

# **Doherty Pre-Kindergarten Parent Handbook**

## **Welcome to the Seven Hills Pre-Kindergarten Program 2020-2021**

Welcome to TSHS Pre-Kindergarten Program. Our purpose is to provide the highest quality preschool education in a secure, nurturing and stimulating environment. We believe that you, the child's parents, are a most important link in the educational chain and that together we can make your child's experience an excellent and enjoyable one. A sincere welcome is extended to you.

### **Our Philosophy**

The Seven Hills School Pre-Kindergarten philosophy sets the stage for learning today and tomorrow. We believe early childhood education is the foundation of an important journey and we are determined to make it an experience that will encourage a sense of accomplishment, confidence, and wonder that will last a lifetime.

### **The Seven Hills Early Childhood Approach**

The Early Childhood Learning Program at Seven Hills was designed using a framework of best practices derived from current research, along with years of experience exploring a variety of proven methods from a wide spectrum of early childhood philosophies.

We have created a unique child-centered program, which is continually evolving, and allows us to reach each child's learning style and potential. Each child's individual differences are recognized and respected, and the individually guided program is flexible enough to meet a range of readiness and abilities within a group. While the program is centered on academic subjects, the growth of the whole child – attitude, habits, values, and enthusiasms – is equally as important at this age as the academic knowledge and skills the child is developing.

Assessment is a natural, ongoing process that occurs in formal and informal settings through observation and interaction. Our teachers use their expert knowledge of early childhood developmental milestones while guiding and encouraging each child. Students are encouraged to explore, experience and express talents in a comfortable and family-like environment. The best each student can achieve is expected and nurtured. Both successes and struggles are viewed with a sense of proportion and opportunity. The success of the child is the faculty's greatest reward, and the teachers feel privileged to share in the journey.

## **The Seven Hills School Mission Statement**

Seven Hills engages hearts and minds, challenging students to develop their unique capacities and preparing each for a meaningful role in a rapidly changing world.

## **Seven Values of The Seven Hills School**

These are the values which we at Seven Hills strive to instill in our students:

- ❖ striving for excellence
- ❖ respect for others and appreciation of diversity
- ❖ kindness, caring and compassion
- ❖ honesty and integrity
- ❖ fairness and justice
- ❖ personal responsibility and accountability
- ❖ commitment to community

## **Nondiscriminatory Policy**

The Seven Hills School recruits and admits qualified students of any race, color, national or ethnic origin, religion, gender, disability, or sexual orientation to all rights, privileges, programs and activities of the school. The school will not discriminate on the basis of race, color, national or ethnic origin, religion, gender, disability, or sexual orientation in administration of its educational policies, scholarships, loans, tuition remission, fee waivers, educational programs, athletics, or extracurricular activities. The school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated, desegregation. The school will not discriminate on the basis of race, color, national or ethnic origin, religion, age, gender, disability, or sexual orientation in the hiring of its certified or noncertified personnel. For more information, please call (513) 728-2400.

## **Pre-Kindergarten Transportation and Field Trip Procedures**

Transportation to and from school is not provided for Pre-K children. With the permission of the principal, Pre-K children at the age of 5 may ride the Seven Hills shuttle between campuses in the morning before school, and in the afternoon after dismissal, at their parent's request. Field Trips are scheduled as in-house presentations.

## **Pre-Kindergarten Attendance**

Attendance is recorded each day by the classroom teacher and the data is kept in the school office. Parents are asked to call the office before 9:00 am to report an absence. If a parent does not call to report an absence someone in the office will call to check on the child's whereabouts sometime before 11:30 am.

## **Absences**

Please notify the office and they will notify the teachers if your child will not be attending school for any reason. All illnesses and communicable disease (such as lice, chicken pox, strep throat, scarlet fever, etc.) must be reported to school immediately. Parents will be notified of a communicable disease that occurs in your child's class. A standard form will be posted or sent home with each child notifying parents that their child has been exposed to a communicable disease and what symptoms to watch for. A communicable disease chart is posted in the school office and each of the pre-kindergarten classrooms. A child may return to the classroom when he/she is free of the disease. Any case of head lice must be checked by the school nurse or trained staff before re-admittance.

## **Arrivals and Departure**

To ensure your child's safety and in order to have an organized dismissal we ask that you inform the teacher, in writing, if there is a change in your child's usual transportation arrangements.

Our School day begins at 8:30 a.m. Children should be brought to their classroom each morning. Pre-K dismissal is at 11:30 am, 1:00pm or 3:15pm. Students staying for Encore Club must be pre-registered.

Morning Care is available beginning at 7:30 a.m. and is held in cafeteria. The morning teacher will escort children to their classrooms at 8:00 a.m. Students must be pre-registered.

Children staying after 11:30 a.m. for our afternoon program will be eat lunch in homeroom classrooms and enjoy an afternoon designed to provide a variety of active and quiet play.

## **Toilet Training Requirement**

Pre-kindergarten students must be toilet-trained before the first day of school. Seven Hills will accommodate "accidents," however, when the teachers deem accidents too frequent, parents will be asked to keep their child at home until he/she is toilet-trained. If a child is not toilet-trained by the start of school, we are happy to work with you to establish a delayed start date.

\*This is not applicable to students entering the pre-kindergarten for two-year-old program. Children in PK-2 are not required to be toilet trained when the school year begins. Please make sure to keep a sufficient supply of pull-ups and wipes in your child's classroom as long as they are needed. Please keep the teacher informed of your child's toilet training progress so we can work together to help your child make this transition successfully.

## **Lunch**

Children who stay until 1:00 or later will eat lunch at school. The cost of school lunch is included in tuition for Pre-K. Students may eat school lunch or pack a lunch from home. We ask that lunch containers from home are easily opened by the children themselves.

## **Nap Procedures**

Children staying into the afternoons for a full-day program will participate in a rest/nap time. We recognize that each child has individual sleep and activity levels. After lunch, children will rest on cots in a quiet, nurturing setting with dimmed lights, stories and peaceful music. Each child is expected to rest or play quietly on his or her cot for a short period. Children who do not sleep during the short rest period will rise and join the afternoon teacher. Children who sleep and wake before the others will be offered quiet activities. Children who sleep during naptime will be gradually awakened after one and one-half hour of sleep.

\*Children in PK-2 may nap longer, depending on their needs.

## **Parent Conferences**

Scheduled conference days are twice within the school year (typically in November and February). A written progress report will be provided in November and another will be mailed home in June.

In addition, you or your child's teacher may request a conference at any time during the school year. We always encourage maintaining an open line of communication throughout the year.

## **Parent Involvement**

We welcome families to become involved in their children's Pre-K experience. There are many ways to become involved; taking photographs, sharing your talents such as music, crafts, and gardening, just to name a few. The list is endless, and you can be creative in how you are involved.

## **Visitors**

Visitors are welcome in Pre-K any time after the first month of school. Parents wishing to share a special activity in the classroom may schedule an appropriate time with the teacher.

## **Toys**

Please discourage your child from bringing toys from home. Toys tend to get lost or broken and are often a source of problems. We have so many activities and materials here that toys from home are not needed. Please encourage your child to share nature items, pictures, experiences, and books instead.

## **Sunscreen / Bug Spray**

If your child requires, please apply sunscreen and/or bug spray to your child before school. Please apply bug spray before entering the building.

## **Perfume & Cologne**

We do not allow children to wear perfume or cologne to school due to allergies and sensitivities.

## **Food Safety**

We encourage all of our children to have a healthy breakfast at home each morning. We offer snack as part of our morning curriculum. Please refrain from sending breakfast or additional snacks to school. This allows our classrooms to be allergy safe and disruption free.

## **Celebrations**

Each Pre-K classroom celebrates birthdays in a different way. We ask that you do not bring personal invitations or thank you notes to school to be distributed. Envelopes often get lost and can cause hurt feelings.

We celebrate holidays with parties organized by the room parents with help from parent volunteers. Watch classroom doors or communication from room parents for opportunities to volunteer.

We ask that party favors are not distributed at school.

## **Pre-K Handwashing Procedures**

Children are encouraged to wash their hands throughout the day, especially before and after eating, after using the restroom, and when returning from the outdoors. We teach our students to wash their hands with these steps:

1. Turn on water
2. One soap pump
3. Rub hands together while you sing the ABC's
4. Rinse hands under water
5. Use one paper towel to dry hands
6. Turn off the water with the paper towel

## **Clothing**

Pre-K experiences require many hands-on activities. While these are very meaningful to the children they may also become very messy. We ask that you please have your children wear clothes to school in which they are able to explore, play and even get dirty!

Please make these clothes easy to get into and out of for toileting purposes. We encourage independence in the restroom and in dressing. We are always working towards independence as it gives the child a sense of accomplishment and confidence when they can dress themselves.

Be thoughtful in choice of shoe for your child. We encourage the children to be independent with their shoes. Keep in mind styles of shoes that your children can manage themselves.

We ask parents to provide an extra set of clothes (at least one full set) that are seasonally appropriate in case any changes need to be made during the school day. All the children's clothing should be marked with their name in permanent marker.

*Weather & Outdoors:* We travel around campus on a daily basis and use the playground frequently so please make sure your child is dressed for the weather. Students are strongly encouraged to keep a raincoat and rainboots at school (students staying until 3:15 are required). Winter clothing should include boots, snow-pants, mittens and hats. During the winter months you are welcome to keep snow boots, and snow pants at school if you wish.

### **Pre-Kindergarten Discipline Policy**

Doherty uses Positive Discipline methods school-wide. Our goal for discipline is to empower each child to make wise choices and develop socially acceptable behavior. It is an interactive process between teacher, child and parent. We allow children choices while setting realistic limits for their safety and growth. Limits and controls vary for individual children as well as for a group, but the underlying principle is that there should be reasonable, well established rules that children can understand and that provide the security of knowing that adults are there to be supportive and helpful.

Children are expected to behave in an acceptable manner, and are encouraged to be kind and respectful at all times. Throughout the day, teachers give verbal acknowledgement of appropriate behavior and use other means of positive reinforcement as a way to encourage children's positive conduct.

Teachers recognize children are just beginning to work toward the goal of self-discipline, and mistakes are sometimes made. No child will be disciplined for failure to eat, sleep or for toileting accidents. Teachers handle children's discipline as a learning process and proceed to teach conflict resolution skills with patience, fairness and understanding. The teacher's role is to be supportive and to intervene when necessary. Prevention and redirection, as well as positive reinforcement, are used to change undesirable behaviors. Children are encouraged to be involved in the problem-solving process to build the inner-monitoring systems of self-control. We encourage children to solve problems on their own in a positive way. When a child needs assistance in solving conflicts, teachers act as facilitators, modeling and encouraging positive means of communication and understanding. Children are helped to express their frustration or anger by developing a language to express their feelings. If inappropriate behaviors continue to occur, a child may be separated from the situation, so the teacher can talk to the child to help him/her resolve the conflict in a positive way.

If a child is having reoccurring behavioral issues, teachers will work closely with the child, his parents as well as the school counselor and principal to resolve these issues in a positive, nurturing way.

The Seven Hills School strictly adheres to the discipline guidelines set forth by the Ohio Childcare Licensing Code. That Code requires us to publish all the restrictions regarding discipline.

The Ohio Department of Education Pre K Discipline code restricts the following:

1. There shall be no cruel, harsh, CORPORAL PUNISHMENT OR ANY unusual punishments such as, but not limited to, punching, shaking, SPANKING or biting.
2. No discipline technique shall be delegated to any other child.
3. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
5. No child shall be humiliated or subjected to profane language, threats, and 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 or circumstances, and the child shall be within sight and hearing of a childcare staff member in a safe, lighted well-ventilated space.
10. The Center shall not abuse or neglect children and shall protect children from abuse and neglect while in the Center's care.

## **Biting Policy**

While we constantly strive to promote positive social interactions in pre-kindergarten, we expect that biting may still occur in a two-year-old class for a variety of reasons. We recognize how upsetting this is for children who are bitten and for their families, and we will make every effort to help end this behavior as soon as it appears.

When faced with a biting incident, the teachers will take the following steps:

1. Provide immediate care and attention to the child who was bitten. If the skin is broken, we will ask the school nurse to examine the child, and we will call his/her parents.
2. Redirect the child who bit to more positive behaviors and clearly explain that biting is not an acceptable choice.
3. Notify both children's parents or caregivers.

Please note that we will keep the name of the child who bit confidential when communicating with other families. If biting becomes a recurring issue, we will meet with the child's parents to try and determine reasons for the biting and to develop strategies we can implement at home and at school to eradicate the behavior.

Our goal is to make sure all students feel safe and welcome at school, and we appreciate your support in helping us achieve this goal.

## **HEALTH POLICY**

### **Physicals**

Each student must have a medical record on file in the nurse's office by the first day of school. All new students must have their immunization record on file within two weeks after the start of school and their medical record completed by a physician within 30 days of the first day of school. If the student is new to Hamilton County from outside the continental U.S., documentation of tuberculosis (TB) skin test is required within 90 days of the first day of school. A physician for students in Pre-K must annually update this medical record. Every student must have a current list of immunizations, meeting state requirements, on file in the nurse's office.

### **Emergency Medical Authorization**



The Emergency Medical Authorization must be signed by a parent and on file in the nurse's office by the first day of school. It does not require a physician's signature. This form gives the school staff the parent(s) work number(s) as well as emergency contacts in the event of an injury or illness. If the student is receiving routine medications it is important that they be noted on this form. In the event of an emergency it will accompany the student to the hospital for treatment. In emergency situations, if the parents cannot be reached, the school nurse or other school personnel will call the student's physician and/or have the student transported to an emergency room if necessary.

### **Health Regulations & Illness Absences**

In the interest of other students and staff, parents should keep students home if they have any of the following: fever, vomiting, diarrhea, a rash of undetermined origin, or symptoms of a cold such as frequent coughing or nasal drainage that the student is unable to take care of him/herself. ***A student should be free from fever, vomiting and/or diarrhea, without the assistance of medication, for 24 hours before returning to school.*** Children must remain home for at least 24 hours after medication begins for strep throat, scarlet fever, conjunctivitis or other communicable diseases. If a child becomes ill during school hours a parent will be contacted. It is the parent's responsibility to have current telephone numbers on file in the child's classroom in the event of illness or emergency. A child who becomes ill during school with any of the above mentioned symptoms will be kept comfortable on a cot in the nurse's office under supervision of the school nurse or office staff. They will be observed carefully for worsening conditions until the parent arrives.

Please notify the office and they will notify the teachers if your child will not be attending school for any reason. All illnesses and communicable disease (such as chicken pox, strep throat, scarlet fever, etc.) must be reported to school immediately. Parents will be notified of a communicable disease that occurs in your child's class. A standard form will be posted or sent home with your child notifying you that your child has been exposed to a communicable disease and what symptoms to watch for. A communicable disease chart is posted in the school office. A child may return to the classroom when he/she is free of the disease. Any case of head lice must be checked by the school nurse or trained staff before re-admittance.

If any restriction of activity is necessary upon returning to school after an illness, please send a note to the classroom teacher with the specific details.

### **Allergies**

In the interest of the student's safety and health, the school expects parents to inform the school nurse of any allergies, especially those that may have life-threatening reactions. Consultation with the parents and possibly the physician may be necessary to ensure that a plan is in place to properly care for the student in the event of a reaction. The parent is responsible for keeping the nurse informed of any reactions or changes in the student's medications or plan of care for a reaction.

### **Guidelines For Administering Medications In School**

A school nurse or principal or his/her designee may administer medication during school hours to pupils in his/her school according to the following guidelines. ***Medications may not be kept and taken by individual students except as outlined below in #7.***

- 1 The medication must be prescribed by a licensed prescriber.
  - a. A written order for the prescribed medication, dosage, duration of dosage, and a statement explaining the administration of the dosage and the possible side effects, signed by the licensed prescriber, must be on file in the nurse's office before the medication can be given. A new form

must be completed if a medication dosage is adjusted. In an emergency, orders may be faxed from the licensed prescriber.

- b. A staff person may administer pills, capsules or liquid medication or may assist a child with his/her inhaler. The staff **MAY NOT** administer any medications requiring injections or the use of syringes or similar instruments with the exception of an Epipen in the treatment of an allergic reaction. Care guidelines for diabetic students will be determined on an individual basis.
2. ***Over-the counter drugs may be given provided they are prescribed in writing by a licensed prescriber and all above qualifications have been met.***  
A statement signed by the parent or guardian giving permission to the school nurse/principal or designee to administer prescribed medication must be on file in the **nurse's office** before medicine is given. Medication **will not** be given without this statement and the licensed prescriber's order on file.
- 3 The parent's statement must also include a clause providing that the undersigned agree not to file or make any claim against anyone for negligence in connection with the administration or non-administration of any medicine and further agree to save such individuals and hold them harmless from any liability incurred as a result of the administration or non-administration of any medicine. Forms for this information are available in the nurse's office.
- 4 In all cases, the parent must assume responsibility for the safe delivery of the medication to the school. All prescribed medication must be in the original containers clearly marked by the pharmacist with the student's name, the dosage directions, physician's name, and the prescription number. The pharmacy will provide a second container for use at school if asked.
- 5 The school's nurse/principal or designee must keep medications in a locked place.
- 6 Upon receipt, the school's nurse reviews each order and medication, and then assumes responsibility for the administration and monitoring of all medications given during school hours. The nurse provides other school personnel with specific instructions pertinent to the medication. ***She is not responsible for any medications taken or given on overnight field trips. All medications required during Extended Day or Holiday Care must be supplied by the parent(s).***
- 7 In order for a student to carry and use his inhaler, insulin or Epipen on his own, he/she must have a statement from the licensed prescriber and parent indicating that assistance is not required.

## **EMERGENCY, SAFETY, AND SECURITY PROCEDURES**

### **Fire and Tornado Drills**

Monthly *fire drills* will be held during each school year. There will be directions posted in each area prior to school opening.

*Tornado drills* will also be held during the spring of each school year. Teachers shall escort their classes to the area specified for each building. During a tornado warning period, parents may pick up their children if they choose. However, no teacher may leave a group to help locate a specific child. Someone the parent has designated on the student's emergency form must sign out any student picked up early by that person.

### **Crisis Plan**

TSHS has emergency procedures in place, reviews the plans yearly with the faculty, and provides the appropriate information and training. For reasons of security, the plan is not published.

### **Student/Parent Responsibilities**

- 1 The student should at all times show *respect for the property* of others.
- 2 *Toys* (including electronic games, tape player radios, or any other battery operated toys, trading cards, etc.) should not be brought to school.
- 3 *Violent toys* such as knives and guns are not permitted in the school.
- 4 *Skateboards* and *scooters* are not permitted at school.
- 5 *Threats* are taken seriously at Seven Hills. At the lower school level they are hurtful and often frightening. The school will consider them as such and act accordingly. At the Middle and Upper School level, when we determine that a serious threat has been made and can identify who made it, we will remove the student and the student's possessions from the class and will notify his or her parents. Based on the School's assessment, the student may be required to have an evaluation by educational, medical, and/or law enforcement professionals. Suspension or expulsion may result.
- 6 Please do not allow your child to bring large sums of *money* or items of great value.
- 7 Students and parents are not permitted to *sell* items for outside organizations to other students, (i.e. Girl Scout cookies, candy bars, raffle tickets, etc.).
- 8 *Dogs* are not permitted on campus.

### **Licensing**

Our Pre-K is licensed by The Ohio Department of Education, Early Childhood Division. A copy of the Rules for Preschool Programs is available in the office. Should any person suspect a violation of the Administrative code by the school, please phone the Ohio Department of Education at 614-466-0224.

### **Management of Communicable Diseases**

The Seven Hills School follows the guidelines for the management of communicable diseases established by the Ohio Department of Education.

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

The following precautions shall be taken for children suspected of having a communicable disease:

The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis;
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- Untreated infected skin patch(es);
- Unusually dark urine and/or grey or white stool; or
- Stiff neck; or
- Evidence of lice, scabies, or other parasitic infestation.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for the symptoms listed above as well as:

- Unusual spots or rashes;
- Sore throat or difficulty in swallowing;
- Elevated temperature; or
- Vomiting.

Programs shall follow the Ohio department of health "child day care communicable disease chart" ([www.odjfs.state.oh.us/forms](http://www.odjfs.state.oh.us/forms)) for appropriate management of suspected illnesses.

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program;
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- Observed carefully for worsening condition; and
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

### **Procedures for Diapering in Pre-K for 2 Year Olds**

A) The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- 1) The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
- 2) The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand-washing.

- 3) If an infant's diapers are to be changed in the crib or at a central changing station, there shall be some separation material between the infant and the changing surface. The material shall be discarded and replaced after each change.
  - 4) The central diaper changing station or crib shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with manufacturer guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
  - 5) Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
  - 6) For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. The instructions shall include the name of the ointment, cream or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream or lotion may be cancelled at any time by written request of the parent.
- B) Storing of clean diapers shall be handled in accordance with the following methods:
- 1) A clean supply of diapers stored in a specifically designated area shall be available at all times.
  - 2) Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.
- C) Storage and laundering of soiled diapers shall be handled in accordance with the following methods:
- 1) Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
  - 2) Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed. Diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.
  - 3) Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven days.
  - 4) Diapers to be laundered at home or by the program shall be held for laundering for no longer than one day.
  - 5) Soiled disposable diapers shall be discarded daily.