



**Career & Technology
Education Centers
Licking County**

**PRESCHOOL ACADEMY POLICY
BOOK
2019-2020**

Career and Technology Education Centers of Licking County

150 Price Road

Newark, Ohio 43055

740-364-2832

Preschool Extensions: 4424, 2424, 4414

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. Our contact information is: Ms. Dickerson at 740-364-2832 ext. 2424 or adickerson@c-tec.edu. Mrs. Wolfe at 740-364-2832 ext. 4424 or bwolfe@c-tec.edu.
- B. Throughout the year, please inform either Ms. Dickerson or Mrs. Wolfe 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. Closings and delays will be announced over Newark/Heath radio stations, Columbus TV stations, and/or social media.
- C. A telephone notification system will also be used.

HOURS and DAYS

Morning Session

9:00 – 11:00 a.m.

Monday, Wednesday, Friday

Afternoon Session

12:10 – 2:10 p.m.

Monday, Wednesday, Friday

BIRTHDAYS, SPECIAL OCCASIONS

- A. Birthdays are celebrated for each child on his or her 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 special occasion celebrations are planned and supervised by Teaching Careers program.

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. Tennis shoes or sneakers are the best footwear for the children to wear to preschool. During the winter months it is ok if the children wear boots. During the warm weather months, we do not recommend flip flops. They are a safety hazard.
- 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
 - 2. Candy
 - 3. Money (except for preschool fees)
 - 4. Personal possessions
 - 5. Toy weapons-guns, knives, swords, bows & arrows

SNACK

- A. A snack will be provided to the children each day consisting of at least two of the basic four food groups according to the USDA Myplate.gov.
- B. Children with food allergies should be identified and substitute food will be served to them as needed. It is the parent's responsibility to check all food items sent home (such as party treats, birthday cupcakes, etc.) before giving them to your child to eat.
- C. A public snack menu will be posted on the parent bulletin board located in the reception area.

BEHAVIOR MANAGEMENT

- 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 behavior management 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 Child Care Center Rules of Supervision of Children and Child Guidance for a Licensed Child Care Center established by the Ohio Department of Jobs and Family Services. Behavior management techniques or practices include:
1. Setting clear limits.
 2. Redirecting to an appropriate activity.
 3. Showing positive alternatives.
 4. Modeling the desired behavior.
 5. Reinforcing appropriate behavior.
 6. Encouraging children to control their own behavior, cooperate with others and solve problems by talking.
 7. Separation from the situation, if used, shall last no more than one minute per each year of the child's age and shall not be used with infants. Upon the child's return to the activity, the provider shall review the reason for the separation and discuss the expected behavior with the child.
 8. Holding a child for a short period of time, such as in a protective hug, so that the child may regain self-control.

The following techniques or practices shall not be used by any child care staff member or employee of a licensed child care center as a means to control or discipline children:

1. Abuse, endanger or neglect of children, including shaking a baby.
2. Utilize cruel, harsh, unusual, or extreme techniques.
3. Utilize any form of corporal punishment.
4. Delegate children to manage or discipline other children.
5. Use physical restraints on a child.
6. Restrain a child by any means other than holding children for a short period of time, such as in a protective hug, so that the children may regain control.
 - Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
 - Prone restraint includes physical or mechanical restraint.
7. Place children in a locked room or confine children in any enclosed area.
8. Confine children to equipment such as cribs or high chairs.
9. Humiliate, threaten or frighten children.
10. Subject children to profane language or verbal abuse.

11. Make derogatory or sarcastic remarks about children or their families including but not limited to cultures, nationalities, race, religion, or beliefs.
12. Punish children for failure to eat or sleep or for toileting accidents.
13. Withhold any food (including snacks and treats), beverages or water, rest or toilet use.
14. Punish an entire group of children due to the unacceptable behavior of one or a few.
15. Isolate and restrict children from any or all activities for an extended period of time.

C-TEC Preschool Academy plays The PAX Good Behavior Game

A PAX classroom is Peaceful, Productive, Healthy and Happy. The Good Behavior Game teaches children to work together for common goals and to focus on having a positive, fun time at preschool. PAX Good Behavior Game teaches children self-regulation, self-control and self-management in the context of working with others and has been proven to improve attention and reduce impulsivity.

The format of the game begins with dividing the children into teams. The teachers and the children agree on those behaviors that they want to SEE, HEAR, DO AND FEEL more of in their classroom. During preschool sessions, the teachers will observe each team and record any disruptive, distracting and unwanted behaviors they notice by putting a SPLEEM (unwanted behavior) on the board. At the end of the game time, the teachers announce which team or teams got the fewest spleems. Those on the winning teams (who have 3 or fewer spleems) earn a randomly selected fun and intrinsically motivating activity. An example could be to “do a silly dance for 30 seconds” or “make noises like farm animals for one minute”. These activities also teach related skills of self-regulation – how to regulate when participating in an exciting activity for those who get to do the activity, and how to regulate when one doesn’t win or get a desired goal immediately. Through the PAX Good Behavior Game sessions children also practice other skills, such as complimenting others for desired behavior, rather than tattling about undesired behavior. Over time, generalization is observed as children begin to regulate their behavior even when they are not playing the game. See Ms. Dickerson if you have any questions about PAX. You can also get more information about PAX Good Behavior Game at www.goodbehaviorgame.org

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 4 yrs. old by September 30th to be enrolled in the current class.
3. After a child’s fourth birthday, they can join preschool or be put on a waiting list.

B. Letters of acceptance, verifying the child's enrollment in the C-TEC preschool will be mailed the late spring/early summer. After receiving an acceptance letter, please have the following forms completed and bring them during the New Parent Orientation/Open House:

1. Child's Medical Statement (signed by a physician) and current Immunization records/
2. Emergency Medical Authorization (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 statement 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.

- C. 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.
- D. Children whose application cannot be accepted due to filled enrollment will be placed on a waiting list and notified if an opening should occur.

FEES

- A. The preschool fees are \$6.00 a day. Fees are billed at the beginning of the month and are **due by the 15th of each month, (unless otherwise determined by Ms. Dickerson or Mrs. Wolfe due to calendar conflicts).**
- 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 provided.
- E. 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. Please see Ms. Dickerson if a financial hardship has occurred in your family and you need to set up a payment plan for your preschool bill.**
- F. Withdrawal of a child from preschool before the end of the school year should be done by written notification one week prior to withdrawal.

- G. 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.
- H. Parents are required to provide a phone number for the C-TEC emergency alert system. This is a way to communicate to parents/guardians in the event of a cancellation, reminder, or an emergency.

MEDICAL INFORMATION, 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. 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:
 - 1. Temperature of 100 degrees Fahrenheit (auxiliary)
 - 2. Skin rash
 - 3. Vomiting or diarrhea
 - 4. Evidence of lice infestation
 - 5. Conjunctivitis (pink eye)
 - 6. Severe coughing
 - 7. Yellowish skin or eyes
 - 8. Untreated, infected skin patches
 - 9. Stiff neck
 - 10. 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. Every attempt will be made to let the children spend some time outside each day if the temperature, including wind chill, is above 32° 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. Parents or guardians are encouraged to visit the center any time during the hours of operation to observe their child or to evaluate the care provided. Upon entering the center, parent/guardians are asked to check in in person with Ms. Dickerson or Mrs. Wolfe.
- 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 meeting with Ms. Dickerson. Please note: Student-teachers are not permitted to discuss behavior or progress of a child with a parent, unless supervised by Ms. Dickerson or Mrs. Wolfe.
- C. Parent conferences are offered. Check parent bulletin boards in reception area for dates and times offered. Information about parent conferences will also be in the monthly newsletters.
- D. Monthly newsletters will be sent home or can be viewed on-line at 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.

PRESCHOOL PERSONNEL

PRESCHOOL SUPERVISOR

Ms. Laura Bowers, Secondary Center Assistant Director

PRESCHOOL DIRECTOR

Ms. Andrea Dickerson

PRESCHOOL TEACHING ASSISTANT

Mrs. Barb Wolfe

PROGRAM GOALS, CURRICULUM

- A. The C-TEC Preschool is operated as part of the training of the Teaching Careers High School Program. It is a laboratory school whose main purpose is to prepare junior and senior student-teachers for a career in the field of education.
- 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.
- 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 are 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.
- B. Procedures for fire and tornado drills are posted beside each doorway. Fire and tornado drills are conducted throughout the school year by C-TEC high school and adult education.
- C. If a child is hurt in the classroom, an accident report will be written and shared with 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. 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 permission from the parent is required. A photo ID is required.
- F. Equipment will be sturdy and well maintained. The number of children using equipment or materials at one time will be limited to prevent accidents.
- G. 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.
- H. Electrical outlets are covered with electrical protectors if a child safety outlet has not been provided.
- I. Spilled liquids or food will be wiped up immediately to prevent slippery spots on the floor.
- J. Glass objects, plastic garment bags, wire coat hangers, or broken toys will be removed from the preschool.

- K. No child will be allowed to use or to bring from home dangerous articles, such as pocketknives or matches.
- L. 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 and/or guardians.
- B. The child must be escorted into the preschool by the parent and/or guardian. For the safety of both the children and the high school students, high school students are not allowed to go outside and bring the children in unsupervised.
- C. At the end of the session, parents must come to the preschool to pick up their child.
- D. Children should arrive and be picked up promptly at the designated times for each session.
- E. 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 reception 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.
- F. Field trips may be taken at various times during the year. Transportation for these trips will be provided by C-TEC and a certified school bus driver. Parents will be given a permission slip for their child to participate in the field trip 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 medical professional)
2. Emergency Medical Authorization and Health Record (completed by parent/guardian)
3. Permission to participate in preschool activities (completed by parent/guardian)
4. Child Release Form (completed by parent/guardian)
5. Observation Permission Form (completed by parent/guardian)
6. Peanut/Tree Nut Allergy form- given at open house. – Only if necessary
7. Change of clothing (pants, underwear, shirt, and socks) bring to open house
8. School supplies – next on this page and bring to open house

2019-2020 Preschool Opening Dates

Morning 4 – Year –Old Class

Open House: Friday, Sept. 20, 2019
Time: 9:30 a.m. – 11:00 a.m.
First day: Monday, Sept. 23, 2019
Time: 9:00 a.m. – 11:00 a.m.

Afternoon 4-Year-Old Class

Open House: Friday, Sept. 6, 2019
Time: 12:30 p.m. – 2:00 p.m.
First day: Monday, Sept. 9, 2019
Time: 12:10 p.m. – 2:10 p.m.

2019-2020 Supplies for Preschool

Morning 4- Year-Old Class

1 package of baby wipes/wet wipes
1 package of cheap paper plates
1 roll of paper towels
1 box of Ziploc gallon-size bags

Afternoon 4- Year-Old Class

1 bag dry white rice (for sensory table)
1 package of baby wipes/wet wipes
1 package of napkins
1 box of tissues

**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 29, 2019.

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

Parent's Name _____

Parent's signature _____

Child's Name _____

Class: (Circle One)

4 AM

4 PM