

Trotwood Early Learning Center

Preschool Handbook

2023-2024



Trotwood Madison – Early Learning Center
4400 N. Union Road
Trotwood, Ohio 45406
(937) 854-4511



Trotwood-Madison Early Learning Center

Building Principal

Mrs. Aisha Wilburn

Preschool Supervisor

Dr. Jacita Pooler

Building Secretary

Mrs. Ebony Fleetwood

Central Office Administrators

Superintendent of Schools

Dr. Reva Cosby

Ext. 1100

Director of Curriculum and School Improvement

Rachael Murdock

Ext. 1165

Assistant Superintendent of Operations

Marlon Howard

Ext. 1146

Director of Student Services and Special Education

Tracey Mallory

Ext. 1104

Treasurer/CFO

Janice Allen

Ext. 1131

MISSION STATEMENT (Brd. Pol. #2105)

The mission of Trotwood-Madison City Schools is to graduate all students prepared to excel in a global society with a commitment to lifelong learning by guaranteeing a challenging curriculum facilitated by an innovative and dedicated staff, community participation, and state-of-the-art resources in a stimulating atmosphere.

The mission of Trotwood-Madison Early Learning Center is **E**veryone is a member of our school family. **L**earning and growing. **C**elebrating our accomplishments big and small.

The mission of Trotwood-Madison Preschool is to create a safe early learning environment that allows all children to learn through hands-on interactive instruction, exploration, and play. Students with differing abilities are embraced and planned for in creating learning opportunities. We believe that the family of our students are the first “teachers” in their lives and want to form a partnership to best meet the needs of all of our students. We feel supporting the school and family partnership is critical to ensuring student success.

BELIEFS

- We believe that learning is a lifelong process.
- We believe that each individual is unique.
- We believe that all people are capable of achieving success.
- We believe that there is strength in diversity.
- We believe that all people have value.
- We believe that involvement is essential for a community to be successful.

GUIDING PRINCIPLES

- Our work will be aligned with our common mission, vision, values, and goals.
- We will assure achievement for all students using a system of prevention and intervention.
- We will not work in isolation, but rather in collaborative teams focused on teaching and learning.
- We will use data to guide decision-making and continuous improvement.
- We will gain active engagement from family and community.
- We will build sustainable leadership capacity.
- We will communicate to students they are important, they are valued, and we will not let them fail.

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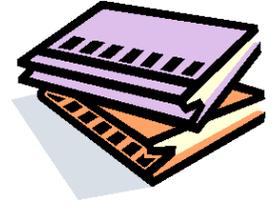
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General Information-section I



School Hours (Brd. Pol. #8220)

The starting/ending times for Preschool students are:
9:00-3:00 for full-day programming

Equal Education Opportunity (Brd. Pol. #2260)

This District provides an equal educational opportunity for all students. Any person who believes that he/she has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer: Director of Student Supports and Special Education, Tracey Mallory, 937-845-3050 x1104

Complaints will be investigated in accordance with the procedures described in the Administrative Guidelines. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunities.

Sexual Harassment (Brd. Pol. #3362)

The Trotwood-Madison City School District will not tolerate sexual harassment or intimidation by any staff member, student, visitor, school policy, or practice. Each school has an appointed sexual harassment officer to assist in the enforcement of this policy. To discuss concerns, contact the Director of Human Resources, 937-854-3050

Licensure **(ORC. 3301.53)**

Our facility is licensed to operate legally by the Department of Education. A copy of the most recent licensing, compliance, and inspection reports can be found on our Preschool Licensing Board next to exit door #28 near room 4420 if you would like to review it. A copy is also located in the main office and is available for review.

Complaints may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338.

Programs **(Brd. Pol. #2280)**

Trotwood-Madison Preschool offers a full continuum of services including preschool for typically developing students, center-based preschool special education, as well as itinerant services to students free of charge. This includes partnering with local daycare providers to increase the readiness of all students entering kindergarten.

Trotwood-Madison Schools also offer a robust preschool program for students identified as having a disability and works closely with the Montgomery County Help Me Grow agency.

Preschool services are for children who are at least 4, but not older than 5, who have not been enrolled in a kindergarten program, and for students who have been determined eligible for special education services, starting at age 3.

Enrollment and Withdrawal Information **(Brd. Pol. #2280, 5111, 5112, 5113, 5114, 5120, 5130)**

Who is eligible to enroll?

- Ohio law requires students to enroll in the school district in which their custodial parent or legal guardian resides.
- Homeless students meeting Federal guidelines may enroll under the guidance of the District Liaison for Homeless Children, contact Mrs. Tracey Mallory, Director of Student Services for more information
- A student who has a duly executed grandparent power of attorney or caretaker authorization.
- Foreign exchange students from recognized and approved student programs.

Who is not eligible to enroll?

- A student who is currently serving a suspension or expulsion at another District.
- A student whose parent/guardian does not reside in the school district. Trotwood Madison City School District does not accept open enrollment applications for preschool.

What documents are needed to enroll?

- Initially, contact preschool about available openings. Further information can be requested by contacting the building secretary, **Ebony Fleetwood at 937-854-4511** ext. 4006 or the Preschool Supervisor, Dr. Jacita Pooler, at 937-854-4511 x 4010
- If space is available, complete the preschool enrollment form available on the District website www.trotwood.k12.oh.us
- Once the application has been received through Final Forms, registration will be completed by setting an appointment with the Building Secretary, Mrs. Ebony Fleetwood, and using the following documents:
 - Valid Picture ID for parent/guardian
 - Original birth certificate
 - Updated shot record
 - Proof of residency (home purchase agreement, appropriate lease agreement, current AES, or Centerpoint Energy)
 - Proof of custody (if applicable)
 - Current physical examination in order to remain tuition-free; therefore an income verification form will be required.
 - Proof of Income
 - Eligibility screening tool

Why is proof of custody required?

- Court-determined custody establishes residency.
- The school is required by law to honor all legal custody agreements.
- School personnel have no legal means of prohibiting an estranged parent from seeing or picking up a child unless custody information has been provided to the school.

What do I do if my address or telephone number changes after my child has enrolled?

- Parents are **REQUIRED** to immediately notify the School of any changes.
- In the event we are unable to make contact with designated emergency contact persons, Trotwood Police may be contacted for assistance.

How are classroom schedules/assignments made?

- The Coordinator will assign each student to the appropriate classroom or program.

What is the procedure for withdrawing from school?

- Parent/guardian notifies the school office of intent to withdraw.
- Picture ID for parent/guardian
- All bills and fees must be paid.
- If a bill is outstanding, the parent or guardian will be sent a reminder
- **After one month/20 consecutive days of absence or 15 days in a quarter, an attendance meeting will be held to discuss removal from the program.** (if there are extenuating circumstances, please contact Preschool Supervisor, Dr. Pooler, 937-854-4511 ext 4010)

Medical Information

(Brd. Pol. #5310, 5320, 5330, 5341, 8450)

What is an Emergency Medical Authorization and why is it required?

- The form tells the school what you want to be done for your child should he/she become injured or a medical emergency occurs.
- The form is required by Ohio law to be completed annually.
- The form must be on file with the school by September 4 or the student cannot continue to attend school.
- It is provided at the time of enrollment and at the beginning of each year (form 5341F1-see sample in Addendum 4).
- Students will not be allowed to participate in any activity off school grounds without an Emergency Medical Authorization on file.

What are the immunization requirements?

- Preschool students must be current on poliomyelitis, varicella (chickenpox), diphtheria, pertussis, tetanus (DPT), measles, mumps, rubella (MMR), HIB, and hepatitis B immunizations.
- In addition, students who attend kindergarten must have two doses of varicella (chickenpox).
- If the student does not have the necessary immunizations or an authorized exemption, they may be excluded from school until they have been completed.

Can my child take prescription medication at school?

- Yes, under strict guidelines.
- Forms #5330-F1 (see samples in Addendum 1) must be completed by the parent and the physician/licensed health care professional authorized to prescribe drugs, annually prior to administration or with medication changes.
- Medication must be delivered to the school office by the parent/guardian in the original container properly labeled. Students may not transport medication on the school bus.
- Medication will be secured in the office unless the physician has indicated it is for an emergency allergic reaction or is an asthma inhaler (Form #5330-F3).
- Each administration of medication will be logged by the person administering the medication.
- Parents shall have the sole responsibility to instruct their child to take the medication at the scheduled time.
- The remaining medication must be picked up when discontinued or at the end of the year. Unclaimed medicine will be destroyed by school personnel.

Can my child take nonprescription medication at school?

- Yes, under strict guidelines.
- Form #5330-F1a must be completed by the physician/licensed health care professional authorized to prescribe drugs and parent/guardian.
- Medication will be secured in the office.
- Medication may not be shared or distributed to other students.

How does the school control the spread of communicable diseases?

- A student may be removed or isolated if he/she has been ill or exposed to a communicable disease.
- Upon return to school, the student must check-in at the clinic prior to being admitted to the classroom.
- When appropriate, the Montgomery County Public Health Department may advise the school on proper measures to control the spread of communicable diseases.
- Students are expected to take precautions to follow universal procedures in order to reduce risks and minimize and/or prevent the potential for accidental infection.

What happens if my child becomes ill or injured while at school?

- If a child becomes ill at school, he/she will report to the office. The parent will be called if necessary.
- A child with a temperature of 100, vomiting, or showing other signs of illness will be sent home.
- First aid supplies are located in the clinic and in each classroom with easy access to all staff members, but out of the reach of children.
- Staff members are trained in first aid and CPR by persons certified to meet State child care guidelines.
- If medical attention is required, the Emergency Medical Authorization instructions will be followed.
- Student records, including medical records, are located in the student files in the school office.
- Emergency numbers are posted on all phones.
- A dental first-aid chart and emergency instructions are located by the phones in each classroom and clinic.
- The child should remain at home until he/she is temperature-free for 24 hours without the use of Tylenol, aspirin, etc.
- Upon return to school, the student must check-in at the clinic prior to being admitted to the classroom

MANAGEMENT OF COMMUNICABLE DISEASE

(Brd. Pol. #2280)

- A. A person trained to recognize the common signs of a 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. All staff working with preschool will be trained on recognizing communicable diseases and preventions.
- B. The following precautions will be taken for children suspected of having a communicable disease:
- 1) The program immediately notifies 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 is 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 gray or white stool;
 - 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 is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day will be determined by the Principal. The child, while isolated at the program, will 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
 - d) Vomiting.
 - 4) Programs will follow the Department of Health's "Child Daycare Communicable Disease chart" for appropriate management of suspected illnesses.
 - 5) A child isolated due to suspected communicable disease will 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 will be laundered before being used by another child. After use, the cots will be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus, or other body fluids, the cots will be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - d) Observed carefully for a worsening condition; and
 - e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

Student Safety

(Brd. Pol. #5340, 7440, 8400, 9150)

Student safety is the responsibility of both students and staff. We have installed cameras and video equipment to monitor our buildings, buses, and grounds. The purpose of this equipment is to assist the school in providing a safe and secure environment for its students, staff, and the general public. The school reserves the right to use tapes in disciplinary occurrences. Observation of video from cameras shall be done only by those who are authorized to view student records and in accordance with Board policy.

The preschool program's health and safety procedures ensure that the health and safety of all children is safeguarded by an organized program of school health services and policies designated to identify child health problems and safeguard children while in attendance at school.

What policies have been put into place to ensure preschool health and safety?

- Child/staff ratios and maximum group sizes are maintained.
- No child is ever left alone or unsupervised.
- A phone shall be available in the office and classrooms while the program is in session.
- Emergency procedures, including fire drills, and tornado drills, and emergency contact information are posted by phone.
- All preschool staff are trained to recognize signs and symptoms of illness and in handwashing and disinfection procedures.
- The program follows the child daycare communicable disease chart that is posted in the clinic and each classroom to serve as guidance for staff.
- Parents shall be notified of an accident or injury using an incident/injury report. The program maintains a log of injury reports.

How does the school prepare for disasters?

- Fire drills are held monthly in each building.
- Tornado drills are held monthly during tornado seasons.
- Crisis drills are held periodically.
- All staff members are familiar with emergency procedures such as fire/tornado drills and accident reporting procedures.

What measures are in place to ensure the safety of my child?

- Visitors may only enter and exit the building through the main entrance as all other doors are kept locked.
- All visitors/parents must stop in the office for a pass and sign in and out.
- Parents must obtain a pass in order to accompany their children to the classroom.
- Students may not bring visitors to school without prior written permission from the Principal.
- Parents must be escorted to and from classrooms by school personnel.

Preschool Students With Disabilities

(Brd. Pol. #2280)

What if my student has a preschool disability?

- To be eligible for services as a preschool student with a disability, the child must be at least 3 years old, but not of compulsory school age and;
- Must exhibit a documented deficit in one or more of the following areas: cognitive, communication skills, motor functioning, social/emotional, behavioral functioning, adaptive behavior, visual ability, or hearing ability.
- There are no fees for services to children with special needs.

How will you determine if my student has a disability?

- Screenings are held twice a month to process referrals for children whose parents are concerned about their development.
- Based on screening information, the student may begin a formal 60-day assessment period consisting of a structured interview and observation, standardized norm-referenced assessments, criterion-referenced/curriculum-based assessment, and a physical examination.
- At the conclusion of the assessment, a formal meeting will be held with the parent to review the results.
- A determination of eligibility will be made at that time.

Contact Leslie Allen, Special Education Coordinator, at 937-854-3050 x 1149 to inquire about evaluation procedures, programs, and services.

Homeless Students

(Brd. Pol. 5511)

What can I expect if I am a homeless student?

Under the homeless child and youth law a student will:

- Be provided with a free and appropriate public education in the same manner as other students served by the District.
- Be eligible to receive transportation services.
- Be allowed to receive additional educational services if eligible.
- Receive meals under school nutrition programs.
- Not be denied enrollment based on lack of proof of residency.

For more information or assistance, contact Anne Blankenship, 937-854-3050

School Cancellation

How will I know when school is canceled?

- Information will be released to local radio, district social media platforms and TV stations. Our District will be listed as Trotwood-Madison City Schools.
- Notification will also be provided by the district's automated messaging system and a shared through Parent Square notification .

Parent Roster

How will I know the parents of the other preschool students?

- A roster for each group of children in the program shall be prepared annually.
- The roster will contain the child's name, the name and telephone number of the child's parent(s) and be available upon request.
- The roster will not include the name or telephone number of any parent who requests not to be included.
- The roster will also not be made available to anyone other than a parent.

Nutrition

What are the basic guidelines associated with the meal program?

- Children are served a meal that meets the USDA requirements daily at preschool. Students receive breakfast, lunch, and a snack.
- Children are provided foods that offer sources of vitamin A, C, and D. These foods include milk and a bread/bread alternative option.
- Weekly breakfast and lunch menus are available in the office.
- The preschool personnel may administer a special diet after written instructions signed by a licensed physician are secured.

Dress Code (Brd. Pol. #5511)

What is the dress code for the school?

- Student's uniforms should be clean and in good repair.
- Uniforms should fit the student.
- Key chains, large costume jewelry, caps, sunglasses, pagers/beepers, cell phones, etc. are not allowed to be displayed on the uniform.
- The building administrator always has the authority to regulate student dress.
- Students will wear an appropriate uniform while on school grounds for class and all school functions unless otherwise notified.
- The uniform follows the listed guidelines:
 - PANTS: *Black uniform trouser, shorts, skirt (mid-thigh), skort (knee length), and jumper (no design, no leggings, no jeans, no denim material).*
 - TOPS: *Plain red shirt/blouse with a collar. White, red, or black turtleneck or T-shirt (no design or graphics) may be worn under the uniform shirt/blouse.*

- SWEATERS: *Plain black, red, or white cardigan or sweater vest-must be of sweater material with no logo other than the School and/or the District.*
- SWEATSHIRTS: *Plain red, white, or black, or those with the School and/or District logo (no hoodies).*
- SHOES: *Must be the hard sole, flat, and completely enclosing the foot...no flip flops or sandals.*
- HATS/CAPS: *No head covering.*

Attendance (Brd. Pol. #5200)

What are the attendance requirements?

- Ohio Revised Code (ORC) indicates that it is the responsibility of the parents to assure the regular daily school attendance of their student(s) unless the absence is the result of one of the following:
 - ❖ Personal illness (a written physician's statement verifying the illness may be required).
 - ❖ Illness in the family necessitating the presence of the student.
 - ❖ Necessary work at home due to absence or incapacity of parent(s)/ guardian(s).
 - ❖ Death in the family.
 - ❖ Quarantine of the family home.
 - ❖ Observation or celebration of a bona fide religious holiday.
 - ❖ Out-of-state travel (up to a maximum of four (4) days per school year) to participate in a District approved enrichment or extra-curricular activity. Any classroom assignments missed due to this absence must be completed by the student.
 - ❖ Such causes that are deemed acceptable to the Superintendent.
- Unexcused absence from school (truancy) is not acceptable.
 - ***A parent note does not automatically excuse an absence or tardy from a truancy referral.***

What should I do if my student has a legitimate absence?

- Call the school to report the child's absence.
- When a student returns to school after an absence, he/she must bring a note from his/her parent or guardian stating the reason for each absence. The note must include a working number to contact the parent.

Daily Dismissal (Brd. Pol. #5230)

What is the procedure if I need to pick my student up from school early?

- No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School office personally to request the release.
- No student will be released to a person other than a custodial parent/ guardian without a written authorization signed by the custodial parent/ guardian.
- A driver's license or other picture identification will be required.

What will happen if I do not pick my student up at dismissal time?

- Our utmost concern is for the safety of our students.
- If a student is dropped off at school prior to the first bell, not picked up after any school event (*within ½ hour*), or the parent is not present at the bus stop when the bus arrives, any one of the following may occur:
 - A charge of \$25.00 per hour or any part of the hour will be imposed. o Children’s Services Board and/or Trotwood Police will be contacted. o The child will be transported to the Trotwood Police Department.
- Any change in routine dismissal procedure requires written permission from the student’s parent or guardian. (This includes students walking or riding a different school bus.)
- Changes will be allowed for emergencies only and must be approved by the Building Principal.

ACADEMICS-section II

Philosophy (Brd. Pol. #2280)

The Trotwood-Madison Preschool is committed to supporting children's need for hands-on, meaningful activities and we are advocates for the importance of play. Through play, children learn the rules of socialization; they work out emotional concerns and develop imagination. In play, children learn how to share, to collaborate, and how other people feel; they formulate, test, and revise theories about the world around them. We foster this desire to explore and learn more about the world around them.

Trotwood-Madison Preschool utilizes *The Creative Curriculum® for Preschool*, one of the most widely used pre-K curriculums in the nation with a whole-child approach to education— with emphasis on not only math and literacy skills but also social-emotional, physical, and cognitive skills.

Each child is valued and respected as a person. We are dedicated to assisting children to become responsible for actions taken, to be problem-solvers, and develop a life-long love of learning. Our staff of caring teachers, who are trained in early childhood education, are committed to helping each child reach their full potential in the emotional, social, physical, creative, intellectual and cognitive domains.

To develop a better understanding of relationships and social/emotional wellness, the District has worked collaboratively with Preschool Promise to develop and implement Conscious Discipline. Conscious Discipline is a trauma-informed, evidence-based program that is transformed into developing positive relationships through social-emotional and classroom management strategies.

We believe that a strong, collaborative working relationship between the school and family benefits all students. We are committed to working together to help all of our students see success.

Goals (Brd. Pol. #2280)

- To develop positive self-esteem.
- To develop an awareness of and sensitivity to, others
- To develop social skills
- To develop verbal skills for interacting with peers and adults
- To develop perseverance and problem-solving skills
- To listen and follow directions
- To develop a sense of wonder and curiosity
- To develop an awareness of health and safety practice
- To develop an interest in creative arts (music, body movement, crafts, dramatic play).

The Program Curriculum will

- Implement Ohio's early learning content standards
- Be based on sound child development principles, accepted standards, and best practices in the field.
- Establish and maintain an environment for children to learn through active exploration and interaction with adults, other children, and materials.
- Provide learning activities and materials that are concrete, real, and relevant to the lives of young children.
- Offer children the choice of participating in child-initiated, teacher-directed, or small group activities.
- Provide an integrated day mixed with all subject areas.
- Help develop social and emotional skills children need to succeed in life.

The Curriculum Interest Areas are

- Early Math (blocks)
- Self Help (discovery)
- Nature and Science (sand and water, outdoors)
- Social/Emotional Development
- Language and Literacy (computers)
- Music and Movement
- Dramatic Play
- Large and Fine Motor Skills
- Art

Parent Participation (Brd. Pol. #2280)

How will I be able to keep up with my student's academic progress?

- Following the safety guidelines, parents/guardians of a student enrolled in a preschool class, shall have unlimited access to the classroom during its hours of operation to contact their child and evaluate the care provided by the program.
- Parents who need assistance related to the program should contact the building principal or preschool supervisor
- Parents are invited to attend parent meetings and conferences as an opportunity to participate in the program.
- Parents are encouraged to meet with their student's teacher personally to discuss their needs and progress.
- Parents will receive monthly newsletters from their student's teachers.
- Parent/teacher conferences are held at least two times per year.
- Documentation of conferences will be retained in your child's file.
- Every effort will be made to accommodate a variety of parent schedules. In the event a conference in person is not possible, a telephone conference will be held.

Field Trips (Brd. Pol. #2340)

What are field trips and what are the requirements for participation?

- Field trips are academic activities that are held off school grounds.
- Prior to any field trip, a note is sent home with each student describing the trip and explaining any fees involved.
- No minor student may participate without parental consent and a current emergency medical form on file.
- Students who violate school rules may lose the privilege to go on field trips.

What are the rules that apply to field trips?

- The Student Code of Conduct applies to all field trips.
- Attendance rules apply to all field trips.
- Medications approved for administration at school will be administered while on field trips.
- Alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Student Conduct -section III

TROTWOOD-MADISON CITY SCHOOLS PRESCHOOL DISCIPLINE POLICY (BRD. POL. #2280.05),

At Trotwood-Madison City Schools, we strive to provide our preschool students with a structured environment that allows them to explore their educational and social worlds in a way that is not only safe, but also provides them with the building blocks necessary for academic success. We also make every effort to give our students opportunities to experience success in order to foster the growth of positive self-esteem and self-image.

The Early Learning Center preschool staff members are responsible for managing the behaviors and discipline of their respective classrooms. Behavior management is always constructive and developmentally appropriate for our beginning learners. Measures utilized by our preschool staff include redirection, brief separation from the problem situation, and talking with the child. The use of separation shall be brief in duration and appropriate for the child's age and developmental ability. The child will always be within the sight and hearing of a staff member in a safe, lighted, well-ventilated area. Our staff has also been trained to use positive reinforcement and praise when a student exhibits appropriate behaviors.

The staff at The Early Learning Center will never utilize spanking, shaking, pinching, or any other related methods of punishment when working with our students. The students will never be subject to confinement in an enclosed area (such as a closet or box) or locked room of any kind as a method of punishment. Physical restraint will be limited to holding a child in a protective hug for a short period of time so the child may regain control. Physical restraint of any other kind is unacceptable and will not be tolerated from our staff members. Because of our belief in a positive regard for our students, the children attending our school shall not be subject to disciplinary techniques whose purposes are to humiliate, threaten, shame, or frighten them. Coarse language, derogatory remarks, and other forms of verbal abuse shall never be used in the disciplinary practices of The Early Learning Center. Discipline shall not be imposed on our students for a failure to eat or sleep, or for toileting accidents. In the same vein, the disciplinary techniques used shall not include withholding food, rest, or toilet use.

The responsibility of discipline and behavior management in The Early Learning Center lies with the staff of The Early Learning Center and shall not be delegated to anyone who is not a staff member. While attending any program in Trotwood-Madison City Schools, the students will be protected from abuse and neglect both physical and emotional.

We at Trotwood-Madison Early Learning Center thrive to provide our students with structure and safety so they can enjoy the best possible learning experience. We do this out of a genuine love of children as well as through an understanding of how crucial these early years are for the futures of our students.

OHIO DEPARTMENT OF EDUCATION RULE 3301-37-10/BEHAVIOR MANAGEMENT/DISCIPLINE - PRESCHOOL

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior. The center's written discipline policy is to comply with this rule, section 3319.46 of the Revised Code and rule 3301-35-15 of the Administrative Code.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written in accordance with section 3313.66 of the Revised Code.

(D) The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule 3301-35-15 of the Administrative Code, the following apply:

(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, 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, and food shall not be used as a reward for behavior.

(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) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Transportation Expectations (Brd. Pol. #5610.04, 7440)

Many of our students ride a school bus daily. It is important that all students understand the rules of the school bus.

1. Be prompt at the bus stop.
2. Do not litter.
3. Do not chew gum, eat, or drink while on the bus.
4. Maintain complete silence while the bus is proceeding across any railroad crossing.
5. Enter and exit the bus promptly at the assigned stop and move a safe distance away from the bus.
6. Keep all body parts inside the bus at all times.
7. Stand off of the road at the bus stop.
8. Do not enter the bus unless the driver is on the bus.
9. Ride only the assigned bus.
10. Do not throw any objects inside of the bus or out of the window.
11. Take your seat promptly and do not walk or stand in the aisle while the bus is moving.
12. Never open emergency doors unless directed to do so by the driver.

- ★ All preschool children are eligible to receive transportation to and from school. Parents may choose to transport their child.
- ★ All preschool children are to be brought to the bus by a parent or caregiver.
- ★ Should there be no one at the residence to receive the child; the student shall be brought back to the school after notifying the office. Parents will be charged according to the district's policy
- ★ If a permanent change in transportation is needed, notice must be received by the transportation office at least one week prior to the change.

Videotapes on School Buses

The Board of Education has installed video cameras on school buses to monitor student behavior. If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior. Observation of video from cameras shall be done only by school personnel in accordance with Board Policy.

