

2023-2024 Preschool Parent Handbook



Partners in Shaping Lives.

INTEGRITY FAMILY-FOCUSED COMPASSION RESPECT

Table of Contents

Introduction	3
Mission Statement	3
Confidentiality Policy	3
Parent Information	4
Program Information	5
Attendance/Tardiness	6
Closing, Delays & Early Release	6
Transportation Safety	6
Emergency Information	7
Arrival/Departure Procedures	7
Health/Medical Procedures	8
Health Screenings	9
Developmental Services	10
Classroom Routine	10
Home Visits/Conferences	11
Personal Belongings	11
Toilet Policy	11
Classroom Management	12
Discipline Policy	12
Conscious Discipline	13
Abuse/Neglect Reporting	13
Frequently Asked Questions	14-15

INTRODUCTION

The Butler County Educational Service Center (BCESC) partners with the following school districts to provide preschool services to children ages 3-5: Eaton Community School District in Preble County, Middletown City School District in Butler County and Southwest Local School District in Hamilton County.

MISSION STATEMENT

Strengthening our families' futures through education, empowerment and knowledge.

CONFIDENTIALITY

Our program staff respects the privacy of the families we serve. All information will be shared only with staff members who need to know. Personal information will not be shared outside of the BCESC Early Childhood Programs without the written permission of the family.

PROTECTION FOR PRIVACY OF CHILD RECORDS

Programs that receive funding from the Department of Education or serve children under IDEA must comply with the Family Educational Rights and Privacy Act (FERPA) to protect the confidentiality of any Personally Identifiable Information (PII) in child records.

Releasing Confidential Information

Program Staff (FSS/EHS Home Visitor/Teacher/Supervisor/ Principal, Assistant Health Manager) determine if there is a need for a child's information to be released to a third party. If a need is determined, FSS/EHS Home Visitor will prepare a Release of Information Form which indicates WHAT information will be shared and with WHOM. The form must be signed and dated by the parent or guardian and is valid for one year. Consent may be revoked at any time. Parents/guardians have the right to refuse release of their child's information to another party. This refusal must be documented in the child's file.

Disclosure Without Parental Consent

There may be times when Personally Identifiable Information (PII) is released without parental consent but with parental notice.

1. To a school/district the child seeks or intends to enroll or transfer; **OR**
2. For purpose of an audit or evaluation of the program for enforcement/compliance with federal requirements; **OR**
3. To address a disaster, health or safety emergency or serious health risk; **OR**
4. To comply with a judicial order or lawfully issued subpoena; **OR**
5. Appropriate parties who investigate suspected child maltreatment consistent with applicable laws on reporting child abuse.

PARENT ACCESS TO BUILDING

Any parent, custodian or guardian of a child enrolled in BCESC Early Childhood Programs is permitted unlimited access to the building during normal hours of operation. The building staff must be notified of the parent's presence. Parents are also welcome to attend the building team meetings and trainings and are encouraged to volunteer at buildings. All other visitors are required to contact the Administrative Office before visiting any building. This allows us time to announce your impending visit to the building team. This same process would also apply to any parent who wishes to visit a building in which their child is not enrolled. Access may be limited due to safety requirements.

PARENT GRIEVANCE

BCESC welcomes your suggestions, complaints, and compliments regarding any of our programs. The first step of a complaint is to address your concern with the staff person directly involved. If you feel the concern was not handled well or was not resolved, the next step is to contact the Site Manager/Principal with your concern. If after these attempts you feel the situation has not been resolved to your satisfaction please call the Early Childhood Special Education/ECE Director at (513) 896-2325.

Another option is to contact OELSR.Licensing@education.ohio.gov or call 1-877-644-6338, ask for the Office of Early Learning and School Readiness.

CLASS LIST AVAILABILITY

A class list is available to parents upon request made to the Preschool Supervisor/principal. Parent contact information is only listed if the parent provided signed consent on enrollment application.

NON-DISCRIMINATION STATEMENT

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. E-mail:
program.intake@usda.gov

This institution is an equal opportunity provider.

PARENT INVOLVEMENT

Parents as Partners in BCESC Early Childhood Programs

Parents are an essential part of our program. We rely on parents for support in our classrooms. Parents are always welcome at BCESC Preschools. We welcome parents to take advantage of the opportunities to help plan and shape our preschool by participating in the classroom, on committees, and at parent meetings.

We will share information with you on a monthly basis through parent meeting minutes, notes, newsletters, e-mail, flyers, and Facebook pages for the site.

The information will be sent home with your child. Please check your child's papers daily for mail and to see what she/he worked on that day at school.

Volunteers who spend 12 hours or more per month in the classroom are considered regular volunteers. Those who spend less than 12 hours a month are considered short term volunteers. All volunteers must fill out volunteer paperwork which provides background information to the Site Based Coordinator or Principals prior to volunteering. This also applies to our many community volunteers who participate in our classrooms. Building Principals and Family Support Specialists will provide training for volunteers. Many volunteers go on to take staff positions within the Early Childhood Programs.

PARENT CODE OF CONDUCT

The following is a partial list of actions considered detrimental to children and/or the program:

- Disregard for safety rules or common safety practices.
- Abusive or foul language while on premises.
- Possession of firearms or other weapons on BCESC Early Childhood Programs premises is never allowed.
- Use of, or under the influence of, intoxicants on BCESC Early Childhood Programs premises.
- Fighting, immoral, or disorderly conduct.
- Suspected or conviction of child abuse/neglect.
- Giving false information.
- School buildings and grounds are a NO CELL PHONE ZONE. Kindly be off your phone while dropping off or picking up your child. Your attention to your child during transitions is important.

ATTENDANCE AND TARDINESS POLICY

In order to give your child the best learning experience possible, it is important to send your child to school on time and every day school is in session. Please be aware of when classes start and end.

Butler County Preschool Programs attendance expectations are that children are in class 90% of the time at minimum. As adult role models, we try to instill the value of time, structure, and respect for rules. We are asking for your assistance in having children here promptly at start time and pick them up promptly at the end of the day.

PLEASE CONTACT the building OR Family Support Specialist IF YOUR CHILD IS GOING TO BE ABSENT OR TARDY.

Children are expected to attend the program four days a week, unless otherwise indicated on registration materials or IEP. Attendance is recorded and children are expected to be at school, unless they are ill. If you do not call in your child's absence, you will be contacted by your Family Support Specialist/Preschool Supervisor. When children's attendance falls below 90%, your Family Support Specialist will meet with the family to identify barriers to regular attendance and means to support the child's regular attendance.

SCHOOL CLOSINGS, DELAYS, & EARLY RELEASE

Unscheduled Closings:

- In the event of an unscheduled closing, delay, or early release, each BCESC Preschool Program building will follow the decision for the school district in which the building is located.

Two-hour Delays:

- AM class will be canceled
- PM class will begin at the regularly scheduled time.

Early Release Notices:

- In the event of an early release, a decision for the BCESC Early Childhood Programs will be made by the Preschool Supervisor if the building needs to close to protect the safety of the children.
- Children will be released to persons on the ETA. Please make sure to update your ETA regularly.

TRANSPORTATION SAFETY

Pedestrian Safety

- Park only in assigned parking for parents. Do not leave your child or other siblings alone in the car.
- Site-specific notes will be provided for parking.
- Hold your child's hand at all times.
- Report any unsafe/suspicious activity to your Family Support Specialist or teachers. ***If you feel it is an emergency, call 911 first and then report to staff.***
- Do not allow running in the parking lot or building.
- Crossing streets should be done safely while holding a child's hand.
- We stress the importance of safety belt use while driving at all times. It may save you and your child from injury or death.
- Please see your FSS for "Car Seat Guidelines and Laws" regarding proper use of car seats.

Please drive slowly in our parking lots.

Bus Information

Any busing provided is provided by the school district, not Butler County Educational Service Center.

- Children must remain seated until the monitor/driver releases them to teachers or an authorized person.
- The harness and seat belt (if one is provided) must be on while the bus is moving.
- Food or gum is not allowed while riding the bus.
- An authorized adult must bring and receive the child on/off the bus while holding their hand to prevent them from running into traffic.
- In order to ensure the safety of your child, the bus driver will **ONLY** release your child from the bus to persons that you have listed on your ETA. *If you need to update your child's information please contact your teacher or Family Support Specialist.*
- If your child rides the bus and you are not at the bus stop, your child will be returned to the building. If this happens, you are required to pick up your child from the building.
 - If you have not picked up your child within **one hour**, the local police will be notified.
 - If repeated violations of the child not being picked up occur, this will be reported to Children's Services.

EMERGENCY CONTACTS

Keep Your Emergency Contacts Up to Date

Only those people listed on your Emergency Contact form (which you completed at the time of enrollment) are allowed to drop off or pick up your child at the building. The Emergency Contact form can be updated by contacting your Family Support Specialist or teacher. Changes to the Emergency Contact form must be made in writing and **no changes will be accepted over the telephone or by text**. It is important to **keep your emergency contacts up to date**.

Your child will only be released to those individuals listed on the form and who present appropriate identification. **They must be at least 16 years old with a photo ID.**

If your child is left at the building for **more than one hour after dismissal** and we are unable to reach you or your designated emergency contact(s), the police will be notified.

ARRIVAL

Each site will provide you with drop-off and pick-up procedures specific to their building.

- In order to ensure the safety of your child, you (or a designated person) must bring your child to the building, be received by their teacher, and sign the child in.
- **NO CHILD** will be admitted to the building unaccompanied.
- It is extremely important for the parent/guardian to call the building and speak to the Family Support Specialist/Teacher the day of the absence.

DEPARTURE

In order to ensure the safety of your children, the staff will:

- **ONLY** release your child to persons on the ETA list. (Please know we will ID to ensure your child's safety)
- At dismissal, if a parent/guardian or designated person appears unable to safely leave with a child, another ETA contact or the proper authorities will be contacted before the child is permitted to leave the building.

MEDICAL PROVIDER/PRIMARY CARE DOCTOR

- An annual physical exam is required to attend preschool in Ohio.
- Contact your Family Support Specialist or the Health staff if you need assistance finding a primary care doctor.
- It is the responsibility of all parents to complete necessary medical exam forms in addition to all follow up work. Due to the Privacy Act, **YOU** will have to pick up the completed forms at the doctors' offices and return it to your building.
- Law in Ohio requires up-to-date immunizations for children in a child care/preschool program and a physical examination yearly.
- Assistance with accessing physical exams, immunizations, hemoglobin screenings and lead screenings will also be provided.

DENTAL PROVIDER

- Regular dental exams are a requirement at Preschool.
- Contact your Family Support Specialist or the Health staff if you need assistance finding a dental provider.
- It is the responsibility of all parents to complete necessary dental exam forms in addition to all follow up work. Due to the Privacy Act, **YOU** will have to pick up the completed forms at the dentist's offices and return it to your building.
- Assistance with accessing dental exams will be provided.

INCIDENT REPORT

While in the BCESC Early Childhood Program's care, the staff will supervise children at all times and keep them safe. Unfortunately, accidents do occur. If your child is injured or has an accident while in the building, a Child Incident Report will be completed. A copy of the incident report will be sent to the child's parent/guardian within three days of the incident. **Please sign the child incident report and return it to the building.**

Provisions for Emergency Medical Care and Treatment of Illness

- Emergency medical and dental procedures are posted in offices and classrooms.
- Emergency phone numbers are posted near office phones.
- All parents sign during enrollment to give permission for staff to provide first aid and take whatever steps necessary to obtain emergency medical/dental care.
- Parent(s) will be contacted immediately.
- A doctor specified will be contacted if needed.
- Emergency contacts will be called if a parent is not available.
- The BCESC health staff will call EMS, if necessary.

CHILD HEALTH & SAFETY

When Should I Keep My Child Home?

Use these guidelines to determine if you should keep your child at home:

- Fever of 100 degrees or above in the last 24 hours;
- Diarrhea (more than three abnormal loose stool within a 24-hour period);
- Vomiting more than one time when there are other signs of illness;
- Severe coughing (causing the child to become red or blue in the face or make a whooping sound);

- Difficult or rapid breathing;
- Yellowish eyes or skin;
- Dark urine or gray or white stool;
- Stiff neck with a fever;
- “Pink eye” or conjunctivitis (yellowish discharge from eyes and/or red itchy eyes);
- Untreated skin patch or rash;
- Evidence of live, loose or excessive nits;
- Evidence of ringworm;
- Sore throat or difficulty swallowing;
- Pain that the child complains about which interferes with activity;
- Extreme tiredness.

Children May Return to Preschool as listed below:

- With a doctor’s statement that the child is not contagious and that returning presents no risk to the child, **AND/OR**
- Shows no signs of being contagious, **AND**
- Fever-free without reducing medicines (such as Tylenol, Advil) for 24 hours;
- Free of vomiting or diarrhea for 24 hours while eating a normal diet.

MEDICATION POLICY

The administration of medicines (prescription and over-the-counter) to BCESC Preschool children during classroom time should be avoided if possible.

- Parents should cooperatively determine with their physician’s advice whether the medication schedule can be adjusted to avoid administering medication during school hours.
- The physician must complete **the School Medication Permit** before medication will be given. Failure to do this will result in the child not receiving the medication.
- It is the parent’s responsibility to provide the building with an adequate supply of the medication. The medication must be in its original container.
- A Registered Nurse (RN) and/or Licensed Practical Nurse (LPN) will meet with the parent and building team to develop a “Health Plan”.

HEALTH SCREENINGS PROVIDED BY BCESC EARLY CHILDHOOD PROGRAMS

Auditory Screening (Hearing)

Each child’s hearing will be screened by trained personnel if it is not completed at the time of the physical exam. Both ears will be tested. This may be done one of two ways:

- The child will listen to a tape through earphones and point to a picture when asked.
- A small instrument is placed in the ear, much like having the child’s temperature at the doctor’s office.
- If the child has difficulty completing the test, another test may be administered or the child will be referred.

Vision Screening

Each child’s vision will be screened by trained personnel if not completed at the time of the physical exam. This may be done one of two ways:

- The child will be asked to cover one eye at a time and look at an eye chart. The child will match the pictures from the eye chart with cards given to him/her.

- If the child is unable to complete the eye chart, an alternative vision screener may be used. Vision screenings are not vision exams. If there are any concerns with the child's vision, please talk to your Primary Care Doctor.
- These screenings will be completed within 45 days of starting class.
- **We encourage you to talk to your child about these screenings before they are completed. You will be notified of all results.**

Height and Weight

Each child will have their height and weight measured within the first 45 days of programming and also within the last 45 days. If your child has a high BMI (Body Mass Index) or is underweight, information will be sent home with a phone number you can call for further information.

Developmental Screenings

Children will receive a variety of screening within 45 calendar days from the start of school. These screenings are brief checks to provide support for students in planning educational experiences.

These screenings will focus on the following areas:

- Communication Development
- Social/Emotional Development
- Cognitive Development
- Physical Development

BCESC Preschool partners with the child's home school district as well as other agencies to provide a full range of services to meet the individual needs of all students. Parents are an important part of this decision making process. They are also a vital link in the educational experience for their child. Parents are notified of the results of all screenings during parent teacher conferences.

DAILY CLASSROOM ROUTINE

Research has shown that preschool children learn best through play. Adults support children's learning by asking questions and giving encouragement. Throughout the day, the teacher will work with your child individually and in small groups to build specific skills.

- **Arrival:** Teacher will perform a brief health check and may ask health related questions.
- **Meals, Snacks, and Special Diets:**
 - BCESC Preschool meals and/or snacks are family-style where adults and children sit together. Children learn self-help skills such as passing food, serving themselves, opening milk cartons, and pouring their milk. This is also a wonderful time to develop language skills as we enjoy conversation with the children.
 - All children will be served the same foods and encouraged (never forced) to try new and sometimes "different" foods to help develop tastes and healthy nutrition habits.
 - A substitution can only be made for children with medical reasons that are documented by a current doctor's statement (statements must be renewed yearly) or a religious reason that is documented by the child's parent or guardian. No substitutions can be made without the proper documentation. Due to strict Health codes, food items cannot be brought into the classroom unless it has come from one of our licensed kitchens.
- **Center Time:** Throughout the day, your child will be making choices based on his/ her interests within a variety of structured centers throughout the classroom. During this time, you may see your child working independently, with friends, and/or with a teacher. There will be a focus on the development of social skills such as taking turns, listening to others, and sharing ideas, as

well as important math, science, and language skills.

- **Small Group Instruction:** This is a designated time during the day where the teacher provides specialized instruction to meet the needs of the children in the classroom. Small groups are designed to prepare students for kindergarten.
- **Indoor/Outdoor Activities:** Time each day is planned for large muscle development. Adults may direct some activities, time needs to be allowed for the children to choose activities. Outside time is very important. Dress your children appropriately for the weather since we try to go outside each day.
- **Circle Time:** Circle time is an opportunity for your child to learn important skills to prepare them for Kindergarten. Your child will be introduced to new skills including social skills, math, and literacy concepts while learning to appropriately participate in whole group learning.

HOME VISITS

Home visits are scheduled for fall at the parents' convenience. During this scheduled time, teachers and Family Support Specialists will be gathering information from you about your child. Home visits are a requirement for our program. Parents that choose not to participate in Home visits will still be required to meet with their child's teacher at an alternative location.

CONFERENCES

Parent teacher conferences will be held twice a year and additional times can be scheduled at the request of parents or teachers. Teachers will be sharing your child's progress, and working with you to set educational goals for your child. This is an excellent opportunity for you to ask questions, give input, and continue to support your child in their educational experiences.

PERSONAL BELONGINGS

You are requested to put your child's name on backpacks, boots, mittens, coats, sweaters, hats, and/or other personal belongings. **Please do not include candy, toys, or other play-oriented items as part of your child's personal belongings.** Preschool is not responsible for any lost or stolen items.

TOILETING

Children will be encouraged to independently use the toilet facilities. No child with limited toileting skills will be excluded from the program.

If a child has been identified as one with limited toileting skills:

- A minimum of one set of clothes will be kept on site.
- A packet containing wipes, latex gloves, a pull-up diaper, and a bag to put clothes in will be provided at the buildings.

If a toilet accident occurs:

- The parent/guardian will be notified that another set of clothing needs to be sent or brought on the following day.
- Staff, in a private area away from all other children or adults, will assist the child.
- Soiled clothing will be placed in a sealed bag away from the other children.

CLASSROOM MANAGEMENT

Students benefit from a structured environment which will minimize behavioral challenges. Staff will use proactive strategies and positive behavioral supports throughout the school day.

Classrooms will incorporate the following:

- **Routines.** Staff will develop a daily schedule so that children can develop a sense of security and become comfortable in their environment.
- **Expectations.** Staff will develop classroom commitments for the classroom to promote safe choices in the classroom and throughout the building.
- **Room Arrangement.** Students will have spaces for individual and small group learning.
- **Communication.** Staff members and volunteers are to be models of appropriate behavior and language for children and families at all times.
- **Transition.** Staff will assist children in moving to the next activity with engaging activities.

PROGRAM EXPECTATIONS

- Classroom commitments are utilized to promote safe choices based on individual rights, care of property, and health of all participants.
- Young children need and benefit from classroom expectations. The BCESC Early Childhood Preschool Program has developed a discipline policy to address those needs by training our staff in the Conscious Discipline approach.
- An appropriate developmental program is provided to meet the needs of children, create a structure and daily routine, encourage home cultures to be brought into the classroom, and promote positive interactions.

DISCIPLINE POLICY (Restraint & Seclusion)

The BCESC Early Childhood Preschool Program follows all guidelines provided by the Ohio Department of Education. The Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, or corporal punishment, or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- Discipline shall not be delegated to a child.
- 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 (CPI Children's Control Position), so that the child may regain control.
- No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include the withholding of food, rest, or toilet use.
- Separation shall be brief in duration, age, and developmentally-appropriate.

A copy of the full **Discipline Policy** for the Butler County Educational Service building is part of your orientation packet. You may also find a copy of the full policy posted on the Butler County Educational Service Center website at www.bcesc.org.

Physical punishment of any kind will NOT be tolerated.

- **It is vital to address these issues not only with staff, but also volunteers of the BCESC Preschool Programs to make expectations clear.**

CONSCIOUS DISCIPLINE

Our Preschool Program utilizes the Conscious Discipline philosophy. This philosophy promotes conflict resolution, self awareness, and self regulation.

- Time-Out does not exist in our classrooms; instead, the classrooms utilize the Safe Place, a physical location in the classroom that serves as a self-regulation learning center.
- The Safe Place provides an opportunity for children to become calm and maintain control when they are angry, frustrated, sad, or scared using designated tools to promote breathing and active calming strategies.

PARENT NOTIFICATION OF BUTLER COUNTY EDUCATIONAL SERVICE CENTER CHILD ABUSE POLICY/PROCEDURE

The Butler County Governing Board is concerned with the physical and mental well-being of students and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with the law.

In compliance with State Statute and Governing Board Policy, 8462, as established by the Butler County Educational Service Center Early Childhood Programs, **any employee or contracted service provider of this agency who knows or suspects child abuse or neglect shall be responsible** for reporting the suspected abuse or neglect in accordance with the Superintendent's guidelines.

In accordance with The Ohio Revised Code 2151.421 no employee or service provider shall fail to immediately report the knowledge or suspicion of abuse or neglect to Butler County Children's Services or local police department.

Such reporting shall be required in every case that reasonably indicates that a child under the age of eighteen (18) or a child under the age of twenty-one (21) who has a physical or mental disability, has been abused or neglected or faces the threat of abuse or neglect.

This policy must be signed by all staff.

The following definitions shall apply:

- **Abused Child:** Refers to a child who is a victim of a sexual activity, is endangered under criminal law, exhibits evidence of any physical or mental injury or death inflicted by other than accidental means.
- **Neglected Child:** Refers to the failure of a parent, guardian, or other caregiver to provide for a child's basic needs. Neglect maybe: physical, medical, educational, or emotional.
- **Mental Injury:** Refers to any behavioral, cognitive or emotional disorder in a child caused by the parent or other person responsible for the child's care.

FREQUENTLY ASKED QUESTIONS BY PARENTS

What supplies or items does my child need for Preschool?

All supplies are provided by BCESC Preschool Programs. A primary concern is that children are appropriately dressed for the weather. Backpacks are not required, but may be helpful for sending information home to parents. In case an accident occurs at the preschool building, please send an extra set of clothes.

What if I am running late getting my child to class?

Please call the building to inform the staff. Then bring your child to the building.

Can I drop off my child at the door if I am running late?

No, you need to “sign-in” your child each day and stay for the health check to make sure your child is able to stay in the classroom.

What do I do if I am running late picking my child up from school?

Call the building and inform the staff. It will be necessary to make arrangements for someone else on the emergency contact list to pick the child up or receive the child from the bus.

What if I need someone other than myself to pick up my child from the building?

Plan ahead by keeping your **Emergency Transportation Authorization (ETA) Form** current with the names of those you approve to pick up your child. Changes must be written, not by phone, and approved persons **must be at least 16 years of age and have a photo ID.**

If I treated my child last night for head lice, can they return to school?

Yes, but they may not return with live lice or excessive nits. Remember to clean personal items used by the child and vacuum thoroughly on furniture, bedding, and carpets.

If my child was sick last night, should I keep him/her home from school?

If your child has symptoms of an illness, such as a fever of 100° or more, vomiting, diarrhea, or severe coughing, keep him/her at home until symptoms have improved and consult their doctor. Children rest better at home when ill.

What is a Health Check?

A health check is an opportunity for your child’s teacher to personally greet you and your child while forming a *general* impression concerning your child’s health. The teacher is looking for signs of an illness and will discuss any concerns in private with you.

What is my child learning at preschool?

Children learn through play. This happens through classroom learning buildings that each child assists in choosing. Pre-math, writing, and reading skills are learned and are encouraged through play while in the classroom.

We use the Creative Curriculum as the framework for the learning experiences planned for children in all the learning buildings that the classroom set up.

What if I have concerns or questions about my child’s behavior or progress?

Children’s progress is monitored with Teaching Strategies Gold. Reports are made three times a year. Parents are encouraged to discuss any concerns or questions with our staff at any time during the year. Parents do not need to wait for the scheduled home visit or conference to discuss concerns.

What if I volunteer in the classroom but I have no training as a teacher?

All BCESC Early Childhood Programs welcome parents into the classroom. By spending time in the classroom you learn teaching techniques and child development. Staff will also provide any needed training. Parents are asked to fill out volunteer forms prior to volunteering in our classrooms.

What if my child has a toileting accident while at School?

The staff will assist in the “clean-up”. Please send an extra set of clothes.

What if I want to bring in a treat for my child’s class?

Due to strict Health codes, food items cannot be brought into the classroom unless it has come from one of our licensed kitchens.