

Knox Educational Service Center  
Preschool



## 2017-2018 Parent Handbook

Preschool Main Office: (740) 393-6980  
11700 Upper Gilchrist Road, Suite C  
Mount Vernon, OH 43050

# Table of Contents



Letter to Parents/Guardians .....	2
Governing Board .....	3
Mission Statement .....	3
Philosophy .....	3
Code of Ethics .....	5
Goals .....	7
Curriculum .....	8
Behavior Management/Discipline Policy.....	9
Safety of Children .....	11
Field Trip Guidelines.....	11
Custody Agreements .....	12
No Weapons Policy .....	12
Sharing Information .....	13
Parent Involvement .....	14
Volunteers.....	14
Eligibility.....	15
Registration Fee and Tuition Payments.....	16
Enrollment/Attendance/Withdrawal .....	17
School Closing Information .....	17
Toileting .....	18
Enrollment and Medical Policy .....	18
Medical Emergency Plan.....	19
Guidelines for Illness.....	19
Snacks.....	22
Transitions.....	23

Waiting List ..... 23

Waiting List ..... 24

Board Approval Date ..... 24

Verification of Receipt of Handbook ..... 25

# KNOX EDUCATIONAL SERVICE CENTER

## EARLY CHILDHOOD PROGRAMS

Centerburg Administration Building  
119 South Preston  
Centerburg, Ohio 43011

Danville Administration Building  
405 South Market St.  
Danville, Ohio 43014

Fredericktown Elementary  
111 Stadium Drive  
Fredericktown, Ohio 43019

New Hope Early Education Center  
11700 Upper Gilchrist Road, Suite C  
Mount Vernon, Ohio 43050

---

**308 Martinsburg Road, Mount Vernon, Ohio 43050, Phone: (740) 393-6980, Fax (740) 397-9329**

Dear Parents/Guardians:

The Knox Educational Service Center Early Childhood Programs provide preschool classes for children ages three through five years old, including children with special needs. The programs are administered by the Knox Educational Service Center in cooperation with Centerburg, Danville, East Knox, and Fredericktown Schools.

The classrooms are staffed with excellent early childhood professionals who provide an exciting and inviting environment for young children. Curriculum decisions are based on the Ohio Department of Education's Early Learning and Development Standards in the areas of Social-Emotional Development, Approaches Towards Learning, Cognitive Development and General Knowledge, Language and Literacy Development, and Physical Well-Being and Motor Development. The Standards are aligned to Creative Curriculum with many unique ways to make learning fun.

This handbook gives an overview of the Early Childhood Programs. We invite you to be an active participant in your child's educational program. If at any time, you have questions or concerns, please contact your child's teacher or call me at New Hope Early Education Center at (740) 393-6980.

Sincerely,

Katherine I. Lumpkins  
Director, Preschool Program  
Knox Educational Service Center

## **GOVERNING BOARD**

Dick McLarnan, President  
Ruby Miller, Vice-President  
Vicki Bechtel  
Suzanne McClean  
Don Rogers

## **MISSION STATEMENT**

The mission of the Knox Educational Service Center is to provide a learning experience to all preschool students residing in Knox County by offering quality services to parents, families, and the community which support changes that will improve their education and learning. Knox Educational Service Center works on this mission through the following four areas: staff development, program development, special education, and community learning.

## **PHILOSOPHY**

We believe that high quality early childhood programs provide a safe and nurturing environment that promote the physical, social, emotional, language, and cognitive development of young children while responding to the needs of families.

We believe programs that serve young children should be developmentally appropriate and should encompass six components - developmental screening and assessment, curriculum, adult-child interaction, relations between home and school, developmental evaluation of the child, and transition to an appropriate program. The program at all times should be responsive to individual differences of both typically developing children and children with special needs.

We believe that child-initiated, child-directed, teacher-supported play is essential to quality education for young children. Through this play, the program supports the construction of self-image, a crucial developmental task. The curriculum should be organized flexibly so as to provide many opportunities for children to make choices, select from alternatives, and determine their own course within an established program. Our programs are set up to foster a trusting relationship which allows and encourages autonomous functioning of the child characterized by the ability to make choices, develop preferences, take initiative, risk failure, set an independent course for problem-solving, and accept help without sacrificing independence. The keystone of our program is active learning in which the child is given the role of questioning, probing, exploring, and planning.

We believe that working with the family of young children plays an integral part in the child's healthy development. Through working with parents and collaborating with other community agencies, the needs of the child can best be met. Fostering a good relationship with parents is of utmost importance to us.

It is through this nurturing of the whole child and the family that we seek to provide a program that will encourage the optimal growth and development of each young child.

# CODE OF ETHICS



## General Statements

- We are committed to supporting each child's optimum social, emotional, intellectual, and physical development within a safe, healthy, and enriched environment.
- We will make every effort to respect the racial, ethnic, religious, cultural and socio-economic differences of all children, parents, and others with whom we work.
- We will make every effort to maintain confidentiality in our dealings with children, parents, and colleagues.
- We will make every effort to avoid misrepresentation of our professional skills, qualifications, and affiliations.
- We have the right and obligation to share in the maintenance of the ethics of our profession.

## Families

- We will make every effort to respect families' rights to make decisions for their children, and will uphold their beliefs and practices whenever possible.
- We will make every effort to be aware that not only the family, but also other people and experiences influence the development and attitudes of the children in our care.
- When conflicts arise between parent and early childhood educator concerning generally accepted professional and/or developmental practices, we will make every effort to attempt to clarify the issues for the parent through education and communication.

## Children

- We will make every effort to uphold the principle that the early childhood Educator's primary professional responsibility is to the child.
- Even though working with children may satisfy our own emotional needs, the child's total development will remain our primary concern.
- Because we believe that everyone has the right to feel that s/he is a worthwhile human being, we will make every effort to treat each child with respect and dignity.

- We will not mentally, physically, or emotionally abuse the child in any way.
- We uphold the right of every early childhood educator to participate in an evaluation process which compares current job performances to job expectations, and the right to written grievance procedures.
- We are committed to seeking and providing opportunities for personal and professional growth.
- We support cooperation among all early childhood professionals.



## GOALS



Primary goals of the Early Childhood Program are to:

- Provide an environment that respects children.
- Foster the development of positive self-esteem.
- Support and promote positive relationships with peers and adults.
- Facilitate and encourage the construction of knowledge within an integrated curriculum.
- Plan and implement a wide variety of multi-age, multi-level materials and activities.
- Offer opportunities for children's active exploration of their environment through play.
- Model and promote opportunities for large motor activities and healthy nutritional choices.
- Maintain confidentiality surrounding children and their families.
- Strengthen the relationship between families and school.
- Prepare students for the kindergarten through academics, motor control, and socialization.

## CURRICULUM and POLICIES

Creative Curriculum was adopted as our curriculum in 2008. Creative Curriculum provides the overall framework for teachers to structure their classrooms. It stresses how children develop and learn with an emphasis on the importance of the learning environment. The curriculum is aligned with the Ohio Department of Education's Early Learning and Developmental Standards. These standards provide the guidelines for what children should know and be able to do by the time they begin kindergarten. Modifications are made for special needs children based on their Individual Education Plan.

Teachers will use numerous other resources in addition to Creative Curriculum as they do their daily planning. They often select projects and topics based on the interests of the children. The day will include circle time for group activities such as book reading and sharing. Structured play time will give children a time for choosing from different interest areas such as blocks, dramatic play, art, manipulates and small table top games, multi-sensory table, science and math, library, sand and/or water, and writing. Large and small motor development will be addressed both indoors and outdoors. Field trips are taken into the community to extend the classroom activities.

A copy of the Knox ESC's Policy is available on the Knox ESC website ([knoxesc.org](http://knoxesc.org)) or at the office. The office location:

Knox ESC Main Office  
308 Martinsburg Rd.  
Mount Vernon, Ohio 43050  
740-393-6767

Knox ESC Preschool Office  
11700 Upper Gilchrist Rd.  
Mount Vernon, Ohio 43050  
740-393-6980

## BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

The goal of discipline is to help children build their own self-control and ultimately direct their own behavior. We recognize the important role self-esteem plays in this process and strive to enhance each child's positive feelings of self. Each child's emotional needs and feelings are expressed while labeling and threatening children is avoided.

Clear and reasonable ground rules are established for each child's safety and to protect the rights of all children. The rules are few in number and are frequently discussed in the classroom. When ground rules are broken they are clearly and firmly restated. When a child is in a conflict situation, he/she is encouraged to verbalize his/her anger or concerns. When a child infringes on the rights of another, the child is encouraged to talk about how he/she feels. Problem-solving techniques are encouraged in the classroom during which time the teacher often acts as a facilitator, helping young children express feelings and generate solutions.

Classroom environments are structured to encourage positive behavior; redirection of children occurs in a positive manner, keeping in mind the child's interests and motives. Teacher intervention in potential problem situations is well timed and logical consequences of behaviors are implemented. Physical punishment is not used.

If behavior problems persist, an individual behavior management program will be developed with parent participation. On-going discussions will occur to review possible solutions and alternatives.

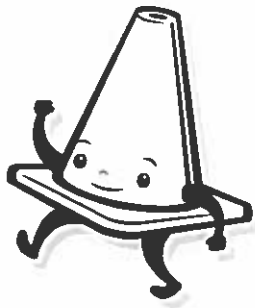
The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, 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. All staff will be trained in Crisis Intervention Prevention.
- (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) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

\*\* As per the Ohio Administrative Code 3301-37-10, Rules for Preschool Programs.





## SAFETY OF CHILDREN

- Children will be supervised by a staff member at all times throughout the day.
- The outside play area will be supervised so that all children are visible to a member of the teaching staff at all times. Children will be supervised going to and coming from the outside play area and the classroom.
- A monthly fire drill and tornado drills (during required months) will be held.
- A yearly lock down and emergency safety drill will held.
- Emergency plans are posted in the classrooms in the event of a tornado or fire.
- A staff member trained in first aid, CPR, and recognition of communicable diseases is available at all times. A first aid kit is always on site.
- If a child becomes ill, they may be isolated in a section of the room not in use or in another part of the building. They will remain with a staff member until a parent or caregiver comes to get them.
- If an employee suspects that a child has been abused or neglected, they are required by law to report the concerns to the Knox County Children's Services.

## FIELD TRIP GUIDELINES



In the event of a field trip, the following precautions will be taken to ensure each child's safety:

- A first aid box which meets the requirements of Ohio licensing rules will be available.
- A staff member trained in first aid and CPR will be present.
- An adequate number of staff members or volunteers (see volunteer section) will participant in each experience. This number will be determined by class size, class makeup, and teacher's judgment.
- Permission slips will be sent home and parent permission must be received before the child can participate in a field trip.
- Volunteers can be used as long as the volunteers meet the requirements (see volunteers).

## **CUSTODY AGREEMENTS**

Under the law of the state of Ohio, both parents have the right to pick up their child from preschool unless a court document restricts that right.

All enrolled children whose parents operate under the guidance of a custody agreement directed by the courts must provide custody papers to the center in which the child is enrolled. These court documents will remain in the child's center file for documentation purposes. If at any time a question arises regarding transportation, enrollment, medical issues, etc., the staff of Knox Educational Service Center Preschool will operate under the guidance of the custody papers provided to the school.

The custodial parent will be communicated with by the school. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child. If a custodial parent and non-custodial parent agree that they both want to be given information, a written request must be signed and submitted to the teacher of the enrolled child for consideration.

## **NO WEAPONS POLICY**

Pursuant to the Ohio Revised Code, no person shall knowingly possess, have under the person's control, convey, or attempt to convey a deadly weapon or dangerous ordnance onto the premises. A valid license does not authorize the licensee to carry a weapon onto the premises. Violators will be prosecuted.

## SHARING INFORMATION

Young children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as:

- Illness or hospitalization of family members.
- Pregnancies and births.
- Deaths of family members or close friends.
- Changes in family structure within the home.
- Plans for moving.
- Extra stimulation such as visitors or celebrations.



Note: As staff members, we are unable to share information regarding the details of the day with grandparents, aunts, uncles, babysitters, or other people who may pick up your child. All staff is allowed to share relates to the type of day the child had.

## PARENT INVOLVEMENT

We believe parent participation is a vital component of a child's school experience. Parents provide valuable input that helps to ensure a successful transition between home and school. Parents are encouraged to become actively involved.

- A background statement, completed prior to entry into the program, provides important information about each child.
- Home visits can be arranged between parents and teachers for an opportunity to exchange information and interact with children on an individual basis.
- Parents are welcome to observe and visit classrooms during operating hours. Notice is not needed for parent visits.
- Parent conferences are held twice a year which will review the student's progress. Additional conferences may be scheduled at the request of parent or teacher.
- Parents and teachers work together to create a goal for the best interest of the student.
- Transition to kindergarten plan will be written with the fall with the family during conferences.
- Transition due to a move or major change in the family's life can be written into a plan at a conference or a scheduled meeting.
- Parents are welcome to become involved in informal ways such as sharing a special talent with a class or going on a field trip.
- Parent meetings will be scheduled as needed.
- A class roster will be created of all the students whose parents have granted consent to release their information. A copy will be given on request to any parent of a child enrolled in the preschool program.



## Volunteers

Our preschool program is always excited to have volunteers. A volunteer is a person who is willing to assist in the classroom and be assigned a duty. The volunteer can work with an individual or group of students, be assigned a duty in the classroom, or assist with field trips. A volunteer must be fingered printed in order to be in the help in the classroom with duties, responsibilities, and assist with field trips. A volunteer is not allowed to bring younger children or siblings to the event. The finger printing can be completed at the Knox Educational Service Center located on Martinsburg Road, Mount Vernon, Ohio. The finger printing is good for five years for the school districts. The volunteer will pay for the finger printing. The cost follows the prices dictated by the State of Ohio. The finger printing will completed once and each year after a non-conviction statement will be signed.



## ELIGIBILITY

Children are eligible for enrollment in the program if they will be three (3) years of age by August 1<sup>st</sup> of the current year. The enrollment packet and registration must be paid in order to secure a preschool slot for the current school year. The program will follow procedures agreed upon by the local school district for placement. The procedure are students that are 4 years of age before the August 1 of each year and below the 200% poverty level or are 4 years of age and receive special services according to the student' IEP. Student who are five and four year olds will be placed first by date received then the three year olds. If the students are requesting the Early Childhood Education classroom, the number of designated slots will need to be filled according to ODE criteria.

Children with special needs must be placed in the program through their local school district. Eligibility is determined by the Rules for the Education of Preschool Children with Disabilities Served by Public Schools (Chapter 3301-31).

To be eligible to return each year, the child must be under the age of 5 before August 1 of each year, completed the returning student packet, and pay the annual registration fee. If a child is kindergarten eligible, the family may request for special consideration to remain in preschool for another school year from the teacher and preschool director.

## REGISTRATION FEE/TUITION PAYMENTS

A non-refundable Registration Fee of \$25.00 per child is due each year upon acceptance in a classroom. Checks should be made payable to the KESC (Knox Educational Service Center).

Tuition payments are due the 15th of the month September - May. Prompt payment is necessary to operate the preschool programs. If a financial difficulty arises, you are responsible for contacting the director for other arrangements for your child to be able to continue to attend our preschool. Verification of income is required with a sliding fee scale. **Payments are not to go directly to the classroom.** Payments should be mailed or dropped off at the Knox ESC Preschool Office for students that attend Fredericktown, Centerburg, or New Hope. If your child attends Danville preschool the payments are made at the Danville Local School Administration office. If tuition becomes one month in the arrears, the family will be notified. A payment arrangement should be made at that time. If parents fail to make the arrangements, the child may be asked not to return to the program until payment is made in full or special arrangements have been made. **Payments should be made out to KESC or Danville Preschool and mailed to the appropriate location that you child attends:**

KESC Preschool  
11700 Upper Gilchrist Rd. Suite C  
Mount Vernon, OH 43050

or

Danville Local Schools  
405 Market St.  
Danville, Ohio 43014



## ENROLLMENT/ATTENDANCE/WITHDRAWAL

Applications for the KESC preschool can be found at [www.knoxesc.org](http://www.knoxesc.org) or you can call our office at 740-393-6980 or e-mail Christi Grogg at [cgrogg@knoxesc.org](mailto:cgrogg@knoxesc.org) or Kathy Lumpkins at [klumpkins@knoxesc.org](mailto:klumpkins@knoxesc.org). Applications are placed on a waiting list in the order that they are received.

We believe that regular attendance is important for your child's optimal growth and development. The daily schedule is carefully planned to provide varied experiences. Please notify the teacher when your child will be absent from school.

Parents are also asked to notify the preschool at 740-393-6980, if they intend to withdraw from the class.

## SCHOOL CLOSING INFORMATION

It is sometimes necessary for school officials to close school due to inclement weather or emergencies. When this happens WMVO (1300 AM) and The Eagle (93.7 FM) radio stations and local TV stations will broadcast closings. The closing of school will usually occur before 7:30 a.m. When a delay has been announced, please continue to monitor stations for an actual closing which may occur during a delay. All programs will receive closing and delay information pertaining to each building.

Programs at the Centerburg, Danville, and Fredericktown locations will follow the delays and/or closings of their respective districts. Programs located in Mount Vernon such as New Hope Preschool, will follow the Mount Vernon City Schools' closing and delays.

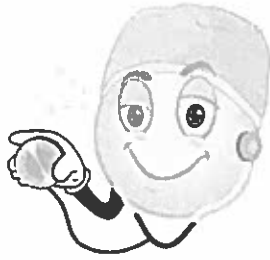
## TOILETING

In order to provide the best experience for your preschooler, your child must be toilet trained unless the child has an individualized education plan. Your preschool child may still need assistance with snaps or buttons but recognizes and tells when he needs to use the bathroom and personal bathroom cares. The teachers will work with your child's ability to snap or button. We understand accidents do happen in preschool. We request that you send an extra change of clothing for your child for the minor accidents. If accidents continue on a regular bases, the parents will be notified and meeting arranged to discuss the toileting concerns. A corrective plan of action will be created to assist in decreasing the toileting accidents. If the plan does not work, the team will meet and discuss if the student is just not ready to be independent in toileting and needs to wait to continue preschool.

## ENROLLMENT AND MEDICAL POLICY

The Ohio Department of Education Rules for Preschool Programs requires that each child have the following on file:

- 1) Application to the program (completed upon initial enrollment).
- 2) Background Information (completed and updated yearly as needed).
- 3) Child Release Information (completed yearly).
- 4) Parent permission for pictures, field trips, and a parent roster (completed yearly).
- 5) Emergency Medical Form (completed yearly).
- 6) Copy of Birth Certificate (completed upon initial enrollment).
- 7) Copy of Custody paper, if applicable (upon initial enrollment or when changes occurred).
- 8) A copy of the financial agreement with proof of income (completed yearly).
- 9) A medical form completed by a licensed physician prior to the date of admission or not later than thirty days after the date of admission and thereafter thirteen months from the date of examination.
- 10) A dental form completed by a licensed dentist prior to the date of admission or not later than thirty days after the date of admission and thirteen months from the date of examination, thereafter.
- 11) Physician's and dentist's authorization and written instructions to administer prescription and over-the-counter medication to a child enrolled in the program;
- 12) Immunization record showing that all immunizations are current. A copy is due to the teacher by the first day of school.



## MEDICAL EMERGENCY PLAN

Each child is required to have a current emergency card with emergency medical authorization on file. This form must be completed and returned by the first day of school. Any changes to the form such as new telephone numbers, adding or removing people must be completed in the main preschool office. Any child without this form on the first day of school **will not be permitted to attend class.**

In the event of an injury or illness, the following procedures will be taken:

- 1) A parent will be contacted immediately unless the situation warrants a call to the emergency medical personnel. In this case, emergency medical personnel will be called before attempting to reach the parents.
- 2) If efforts to reach the parents are unsuccessful, the staff will follow instructions listed on the Emergency Medical Form.

## GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is low. The following guidelines represent the more common childhood illnesses.

**CHICKEN POX:** A skin rash consisting of small blisters, which leave scabs. A slight fever may or may not be present. There may be blisters and scabs all present at the same time. Your child should remain at home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

**COMMON COLD:** Irritated throat, watery discharge from the nose and eyes, sneezing, chills, and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days, fever develops, or discharge becomes yellow to green.

**FEVER:** If your child's temperature is 100°F or greater (or 1 or 2 degrees above the child's normal temperature) she/he should remain home until she/he has been without fever for a full 24 hours. Remember, fever is a symptom indicating the presence of an illness.

**FLU**: Abrupt onset of fever, chills, headache, and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

**HEAD LICE**: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. They are small white specks which are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, **AND ALL NITS HAVE BEEN REMOVED.**

**IMPETIGO**: Blister-like lesions which later develop into crusted pus-like sores. Your child should remain at home until receiving 48 hours of antibiotic therapy and sores are no longer draining.

**PAIN**: If your child complains, or behavior indicates, that she/he is experiencing persistent pain, she/he should be evaluated by a physician before your child is sent to school.

**PINKEYE**: Redness and swelling of the membranes of the eye with burning and itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, good hand-washing practices, using individual washcloths and towels and **NOT** touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

## **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS CONTINUED**

**SKIN RASHES**: Skin rashes of unknown origin should be evaluated by a physician before your child is sent to school.

**STREP THROAT AND SCARLET FEVER**: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, and tender swollen glands of the neck. With scarlet fever, there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea, and vomiting may also occur. Your child should remain home until receiving a full 24 hours of antibiotic therapy and has been without a fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken for 10 days or until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving the medication.

**VOMITING AND DIARRHEA** (INTESTINAL VIRAL INFECTIONS): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. Your child should remain at home until without vomiting, diarrhea or fever for a full 24 hours. If your child has had any of these symptoms during the night (s) he should not be sent to school the following day.

**PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE. IF YOU HAVE QUESTIONS, PLEASE CONTACT THE OFFICE OR YOUR CHILD'S TEACHER.**



## PRESCHOOL SNACKS

Snack is a pleasant time of the day at preschool. All of you will be asked to provide a snack. Please bring in snacks that are simple and nutritious. You will need to bring a snack that covers two of the five food groups. The food groups are: dairy, vegetable, protein, fruits, bread. We will be cautious about your child's food allergies. If the allergy is severe, we will share the information with the class or school.

Some snack suggestions are (please pick 2 of the food groups):

### **Dairy**

Cheese/low fat string cheese  
Pudding  
Yogurt  
Cottage cheese

### **Bread**

Animal Crackers  
English muffin (whole wheat)  
Bagels (mini or ½ regular size)  
Cracker such saltine or graham  
Fig Bars  
Pretzels  
Popcorn (fat free)  
Rice Cakes

### **Fruit**

Applesauce  
Fresh Fruit  
Banana (small and one per child)  
Raisins  
Grapes

### **Vegetables**

Carrots  
Celery  
Broccoli  
Cauliflower

### **Protein**

Peanut butter on celery or crackers  
Trail mix with nuts  
Sliced or cubes turkey or fresh deli meats

We will provide water for the children to drink if a drink is not provided.

If it is your child's birthday, feel free to bring in a **healthy treat**. There are many recipes that your child can assist in making a healthy treat for his classmates.



## Transitions

Transitions happen every day in a child's life. Children transition from one activity to another in the classroom. A few major transitions happen when a family moves from one school district to another or when a preschooler is ready to go to kindergarten in the fall. The Knox Education Service Center Preschool believes in making the transition as smooth as possible. When a family moves from one school district to another, the director or the designee will assist in the transition process. The family and student will be introduced to the new classroom and teacher. The preschooler will visit the classroom and interact with the classroom peers. The parents will be invited to attend and ask questions. New information and routines will be shared with the parents.

Transition to kindergarten will begin in January before the child is kindergarten eligible. The team, which includes the parents, teacher, therapist, school district representative, and the preschool director, will meet and discuss the progress and readiness for kindergarten. Preschoolers with special needs will follow the Ohio Department Education rules. This ensures we have placed the student in the correct category and asks the team if a re-evaluation is needed. The current team and the receiving team will work together to write a new education plan for the student. All families will be encouraged to visit their home school district kindergarten classroom.

The permanent records for preschoolers transitioning to kindergarten will be transferred to the home school of the perspective kindergartener.

## Transportation

Families must complete a transportation form yearly. Transportation by the home school is not mandatory for preschoolers. The home school district does try to include the preschoolers on their daily route in the morning and at the end of the day. Noon transportation is not being offered by the home school districts unless the preschooler is on an IEP which states transportation is necessary.

## Waiting List

A student is placed on the waiting list when the classrooms are at capacity. The students are placed according to the date received. The parents will be contacted when an opening becomes available during the school year. Parents can choose not to place the students in the program during the current school year and ask to keep their child's name on the waiting list until the next school year.

The waiting list for the following school year will be based upon the age of the student and the date the application was received. Students who are four years of age and live in the East Knox, Danville, Centerburg, Fredericktown, or Mount Vernon school district will have priority. After the parents have been contacted and the program has openings, the students who are 3 years of age and current live in the Mount Vernon, East Knox, Danville, Centerburg, and Fredericktown school district will be placed by the date of the application.

Families may submit an application at anytime to be placed on the waiting list. The Knox Educational Service Center will contact the families yearly to ensure they would like to remain on the waiting list.

Board Approved: December 22, 2013, updated 8/12/2014  
Revised and Approved: June 8, 2016; June 14, 2017

**VERIFICATION THAT PRESCHOOL PARENT HANDBOOK HAS BEEN  
RECEIVED AND REVIEWED**

I acknowledge that I have received the current Preschool Parent Handbook. I have reviewed its content and had questions answered.

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date