

Weaver Child Development Center

# Family Handbook



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## A Letter from the Director

Dear Parents,

The staff and I welcome you to the Weaver Child Development Center, Inc. We are grateful that you have placed your trust in us by enrolling your child. We believe that your child is a special creation of God and that s/he will thrive in an environment that is safe and supportive. Through guidance in a loving environment, your child can develop his/her God-given talents.

Research proves that these early years are the most important in a child's life. The foundations of all later learning are laid during the first years of a child's life, and intelligence develops as it is nurtured.

We are available to you whenever you need to discuss anything about your child. Please ask for a time that is convenient for you and the teacher and/or me.

All that we expect of your child is that s/he comes to school and be him/herself. What we expect of the parents is that you read the operating procedures in this handbook and in supplemental notes, calendars, and newsletters that we may send you from time to time, and that you feel free to be a part of the center, offering suggestions, comments, and constructive criticisms, financial and moral support. You are welcome to visit your child(ren) at any time, just check in at the office when you arrive.

Sincerely,

*Susie Clark-Maioielli (Miss Susie)*

Executive Director/Principal

## A Letter from the Teachers

Dear Parents,

Welcome to the Weaver Child Development Center. We are excited to have the opportunity to learn and grow with you and your child.

We will work together this year to help your child discover his/her God given talents, challenge them to grow and develop an excitement and curiosity for learning. Your child's talents will be nurtured and his/her weakness will be treated with gentleness, love, and patience. Your child will be valued as a unique creation of God and will learn in a developmentally appropriate environment that encourages intellectual, social, spiritual, emotional, and physical growth. We realize you may have questions, and this handbook will hopefully answer some of them.

We look forward to getting to know you and your child.

In His Love,

Weaver CDC Teachers

# Weaver Child Development Center, Inc.

## Introduction

### History

- 1975** - The center opened in a classroom in the Timken Science building on the campus of Malone College.
- 1982** - The preschool moved to the remodeled campus health center and was named the Weaver Child Development Center at Malone College.
- 1985** - The double garage was converted into a mini-gym for the center.
- 1991**- (September) - The first kindergarten class began.
- 1997**- (August) - The kindergarten was enlarged and moved off-site to Room 105 at First Christian Church on Cleveland Ave NW.
- 2000** - The state chartered kindergarten was expanded to include first grade and became known as Malone College Christian Primary School.
- 2006** - Malone College took possession of the First Christian facility and renamed it the Johnson Center. So after 10 years, in August of 2007, the two sections of the center were together again as the Weaver CDC with a preschool and a primary school program.
- 2008** - Malone College changed their name to Malone University.
- 2009** - ODE charter was expanded to include kindergarten through third grade.
- 2011**- Third grade added to the Christian Primary School.
- 2013**- (June) The entire school was incorporated and moved to Fieldcrest Estate.
- 2017**- (June) Weaver moved to St. Marks's Episcopal Church into the area that once housed their Day School.

The Weaver Child Development Center, Inc. is named for Dr. Howard Weaver, a physician in the Canton area for over 50 years, who delivered over 11,000 babies. Dr. Weaver was a member of the Malone College Board of Trustees and served as an inspiration for quality care for young children and their families while remaining a benefactor for the CDC. Dr. Weaver passed away June 2000.

## **Organization**

The Weaver Child Development Center, Inc. provides a meaningful learning experience for children. Each class session operates under the direction of a head teacher, an assistant teacher (except in the case of a very small class), and student aides. The classes are open to children from the surrounding community.

The Weaver CDC, Inc. is a non-profit, private program providing practical experience for students of local colleges and universities who are preparing to teach young children or pursue related careers.

The Preschool is licensed by the Ohio Department of Education.

The Primary School is chartered by the Ohio Department of Education.

## **Mission Statement**

Weaver Child Development Center, Inc. is a professional development school serving the families of the campus and greater Canton communities as well as students enrolled at local colleges and universities.

We exist to:

- provide a developmentally appropriate education to young children in a Christian environment.
- advocate for children and families in our society.
- support and educate families of the children we serve.
- embrace families of all religious and ethnic origins.
- model appropriate early childhood educational practices for future teachers.

## **Philosophy**

Every child is a unique individual and the program is planned to meet each child's needs at each stage of development. Since stages are not always related to age, an individual program can focus on maximum growth in social, emotional, physical, intellectual, and spiritual development. The foundations for all later learning are laid during early years and intelligence develops as it is nurtured. A young child learns best in a safe, supportive atmosphere that encourages a variety of learning experiences and generates a feeling of value and self-esteem. Loving, caring adults are vital to children's growth and serve as models as well as facilitators of learning. Children with special needs or abilities are considered on an individual basis.

## Staff

Our preschool & primary school staff are all state-licensed teachers, trained in the Reggio approach to teaching and learning. Visit our website [www.weavercdc.org](http://www.weavercdc.org) to see our current staff positions.

## Weaver CDC Policies

### PROGRAMS AVAILABLE

#### **TODDLER TIME** (for children between 24 months and 3 years old)

This class meets Wednesday mornings, 9:15-11:15. A parent or caregiver must accompany the child while attending the class. Siblings under the age of 6 months only may accompany.

#### **AM PRESCHOOL FOR THREE-YEAR-OLDS** (for children who turn three by August 1)

This is a two-day program which meets Monday and Thursday or Tuesday and Friday mornings, 9:00am - 11:30am. Parents walk their children into the center and meet their child's teacher at the classroom door. At dismissal, parents come to their child's classroom door and wait for the teacher to call his/her name. Children must be potty-trained.

#### **AM PRESCHOOL FOR FOUR-YEAR-OLDS** (for children who turn four by August 1)

The children in this class may attend three or four mornings per week, 9:00am - 11:30am. The parent may choose the number of days and which ones suit their needs (based on availability). Children must be potty-trained.

### **PRIMARY SCHOOL**

The Primary School consists of Kindergarten through 3rd grade. Children must be five by August 1st to enter the kindergarten, six years old for first grade, 7 for second grade and 8 for third grade. These classes are chartered by the Ohio Department of Education. Parents may select a whole or half-day for kindergarten children.

#### **Transitional Kindergarten:**

Transitional Kindergarten is the first year of a two-year Kindergarten program that uses a modified Kindergarten curriculum that is age & developmentally appropriate. A child is eligible for Transitional Kindergarten if he/she is 5 years of age by Aug. 1<sup>st</sup>. Children in this program stay for ½ day.

## Enrollment Policy

The following are needed by the time your child begins school:

1. Tour – A tour is required – please call the school office to schedule a day/time
2. Registration card with non-refundable registration fee
3. Enrollment Agreement
4. Confidential Information Form
5. Report from a Licensed Physician/Medical Record (including immunizations)
6. Emergency Medical Authorization
7. Copy of Birth Certificate
8. Parent Roster Permission
9. Release Form
10. Field Trip Permission Form

## Tuition

Yearly tuition fees are set according to the number of days and hours a child has been registered. Please refer to the current tuition schedule and enrollment agreement.

Total tuition is the amount for your child(ren) to be enrolled for the full academic year. For your convenience we offer different options (listed on Enrollment Agreement) to pay this tuition. If you choose the option of paying the year's tuition in TEN (10) equal monthly installments, please understand that you are not paying for each month your child is in school; your total tuition has just been divided up into 10 equal payments.

Please remember that the success of our school depends on the prompt payment of your tuition. Your tuition is a set amount for the year and reserves a space for your child for the entire school year. To maintain this reserved space, tuition must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason.

- Our tax ID# is available upon request (You may need this when you do your taxes.)

**All checks should be made payable to Weaver CDC.**

## HOURS AND DAYS OF OPERATION

**Weaver CDC Main Office Phone: Please see our website: [weavercdc.org](http://weavercdc.org)**

\*All school related communication must go through the school office. Thank you!

- The CDC Preschool Classes are in operation Monday through Friday 9:00-11:30 am.
- Primary Classes are as follows: ½ Day Kindergarten: M-F, 8:45 – 11:30AM.
- Full-Day Kindergarten, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> : M-F, 8:45am – 2:30pm.

Please note the Center's school year calendar, the classroom monthly calendars and communiqués for scheduled days off each month.

### Weaver CDC Phone/Address

**Please see our website for phone & address: [weavercdc.org](http://weavercdc.org)**

\*All school related communication must go through the school office.

## PRESCHOOL STAFF/CHILD RATIOS AND MAXIMUM GROUP SIZE

The CDC Preschool will not exceed the following state required ratios:

1:12 3 year olds

1:14 4 year olds

The maximum group sizes are as follows:

	Allowed by law	At the CDC
3 yr olds	24	15
4 yr olds	28	18-20

\* The number of children in one group that may be cared for at any time defines maximum group size.

\* The above numbers are those required by law in the state of Ohio. The CDC has far better ratios and group sizes than these.

## **Guidance Policy**

### **Philosophy of Student Responsibilities and Behavior**

The CDC staff believes that helping the child to learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Your child will be treated with love and respect. If children are treated with respect, they in turn learn to respect the teachers and their friends. Our expectations will be kept within the child's capabilities and the child will be made aware of these expectations.

The philosophy of the CDC is to meet the individual child's needs as evidenced by his or her behavior. It is our goal to teach each child self-control and appropriate behavior in the classroom setting. Expectations are made clear to the child through direct teacher guidance and modeling. The two basic classroom rules are: we respect and take care of each other and we respect and take care of the materials in our room. The entire approach to guidance is positive (what to do), not negative (what not to do). A child may be asked to sit for a short period of time so as to give the child a chance to regain control if they are having a difficult time. Time outs will be age appropriate in length and done within the classroom.

If a situation arises where a child is consistently endangering him or herself, peers, or staff, it may become necessary to withdraw the child. Every attempt will be made to work together with the parents and the child to correct the behavior. However, the safety of all children is always our primary concern. The director would be in communication with the parents prior to this occurring.

If the child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents.

Specific methods of discipline include the following

To encourage appropriate behavior, the teacher will:

1. Understand the development needs of the preschool child.
2. Communicate to the child(ren) the behavioral expectations
3. Reinforce appropriate behavior through verbal and/or non-verbal communication ( a smile, pat, hug, "Good job!", "I like the way Billy is sitting.", "Thank you for picking up the blocks.")
4. Redirect the child to another area. By limiting the number of children within an activity, each child will get more attention and will experience less frustration.
5. Communicate any special expectations for outdoor play, field trips, gym activities, walks, etc. just before these take place.

To correct inappropriate behavior, the teacher will:

1. Think first about the child's developmental needs: Why is this happening? Is the child tired, hungry, upset, etc.?
2. Communicate with the child. "I see that you are angry. I'd be mad too if that happened to me. What can we do about it?" The teacher does not ask the child why s/he did it. She helps him/her verbalize what has happened and how s/he feels. Then she helps him/her find a solution to the problem.
3. Utilize natural or logical consequences whenever possible. "Blocks are for building." could be a first reminder to a child misusing that material. If the behavior continues, i.e. kicking the blocks, the child could be told, "Blocks are for building. Since you aren't building, you may come with me to the playground. We have some balls for kicking there." The child is given a constructive solution to the problem and is told what s/he may do rather than what s/he may not do.
4. Take immediate action if a child is being hurt. Stop the behavior by moving quickly to the child, remove, physically if necessary, the child who is hitting, pushing, etc. and offer comfort to the child who is hurt. Say, "I can't let you hurt anyone. We care for all our friends at school. I would not let anyone hurt you. I love you, but I will not let you hurt anyone." The teacher remains calm and speaks quietly to the child, usually holding him/her in her lap or with her around him/her. The teacher communicates that she is in control and that she will help him/her gain control of his actions. At no time is the child forced to apologize. The teacher may say, "If you feel sorry for hurting your friend you may tell him/her you're sorry." This makes it his/her decision and also suggests appropriate behavior.
5. Usually no further problem will occur. However, if the same child would continue this behavior, i.e. hurting another child, the child would be removed from the area in which s/he is playing. S/he

would have a time-out with the teacher either holding him or her or sitting near by in the classroom, but apart from the other children. S/he would be able to return to the activities when s/he has decided s/he is in control. During the time-out, which is no longer than two or three minutes, they would sit quietly. The teacher could verbalize what had happened and what the child could be doing if s/he had behaved appropriately. She will ask him/her if s/he is ready to return to the activities or she may suggest an alternative activity in another area of the room in order to better meet his/her needs. If s/he is upset, she may read quietly to him/her or do a puzzle until s/he is ready to join the others.

6. Time-out is the most severe punishment ever used at the center. To be isolated from one's friends and not permitted to do the activities is many times all a child needs to begin behaving appropriately. Communication is extremely important. The child must never be allowed to feel that s/he is "bad" or unloved. S/he must understand that his/her behavior is not appropriate, but that s/he as a person is loved and valued.

7. Under no circumstances is physical punishment permitted. A child will never be isolated outside the classroom without a teacher. If the child is disturbing the class by his/her behavior (i.e. crying, screaming, etc.), one teacher may take him/her into the hall to quiet him/her.

## **Disciplinary Action**

In cases where a student is continually disruptive of others or in the case of a single serious disciplinary infraction, the teacher will appraise the director of the situation. They will assist in the development of a course of action to be taken to correct the situation. Each situation will be dealt with on an individual basis according to the age of the student, the nature of the infraction, and the severity of the case.

Disciplinary Measures:

1. Appropriate verbal warning
2. Conference with student and/or parent
3. Temporary removal from the classroom (e.g. time-out) or removal from the group with supervision
4. Specific intervention plan to promote expected behavior, developed by teacher, parent and/or director
5. In the event of continuous disruptive behavior, parents will be called and child will be sent home.

**The Ohio Department of Education requires the following to appear in parent handbooks:**

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, and spanking or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate shame or frighten a child.
- 8) Discipline shall not include withholding food, rest or toilet use.
- 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight of 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.

## **Safety Policy**

There is always at least one staff member present that has received training in First Aid/Communicable Diseases and CPR. In the case of a minor accident/injury staff will administer basic First Aid and TLC. If the injury would be more serious, first aid would be administered and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury if life threatening, the EMS will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Staff may not transport children in their vehicles. Only the child's parents or EMS will transport.

An accident/injury report will be completed and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid, the child receives a bump or blow to the head, the child has to be transported by emergency squad, or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs.

The following guidelines are followed in order to insure the safety of each child at the center.

1. No child is ever left alone or unsupervised.
2. Children are either brought to the classroom by the parent and are greeted by a teacher who then assumes responsibility for the child, or they are dropped off at the school doors where a teacher will greet them and take him/her to his/her classroom. At departure parents will wait outside of the classroom door and the child will be released to the parents, or children will be dismissed at the pick-up line door. Once the child has been released to the parent, he/she is the responsibility of the parent. The child will be released only to persons authorized in writing by the parent. (See Arrival/Departure section for detailed procedures).
3. A telephone is located the school entryway on first floor, in the school office, & on the second floor for any emergency calls. An emergency radio communication system is also located in all classrooms and the school office.
4. A monthly fire drill is held at varying times and children are instructed about the proper procedures. A tornado drill is held during the spring semester. School Safety drills are conducted at least three times per school year. (See 'School Safety Drills' below).
5. A plan is posted in the classroom to explain action to be taken and staff responsibilities in case of fire or other emergencies
6. Safety on field trips is always an important consideration.
  - a. A First Aid kit is available on the trip.
  - b. Persons trained in first aid shall be available on the trip.
  - c. Each child will have a name tag with the center's name, address, and telephone number.
7. The director and each employee of the center are required by law to report any suspicion of child abuse or child neglect to Stark County Children's Services.
8. At least one of the children's teachers has been trained in first aid, recognition of communicable disease, and recognition of child abuse and neglect.

9. If an accident or injury occurs, a written report will be provided to the parent and a copy will be kept on file at the CDC.
10. The use of aerosols is prohibited in the classroom when children are in attendance.

## **Policies on Child Abuse and Neglect**

Any staff member suspecting abuse or neglect of a child is required to make a report to the proper authorities. Ohio has a mandatory reporting statute; childcare staff is included in the group mandated to report suspected abuse and neglect. In Ohio, failure to report suspected abuse or neglect may be an offense punishable by fine or imprisonment.

It is state law that one person be in the building at all times who has been trained to recognize abuse or neglect. It is our policy of the Weaver Child Development Center, Inc. to have all staff trained.

## **School Safety Drills**

- Emergency evacuation drills are conducted each month during the school year.
- Tornado drills are conducted one time each month from April – May.
- School Safety Drills are conducted at least three times during the school year.

## **HEALTH & SAFETY PRACTICES AND POLICIES**

### **MEDICAL, DENTAL, AND GENERAL EMERGENCY**

#### **EMERGENCY TELEPHONE NUMBERS**

(Posted by telephones & in each classroom & school office)

Fire Department:           911

Emergency Squad:        911

## **Hospitals**

Aultman: 330-452-9911

Mercy Medical Center: 330-489-1000

Poison Control: 1-800-722-8662 or 1-800-362-9922

Canton City Police Department: 330-489-3100

Public Children's Service Agency: 330-455-5437

## **LOCATION OF:**

- The First Aid kit is located in the main office. A traveling First Aid kit is located in the metal cabinet in the main office.
- Four (4) fire extinguishers are located in the following areas:
  - 1<sup>st</sup> floor/main level in hallway across from main office
  - 1<sup>st</sup> floor/main level at far end of school hallway exit doors
  - Basement/lower level in hallway across from bathrooms
  - Basement/lower level in kitchen, near exit door
- The building in which the center is located is equipped with a fire alarm system with pull alarms. There is an alarm pull located near each fire extinguisher. Fire drills are conducted with students on a monthly basis. To understand the evacuation routes, consult signage on all classrooms.
- The electric circuit boxes are located in the small room beside the utility sink.
- Children's records are located in the top file drawer in the school office and locked when not in use.
- The ODH Dental First Aid Chart is located at the telephone in each classroom.
- If a child requires the services of a physician or hospital, and the parents cannot be reached, the child will be transported by the Emergency Squad to the physician or hospital. The child's records (including medical records) must be transported with him/her.
- Instructions to staff in case of a dental emergency are detailed on the Dental First Aid Chart in each classroom
- There is always one or more staff members qualified in First Aid and/or CPR present whenever there are children present at the CDC.
- We will not accept the enrollment of a child when the parents fill out Part II of the Emergency Medical Authorization which states that they refuse permission for the CDC to transport their child for emergency medical or dental care.

## **IN CASE OF GENERAL EMERGENCY**

(Defined as any threat to the safety of children due to environmental situations or threats of violence, natural disasters, and loss of power, heat or water.)

- See emergency plan posted in each of the classrooms and school office.

## **IN THE EVENT OF A SERIOUS INCIDENT, INJURY OR ILLNESS**

- (Defined as any situation occurring while a child is in care at the center that requires emergency medical treatment or professional consultation or transportation for emergency treatment.)
- In case of illness, the child is taken to the office, where a teacher or the director will call the parents and remain with the child until the parents arrive. A cot is available in the art closet if the child needs to lie down.
- If the child requires the services of a physician or hospital and parents cannot be reached, the child will be transported by the Emergency Squad to the physician or hospital. The child's medical records and the Child Enrollment/Health Information/ETA form must be transported with him/her.
- One staff member will remain with the injured/ill child until the parent or the EMS arrives.
- Any accident or injury is logged and kept in the office. The parents will be notified.
- The other staff members will supervise the other children. The director may assist the injured/ill child or assist in the classroom for adequate supervision.
- A fire alarm plan with written instruction and a diagram indicating evacuation routes are posted in each area that the children use.
- A weather alert plan with written instructions and a diagram indicating "safe" locations are posted in each area that the children use.

## **Management of Communicable Disease Policy**

Weaver Child Development Center provides children with a clean and healthy environment. However, we realize that children become ill from time to time. If this is your child's first group care experience, it is possible that they may experience more frequent illnesses at the beginning before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health.

### **We ask that you not bring a sick child to the center. They will be sent home!**

All classroom teachers at the Weaver Child Development Center, Inc. have been trained by a registered nurse to recognize the common signs of communicable disease. The CDC will take the following precautions:

1. A child with any of the following symptoms will be immediately isolated and discharged to the parent or emergency contact:
  - a. Temperature of 100 degrees or higher – in combination with any other signs of illness
  - b. Diarrhea (more than three abnormally loose stools within a 24 hour period)
  - c. Severe coughing (causing the child to become red in the face or to make a whooping sound)

- d. Difficult or rapid breathing
- e. Yellowish skin or eyes
- f. Redness of the eye, obvious discharge, matted eyelashes, burning, itching
- g. Untreated skin patches, unusual spots or rashes
- h. Unusually dark urine or gray or white stools
- i. Stiff neck with an elevated temperature
- j. Evidence of untreated lice, scabies, or other parasitic infestation
- k. Vomiting more than once or when accompanied by any other signs of illness
- l. Sore throat or difficulty swallowing.

2. Any child demonstrating signs of illness not listed above will be isolated and carefully observed for symptoms. The parent will be notified. If a child does not feel well enough to participate in center activities, the parent will be called to pick up the child. Any time a child is isolated they will be kept within sight and care of a staff member. The cot and any linen used will be washed and disinfected before being used again.

3. Staff members with any signs of communicable disease will follow the same procedure of isolating themselves from the children and will remain away from the center as recommended by the Health Department.

4. If a child at the center has a communicable disease, parents of the other children will be notified of this by letter and/or by notice on the parent bulletin board outside your child's classroom. Children will be readmitted to the center after at least 24 hours of being free of fever and other symptoms. If they are not symptom free, a doctor's note will be required stating that the child is not contagious.

5. Generally, it is our policy to not give medication to children. We will consider cases on an individual basis. For example, if a child has a breathing machine for asthma attacks, we will provide that treatment after the parent has completed a Request for Medication form and the teachers feel comfortable giving the treatment. Another example would be if a child is highly allergic to peanut butter, bee stings, etc., and the parent wished for us to have an epi-pen available. We can do that with the proper form from the parent and doctor as well as the proper training and willingness of the staff. Any such medication will be administered to a child only after the parent completes a Request for Medication form. All proper sections must be completed and the medication handed to the teacher each day. Medications will be stored in a designated area inaccessible to children. Medications may NOT be stored in a child's cubby or book bag. Prescription medications must be in their original container and administered in accordance to instructions on the label. Over the counter medications must also be administered in accordance to label instructions. If parents request any different dosages or uses, a physician must provide written instructions on the Request for Medication form. Over the

counter medications will not be administered for more than three days without instructions from a physician.

6. In the case of food supplements or modified diets, you must secure written information from your physician regarding this. Please speak with the administrator for more details regarding this.

7. Teachers and children are expected to wash their hands with soap after using the bathroom and before preparing or eating snacks. All staff and college students assigned to the center wash their hands as above. The tables are washed with a disinfectant before snack time. Toys and other materials in the classroom are cleaned frequently. Bathrooms and classroom floors are cleaned and disinfected daily.

8. A child who is experiencing cold symptoms or seems tired will not be forced to participate in activities and will be permitted to rest in the quiet book corner of the classroom. The parent or guardian will be informed of this at pick-up time. Usually this is not an indication of communicable disease, but the parent or guardian would be notified immediately if other symptoms become evident, as listed in No. 1 of this policy.

## **Giving Medication to Children**

Generally, it is our policy to not give medication to children. We will consider cases on an individual basis. For example, if a child has a breathing machine for asthma attacks, we will provide that treatment after the parent has completed and signed the proper forms and the teachers feel comfortable giving the treatment. Another example would be if a child is highly allergic to peanut butter, bee stings, etc., and the parent wishes for us to have an epi-pen available, we can do that with the proper form from the parent and proper training and willingness of the staff.

## **General School Information & Curriculum**

### **Bible Verse/Christian Principles**

We are a Christian school and our curriculum is taught from a Christian perspective. We have a Bible verse each month that we recite daily as part of our opening. We talk about what the words mean and know they relate to us. Biblical principles are taught and encouraged. We have regular “talks” with God. We start our day with prayer and thank Him before snack time. Children & teachers in all grades come together once/week at 9:15am for ‘Praise Time’ where we sing and pray together. Parents/family are welcome to join us for this time of praise & worship (see your child’s classroom teacher/notes/newsletter for scheduled day).

## **Toys and Sharing**

Due to the possibility of loss and damage, toys should not be brought to school. We have been blessed with a well-supplied classroom and toys from home can be a distraction.

Your child will have opportunities to share with the class throughout the year, i.e. surprise bag, daily news, etc. Children are encouraged to share in oral and written form throughout the year, as language skills and building confidence are always a priority of our classrooms.

## **Homework**

Our homework policy varies according to the developmental level of the children. Please see your child's teacher if you have any questions or concerns.

## **Names/Labeling**

Please label clearly all clothing, backpacks, and lunch boxes. Often children do not remember what they brought to school.

## **Lost & Found**

A 'Lost & Found' basket is located in our school office. Any items not claimed by end of school year will be donated.

## **Book Orders**

Scholastic (SeeSaw/Lucky) brochures will be sent home several times during the year. Orders are placed **on-line only**. Instructions for that procedure will be sent home at the beginning of the school year.

## Snack

### Preschool:

A snack is served to children in attendance at the center as part of the routine learning experience. PLEASE inform us if your child has any food allergies. Each snack will contain at least 1 food from two of the four basic food groups. The basic food groups are meat or meat alternative, bread/grains, fruit/vegetable, and milk. Only full strength (100%) fruit or vegetable juice shall meet the fruit or vegetable requirement for meals or snacks. **If your child has a food allergy, it is required that you provide your child's snack. Your child's teacher will provide more detailed information about this at Parent Orientation.**

### Primary:

Kindergarten through 3rd grade children will have snack time each morning. Please send a healthy snack from home. Please let your child know what you have sent for snack. Something extra in the lunch box (for those who stay for lunch) seems to work well. Please let us know of any food allergies your child may have.

## Birthdays

**You are welcome to send in a FOOD FREE item** (special napkins, a book or game donation to the classroom, etc.) to celebrate your child's birthday. Please check with your child's teacher if you have any questions as to whether your item is appropriate or not. It is our school policy that birthday party invitations are **NOT** to be handed out on school grounds. A Family Directory will be available upon request.

## Family Room Helpers

We can always use all the help we can get when it comes to celebrating holidays, etc. with our children. When the time comes information will be provided should help be needed.

## Illness

If your child is ill and will not be attending school please call the school office to let us know. **A child must be fever free AND symptom free for 24 hrs.before coming back to school.**

If your child shows any signs of illness while at school and cannot participate in school instruction/activities then parents will be called to come pick child up.

## **Snow Days/School Closings**

We follow Plain Local School closings. If Plain Local is listed as closed or delayed, we are also closed. You will not hear Weaver CDC. Go to [www.wkyc.com](http://www.wkyc.com) if you would like to receive this notification via email &/or text message. Click on the iAlert link and follow the instructions. Go to Stark County Schools and check Plain Local Schools.

## **Curriculum**

The Weaver Child Development Center is chartered by the Ohio Department of Education and has a state approved written curriculum. We believe the child's developmental level, interests and learning style best determine what and how the curriculum will be facilitated. All areas of the curriculum are taught using a variety of hands-on-activities that encourage the child to actively explore and discover. Learning is child centered, child-initiated and teacher guided. We are a Reggio-inspired primary school which is further explained on our website and at <http://reggioalliance.org/>. All instruction is aligned with the state standards which are met throughout the curriculum. These standards can be accessed through the Ohio Department of Education website and through [earlychildhoodohio.org](http://earlychildhoodohio.org). Early childhood is the time when foundational reading skills are introduced and developed. Our instructional reading program in Kindergarten through 3<sup>rd</sup> grade uses the Orton-Gillingham approach which has been proven to be highly effective in providing children with the tools they need to become the readers they are meant to be.

## **Sample Daily Schedules**

The children's daily schedule is flexible enough to provide adaptability when necessary but structured enough to provide predictability for the children. We want them to view their school as a safe and comforting place, where they know what to expect and when to expect it.

## Preschool

### **3s Class**

9:00-9:15 Independent Exploration

9:15-9:30 Morning Prayer & Opening Group Time

9:30-10:30 Independent Exploration

10:30-10:45 Clean-up and Snack

10:45-11:15 Large Muscle Activities

11:15-11:30 Closing Group Time

### **4s Class**

9:00-9:20 Table Activities

9:20-9:30 Morning Prayer & Opening Group Time

9:30-10:30 Center Choices

10:30-10:45 Group Language Activity (Hand Washing)

10:45-11:00 Snack

11:00-11:20 Large Muscle Activities

11:20-11:30 Preparation for Dismissal

## **Kindergarten**

8:45 – 9:15	Arrival - greeting time – table activities/journal writing
9:15 – 9:45	Morning Meeting – sharing, calendar, concepts, music, etc.
9:45 – 11:00	“Jobs” - learning centers
11:00 – 11:25	Literacy – books, stories, music, surprise bag, etc.
11:30	Dismissal - AM Kindergarten
11:30-12:30	Lunch/Recess
12:30-2:30	Afternoon learning/enrichment activities (schedule similar to morning routine)
2:30	Dismissal

## **1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> grade**

8:45	Arrival – greeting time
8:45 – 9:15	Morning Meeting
9:15 – 11:30	Reading, Language Arts and Math Block
11:30 – 12:30	Lunch/Recess
12:30-2:30	Social Studies and Science Block
2:30	Dismissal

Fine arts and gross motor enrichment are offered on a weekly basis.

## **LUNCH**

First through third graders and all day kindergartners will bring a packed lunch with beverage from home. Please put your child’s name on his/her lunch box or bag. We are not able to provide ‘heat-up’ services so please send hot lunch items in a thermos.

## **LARGE MOTOR PLAY**

Our center will utilize the outdoor play space. The teachers will schedule a time for its use and prepare the children with safety rules and policies – for everyone’s safe and fun play.

## **NEWSLETTERS/SCHOOL CALENDAR**

Our school calendar is available on-line via our website [weavercdc.org](http://weavercdc.org). From this you will know when classes are scheduled and when vacations, conference days or Professional Development days are scheduled. If there are any unforeseen changes, you will be notified by notes that are sent home with your child and/or via email. Each month you will also receive a Newsletter/Calendar that will inform you of activities and events planned that month for your child. You may also access our calendar on-line via our website [weavercdc.org](http://weavercdc.org).

## **Assessment/Parent Teacher Conferences**

Assessment of early childhood children is an on-going observational process. Children perform some developmental tasks to assess their stage of growth and their grasp of presented concepts. Each child is unique and his or her growth is evaluated individually and not in comparison to others. Children are not “tested” but instead, observed daily on how they socialize and engage in center activities. First, second, and third grade will have three Authentic Assessment Summary Reports (fall, winter and year end). Kindergarten will have two summary reports (winter and year end). In the fall, each preschool parent is given an ASQ (Ages & Stages Questionnaire) to be completed and reviewed during our first conference time and an Authentic Summary Report will be presented at the second parent/teacher conference meeting. Two Parent/Teacher conference times will be scheduled during the school year. The first one in October will be to discuss adjustment to school as well as progress developmentally appropriate for your child. At that time we will also explain our assessment and what our (yours and ours) expectations are for your child. This is an important conference. We will make every effort to schedule a time convenient for you. Another conference will be scheduled in February. This conference will allow us to discuss placement for the next year. Conferences are scheduled via an on-line sign up process. Your child’s teacher will send home more information about how to utilize this.

## Negotiating Difficulties

If at anytime you have a concern about your child and would like a conference, please let us know. We need to work together to provide the most positive experiences for your child. We can't however solve difficulties if we are not aware of them. Lengthy discussions about your child are not possible on a daily basis and are inappropriate. We will however try to share experiences about your child's day. We want you to feel a part of the time your child is in our class.

If you are not satisfied with our conferences, we can arrange to schedule a conference with you, the classroom teacher, and our director. You and your child are important to us, and we want school to be a positive experience. We in-turn will let you know of any difficulties or concerns and initiate a conference.

## Field Trips

We make every effort to provide a hands-on learning environment within our own classroom. We have presenters come to us whenever possible to avoid taking your child off site. If however, a field trip is planned "off campus," each child will need to be transported and accompanied by an adult. Space is usually limited, so siblings cannot attend unless otherwise stated.

## Arrival/Dismissal

We have a "drop-off" & "pick-up" line for students in the 3s preschool class through 3<sup>rd</sup> grade. The North doors of the building are used for this. More detailed information about procedures will be presented at Parent Orientation in August.

\*Primary school class instruction begins PROMPTLY at 8:45am...doors open for drop-off at 8:30am.

\*Preschool class instruction begins PROMPTLY at 9:00am...doors open for drop off at 8:50am.

**If you are coming to the school during school hours please use the main building doors (West entrance). Ring the buzzer and someone will assist you.**

## **Late Arrival:**

If you know that you will be arriving late, please call the school office. Doors will be locked at 9:00am. Anyone arriving after this time should please park and walk your child(ren) into the main building doors (West entrance).

\*We ask that you please be considerate and know that it is a reasonable expectation that in order for learning to exist, each student must arrive to school on time. A student, who is tardy to school, not only places his/her own learning in jeopardy, but also interrupts the learning of other students. Thank you for your understanding and support!

## **Pick-up time:**

**PLEASE be considerate of your child and the teacher and be on time to pick your child up from school.** We understand that sometimes situations arise when you will be running late. Please call the school office to let us know that you will be late so that your child & the teacher can be informed.

- Preschool & ½ Day Kindergarten dismissal: 11:30am.
- All-day Kindergarten thru 3<sup>rd</sup> grade dismissal: 2:30pm.

If you need to pick-up your child early, please let us know by sending a note or calling the school office.

Students will only be released to their parents or to those persons whose names are on the Release Forms signed by the parent/s. Identification will be required if the teacher/s do not recognize the person picking up the child. If someone other than usual is picking your child up, please inform the school office (note from home or call).

\*In order to practice proper courtesy and respect, please refrain from discussing personal or confidential matters with teachers at drop-off & dismissal. Please call the school office to schedule a time to talk to your child's teacher about such matter.

## **Cell. Phone Use**

**For the safety of our students and staff, PLEASE refrain from using your cell phone while in car line**

## Communication with Teachers

- Anytime you would like to talk with a teacher, or the Director, leave a message and let us know the best time to reach you and we will call you back. Please do not address concerns regarding your child in the presence of others. The teachers and staff honor each child's privacy.
- Home Happenings: Anytime there is anything at home that affects your child emotionally or otherwise (e.g. a death in the family, a divorce, a hurt pet, etc.), please let us know so we can be sensitive to your child's needs. Confidential information will be respected.
- Please let the teacher or director know if there is any change in your address and/or telephone number so that records concerning your child will be constantly current.
- Please contact (via phone/note from home) the school office for **ALL/ANY** school related communication before texting a teacher. Teachers are very busy in their classrooms and are not able to respond to texts or calls on their cellular phones while classroom instruction is taking place.
- In addition, please be respectful of their personal/family time when school is not in session.
- Periodically, you will receive notices from your child's teacher or from the director. Please check your child's bag or folder regularly for these and note whether a reply is required.

## ABSENCES

Please call the school office if your child is going to be absent. Also, please tell us if your child has a communicable disease so we may inform other parents of signs of illness to watch for in their children. Keep your child at home if he/she is contagious or if you are not sure.

**Planned absences due to vacation, traveling, etc.:** At Weaver CDC we do value your family time together. Please keep in mind that when your child is absent from school he/she is missing out on important instructional time. Because we use an emergent curriculum, any missed work will be sent home with your child when he/she returns to school. It will be your responsibility as parent/guardian to be sure your child is caught up on his/her school work. Your child's teacher(s) will provide classroom specific information on this topic during Parent Orientation.

The Ohio Department of Education defines chronic absenteeism as missing 10 percent or more of the school year for any reason. It is important for Ohio's students to be in class every day ready to learn. A child who is not in school is a child who is missing out on his or her education. A student is chronically absent if he or she misses as few as two days of school a month.

<http://education.ohio.gov/Topics/Student-Supports/Chronic-Absenteeism>

## WHAT TO WEAR TO SCHOOL

Think of your child's comfort. Provide simple clothing that is free of complicated fastenings. Think of the messy art materials and other messy activities and provide clothing that is washable. Think of our location and the access to outside large motor development and provide safe shoes (closed toe shoes ONLY) and clothing that is sturdy. Please put your child's name in any clothing that might be removed. More detailed information will be provided by your child's teacher during Parent Orientation.

## WHAT CHILDREN SHOULD BRING

Your child's teacher will inform you at the Parent Orientation what kind of bag she prefers for your child to use. Each child needs something in which to carry his/her papers or projects home. This bag is hung on a hook that is assigned to your child for the year. A supply list will be sent out via email. Once in a while we ask for something to help with a particular project.

## TOYS FROM HOME

Due to the possibility of loss and damage, toys should not be brought to school. We have been blessed with a well-supplied classroom and toys from home can be a distraction.

## Custody Cases

If there are custody issues involved with your child, you must provide the center with court papers indicating who has permission to pick up the child. The center may not deny parent access to their child without proper documentation.

## Pets at CDC

We have always enjoyed having dogs and other pets visit at the CDC. However, it is our policy that no pets may be brought to the workplace by employees or parents unless approved by the Director ahead of time. So, we ask that you abide by this policy.

## Inspection Reports

An ODE Licensing Consultant conducts an inspection each year of our preschool program. A report of this inspection can be found on the information wall inside the preschool room area.

## Filing a Complaint

Complaints/concerns should be presented to the Director or Governing Board by calling 330-966-1617 or email: [smaioriello@weavercdc.org](mailto:smaioriello@weavercdc.org). The Office of Early Learning & Readiness may also be contacted @ 614-995-9974 or [ESLR@education.ohio.gov.\(preschool\)](mailto:ESLR@education.ohio.gov.(preschool)).

## Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English \(Instructions\)](#), [en Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

## How do I get started

### Contact your local County Board

In Ohio, the County Board is the primary contact for an individual and their family. The County Board serves two primary functions:

**Determining Eligibility:** Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age:

- **Ages 0-2:** the eligibility report completed by or for *Help Me Grow* is used to determine eligibility.
- **Ages 3-5:** Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool special education
- **Ages 6+:** Standard assessment tools are used to measure an individual's current functional abilities in life activity areas – mobility, self-care, self-direction, capacity for independent living, learning, and receptive and expressive language skills – for ages 16 and older, the tool also measures economic self-sufficiency. To be eligible for services, an individual must show substantial functional limitations in at least three of these areas. The tools used are the Children's Ohio Eligibility Determination Instrument (COEDI) for children ages 6-15, and the Ohio Eligibility Determination Instrument (OEDI) for individuals ages 16 and older. If you'd like to learn more about these tools, you can review these [documents used to administer the assessments](#).

**Service Coordination:** Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

## When to contact your local County Board

Contact your local County Board:

- If your child is diagnosed with a developmental disability, or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your/your child's goals.
- If you are moving to a new community and are receiving services, and want to continue receiving services once you move.

## Case Management (Service and Support Administration - SSA)

Case management is a process to link individuals and families to needed services and supports provided by local county boards of DODD. It may include any or all of the following supports:

- Information, referral and linkage
- Eligibility determination and assessment
- Individual Service Plan development and revision
- Assistance in provider selection and accessing services
- Coordination and monitoring of services

- Quality assurance of services provided to individuals and families
- Crisis intervention

