



TALAWANDA SCHOOL DISTRICT  
PRESCHOOL STUDENT HANDBOOK

Bogan Elementary School  
5200 Hamilton Richmond Road  
Oxford, Ohio 45056  
(513)273-3400

Kramer Elementary School  
400 West Sycamore Street  
Oxford, Ohio 45056  
(513)273-3500

Marshall Elementary School  
3260 Oxford-Millville Road  
Oxford, Ohio 45056  
(513)273-3600

## **TABLE OF CONTENTS**

|                                   |       |
|-----------------------------------|-------|
| Philosophy of Talawanda Schools   | 2     |
| Talawanda School District Mission | 2     |
| Preschool Program Philosophy      | 3     |
| Preschool Program Goals           | 3     |
| Curriculum                        | 3     |
| Compliance                        | 4     |
| Attendance                        | 4     |
| Tuition Policy                    | 5     |
| Drop off and Pick up Policy       | 5     |
| Cancellations and Delays          | 5     |
| Emergency Communications          | 6     |
| Health and Safety                 | 6,7,8 |
| Immunizations                     | 8     |
| Health Screening Policy           | 9     |
| Fire and Tornado Drills           | 9     |
| Staff                             | 10    |
| Staff as Mandated Reporters       | 10    |
| Licensure                         | 10    |
| Parent Teacher Conferences        | 10    |
| Parent Involvement                | 10    |
| Visitors                          | 11    |
| Transition Procedures             | 11    |
| Cumulative Record                 | 12    |
| Transportation Policy             | 12    |
| Field Trip Policy                 | 12    |
| Discipline Policy                 | 12    |
| Daily Schedule                    | 13    |
| Hours of Operation                | 13    |
| Important Preschool Dates         | 14    |
| Social Media                      | 15    |

## **PHILOSOPHY OF THE TALAWANDA SCHOOLS**

We believe that the purpose of the Talawanda School District is to provide a comprehensive educational program that will impart knowledge, develop skills, and establish an awareness of values related to personal growth, the world of work, community involvement, and citizenship. We believe that education is the shared responsibility of the community, parents, students, teachers, administration, and the Board of Education. Therefore, this “team” should work to provide the financial resources, promote interest and involvement, maintain professionalism, and encourage leadership; for the combined goal of developing each child’s potential for excellence and his/her foundation for success and personal well-being in a changing world. We recognize there are differences among students regarding educational needs, abilities, maturity, interests, and motivation. An educational program must be provided to accommodate these differences. Further, an appropriate educational program will be provided without discrimination on the basis of color, national origin, race, sex, or any factors outside an individual’s control.

**To meet this challenge the Board sets forth the following educational goals:**

- A. Provide courses of study that would provide a comprehensive educational program for students that allows for the teaching of a wide variety of subjects, including a balance between academics, fine arts, and vocational programs.
- B. Provide a locally developed competency based educational program, K-12, in the areas of reading, English, composition, and mathematics.
- C. Provide curriculum and instruction characterized by systematic planning, articulation, implementation, and evaluation.
- D. Provide for periodic assessment of student performance so that results can be used for instruction, evaluation, intervention, guidance and promotion decisions.
- E. Provide the necessary staff, instructional materials, equipment, and facilities that support the attainment of the goals set forth in this philosophy and in each Course of Study.

## **TALAWANDA SCHOOL DISTRICT MISSION**

Talawanda EMPOWERS every learner every day.

## **PRESCHOOL PROGRAM PHILOSOPHY**

Recognizing that every child is unique with individual patterns of growth and learning styles, the Talawanda preschool program promotes the development of the whole child. Each child in our program is valued and respected as a unique individual and provided the opportunity to explore and learn in a safe and nurturing environment. Families are valued as an integral part of our learning community and strongly encouraged to be actively involved in their child's education. Our belief is that the preschool activities should be positive, enjoyable, and rewarding for young children and their families as their initial school years influence future activities.

## **PRESCHOOL PROGRAM GOALS**

- Develop the ability to regulate attention, emotions, and behavior, and to establish positive relationships with familiar adults and with peers.
- Develop and encourage each child's ability to care for their own personal needs
- Develop the ability to use large and small muscles to produce movements, to touch, grasp and manipulate objects, and to engage in physical activity.
- Develop initiative, curiosity, and motivation to participate in new and varied experiences and challenges.
- Develop concepts of print, comprehension of age-appropriate text, phonological awareness, and letter recognition.
- Development of memory, symbolic thought, reasoning and problem-solving.

## **CURRICULUM**

Talawanda School District has adopted the Creative Curriculum for preschool; it aligns with the Ohio Early Learning and Development Standards. The early learning content indicators are aligned to the K-12 indicators, benchmarks and standards that result in a seamless educational framework for children pre-kindergarten through kindergarten and primary grades. Teachers monitor the children's progress and reports are provided for the parents every trimester. Research-based Creative Curriculum provides for developmentally appropriate activities that are entwined around themes centered on high quality children's literature. Academic content areas of Social Foundations, Language Arts and Literacy, Mathematics, Science, Physical Well Being and Motor Development, Fine Arts and Social Studies address the Ohio Department of Education Content Standards for Early Childhood which will provide the framework for every activity. Instruction is based on continuous assessment of each child.

## **COMPLIANCE**

All complaints and reports concerning the operation of programs regulated by this chapter of the administrative code and sections 3301.52 and 3301.59 of the Revised Code, may be reported to the Department Ombudsman at 614-466-0224, or to the Ohio Department of Education at 614-644-2603.

Compliance reports are posted in the classroom regarding the most recent ODE inspections, and copies are available by request: Contact the Preschool teacher through the Marshall Office at 513-273-3600, Kramer Office at 513-273-3500 or the Bogan Office at 513-273-3400.

What this means for our district preschool families is that:

1. Parents should direct complaints regarding preschool programming and services to 614-466-0224 or 614-644-2603.
2. The school district is required to post the results of the annual ODE inspection in the preschool classroom. Contact 273-3600, 273-3500, or 273-3400 to obtain a copy of the most recent inspection report.

## **ATTENDANCE**

Regular attendance by all students of the Talawanda School District is very important. Students that have irregular attendance tend to have poor academic success. For this reason it is important that parents and students make every effort possible to make appointments and personal business outside of school hours. Situations may arise that cause a student to miss part or all of the school day.

A student is considered EXCUSED for the following reasons:

- A. Personal illness (a written physician's statement verifying the illness may be required)
- B. Illness in the family (the absence under this condition shall not apply to children under fourteen (14) years of age)
- C. Quarantine of the home
- D. Death in the family
- E. Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. Observation or celebration of a bonafide religious holiday
- G. Such good cause as may be acceptable to the Superintendent or his/her designee
- H. Emergency reasons that must be considered to have good and sufficient cause for the absence. (Court appearance, college visit, etc.)

Excessive unexcused absences, tardies and/or early dismissals may result in the student's spot on the roster being revoked. Currently, the State of Ohio does not mandate preschool attendance however we applaud each parent's choice to send their child to Talawanda School District's Preschool Program.

7 Unexcused absences-Attendance review letter  
 14 Unexcused absences-Attendance review meeting

A child who is ill should not be sent to school. If your child becomes ill at school, you will be contacted. You will need to arrange prompt pickup of an ill child. **(Please keep the office informed if you have any changes in phone numbers that you have listed on the enrollment form.)**

## **DROP OFF AND PICK UP POLICY**

A student is considered tardy if they arrive 15 minutes after the start of preschool. A valid photo ID is required to pick up ANY preschool child. No child will be released without proper identification. Late pick up is 15 minutes. Below is our tardy and late pick up policy:

5 Tardies or late pick ups- Attendance review letter  
 10 Tardies or late pick ups- Attendance review meeting

## **TUITION POLICY**

Tuition is due on the first day of each month. Please give your child's teacher your tuition payment in the form of a check or money order. The preschool coordinator will collect the checks and money orders and create receipts that will be returned to families for their reference. A receipt will also be kept on file in the classroom for reference.

Checks or money orders must be made payable to Talawanda School District.

If you forget to pay your tuition on time, you will receive a reminder. If, at the beginning of the following month you have not paid your monthly tuition rate from the previous month, your child may be removed from the class roster so that another child may attend preschool. If you have a missed payment at any time during the school year, that amount will be added to your child's school fees for the following school year.

There is a fee of \$25 for bounced checks.

If your financial situation changes at any time please contact us. Financial assistance is available to those who qualify.

## **CANCELLATIONS AND DELAYS**

In the event that the Talawanda School District is closed due to snow, extreme weather, or other emergency situations, the Preschool program will be closed. In the event of a **2 hour delay**, the morning session of Preschool will be canceled. The PM session will start at normal

time. The following procedure is used by the Talawanda School District in case of hazardous road conditions on a school day:

Cancellation information is available on our web site at [www.talawanda.org](http://www.talawanda.org) and the Talawanda automatic calling system will be utilized. If there is an early closing of school due to an emergency, we must have an alternate plan for your child. Please assure the telephone number on file is correct, it will be used as your main contact number for the automatic calling system.

## **EMERGENCY COMMUNICATIONS**

During a school event or school emergency that disrupts the school day, parents and guardians will receive information from the school communications department via multiple communication tools including website, social media, and the district all-call service. It is important for parents to provide an accurate phone number, email, and mobile number to their child's school. In the event that students would be relocated to a secondary site by local emergency responders or law enforcement, the district will contact parents via the district all-call service with instructions for a parent/student reunification plan. Please note parent identification will be required.

## **HEALTH AND SAFETY**

To help curb the spread of infection, children and staff are required to wash their hands when dirty, after going to the restroom, after sneezing or using a tissue, and before snack.

The prevention and control of communicable disease is essential to ensure the health and safety of all children in our program. Upon arrival each child will be observed by a staff member that is trained to recognize the signs of a communicable disease. Follow the Department of Health "child daycare communicable disease chart" for appropriate management of suspected illnesses. The following precautions will be taken for a child suspected of having a communicable disease:

- The child's parent or responsible party, as designated on the Emergency Authorization Form, will be notified immediately of the child's condition when a child has been observed with signs or symptoms of a reportable illness. The child will need to go home. If the parent and/or responsible individual cannot be reached, and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers are readily accessible to all staff.

- When the following signs or symptoms are observed, the child will be isolated immediately and discharged to a parent or guardian as soon as possible. Families will be notified that their child has been exposed to a communicable disease.
  - Diarrhea (more than one abnormally loose stool within a 24 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
  - Yellowish skin or eyes
  - Conjunctivitis (Pink eye)
  - Temperature of 100 degrees F. (taken under the arm or in the ear) when in combination with other signs of illness
  - Untreated infected skin patch(es)
  - Unusually dark urine and/or gray or white stool
  - Stiff neck
  - Evidence of lice, scabies, or other parasitic infestation

If any of the above symptoms are observed at home, please keep your child home to help us stop the spread of disease by breaking the chain of infection. **A fever must be absent for 24 hours without the use of medication before your child can return to school.**

A child with unusual spots or rashes, sore throat, or difficulty in swallowing will be isolated from the other children and supervised. A decision will be made whether the child should be discharged.

Children who are mildly ill but do not show symptoms of a communicable disease are not encouraged to participate in activities of an active nature, unless they so choose. Parents will be notified of the child's symptoms and behavior. Parents are asked to keep the child at home until symptoms disappear and medical treatment has been obtained. All parents shall be notified if their child has been exposed to a communicable disease in order that you can watch your child for symptoms. Please keep your child home if he/she expresses that they don't feel well.

Minor symptoms may be present that do not require isolation (e.g. runny nose, mild cough) but may call for further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.

When children return to school after an illness they should be ready to participate in all preschool activities, unless a note from the child's physician states a need for reduced activity. If any of the above symptoms of a communicable disease are observed at home, even if your



child does not have a fever, please keep your child home to help us stop the spread of disease by breaking the chain of infection.

**A child cannot be readmitted to school until a fever has been absent for 24 hours without the aid of any fever-reducing medication.**

All children must have a physical examination within 30 days of the child's first day of preschool. The State of Ohio requires that a health record (updated each calendar year) be signed and dated by a medical doctor. All of the child's immunizations must be up to date. Health forms are provided upon registration and are available at the school. If there is another reason why the records are not on file; we must have that information on record in the school clinic.

## **IMMUNIZATIONS**

The Talawanda School District, under state law requires:

1. **DPT (Diphtheria, Pertussis/Whooping cough, and Tetanus) Preschool** - 4 doses of DTaP, DTP, or DT or any combination.
2. **Polio Preschool** - 3 doses of OPV or IPV or any combination of OPV or IPV.
3. **MMR ( Measles, Mumps, Rubella ) Preschool**- 1 dose of MMR administered on or after the first birthday.
4. **Hib (Haemophilus Influenzae Type b) Preschool** - 4 doses
5. **Varicella (Chicken Pox)** - 1 dose
6. **Hep A (Hepatitis A)** - 1 dose
7. **Hep B ( Hepatitis B ) Preschool** - 3 doses
8. **RV (Rotavirus)** - 3 doses
9. **PCV13 (Pneumococcal)** - 4 doses

If your child needs immunizations, please reach out to your family physician or the Butler County General Health District at:

301 South Third Street Hamilton, Ohio 45011

Phone: (513) 863-1770

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance by a set deadline. This is for the safety of all students and in accordance with State law. Any question about immunizations or waivers should be directed to the district nursing staff.

## HEALTH SCREENING POLICY

In order to ensure that children have received comprehensive health screenings, the Talawanda Preschool Program requests that parents submit a Child Medical Statement completed by a physician within thirty days of enrollment. Families will be provided with literature explaining the importance of health screenings. A list of community resources including pediatricians, optometrists, mental health professionals, and other services through Primary Health Solutions will be provided to families.

**\*All Preschool students are required to have an annual Medical Exam Form completed within 30 days of enrollment each school year. Children who do not have a completed Medical Exam Form may be excluded from the program.\***

## FIRE AND TORNADO DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State. The alarm system for tornadoes is different from the alarm system for fires, and will be reviewed with students in each of the buildings.

- A. If a tornado watch is in effect, students will be dismissed at the regularly scheduled time.
- B. If a **TORNADO WARNING** is in effect, students will be placed in their designated areas.
- C. If a **TORNADO WARNING** is in effect during the last half hour of the school day, buses will be held at the respective school buildings until such time as the TORNADO WARNING is lifted or that the Superintendent has given other specific instructions.

As part of the effort to ensure the safety of all the students in the Talawanda School District, procedures relating to **TORNADO WARNINGS** in Butler County have been developed. Students will be placed in a designated tornado area during the time that a **TORNADO WARNING** is in effect for Butler County.

The Talawanda School District buses will not operate during the time that a **TORNADO WARNING** is in effect for Butler County unless other directions are given through the Central Office Administration or the Talawanda Board of Education. Please keep your radio tuned to a local station, as the weather service will provide updated information.

## **STAFF**

The preschool staff is recruited, employed, assigned, and evaluated without discrimination. All staff employees are of good character, physical and emotional health and have the required education/experience. Documentation of staff members trained in CPR, first aid, recognition of communicable disease, and child abuse is available within each classroom.

## **STAFF AS MANDATED REPORTERS**

The Ohio Revised Code Section 2151.421 requires any professional school employee to immediately report incidents of suspected child abuse and neglect. The reporting employee is protected by law from liability and is, in fact, liable for prosecution if the suspected abuse or neglect is not reported. Reports should be made to the building principal or school nurse and a call to Children's Services.

## **LICENSURE**

The Talawanda Preschool Program is licensed by the Ohio Department of Education Early Childhood Division under Chapter 3301-37, Rules for Preschool Programs (licensing). Inspections occur annually. The license certificate is posted in each classroom. Parents may direct questions to the Preschool Supervisor or the Building Principal.

## **PARENT-TEACHER CONFERENCES**

We have two regularly scheduled conference periods during the school year. We may ask the parent in at other times or you may ask for other conferences. Parents are encouraged to attend conferences, schedule meetings as needed, or contact teachers regarding questions or concerns. Communication is welcomed. See preschool calendar for dates.

## **PARENT INVOLVEMENT**

The Elementary Schools consider parent volunteers as a very special resource. Parents are encouraged to help in all classrooms and with programs and special activities. Please contact the office if you have time or skills you can share to make our school a better place for students to learn and grow. Always sign in on the register in the office and pick up a Visitor's badge to wear while on school grounds. We welcome you in our building, but we must be aware of your arrival and departure times. The Parent Teacher Group (P.T.G.) provides an excellent opportunity for parents (also grandparents, guardians and caregivers) to become involved in our learning community. Our P.T.G. members raise funds for numerous school

projects, which benefit all students. For information, please watch for information on the school calendar or website.

## **VISITORS**

We welcome visitors to our school. We ask that you contact the classroom teacher to arrange your visit at least 24 hours in advance. All visitors must check in at the school office, provide a photo identification, sign in following the specific school procedures, and wear a Visitor's badge.

Visitors will not be permitted to loiter on the school grounds or in the school building.

Students are NOT permitted to have visitors during the school day without the approval of the principal.

A visit may consist of a classroom observation, a celebration, or volunteer opportunities.

*\*\*Parents have unlimited access to their children throughout the school day. However, building safety protocols pertain to all visitors. \*\**

## **TRANSITION PROCEDURES**

All students who will transition from their preschool classroom to another learning environment will participate in transition procedures. This includes students who will be transitioning to kindergarten or children who are transitioning to another preschool classroom or school.

All students turning 5 years of age on or before August 1st are eligible to enroll in kindergarten. Prior to kindergarten, eligible students and parents will begin a transition process to prepare for the move from a preschool program to the kindergarten program. The following outlines the possible activities that may occur to ensure that all students are appropriately prepared for their kindergarten experience. (Not a comprehensive list.)

- Collaboration opportunities between preschool and kindergarten teachers for professional development, discussions around best practice
- Kindergarten vocabulary will be emphasized in preschool classrooms
- Kindergarten teams are invited to attend any student transition meetings
- Families will complete a transition survey

- Families will receive any flyers or handouts regarding registration, informational meetings, transition or open houses

## **CUMULATIVE RECORDS**

All students will have a cumulative record maintained by the Talawanda School District. This record will be kept in the student's classroom during the school year. When the child transitions to Kindergarten or to another preschool classroom the records will be handed over to where the child transitions.

## **TRANSPORTATION POLICY**

Talawanda does not provide preschool students transportation to or from school unless otherwise documented in the child's IEP.

## **FIELD TRIP POLICY**

In order to expand school experiences and utilize community resources, students may be taking field trips during the school year. Parents will be informed in the newsletter or in special notes of times when their student will be leaving the district. The school will obtain written parent permission for field trips.

## **DISCIPLINE POLICY**

Talawanda's preschool program uses the Creative Curriculum's approach to guide children's behavior and teach self-regulation. By teaching children to self-regulate they learn to manage their feelings and behavior. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline.

In order to teach children to self-regulate we DO:

- Show we pay attention to children's wants and needs by using reflective statements.
- Use "I" statements to teach children how to label feelings.
- Use "When...then..." statements to teach children the appropriate next step.
- Model specific language to help children understand what behavior is appropriate.
- Offer choices in order to support a child's independence.
- Use redirection to offer an alternative behavior that is an acceptable alternative to an unacceptable behavior.
- Change the environment to meet the behavioral needs of children.
- Focus on what they should do rather than what they should not do.

As stated in the Ohio Department of Education's preschool licensing administrative code the Talawanda preschool program does NOT:

- Engage in corporal punishment including but not limited to punching, pinching, spanking, shaking, or biting.
- Delegate discipline to another child.
- Use physical restraints.
- Place children in an enclosed or locked area as a form of time out.
- Use profane language or verbal abuse.
- Discipline a child for failure to eat or toileting accidents.
- Use techniques that would scare, humiliate, or shame a child.
- Withhold food, rest, toilet use, or use food as a reward.

If a child exhibits a behavior that is ongoing or dangerous, classroom teachers will contact the child's parent(s) to discuss what steps should be taken to create a plan to improve the child's behavior.

## **DAILY SCHEDULE**

The program schedule for each session includes small and large group activities, individual free choice activities, indoor/outdoor play time, a balance of quiet and active play, and a nutritious snack.

## **HOURS OF OPERATION**

Our Preschool Programs run Monday thru Thursday.

**AM session:** TBD AM

**PM session:** TBD PM

## **IMPORTANT PRESCHOOL DATES**

# **Talawanda Preschool Annual Calendar** **(coming soon)**

### **August 2024**

August 19: First day of School for Preschool

### **September 2024**

September 2 and 3: No School

### **October 2024**

### **November 2024**

November 5: No School

### **December 2024**

December 23-31: No School

### **January 2025**

January 1-7: No School

January 20: No School

### **February 2025**

February 17: No School

### **March 2025**

March 31: No School

### **April 2025**

April 1-3: No School

### **May 2025**

May 5-6: No School

May 22: Last Day of School

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