
- No withholding of food, rest, or toilet use.
- Separation shall be brief in duration and appropriate to the child's age and development ability, and the child shall be within sight and hearing of a staff member in a safe, lighted, and well ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **Medical/Dental Emergency Procedures**

Medical and dental emergency procedures will be posted in the preschool classroom. These procedures will be made available to school personnel, children and parents. Emergency numbers will be posted by telephones in the classroom and office.

In case of an emergency, the following steps will be followed.

- Provide immediate necessary first aid
- Call 911 (911)
- Contact parent

If an accident or illness does not require emergency care, the procedure written by the parents in the registration packet will be followed. For all accidents, an accident report will be completed to document the nature of the accident and the treatment given. Parents will be given an incident report for their records and need to sign a copy for the school. If it is necessary to take a child to a doctor/dentist office or hospital, a staff member will accompany the child and stay with them until a parent arrives. The child's medical records will be taken along to the doctor/dentist or hospital.

### **Suspected Illness and Serious Injuries**

All staff members will receive training in recognizing the signs and symptoms of communicable disease, hand washing, disinfection and sanitation procedures. A communicable disease chart is posted in the classroom to assist the staff and parents in identifying these illnesses. There shall be at least one staff member present at all times who has received training in communicable disease recognition. Each day in the preschool the staff will complete an observational health check on the children as they arrive at school. A child isolated due to suspected communicable disease shall be:

1. Cared for in a room of the preschool that is not being used by other children.
2. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
3. Made comfortable and provided with a cot. All blankets used will be laundered before the next use and cot will be disinfected.
4. Observed carefully for worsening condition.
5. Discharged to parent, or person designated by the parent as soon as practical.

### **Procedures for Serious Injury**

1. Recognize a true emergency. This may include non-breathing, severe bleeding or chemical burns. If there is any question of the seriousness of an illness or injury the child will not be physically moved until directed by professionals.
2. Take steps to restore breathing, control bleeding, or flush chemicals from skin or eyes.
3. Notify the office and state type of emergency.

4. After selection of one or two dependable students to assist, remove all other people from the immediate area.

### **Communicable Disease Policy**

Do not send your child to school with:

- Temperature of 100 degrees Fahrenheit taken auxiliary
- Unusual spots or rashes
- Severe coughing and/or a whooping sound, causing the child to become red or blue in the face.
- Difficult or rapid breathing
- Vomiting
- Diarrhea
- Yellowish skin or eyes
- Conjunctivitis
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Evidence of lice, scabies or other parasitic infestation

Your child will be sent home if displaying any of the above symptoms.

A child will be readmitted to preschool under the following conditions:

- Child's temperature has returned to normal for a 24-hour period.
- Child is free of any skin rash or properly medicated and no longer contagious.
- No vomiting or diarrhea for a 24-hour period.
- Child has been properly treated for lice infestation.
- A signed statement by a licensed physician indicating that the child is no longer contagious is given to the teacher.

### **An Exclusion Guide**

Please notify the school if your child is absent with a communicable disease so we may alert other parents and manage the spread of disease. Names will be kept confidential.

## Illness Exclusion Timeline

Chicken Pox	Minimum of 10 days with a doctor's release
Head Lice	Treated and all nits and lice are gone
Hepatitis A	Doctor's release is required
Impetigo	Until lesions are gone
Measles (3 days)	Minimum of 10 days AFTER the rash appears
Measles (9 days)	Minimum of 10 days AFTER the rash appears
Mononucleosis	Minimum of 7 days
Mumps	Until swelling is gone – a minimum of 7 days
Pink Eye	Doctor's excuse and discharge and redness disappears
Ringworm	Until under treatment for 24 hours
Scabies	Until under treatment for 24 hours
Scarlet Fever	Minimum of 5 days
Strep throat	Minimum of 48 hours after medication. Temperature must be normal
COVID-19	Guidance from local health department

## Administration of Medication

The ACWHCC preschool staff shall not be responsible for the diagnosis and treatments of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, and administration in accord with

this policy. For purposes of the policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies. Food supplements, modified diets, and fluoride supplements are also regulated by the rules of this policy. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures that require special training, such as catheterization.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child.

Before any medication or treatment is administered during school hours, the staff shall require a written prescription from the child's physician accompanied by the written authorization of the parent. This document shall be kept on file in the preschool classroom.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered solely in the presence of another adult.

A Dispensing of Medication Form is available upon request.

A written record or log including the dosage, date, and time that the medication was administered shall be maintained for one year when medication is dispensed to a child.

Except in cases of emergency, families provide the first dose of any newly prescribed medication so that they may personally observe the child's reaction.

## **Emergency Plans for Ashland County-West Holmes Career Center Bomb Threat**

Bomb threats in schools are becoming more and more prevalent. At the present the majority of bomb threats are perpetrated as a hoax and result in nothing more than a disruption of the school day. However, since the chance remains that the threat may be authentic, an appropriate action should be taken in each case.

- Prevention
- Labs should be locked at all times when not in use.
- Instructors should briefly check their room on arrival in the morning, or upon returning to the room during the day, and report to the Principal any unusual circumstances or articles found.
- Instructors should remain in their rooms until all students have left and then lock all of the doors as they leave.
- After cleaning each room, the custodian should lock the doors.

If a bomb threat call should come into the school, the person receiving the call should attempt to delay the caller to obtain as much information as possible. In this manner the call may be traced.

The Main Office will then call the Ashland County Sheriff's Department.

The public address system will be used to inform all teachers and students of the necessary instructions.

If the building is to be evacuated, staff should have their classes exit using the nearest exit outlined according to the Fire Evacuation Routes posting.

## **Fire Procedures**

When the fire alarm is sounded, teachers wait for verification over the speaker stating it is necessary to evacuate. Students should exit the classroom quietly. The teacher should make sure that any windows are closed, the lights are turned off, and the door is shut, and be in possession of their class roster. Teachers should have their classes exit using the nearest exit outlined according to the Fire Evacuation Routes posting.

## **Lockdown Procedures**

State law mandates the number of lockdown drills per year.

In the event of a lockdown, the following procedures should be followed:

\*The administrator or person in charge will get on the public address system, introduce themselves, and announce, "Until further notice, we are in a lockdown situation. Please lock all doors and turn off all lights where appropriate."

## **Tornado Procedures**

The tornado alert will originate from the Superintendent's Office or from our weather radio alarm. We will follow the guidelines listed below:

1. Tornado Watch means there is a chance of dangerous weather with damaging winds. Be on the lookout for the four danger signs listed below and be ready to move quickly to safety.

Severe thunderstorms- thunder, lighting, heavy rain and strong winds

Hail - pellets of ice from dark-clouded skies

Roaring noise - a crashing thunderous sound

Funnel - dark, spinning "rope" or column from sky to ground

2. Tornado Warning means a tornado has been sighted and that you should go at once to your designated area.

3. During a tornado watch no students should be permitted outdoors, and students that are out should be brought in immediately.

4. When a tornado warning has been issued for our specific area, we will sound the alarm from the office or provide instructions over the public address system.

5. If the tornado alert is sounded, staff are instructed to follow the guidelines listed in the Tornado Drill Procedures.

## **Tornado Drill Procedures**

1. At the sound of the tornado drill/emergency tone, all staff are expected to:

a. Report to assigned areas

b. Take attendance

c. Stand with their students and monitor behavior

ECE and preschool students will take cover in the interior room in the preschool classroom.



## Student/Family Acknowledgement of the ACWHCC Preschool Handbook

We have received and read the ACWHCC Preschool Handbook for the 2021-2022 academic year. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of the Ashland County-West Holmes Career Center Preschool. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

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Student's Name

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Parent/Guardian Signature

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Date

\*Please remove this page, sign and return no later than September 17th, 2021.