

**C-TEC PRESCHOOL  
ACADEMY POLICY BOOK  
2016-2017**

**Career and Technology Education Centers of Licking County**

**150 Price Road**

**Newark, Ohio 43055**

**740-364-2832**

# **C-TEC Preschool Academy Philosophy of Education**

The C-TEC Preschool Academy strives to provide quality education services to all children enrolled. The philosophy is backed by a developmentally appropriate emphasis in meeting Early Learning Content Standards as required by the Ohio Department of Education. Hands-On and Discovery Experiences are provided on a daily basis and an emphasis on emergent literacy is a major focus. All children are provided with a safe and positively reinforcing environment that not only encourages children on the road to Kindergarten readiness, but to be socially skillful in the areas of collaboration with peers, and quality play interactions.

## **ATTENDANCE**

- A. The preschool should be notified if a child is to be absent. The message may be given to the student receptionist (ext. 4414 or 2422 for AM children and 2424 for PM children or 4424) or it can be delivered by note to the preschool instructor.
- B. You may also e-mail us when your child will not be attending preschool. Our E-mail addresses are as follows: Andrea Dickerson [adickerson@c-tec.edu](mailto:adickerson@c-tec.edu) or Bev Chopin [bchopin@c-tec.edu](mailto:bchopin@c-tec.edu) or Barb Wolfe [bwolfe@c-tec.edu](mailto:bwolfe@c-tec.edu)
- C. If parents are to be away from home during the preschool session, it is helpful if they leave the name and phone number where they can be reached in case of an emergency.
- D. Parents should direct all messages to the preschool instructor, Ms. Dickerson for the morning preschool and Mrs. Chopin for the afternoon preschool.
- E. Throughout the year, please inform the preschool instructor if there is any change of address, phone number, or place of employment so that records will be up-to-date.

## **BAD WEATHER DAYS**

- A. When Career and Technology Centers of Licking County (C-TEC) is delayed or closed because of bad weather, the C-TEC Preschool will also be delayed or closed. On the days that C-TEC is delayed, the afternoon preschool will start at its normal time.
- B. The following radio and TV stations will announce school delays and closing due to inclement weather: WCLT – Newark, WHTH – Newark, WTVN – Columbus, WCMH (Channel 4), WBNS (Channel 10)

## **HOURS AND AGE RANGES**

### Morning Session

9:00 – 11:10 a.m.

MWF – 4 yr. olds

T, TH – 3 yr. olds

### Afternoon Session

12:00 – 2:10 p.m.

MWF – 4 yr. olds

T, TH – 3 yr. olds

## **SCHEDULE**

The preschool schedule includes free play time as well as group activities including art, story, music, active game, math, science, and language.

## **BIRTHDAYS, SPECIAL OCCASIONS**

- A. Birthdays are celebrated for each child on their birthday or the closest day that preschool is in session. Summer birthdays will be celebrated at the end of the school year.
- B. The school plans the birthday and furnishes all food and supplies, unless the parent wants to provide the snack for the day.
- C. Parents are welcome to be here for their child's celebration.
- D. All other holiday celebrations are planned and supervised by Early Childhood Education students. The school provides all materials, food, and decorations for the occasion.

## **CLOTHING, PERSONAL POSSESSIONS**

- A. One complete set of clothing (pants, top, underwear, socks) should be brought for each child. This outfit will be kept in the preschool during the school year and used when necessary. Please label each clothing item with the child's name and place in a bag labeled with the child's name.
- B. Clothing should be comfortable, allow for freedom of movement, and be easy to unfasten and fasten at bathroom time.
- C. It is helpful if the child has a book bag, labeled with their name, to take home papers and projects.
- D. Children should not bring the following to preschool:
  - 1. Gum (may not be chewed at school)
  - 2. Candy
  - 3. Money (except for preschool fees)
  - 4. Personal possessions (except on show and tell days scheduled by individual preschool programs)
  - 5. Toy weapons-guns, knives, swords, bows & arrows

## **SNACK**

- A. A snack will be served to the children each day consisting of at least two of the basic four food groups.
- B. Children with food allergies should be identified and substitute food will be served to them as needed. **Please note that our preschool is a Nut Free Zone. This means that we will not be serving any foods that may contain tree nuts or peanuts.**

- C. It is the parent's responsibility to check all food items sent home, before giving them to your child to eat.
- D. A public snack menu will be posted on the parent bulletin board located in the preschool lobby.

### **DISCIPLINE POLICY**

- A. One of the main goals of guidance is to help children develop self-control. Children are able to gain self-respect and learn self-control when they are allowed to make choices, when the emotional environment in a group is friendly, and when the supervision makes them feel confident and encouraged.
- B. Effective discipline does not restrict children with too many rules, nor does it leave them so free that they have no limits. Necessary rules are enforced firmly, but kindly. Whenever freedom is possible and beneficial to children, it is allowed and encouraged. Children need freedom to explore the world, use their senses, move about freely, and make mistakes.
- C. Positive guidance will be used in preschool. Positive techniques stress the kind of discipline that guides children toward desirable behavior.
- D. The preschool will adhere to the discipline guidelines established by the Ohio Department of Human Services. These guidelines include:
  - 1. There will be no cruel, harsh, or unusual punishment.
  - 2. No discipline technique will be delegated to another child.
  - 3. No physical restraints will be used to confine a child.
  - 4. No child will be placed in a locked room.
  - 5. No child will be humiliated or subjected to profane language or any other verbal abuse, such as threats or derogatory remarks about himself or his family.
  - 6. Discipline will not be imposed on child for failure to eat, failure to sleep, or for toileting accidents.
  - 7. Discipline will not include withholding necessary food, rest, or toilet use.
  - 8. Techniques or discipline will not unnecessarily humiliate, shame, or frighten a child. A child will not be spanked.
  - 9. Separation, when used as a discipline, will be brief in duration and appropriate to the child's age and developmental ability and the child will be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- E. When any child requires discipline, it will be given on an individual basis. In general, the discipline procedures includes:
  - 1. Talk with the child
  - 2. Time-out in the classroom
  - 3. Notify the parent

## **ENROLLMENT PROCEDURES**

- A. Requirements for enrollment include the following:
1. Children must be toilet trained to be enrolled and may not wear diapers or pull-ups to school.
  2. Children must be 3 yrs. old by September 30<sup>th</sup> or 4 yrs. old by September 30<sup>th</sup> to be enrolled in the current class.
- B. Letters of acceptance, verifying the child's enrollment in the C-TEC preschool will be mailed in June.
- C. After receiving an acceptance letter, please have the following forms completed and bring them during the New Parent Orientation/Open House:
1. Medical Examination Form (signed by physician)
  2. Emergency Medical Authorization and Health Record (completed by parent)
  3. Permission to participate in preschool activities (completed by parent)
  4. Child Release Form
  5. Observation Permission Form
- NOTE: These forms must be completed and returned to the C-TEC preschool no later than the Open House in order for a child to continue to be enrolled. A medical form is current for one year. If this form expires during the school year, a new form must be on file by the date of expiration so the child can remain enrolled.
- D. All paperwork must be in before the first day of school. Children will not be able to attend until all forms are completed, signed and returned.
- E. Children whose application cannot be accepted due to filled enrollment will be placed on a waiting list and notified if an opening should occur.
- F. Parents who currently have children enrolled in the 3yr. old class do not need to reapply for the 4 yr. old class next year. These children will automatically be enrolled if the parents so desire.

## **FEES**

- A. The preschool fee is \$5.00 per day per child. Fees are billed at the beginning of the month and are **due by the 15<sup>th</sup> of each month**. Children who have unpaid fees after the 15<sup>th</sup> of the month, **will not be allowed to attend** preschool the following month.
- B. Fees can be paid by cash, check, or money order. Checks should be written to: C-TEC.
- C. Fees can be sent with your child or given directly to the preschool instructor. Please put fee in envelope with child's name on it.

- D. For all money received, a receipt will be written by the instructor or preschool assistant.
- E. Should it be necessary to pick your child up later than 11:15 or 2:15, a late charge of \$5.00 for each half hour or part there of will be charged, and needs to be paid when picking up the child. We realize problems can occur, so all families will be allowed one late pick up with no additional fee.
- F. Since our expenses remain constant throughout the year, we are not able to make fee adjustments because of illness or vacation days. For the same reason, if parents are delinquent in paying fees for two months, their child will not be allowed to attend preschool until the fees are caught up.
- G. Withdrawal of a child from preschool before the end of the school year should be done by written notification one week prior to withdrawal.
- H. Parents are required to purchase group accident insurance for a minimum fee, even if the family has their own personal coverage. This \$2.45 amount will be billed with the September payment.
- I. Parents are required to purchase Blackboard Connect. This is a way to communicate to parents/guardians in the event of a cancellation, reminder, or an emergency. The amount is \$2.50 and will be billed with the September payment.

### **MEDICAL INFORMTION, COMMUNICABLE DISEASE**

- A. A medical examination by a licensed physician is required for each child. The Medical Examination Form must be signed by the physician certifying the child is free from communicable disease, including tuberculosis. The medical form must also include a record of all immunizations required by state law: diphtheria, pertussis, tetanus, polio, rubella, rubella, and mumps.
- B. Parents are asked to keep children home any day they show signs of illness. When all signs and symptoms of communicable disease subside, the child may return to school. The following signs of illness will be used to isolate and send children home:
  - 4. Temperature of 100 degrees Fahrenheit (auxiliary)
  - 5. Skin rash
  - 6. Vomiting or diarrhea
  - 7. Evidence of lice infestation
  - 8. Conjunctivitis (pink eye)
  - 9. Severe coughing
  - 10. Yellowish skin or eyes
  - 11. Untreated, infected skin patches
  - 12. Stiff neck
  - 13. Unusually dark urine and/or gray or white stool

- C. The Ohio Department of Health communicable disease chart is posted.
- D. If a child has been exposed to a communicable disease, a sign will be posted to inform parents.
- E. Children who become ill at preschool will be isolated and arrangements will be made for parents to pick up the child. Superficial cuts and bruises, which can be safely cared for, will be reported to the parents of the child at the end of the day's session.
- F. No medication, vitamins, or special diets are administered unless we have written permission signed and dated by a licensed physician and prescribed for a specific child.
- G. In case of emergency, the staff will refer to the child's emergency authorization form and contact the appropriate person.

### **OUTDOOR PLAY**

- A. Children will spend some time outside each day if the temperature, including wind chill, is above 32 degrees F and if it is not raining or snowing. Please be sure that your child is dressed to stay warm and dry while playing. Please mark coat, boots, mittens, and hats with the child's name.
- B. If you do not want your child to go outside on a certain day, please send a written note to the preschool teacher.

### **PARENT PARTICIPATION POLICY**

- A. The C-TEC Preschool has an open door policy in terms of parent involvement with the center. Parents or guardians are encouraged to visit the center any time during the hours of operation to see their child or to evaluate the care provided. Upon entering the center, parent/guardians are asked to make their presence known to the instructors by checking in with the student receptionist.
- B. Parents are welcome to discuss their children's needs and progress and to exchange information about the program with the teacher during arrival or departure times. If parents wish to discuss a specific concern, they may schedule a time for a parent conference with the preschool teacher.
- C. Parent conferences are offered twice each year. The first conference will be held during the first semester of school, and the second conference before the end of the school year.
- D. Any complaints regarding the preschool program that are not able to be resolved may be referred to the Department Ombudsman with the State Department of Education (1-614-466-0224).



- E. Monthly newsletters can be sent home each month if requested or can be viewed on-line at [www.c-tec.edu](http://www.c-tec.edu) (High School page and click onto Student Run Businesses and then select the newsletter for your child's class.) Parents should read the newsletters carefully to become aware of upcoming events.
- F. If you would like to receive your newsletters and notices by e-mail, please sign up at the Open House. This will help save on copying and is greatly appreciated.

## **PERSONNEL**

Personnel at the C-TEC Preschool are as follows:

### **PRESCHOOL SUPERVISOR**

Mr. Thom Gamertsfelder, Secondary School Supervisor

### **PRESCHOOL DIRECTORS**

Mrs. Beverly Chopin PM Director

Ms. Andrea Dickerson AM Director

### **PRESCHOOL TEACHING ASSISTANT**

Mrs. Barb Wolfe

## **STAFF PROCEDURES**

The C-TEC Preschool Academy does have procedures for checking references of all potential employees. To see these procedures, please see Ms. Dickerson, Mrs. Chopin or Mrs. Wolfe.

## **PROGRAM GOALS, CURRICULUM**

- A. The C-TEC Preschool is operated as part of the training of the Early Childhood Education Program. It is a laboratory school whose main purpose is to train junior and senior students for a career in working with young children.
- B. We use the *Scholastic Preschool Curriculum* in our preschool. Our curriculum is available upon request. We also integrate the Ohio Department of Education's Early Learning Content Standards in the curriculum. These standards can be viewed at [www.ode.state.oh.us](http://www.ode.state.oh.us).
- C. The C-TEC Preschool has a program designed by the preschool instructors that provides for the emotional, social, physical, and cognitive growth of young children. The goals for children in the preschool program include:
  - 1. To develop a positive self image; to feel that they're worthwhile and capable individuals.

2. To grow in developing self-control and assuming responsibility for themselves through making choices and solving problems.
  3. To play and to create from their own feelings, thoughts, and observations rather than from models provided by the teacher.
  4. To develop social skills such as cooperating, helping, negotiating, and talking with the person involved to solve interpersonal problems. To relate with others in ways that are fair and satisfying for all.
  5. To increase small and large motor skills through active exploration and interaction with materials, with other children and with adults.
  6. To develop listening and language abilities through individual and group activities.
  7. To participate in and enjoy experiences that will lead to understanding and skills that are developmentally appropriate for each child's particular age and abilities.
- D. The following curriculum areas will be included in our preschool program to implement our program goals:
1. Art – Creating individual work with paper, crayons, paint, play dough, cutting, and gluing. Using the senses to enjoy color, form, and texture.
  2. Language/Listening – Opportunities for listening and speaking; books, puppets, finger plays, creative dramatics, visual, and auditory memory.
  3. Large Motor – Body awareness, body movement, body part, balance, coordination, directionality, spatial awareness, creative movement.
  4. Math – Classifying, sorting, shapes, sizes, recognition of numbers 1-10, one-to-one correspondence.
  5. Music – Records, rhythm activities, rhythm instruments, songs, other musical instruments.
  6. Relations with others – socialization skills, families, community helpers, resource persons.
  7. Science – Problem-solving, experiences with the natural world; water, air, sound, light, magnets, plants and animals.
  8. Small Motor – Manipulative and table toys, clay, drawing, painting, and cutting.

### **SAFETY POLICY**

- A. Children will be supervised at all times. At no time will a child be left alone.
- B. Procedures for fire and tornado drills are posted beside each doorway. Fire and tornado drills are conducted throughout the school year by the career-technical school.
- C. If a child is hurt in the classroom, an accident report will be sent home to the parents. A copy of this report will be kept on file at the preschool.

- D. Spray aerosol cans will not be used when children are present in the classroom.
- E. Preschool instructors are trained in child abuse/neglect identification and are required by law to notify the career-technical school nurse if they suspect that child abuse or neglect has occurred.
- F. Children will be allowed to leave the center only with parents or designated persons. If someone other than those listed is to pick up a child, written or verbal permission from the parent is required.
- G. Equipment will be sturdy and well maintained. The number of children using equipment or materials at one time will be limited to prevent accidents.
- H. Children will be shown how to use equipment and toys correctly and safely. Children will be taught to keep toys away from windows or climbing equipment and out of traffic paths.
- I. Scissors, paper punch and pencils must be handled with care. Children will be sitting when using scissors.
- J. Electrical outlets are covered with electrical protectors if a child safety outlet has not been provided.
- K. Spilled liquids or food will be wiped up immediately to prevent slippery spots on the floor.
- L. Glass objects, plastic garment bags, wire coat hangers, or broken toys will be removed from the preschool.
- M. No child will be allowed to use or to bring from home dangerous articles, such as pocketknives or matches.
- N. All chemical and potentially dangerous materials will be kept out of reach of the children.

### **EMERGENCY PROCEDURES**

In order to ensure a safe learning environment for our students, staff, and children, C-TEC will conduct several unannounced drills during the year. These include, but are not limited to, fire drills, tornado drills, and intruder or “lock down” drills.

If parents, children, and/or other adults are present in the building during a drill, they are expected to follow the procedures and instructions given by school personnel.

In the event that the building must be evacuated, the primary location will be the Bible Baptist Church at 50 Price Road. The secondary location during evacuation is the C-TEC District Administration building at 222 Price Road.

## **TRANSPORATION**

- A. Transportation to and from preschool is the responsibility of the parents.
- B. Parents will use the turn-around area at the west side of the building. A student teacher will greet the children each day and escort them into the preschool.
  - 1. Student teachers will meet children and escort them into the preschool from 9:00 – 9:30 am and 12:00 – 12:30 pm.
  - 2. **Parents who plan to bring their child into the room need to park in the visitor parking lot to avoid blocking traffic.**
  - 3. Please note that the C-TEC parking lot is 10 mph. There is also a stop sign as you enter the drop-off zone for the preschool. Some of our programs have outdoor physical conditioning. Please be extra cautious as you drop off and pick up your children.
- C. At the end of the session, parents should come to the preschool to pick up their child. When entering the building, parents should use the Mall entrance. The preschool is the first door on your left once inside the first set of doors.
- D. Children should arrive and be picked up promptly at the designated times for each session. The time between morning and afternoon sessions allows time for the career technical students and instructors to eat lunch.
- E. No one other than those persons listed on your child's Release Authorization Form will be allowed to take your child from the center. If someone other than those listed is to pick up your child, we must have permission from the parent.
- F. When a child is picked up, the person picking up the child must sign out the child. The sign out sheet is located in the lobby area of the preschool. Please note, unless you are staying more than ten minutes, you do not need to sign in when dropping off a child.
- G. Fieldtrips may be taken at various times during the year. Transportation for these trips will be provided by C-TEC school bus and a certified school bus driver. Parents will be given a permission slip for their child to participate in the fieldtrip at least one week in advance of the trip. The preschool classes may occasionally visit other programs at C-TEC that do not present safety hazards to the group (for example: cosmetology, the school restaurant, dental assisting, etc.)

**Please make sure you bring the following to your child's open house:**

1. Medical Examination Form (signed by physician)
2. Emergency Medical Authorization and Health Record (completed by parent)
3. Permission to participate in preschool activities (completed by parent)
4. Child Release Form (completed by parent)
5. Observation Permission Form (completed by parent)
6. Peanut/Tree Nut Allergy form- given at open house.
7. Change of clothing (pants, underwear, shirt, and socks) bring to open house
8. School supplies – next on the page and bring to open house

## **2016-2017 Supplies for Preschool**

### **Morning AND Afternoon Four-year-olds**

- 1 bag dry rice (for sensory table)
- 1 box tissues
- 1 package baby or kid's wipes
- 1 package cheap paper plates
- 1 bag cotton balls

### **Morning AND Afternoon Three-year-olds**

- 1 bag dry rice (for sensory table)
- 1 package napkins
- 1 roll paper towels
- 1 box tissues

## **2016-2017 C-TEC Preschool Opening Dates**

### **Morning Four-year-olds (AM)**

- Open House date: Wednesday, Sept. 14, 2016
- Time: 9:30 a.m. – 11:00 a.m.
- First day of school: Monday, Sept. 19, 2016
- Time: 9:00 a.m. – 11:10 a.m.

### **Afternoon Four-year-olds (PM)**

- Open House date: Friday, Sept. 9, 2016
- Time: 12:30 p.m. – 2:00 p.m.
- First day of school: Monday, Sept. 12, 2016
- Time: 12:00 p.m. – 2:10 p.m.

### **Morning Three-year-olds (AM)**

- Open House date: Thursday, Sept. 15, 2016
- Time: 9:30 a.m. – 11:00 a.m.
- First day of school: Tuesday, Sept. 20, 2016
- Time: 9:00 a.m. – 11:10 a.m.

### **Afternoon Three-year-olds (PM)**

- Open House date: Thursday, Sept. 8, 2016
- Time: 12:30 p.m. – 2:00 p.m.
- First day of school: Tuesday, Sept. 13, 2016
- Time: 12:00 noon – 2:10 p.m.

**The  
CAREER AND TECHNOLOGY  
CENTERS OF LICKING COUNTY  
(C-TEC)**

**Supports equal opportunity for all people  
regardless of sex, race, color, national  
origin, creed, religious belief, or  
handicapping condition.**

Please read the parent handbook and return this form by September 23<sup>rd</sup>.

We have read and agree with the policies in the C-TEC Preschool Policy book. We agree to abide by these rules and policies for this school year.

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_