

## Discipline Plan

One of the goals of Pre-Kindergarten is to help children feel competent in social and academic situations. Children accomplish this by taking responsibility for their actions and solving problems for themselves.

The Pre-kindergarten classroom is the ideal place to learn and practice positive behaviors. Throughout the year, your child will learn important skills such as working with others, taking care of property, planning and implementing a task, waiting for a turn, and recognizing his/her best work. The teacher's role is to assist your child by identifying and encouraging positive behaviors throughout the school day.

To assist children in making good choices, the following classroom expectations are enforced:

- ❖ Use walking feet in the classroom, hallways, and at dismissal time
- ❖ Keep hands and feet to yourself
- ❖ Be a good listener
- ❖ Raise a quiet hand if you want to say something in a group
- ❖ Use good manners (be polite, take turns, use kind words, use a quiet voice indoors)

Positive behaviors are acknowledged by:

1. Verbal encouragement ("Good job. You wrote your name all by yourself!")
2. Nonverbal encouragement (Thumbs up, High 5's)
3. Intrinsic encouragements (We all cleaned up quickly so now we have more time for recess)
4. Tangible encouragement (Stickers, certificates, etc., are given occasionally when appropriate)

Consequences for negative behaviors are used as necessary. The consequence used is directly related to the behavior. For example, throwing blocks might result in not being able to play in blocks for the remainder of the day. Consequences may include:

1. Redirect to new activity
2. Removal from area
3. Loss of privilege
4. Time out (removal from all activity for a short time)
5. No recess/free play
6. Phone call to parent if behavior persists

Please note that we adhere to the Behavior Management/Discipline guidelines set forth in the State of Ohio Preschool Licensing Rules (Chapter 3301-37-10). See next page for information.

## Cuyahoga Heights Pre-Kindergarten Philosophy

Welcome to the Cuyahoga Heights Pre-Kindergarten Program! We would like to take this opportunity to introduce you to a very important experience in your child's life. This program will likely be your child's first exposure to a formalized school setting. We hope the information included here will give you an understanding of our philosophy and goals for your child.

We use two documents provided by the State of Ohio as the basis of our program. First is the Preschool Program Licensing Rules. This document outlines all of the rules and regulations expected in a quality early childhood education program. The second document is the Ohio Early Learning and Development Standards that outlines the standards expected for students before they are promoted to kindergarten. Both of these documents are available at the Ohio Department of Education website at <http://education.ohio.gov>. There are also copies in our classroom.

Our program is open to all students in the district who will be four by September 30 of the school year. We also admit inclusion students beginning at age three. These students have been identified as having a disability and are eligible for special services that may include academic intervention, occupational therapy, speech therapy, or behavior intervention. Parents having concerns about their child's development are encouraged to call the school psychologist to discuss the possibility of a disability. See also our **Policy Statement on Children with Special Needs** in this publication.

Our program is based on developmentally appropriate practice. We know that children learn best by experiencing their world through their senses; therefore, children need to be actively involved in learning by manipulating real objects. Thus, our program provides a variety of sensory experiences that allow children to learn in a way that is developmentally appropriate and individualized to meet their needs.

We use a variety of teaching strategies including literature, music, art, computer, sensory table, cooking, science experiments, and independent exploration. Our environment is print-rich and conducive to language and vocabulary development. We also place heavy emphasis on social interaction and fine motor development. A guidance and library program is also included.

Although we have been trained to observe and make appropriate choices in planning, we recognize that the most effective facilitators of learning are parents. We welcome parents into the classroom at any time and encourage frequent two-way communication. Please let us know how we can help your child reach his/her full potential and feel free to ask questions at any time. Thank you for trusting us with your child.

Pre-K Staff

## -Daily Schedule-

AM		PM
8:30-8:50	Arrival/Free play	12:45-1:00
8:50-9:15	Circle Time -Story -Movement -Music -Introduce project/activity	1:00-1:20
9:15-10:15	Center Time -Art project/activity -Self-selected play activities -Individualized instruction -Centers	1:20-2:20
10:15-10:30	Show and Tell	2:20-2:35
10:30-10:45	Snack	2:35-2:50
10:45-11:00	Outside/Inside Large Motor	2:50-3:05
11:00	Dismissal	3:15

The morning session is from 8:30 – 11:00 a.m. The afternoon session is from 12:45 – 3:15 p.m. Please make sure your child does not arrive prior to those times.

### Transportation Information

Most children will be transported by bus. If you are going to pick up your child on a daily basis, please let us know in writing. The morning pick-up will be at the front kindergarten doors at 11:00. Parents must walk to the door to collect their children. Afternoon students will be picked up following the procedures outlined in the Elementary Handbook. Afternoon pick-up is at the back doors off of the playground.

Parents will be asked to fill out a form indicating how each child will be picked up and dropped off. **THIS FORM MUST BE ON FILE FOR ALL STUDENTS.** If an emergency occurs and this information will be changed for the day, parents must write a note or call the school office to indicate the change. **NO CHILD CAN BE RELEASED FROM SCHOOL WITHOUT THE PROPER PERMISSION FROM A PARENT.**

See Elementary Handbook for additional information regarding transportation.



## Snack

The Early Childhood curriculum includes learning about good nutrition. The staff requests that **no candy, pop, or highly sugared snacks be sent to school.** Our snack will be eaten at a specified time each day to enable the children to develop important social skills. Please limit the snack to one of the following:

Crackers/graham crackers  
Cheese  
Apple sauce

Raisins/dried fruit  
Sliced fruit or vegetables  
Dry cereal (Cheerios)

Children may bring juice boxes or small containers of juice. Please make sure you provide a straw or a cup. We do not have a refrigerator for milk or other perishable items. All snacks should be in a bag or lunch box with your child's **name** clearly visible. **Also be aware of potential food allergies and limit peanut/tree nut items if possible.**

## Illness Policy

There is a staff member on site at all times trained in the recognition of communicable disease. Our program follows the state guidelines for illnesses. Children who are ill should be kept home if they show any of the symptoms listed in Chapter 3302-37-11 of the Preschool Licensing Rules (see attached). Please be considerate when making the decision regarding your child's return to school after an illness. If your child is not able to fully participate and/or may still be contagious, please keep your child at home. This will help your child recover fully and insure others do not become ill. In some cases, a doctor's note is required to return to school. The school nurse can answer any questions you may have.

If your child becomes ill at school, he/she will be sent to the clinic to be evaluated by the school nurse. In the event the nurse is not available, the school secretaries or the staff member trained in communicable diseases will evaluate the child. Parents will be called if it is determined that the child should be sent home. The child will rest in the clinic under supervision until the parent or other designated adult arrives.

If your child is injured at school, you will be notified as soon as possible. There are several staff members trained in first aid who will respond to any emergency. If warranted, 911 may be called to secure care in a timely manner.

**Please Note: Emergency contact cards are filled out at the beginning of the school year. If information changes please let us know as soon as possible so that we can reach you in an emergency situation.**

## Parent Involvement

Parents are encouraged to be actively involved in their children's education. We have a variety of ways of involving parents in our program. Parent conferences will be held in November and May. Parents may also schedule a conference at any time to discuss issues that may come up during the school year. Two-way communication through telephone calls, emails, or notes are also welcome.

Also, please consider engaging in one or more of the following:

1. **Observations** – Parents are welcome to come and observe the program at any time. It is required for safety reasons that any visitors to the school check in with the office and receive a visitor's badge before coming to the classroom.
2. **Parent Volunteer Program** – Parents assist teachers in various classroom duties including helping children with projects, working in learning centers, supervision of activities, or cleaning up the room. A parent volunteer coordinator schedules the volunteers. Times are flexible and can be as short as an hour or last the whole day. Note: No younger siblings may be brought when volunteering.
3. **PTO Functions** – The Cuyahoga Heights PTO has many committees and opportunities to volunteer including homeroom parents, fund raisers, special events, and book fairs. PTO information will be sent home with your child and is available online at [www.cuyhts.org](http://www.cuyhts.org).

There are many other opportunities to participate in school functions. Watch for information on these programs throughout the school year.

## Extra Clothing

Please provide a set of weather-appropriate clothing for your child in case of accidents. Socks and underwear should be included. The clothing should be in a Ziploc bag with your child's name visibly displayed. The clothes will be kept in their lockers until needed. We are asking that the clothing be replaced as weather changes and as children grow. Reminders will be sent at appropriate times.