

Twinsburg City School District  
Wilcox Primary School  
Integrated Preschool Program (IPP)  
and  
Kindergarten Preparatory Program (KPP)

Parent Handbook  
2019-2020



Today's Cubs, Tomorrow's  
Today's Cubs, Tomorrow's  
Tigers!  
Tigers!

9198 Darrow Road, Twinsburg OH 44087

Phone: 330.486.2030 Fax: 330.963.8332

Updated May 2019

# PERSONNEL

## Twinsburg City School District

**Wilcox Primary School  
9198 Darrow Road  
Twinsburg OH 44087  
330.486.2030**

Mrs. Kathryn Powers	Superintendent
Ms. Lynn Villa	Principal
Mr. Scott Astey	Assistant Principal
Miss. Karen Tirpak	IPP Teacher
Mrs. Nicole Reiter	IPP Teacher
Mrs. Jenni Ferro	IPP Teacher
Mrs. Shari Jaskiewicz	KPP Teacher
Mrs. Beth Wells	KPP Teacher
Mrs. Kathy Bender	Instructional Assistant
Mrs. Vicki Curwin	Instructional Assistant
Mrs. Amber Duda	Instructional Assistant
Mrs. Linda Hoyle	Instructional Assistant
Mrs. Joan O'Hara	Instructional Assistant
Mrs. Michelle Cyrek	Instructional Assistant
Mrs. Robyn Gelwasser	Speech/Language Pathologist
Mrs. Denise Traphagen	Director of Pupil Services
Mrs. Monica Price	Special Education Consultant
Mrs. Vicki Robbins	School Psychologist
Mrs. Terri Bissell	Occupational Therapist
Mrs. Diane Crockett	Physical Therapist
Mrs. Kathy Dinkeldein	Administrative Assistant
Mrs. Nena Perchinske	Administrative Assistant
Ms. Kawana Bridges	Administrative Assistant
Mr. Adam House	Transportation Supervisor

## Welcome to Twinsburg City School District!

Dear Parents,

Thank you for participating in our Ohio Department of Education, Step Up To Quality 5-Star, Integrated Preschool Program (IPP) or Kindergarten Preparatory Program (KPP). Our staff is looking forward to a partnership with you that provide the best opportunities for your child's development during these preschool years.

Our young children are the vision and hope of tomorrow. They are energetic, enthusiastic, curious, and fun! Each will learn as we nurture them, giving them the time they need in an accepting and challenging environment.

Entering preschool is a big step for your child. To help make this step a safe and enjoyable one, we urge you to carefully read the enclosed information. If you have any concerns or questions, please feel free to call any of our staff members.

Thank you for sharing your child with us!

Yours in Education,

Lynn Villa  
Principal

Scott Astey  
Assistant Principal

## **Wilcox Preschool Philosophy**

It is the belief of the Twinsburg City School District that preschool education for all children should provide child-centered developmentally appropriate educational programming, strategies, and practices to meet the needs of young children.

The school district believes that educational programming for children must include early childhood experiences in the domains of cognitive skills, adaptive behavior, communication development, sensory-motor development, social-emotional development, and aesthetics. It is the child's right to an educational experience filled with curiosity, exploration, inquiry, wonder, play, discovery, excitement, fun, happiness, nurturance, creativity, trust, and make-believe.

Parent involvement is essential in the educational process. It is a critical component for the development of each child's success in the early childhood domain areas.

## **Program Overview**

### **Preschool Policies and Procedures**

This Preschool Handbook does not supersede the Wilcox Student/Parent Handbook that outlines necessary school and district policies regarding operation of classrooms, transportation, instruction and enrollment. All district policies and regulations apply to all preschool children enrolled regardless of disability status.

### **The Preschool Program for Children**

Wilcox Primary School would like to extend the opportunity for your preschool aged child to apply to our current Integrated Preschool Program (IPP) or Kindergarten Preparatory Program (KPP). The Kindergarten Preparatory Program is a new program for students who are at least four years old by August 1, and not beginning kindergarten. The Kindergarten Preparatory Program is a 5-half day a week program with sessions in the morning or afternoon. It provides a rich pre-academic and social-emotional foundation for all who are age eligible. Each class serves approximately 16 students and be housed at Wilcox Primary School with a lead teacher and classroom assistant.

The Integrated Preschool Program (Center-based or Itinerant) is available to preschool children, ages three through five, who demonstrate delays in one or more areas of development. The activities in the program are age-appropriate, teaching experiences intended to facilitate the individual education plans of each child. A limited number of typically developing children are also enrolled in the Integrated Preschool Program. Typically developing preschoolers do not have specific educational plans; consequently, they do not receive therapeutic interventions.

The Kindergarten Preparatory Program will follow the same curriculum as the play-based Integrated Preschool Program. However, the teachers will use a project-based approach as the method in which students will learn the curriculum. A project-based approach encourages developmentally appropriate skills and prepares students for the expectations of tomorrow's learners.

Although the Kindergarten Preparatory Program is an extension of our current 5-Star Step Up To Quality rated program, the KPP offers some differences as highlighted on the following page. Please note the differences in the programs and the enclosed application process. The application and screening process will continue to prioritize acquiring the highest quality typically developing peer models for the Integrated Preschool Program.

The preschool environment is designed to enhance the development of self-esteem, self-expression, curiosity, enthusiasm, and the ability to interact with other children and adults. The environment is designed to further the development of problem solving skills through structured dependence and independence, as well as cooperative abilities.

Enrollment in the program is restricted to residents within the Twinsburg City School District. Curricula focuses on language development, social interaction and discovery play activities and follows the State of Ohio Early Learning and Development Standards that include preschool as a grade level.

Please review and complete the materials regarding the preschool offerings that our District provides. Scholarship opportunities based on financial need are available for those who qualify for the Kindergarten Preparatory Program only. We look forward to working with your child. Please contact the Wilcox Office at 330-486-2030 with questions or concerns.

## Preschool Application and Selection Process Overview

Interested parents should visit the Wilcox webpage starting January 1<sup>st</sup> to complete or obtain an application for the Integrated Preschool Program (IPP) and Kindergarten Preparatory Program (KPP) for the following school year. Parents may also come to the office and receive an application from the Wilcox office. Parents should complete and return the application and materials to the Wilcox administrative assistant before February 15<sup>th</sup> to be eligible for the IPP for following school year. If a parent is interested in their child attending the Kindergarten Preparatory Program and feel they meet the criteria for scholarship, they must complete and submit the Scholarship Application and provide supporting financial documents. Applications for the KPP are due by April 15.

The interest in our Integrated Preschool Program is greater than the availability of open typical peer spots for each school year. Therefore, we will be operating on a "Lottery System". At least Forty (40) randomly selected peer applications will be screened by members of the Twinsburg Integrated Preschool Program staff.

Additional criteria that will be required when choosing applicants include the following:

- Child will be at least 3 years old by August 1<sup>st</sup> of the applying school year,
- Child will be toilet trained by the first day of school, (no pull-ups and independent with clothing, wiping, and hand washing)
- Child speaks English as their primary language of communication,
- Student does not have an identified disability that would qualify them as a student with special needs.

If your child is randomly selected to go through the peer screening process, you will be contacted the week of February 20<sup>th</sup> by a member of the Wilcox team to schedule your child's screening.

Following the peer screening, you will be notified about the status of your child's acceptance into the program within 2 weeks of their screening date. If selected from the screening, a \$50 non-refundable deposit, which will be applied toward the IPP tuition, must be submitted to secure a place in the IPP for the coming school year by April 7. No child will start the program unless all registration documents are completed and turned in to the Wilcox office on or before June 1<sup>st</sup> prior to the start of the school year.

\*IPP Tuition for Selected Typical Peer Models - \$1,500 (Tuition subject to change)

Once peers have been selected for the Integrated Preschool Program, all remaining, age-eligible, non-scholarship applicants will be entered into a lottery to attend the Kindergarten Preparatory Program. All applications for the KPP are due by April 15.

Scholarship applications will be reviewed and students will be selected based on greatest financial need, then lottery if needed.

\*Kindergarten Preparatory Program Tuition for students - \$1,875 (Tuition subject to change)

## **APPLICATION PROCESS**

Peer models are an important component in our Integrated Preschool Program. The integrated model of our preschool requires independent students who demonstrate outstanding language, academic, and social skills to assist our students with special needs. Good peer models improve their own skills by interacting with all students in the classroom. Parents of eligible students must complete and submit an application before February 15 of the calendar year of expected enrollment. From those applications, a lottery will take place before the end of February. At that time those selected from the lottery will participate in a peer screening at Wilcox with the Screening Team. After the screening, letters of acceptance or denial will be sent to the families indicating one of the following:

- 1) Your child has been selected as a peer in the program;
- 2) Your child has not been selected as a peer; and may be offered a spot in the Kindergarten Preparatory Program if age eligible.
- 3) The results of the screening indicate that your child is experiencing a delay in one or more areas of their development. The parent will be contacted at a later time to discuss the possibility of additional evaluations.
- 4) If your child has not been selected as a Typical Peer, all remaining, non-scholarship applicants will be entered into a lottery to attend the Kindergarten Preparatory Program.

If selected from the screening, a \$50 non-refundable deposit, which will be applied toward the preschool tuition, must be submitted to secure a place in the preschool for the coming school year by March 31.

Families of typically developing children who were not selected must apply each year (January 1<sup>st</sup> - February 15<sup>th</sup>), to be included in the lottery for the upcoming school year. Students who were admitted to the IPP may remain until age-eligible for kindergarten.

To be eligible as a typical peer, children must:

- Be at least 3 years old by August 1<sup>st</sup> of that year,
- Be toilet trained by the first day of school (no pull-ups and independent with clothing, wiping, and hand washing),
- Speak English as their primary language of communication,
- Not have an identified disability that would qualify them as a student with special needs.

*Multiples (twins, triplets) will be considered together when applying as typical peer models, however, only two children per family may attend as peer models at the same time. If a student is identified as a preschooler with a disability, their twin may attend as a peer if there are openings at the time of identification or if age eligible, the Kindergarten Preparatory Program.*

### **STEP 1: Proof of Residency and Applications**

Any child applying to the program must live within the Twinsburg City School District and proof of residency must be provided and verified at the time of application. The following information will be needed to begin the application process:

- Child's birth certificate
- Proof of residency (Any two: a utilities bill, lease agreement, deed, credit card bill, bank statement, Parent/Guardian current pay stub, etc.)
- Custody papers, signed and certified if applicable
- Scholarship Application for Preparatory Program (if eligible for financial assistance)

### **STEP 2: Screening**

Once all information is received and your child is selected from the lottery, you will be contacted to schedule a time on the date of screening. If your child was not selected from the lottery, you will also receive a letter and your application will be kept on file. At the screening, your child will participate in a variety of preschool activities over a 60 minute session with several other prospective students. The Screening Team will be looking for specific skills in the areas of language development, motor, social and pre-academic skills. Screenings will be scheduled for early March, prior to the start of the academic year. Please understand, not all children that apply and attend the screening will be accepted as a typical peer model.

### **STEP 3: Selection**

After the screening, letters of acceptance or denial will be sent to the families indicating one of the following:

- 1) Your child has been selected as a peer in the Integrated Preschool Program;
- 2) Your child has not been selected as a peer and if they are 4 years old on or before August 1, your child will be considered for the KPP;
- 3) The results of the screening indicate that your child is experiencing a delay in one or more areas of their development. The parent will be contacted at a later time to discuss the possibility of additional evaluations.
- 4) If your child has not been selected as a Typical Peer, all remaining, non-scholarship applicants will be entered into a lottery to attend the Kindergarten Preparatory Program.

### **STEP 4: Complete Registration Packet**

A link to the Twinsburg City School District registration packet will be sent with the acceptance letter. If selected from the screening, a \$50 non-refundable deposit, which will be applied toward the IPP tuition, must be submitted to secure a place in the preschool for the coming school year by April 7. Your application is not complete until you have submitted your child's birth certificate and proofs of your residency in Twinsburg. No child will start the program unless all registration documents are completed and turned in to the Wilcox office on or before June 1 prior to the start of the school year.



Office Use only:

- Child's Birth Certificate \_\_\_\_\_
- 2 Proofs of Residency \_\_\_\_\_
- Custody Papers (if applicable) \_\_\_\_\_
- Scholarship Application \_\_\_\_\_
- Date Received \_\_\_\_\_

## Integrated Preschool & Kindergarten Preparatory Program Application

Child's Name: \_\_\_\_\_ Gender: M F

Child's Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Child's Residential Guardian is: (circle all that apply) mother father other

Primary Parent/Guardian: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Secondary Parent/Guardian: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Please list any siblings that are part of the program: \_\_\_\_\_

Are you interested in applying for financial assistance and scholarship to the KPP? Yes No

*Please make sure your Scholarship Application and supporting documents accompany this page when submitted.*

Program Preference\*: (please circle one or two of each)

- AM or PM
- Integrated Preschool Program or Kindergarten Prep Program

*\*Please note, we will do our best to accommodate your AM/PM and program preference, but cannot guarantee first choice selections. Students are grouped by age and ability.*

*Please print and complete all parts of this application and the scholarship application if you believe you qualify. Bring Application and proof of age and residency to Wilcox Primary School. Your application is not complete until you have submitted your child's birth certificate and proofs of your residency in Twinsburg.*

## Program Goals

The Twinsburg City School District Preschool Program is designed with the following goals and objectives.

- To provide developmentally appropriate activities for children
- To engage children in active rather than passive learning and to include a balance of quiet and active play.
- To teach children to respect and appreciate individual differences.
- To recognize the uniqueness of each child and work creatively to develop a plan to guide each child's progress.
- To encourage every child to learn through instructional methods which include a variety of approaches.
- To help children develop their physical, social, emotional, and intellectual potential.
- To provide an environment that encourages exploration and optimizes the child's experiences of success.
- To integrate children with varying abilities, and therefore provide an optimum experience.
- To encourage development of a positive self-image.
- To recognize parents as children's primary teachers.
- To involve children's families in the program, and to make resources available to them.
- To include a parent involvement program and to encourage parents to play or take a role in decision-making.
- To encourage and enhance the independence of each child's skills in the cognitive, sensory-motor, communicative, adaptive, social-emotional, and aesthetic domains within their present and future environments.
- To review children's progress in the program and communicate such with their parents. This is done four times per year with individual progress report; district-wide parent conferences twice per year, and at least annually, an individual student IEP meeting.
- To provide a well-rounded program that allows for individual creativity and helps develop children's sense of security and independence.
- To prepare students both academically and socially so they are ready for kindergarten.
- To ensure preparation for the next learning environment by collaboration with Kindergarten teachers for transition via the curriculum and behavior expectations.

## **Preschool Behavior Management/Discipline**

The Preschool staff operates within the confines of Wilcox school rules and licensing requirements by Ohio Department of Early Learning. This licensing office requires that specific methods be used that are constructive, developmental and appropriate for child guidance. These management techniques are used at all times. A listing of their requirements is as follows.

The actual measure of discipline applies to all persons on the premises and is restricted as indicated:

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame or frighten a child.
- 8) Discipline shall not include withholding food, rest or toilet use.
- 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- 10) All Preschool staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **Testing**

The State of Ohio does require statewide testing of all preschoolers in the Fall and Spring of each school year. The assessment, Early Learning Assessment (ELA), assesses students on the developmental domains per the Ohio Early Learning and Development Standards, Social-Emotional Development, Approaches Toward Learning, Cognitive Development and General Knowledge (including Mathematics,

Science and Social Studies), Language and Literacy Development, Physical Well-Being and Motor Development. Students will also participate in a math assessment that focuses on the prerequisite skills for Kindergarten.

The test results are sent to the Ohio Department of Early Learning and may be discussed with the preschool teacher if you desire. These tests are not used for entrance or exit to or from the preschool. Additionally, preschool teachers will be conducting a social-emotional survey, Ages and Stages, two times per school year. This information is sent to the State of Ohio and will be shared with you during conferences.

## **Curricula**

Both KPP and IPP utilize the State-adopted standards that specifies content in the areas of Language, Arts, Mathematics, Science and Social Studies, and Writing. These Early Learning and Development Standards are required statewide in Ohio. The preschool staff also instructs children using the Creative Curriculum and Wilson Foundations which encompasses all the components required for classroom instruction. Specific reading and math programs are correlated to align with state standards and the kindergarten entrance skill development.

### **Circle Time**

The group experience provides an opportunity for children to learn to function as part of a class. Children learn to take turns, participate in group discussions, and to follow and anticipate daily routines.

### **Choices**

Also known as free play, activity time, or work time, this is the most important part of each classroom. Children select from available play/learning opportunities to explore their own interests and build their skills.

### **Snack**

Eating together provides a valuable social experience for preschool children, as well as a chance to work on eating skills, table manners, and polite conversations. Attention is given to food allergies and choices are eliminated as necessary.

### **Art**

Art is a very important part of the day. Art allows the children to express their creative abilities. Art also develops hand/eye coordination and fine motor skills which are all precursors to later learning. Many art mediums are used in the art activities to allow the children to experience a variety of textures/senses in a non-threatening manner.

### **Gross Motor/Outdoor Time**

Young children love to move! Outdoor play allows children to vigorously move their whole body while enjoying a range of activities, such as climbing, swinging, sliding and running. When the class is unable to go outside due to the weather, gross motor activities are done either in the classroom or the gym.

### **Self-Care**

Time is provided each day for children to develop and practice self-care skills, such as toileting and washing their hands. Another important part of self-care is taking off/putting on coats, shoes, hats and gloves along with packing/unpacking backpacks.

### **Story Time**

Reading is vital to children's school success. Children are read to everyday in the preschool program.

### **Music**

Music is incorporated into the daily schedule. Music helps develop language and social skills, provide smooth transitions and add to the enjoyment of rhythm and rhyming words.

### **Themes**

Themes are used to develop and implement the classroom curriculum. Some themes are repeated every year such as fall/apples, Thanksgiving, winter, and the rodeo; however, each unit is changed each year in order to meet the needs of all the children and provide variety in instructions.

The State of Ohio Early Learning and Development Standards serve as the basis for our core curricula. Specific reading and math programs are correlated to align with state standards and the kindergarten entrance skill development.

## **Evaluation and Individualized Educational Program (IEP)**

Each child identified with a disability completes a screening and multi-factored evaluation of skills in the areas of general intelligence, academic performance, sensory-motor abilities, and communication. Social-emotional and behavioral skills also are evaluated when necessary. The evaluation is completed by the preschool team (psychologist, teachers, speech-language pathologists and supervisor) in conjunction with the parents, medical personnel, therapists and academic personnel with whom the child works, as well as the child's local school district.

The State of Ohio requires that the multi-factored evaluation be completed at least every three (3) years to confirm eligibility. The evaluation may be completed more often than this if deemed necessary by the parents, preschool team, school district, etc. and prior to the transition of preschool to school-age programs. Areas to be assessed are:

**Social/Emotional:** Refers to how a child interacts with adults and children, expresses feelings and copes with situations; ability to tolerate frustration, solve problems, follow rules.

- Adaptive Behavior:** Includes eating, dressing, toileting and personal responsibility behavior.
- Communication:** Describes an understanding of what is said (receptive language) and what a child says or does to communicate with others (expressive language).
- Fine Motor:** Describes how a child uses small muscles for grasping, building, writing or drawing, cutting, and assembling things including fastening articles of clothing; includes how a child uses the hands separately and together to accomplish tasks.
- Gross Motor** Describes how a child uses large muscles for sitting, crawling, walking, climbing, throwing, running, managing stairs.
- Cognitive/  
Pre-Academic:** Refers to reasoning and thinking skills, concept and relationship development (color, size, shape), as well as perception and memory.
- Vision:** A measure of visual acuity.
- Hearing:** A measure of hearing acuity.

## **Individualized Education Program (IEP)**

An Individualized Education Program (IEP), is developed for each student who is identified as having a disability. It outlines the required intervention goals and objectives developed by the preschool team (parents, teacher, therapists and psychologist) for each child. The IEP is reviewed and re-written each year by parent(s), preschool staff and local school district personnel. Any changes observed by the parent(s) and/or teacher or new information regarding the disability can result in a request for a meeting or review of the IEP at anytime during the school year.

## **Speech/Language Services**

Speech/Language Services are available to qualified children who are enrolled in the Integrated Preschool Program. Children are seen on a weekly basis for individual and/or group therapy, either in a separate therapy room or within the preschool classroom where activities may be more meaningful.

## Occupational Therapy/Physical Therapy

Physical and/or Occupational Therapy will be provided to children who qualify for specified services that are provided in the preschool setting. All referrals for services are made through the school psychologist.

## Transition Services

Transition services are designed to ease the movement of children from early intervention programs into the preschool and preschool programs into school age programs. Children enrolled with Help Me Grow, MR/DD, Head Start or in a community sponsored support program can expect transition services between agencies on/or before the third (3<sup>rd</sup>) birthday of the child. IEP conferences are held to develop specific transitional services to address any needs for transferring within programs.

School administration, preschool teachers, and the school psychologist are available to answer any questions regarding the movement of children into their kindergarten year at school as well as providing a transition plan describing activities the child will be involved with prior to going to kindergarten.

## The School Day

The preschool program operates two half-day sessions.

*Morning session operates from 8:25 a.m. to 11:00 a.m.*

*Afternoon session operates from 12:30 p.m. to 3:00 p.m.*

- The **Integrated Preschool Program** operates four days each week, Monday through Thursday. There is **currently** NO SCHOOL ON FRIDAYS.
- The **Kindergarten Preparatory program** operates **five** days each week, Monday through **Friday**.

### **PowerSchool Enrollment (formerly known as InfoSnap)**

The Twinsburg City School District uses PowerSchool Enrollment (formerly known as Infosnap) instead of student Emergency Cards. All students must have all necessary information completed in PowerSchool prior to the beginning of the school year. Students will need two (2) contacts other than the parent and identify the persons that the child may be released to in the event of illness, emergency, or for transport. All registration information will be entered online instead of on paper. At the time the registration information is entered, there will be an opportunity to schedule an appointment as well as print out required forms and documents to submit to the Wilcox Office for verification. If you do not have internet access, please contact the main office for assistance.

### **Emergency Medical Authorization**

The State of Ohio requires that all students have an Emergency Medical Authorization information on file before a child can attend school. Your child must have all the required information on by the end of the first week of school. For liability reasons, failure to submit the required information will result in your child being sent home and prohibited from returning until the information is completed and given to the school nurse.

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program for children from birth through age 21. The purpose of Healthchek is to discover and treat health problems early. For more information please go to:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings are made available to families through Ohio County Boards. They serve the two primary functions of determining eligibility and service coordination. For more information please go to:

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>

### **Attendance**

Preschoolers are expected to attend school every day that the preschool class is in operation. This is the best way to ensure that children receive the interventions and remediations that are needed for successful skill development. Sick children do not benefit from attending school and must be kept home until well. If your child is sick, please call the school before 8:30 a.m. to confirm your child's absence providing the child's name, teacher, date and reason for the absence. The school number is 330-486-2030. Voice mail is available during non-school hours by calling the school phone number. The school nurse monitors all illnesses for contagious alerts.

### **Transportation Services**

Transportation to and from preschool is provided to all preschool students by the school district. Parents must specify a drop/pick up point at the time of enrollment in writing. Changes are permitted only once per semester. If your child is under the age of four, a car seat or harness will be provided on each bus that he/she takes to and from school. Before your child may start to ride the bus, a transportation form must be completed. Parents are **not** permitted to ride the bus to and from school with their child. Parent chaperones for field trips do ride the school buses for the field trip only. Younger siblings may not attend field trip activities.

### **Snow Days**

At times, due to inclement weather, school will be cancelled or delayed. Blackboard Connect will send telephone messages to you about school emergencies or events, school delays or cancellations due to inclement weather. If there is a delayed start for school, there will be no Morning Preschool classes. The phone numbers you included in InfoSnap will be the contacts used by Blackboard Connect. Please make sure the office has current contact information.

### **Blackboard Connect Rapid Notification Service**

Keeping you informed is a top priority for Twinsburg City Schools. We have adopted the Blackboard Connect Rapid Notification Service which allows us to send telephone messages to parents/guardians about school emergencies. We use this system to notify families of school delays and school cancellations due to inclement weather or other calamities in our district. The Blackboard Connect email notification will also provide information about school events.

What you need to know about the Blackboard Connect system:

- Your Caller ID will display the school or district’s main phone number when general attendance or informational calls are made.
- Your Caller ID will display 411-000-0000 if the message is an emergency. Up to three people designated as emergency contacts will get this type of call.
- Blackboard Connect will leave a message on any answering machine unless it has a privacy manager.
- Blackboard Connect can only leave a message using direct dial numbers – no extensions.

It is vitally important that you keep your emergency numbers current and notify Wilcox with any changes as soon as they occur.

### **Items to Bring to School**

- ✓ A large backpack – The backpacks shaped like animals are cute, however, they are not large enough to hold the art projects and other items your child will be bringing home.
- ✓ A change of weather-appropriate clothing to stay at school labeled with your child’s first and last name
- ✓ A large box of Kleenex
- ✓ Box of Crayola washable Broadline markers
- ✓ Elmer’s washable school glue
- ✓ Diapers and wipes, if necessary

## **Complaint Procedures**

### **Ohio Department of Education**

The Preschool program is regulated by operational procedures that are defined by the Office of Early Childhood within the State of Ohio Department of Education. It is hoped that concerns or questions regarding the entrance, program, staffing or operation of services, will be first made to the school building principal, the Pupil Services Director or lastly, the District Superintendent. These individuals can be reached at:

School Principal	330.486.2032
Director of Pupil Services	330.486.2091
Superintendent	330.486.2002

If you feel your concern/issue warrants contact of the governing body of the preschool you can contact the Department of Education at:

ODE Division of Early Childhood Education  
877.644.6338

Office of Early Learning and School Readiness  
614.466.0224  
Toll Free 877.644.6338

The procedures for a response to concerns raised can be found on the website operated by the Department of Education ([www.ode.state.oh.us](http://www.ode.state.oh.us)). As with any complaint, problem or concern raised at the local level, all Twinsburg staff will respond to your issues by a personal meeting, returned phone call or email, as is your preference.

### **Federal/State/Local Complaints**

#### **SECTION 1**

If any person believes that the Twinsburg City School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, VI and VII of the Civil Rights Act of 1964; (2) Title IX of the Education Amendment Act of 1972; (3) Section 504 of the Rehabilitation Act of 1973; (4) the Age Act; and (5) the Americans with Disabilities Act, she/he may bring forward a complaint, which shall be referred to as a grievance, to the District's Civil Rights Coordinator:

Director of Pupil Services/Director of Human Resources

Twinsburg City Schools  
11136 Ravenna Road  
Twinsburg, Ohio 44087

#### **SECTION II**

The person who believes she/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. She/He may initiate formal procedures according to the following steps:

##### STEP 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

##### STEP 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, she/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all

parties involved, formulate a conclusion and respond in writing to the complainant with ten (10) business days.

### STEP 3

If the complainant remains unsatisfied, she/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

### STEP 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Ave., Room 750, Cleveland, Ohio 44114.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

The District Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the District Coordinator's office.

**Note:** Parent(s)/guardian(s) do not have to be present at the informal complaint meeting with the Coordinator. However, parent(s)/guardian(s) must be present for youths under age 18 at all levels of the formal alleged discrimination process.

## **Building Inspection Reports/Emergency Drills**

Preschool and Building Inspection Reports are done annually by the Ohio Department of Education, Fire Department, Twinsburg City inspector and county inspector for chemical safety. All inspection reports may be viewed by parents/guardians by a request to the School Principal. While the request does not have to be in writing, having the written request enhances the principal's ability to identify, locate, and/or deliver the records sought. This request will be honored no later than three (3) days after receipt. Copies can also be requested of the School Principal.

The preschool program participates in Fire, Tornado and Safety (Lock-down) drills throughout the school year. Classroom teachers instruct, supervise and care for preschoolers during all drills.

## **Classroom Information**

### **Snacks/Scholastic Magazine**

The preschool program provides a daily snack and a subscription to Scholastic Magazine. There is a \$75 fee for IPP students and an \$85 fee for KPP students. A portion of this goes toward the preschool snack. This is in addition to the \$1,500.00 IPP preschool tuition for peer models and \$1,875 KPP tuition.

Parents are welcome to provide a treat for a child's birthday in accordance with the Wilcox Snack Policy. Nonfood items such as pencils or stickers are preferred over food items. Please coordinate this with your child's teacher.

**PLEASE NOTIFY YOUR CHILD'S TEACHER AND THE SCHOOL NURSE OF ANY FOOD ALLERGIES!**

**Holidays/Parties**

Preschool staff tries to keep an open perspective on Christmas, Hanukkah, Halloween, Easter and other heavily marketed events. Recognition is provided that encourage cultural sensitivity in the children by making them aware that not all people celebrate the same holidays in the same way. If the holiday celebrations conflict with family beliefs, please discuss this with the teacher.

There are three school-approved parties throughout the year: Fall Festival, Winter Holiday, and Valentine's Day sponsored by PTA. There is a limit to the number of parents who may attend class parties.

Morning parties start at 10:00 a.m. and the afternoon parties start at 1:45 p.m. A detailed note about party procedures will be sent home before each party.

**Field Trips**

Trips into the community are important shared experiences for the children. Permission slips for any trip will be sent home in advance. Parent volunteers will be required in order to provide a safe child/adult ratio. The number of field trips planned each year varies.

**Notebook/Daily Notes**

Upon entering the preschool program, your child will be given a spiral ring notebook. This notebook will be sent home everyday with a class note describing what the class did that day in school. The notebooks may also be used to write notes back and forth from home and school.

**Conferences/Report Cards**

Conferences are scheduled twice a year. However, you may request a conference in person or by phone any time during the year.

Grading periods are approximately nine weeks long. Reports will be sent home at the end of each grading period. A report card based on the full standards for a preschool program will be done twice per school year.

Upon receiving a report card, please read carefully and sign and return the bottom portion for our records.

**Clothing**

Preschool can be a very messy experience. Although children wear smocks for many activities, they still seem to attract paint, glue, clay, and other natural substances. It is best to dress your child in clothing

that can be washed easily. Sneakers and other rubber soled shoes can prevent falls in the hallways and on the playground.

### **Outdoor Play**

Outdoor play is an important part of the daily curriculum. Adult supervised preschool classes will go outdoors for 20-30 minutes each day, except in extreme weather. Please send coats, hats, mittens, snowpants, and boots so that your child may enjoy playing outdoors.

### **Birthdays**

Parents are welcome to speak to your child's teacher about birthday celebrations. Birthday treats should follow the Wilcox snack policy of cut fruit, vegetables, or pre-packaged food with listed ingredients. Home-baked items are not permitted due to food allergies. As an alternative, non-food items such as a favorite book, small toys, pencils, etc., are recommended. If your child has a summer birthday, you may choose a day anytime during the year to celebrate your child's birthday.

If you wish that your child not participate in any birthday celebrations please notify your child's teacher.

Children **SHOULD NOT BRING BIRTHDAY INVITATIONS** to hand out to classmates.

### **Sharing Bags**

Once a week each IPP child will be sent home with a sharing bag. Your child may put a special toy or object in the bag to share with the class the following day. We ask that no real or play GUNS, SWORDS or CHARACTERS ARMED WITH WEAPONS be brought to school. Your child will not be allowed to share these items with the class. The children enjoy looking at family photographs and they are always a good item to put in the bag.

## **Parent Involvement**

Parental involvement in a child's education is critical to school success. We encourage parents to become involved in their child's preschool experience.

- Parent-Teacher conferences are scheduled twice per year to provide a time for teachers to report on each child's progress. However, parents are encouraged to speak to the teachers at any time about concerns or important events in their child's life.
- Parent visits are welcome, however, parents are asked to arrange these visits in advance to prevent disruption of the class. Parents may come to observe, to present a class activity, to describe their occupation or favorite hobby, or to share a custom or tradition from their home.
- Please feel free to write any comments/concerns in your child's notebook. This is an easy way for parents to communicate with their child's teacher.
- Parents are encouraged to join the class during holiday parties and field trips.

## Clinic and Medical Information

INJURY OR ILLNESSES occurring during the school day should be reported immediately to the supervising teacher. He/she will issue an excuse admitting the student to the clinic. No student who is ill is to call his parents from the school phone and leave the building without permission. It should be understood by parents and students that clinic and office personnel are forbidden to diagnose ailments or **dispense medication without a medical authorization form, including aspirin**. Students who are too ill to attend class are generally too ill to remain in school (the health department states that any student with an elevation in temperature of 100 degrees or over should not remain in school.) Parents will be notified to arrange for transportation when necessary. The nurse will investigate reasons for an unusual number of clinic visits and parents will be notified. Parents must provide each student with the name of some relative, neighbor, or doctor who the school will contact if they are unable to reach the parents in case of emergency. A student emergency card is on file in the office for this purpose.

**All communicable diseases should be reported to the school nurse.**

MEDICATION POLICY: Should it be necessary for a student to take medication at school, parents MUST adhere to the Board of Education procedure 5330. See the information and form included in student folder. Forms are available in the school office.

USE OF MEDICATIONS: Students, who must take prescribed medication during the school day, must comply with the following guidelines:

- Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The appropriate form must be filed with the respective building principal and/or clinic before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- All medications must be registered with the clinic and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- Medication that is brought to the clinic will be properly secured. Except as noted below, medication must be delivered to the School Nurse by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent and physician and has submitted the proper forms. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students

are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
- If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.
- Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
- Non-prescribed (Over-the-Counter) Medications - No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent and physician authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the principal's office. Physician authorization is also required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received. Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code. A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the clinic. A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **Management of Communicable Diseases**

A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of

communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

- (B) The following precautions shall be taken for children suspected of having a communicable disease:
- (1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
  - (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    - (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
    - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    - (c) Difficult or rapid breathing;
    - (d) Yellowish skin or eyes;
    - (e) Conjunctivitis;
    - (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    - (g) Untreated infected skin patch(es);
    - (h) Unusually dark urine and/or grey or white stool; or
    - (i) Stiff neck; or
    - (j) Evidence of lice, scabies, or other parasitic infestation.
  - (3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
    - (a) Unusual spots or rashes;
    - (b) Sore throat or difficulty in swallowing;
    - (c) Elevated temperature; or 32
    - (d) Vomiting.
  - (4) Programs shall follow the Ohio department of health "communicable disease chart" (September 2009, [odjfs.state.oh.us/forms](http://odjfs.state.oh.us/forms)) for appropriate management of suspected illnesses.
  - (5) A child isolated due to suspected communicable disease shall be:
    - (a) Cared for in a room or portion of a room not being used in the preschool program;
    - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
    - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
    - (d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

- (1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
  - (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
  - (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
  - (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
  - (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.
- Please see refer to BOE policy 8453 for Control of Noncasual-Contact Communicable diseases and 8453.02 Control of Blood Born Pathogens.

### **Immunizations**

Students MUST be current with all immunizations required by law, included but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should contact the Wilcox principal.

## Board of Education Policy Reference List

*The Wilcox Primary School Handbook does not include every policy. Parents and students should refer to Twinsburg Board of Education Policies, found on the District website, for more information.*

Student Assessment and Academic Intervention – **2632**

Personal Communication Devices - **5136**

FERPA Regulations: An Overview for Parents and Students

Health Services – Physical Examinations - **5310**

Student Conduct - **5500**

Bullying and Other Forms of Aggressive Behavior - **5517.01**

Drug Prevention – **5530**

Interrogation of Students - **5540**

Anti-Harassment - **5571**

Student Discipline - **5600**

Removal, suspension, expulsion, and permanent exclusion – **5610, 5610.01**

Suspension of Bus Riding Privileges – **5610.04**

Prohibition from Extra-Curricular Activities – **5610.05**

Due Process Rights - **5611**

Seclusion - **5630.01**

Search and Seizure - **5771**

Waiver of School Fees for Instructional Materials - **6152.01**

Use of Video Surveillance/Electronic Monitoring – **7440.01**

Student Records - **8330**

Positive Behavior Intervention Supports and Limited Use of Restraint and Preparedness for Toxic Hazard and Asbestos Hazard - **8431**

# **Twinsburg City School District**

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**Rob Felber, President**

**Tina Davis, Vice-President**

**Matt Cellura, Member**

**Mark Curtis, Member**

**Angela DeFabio, Member**

## **Central Office Administration**

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*follow Mrs. Powers on Twitter: @TwinsburgSupt*

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**Twinsburg Board of Education Office**

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School Days: 8:00am-4:00pm

Summer/Breaks: 7:00am-3:00pm