



## **Hope Haven School**

### *Policies & Procedures/Parent Handbook*

*Revised June 2013*

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## **Mission Statement**

Hope Haven School, in partnership with its county schools, children, families, and community, strives to provide each child a superior education by providing quality instruction through individually-targeted learning experiences in a safe environment which will foster life-long learning.

## **Board Information**

The Jackson County Board of DD is comprised of seven members. Five are appointed by the Jackson County Commissioners and the remaining two are appointed by the Probate Judge. Board members are represented of the geography of the county and have a variety of associations with the agency's target audiences.

## **Hope Haven Staff**

The Principal oversees the management and everyday operational functions, under the direction of the Superintendent.

Each classroom is comprised of a lead teacher, licensed by the State of Ohio, and a classroom aide. In addition, one-on-one aides are assigned to students with special needs as delegated by Hope Haven administration and designated home schools (Jackson City, Wellston, Oak Hill Union). Employees are required to have a FBI and BCI Background check.

All teachers and aides are trained on the following:

- Averting Behavior Challenges (ABC)
- Behavior Supports
- Major Unusual Incident (MUI) or UI
- CPR/First Aid
- Emergency Fire/Explosion
- Transportation Safety
- Tuberculosis
- Universal Precautions
- Hazardous Communications
- Blood Borne Pathogens
- Communicable Diseases
- Child Abuse/Neglect Prevention
- Annual 14 Day Notice
- Individual Confidentiality

## **Preschool Program Goals**

Hope Haven School offers an inclusion-based preschool program, dedicated to providing educational opportunities to special education and general education students. Our main goal is to provide a safe, nurturing environment for your child. We strive to instill a lifelong love of learning and discovery within students by providing opportunities that promote:

- Recognition and celebration of individual strengths, weaknesses, and interests;
- Respect and acceptance of individual differences and cultural diversity;
- Listening and language skills with the use of stimulating curriculum, story-telling, finger plays, etc.;
- Problem-solving skills and enhanced imaginative play through music, art, and dramatic and creative free play;

- Social skills fostered through awareness of fellow students' feelings, abilities, and uniqueness; and
- Responsibility, confidence, and independence in all parts of an individual's daily schedule.

**Enrollment Procedures**

Hope Haven enrolls a maximum of 8 special needs students and 8 general education students. Special needs students acquire placement through their home school district. Students become eligible for placement based on a first come, first serve basis. If enrollment is full, students will be placed on a waitlist and contacted should a position become available. Hope Haven School accepts students regardless of race, color, sex, religion, or national origin.

**Health Examinations**

At the time of enrollment, a licensed physician must examine each child not more than 1 year prior to admission. Hemoglobin and lead results should be supplied annually as part of the physical. The physical form must be returned within 60 days of enrollment. A current physical must stay on file and therefore may be no more than one year old.

**Tuition**

The preschool program is open to students Mon – Thurs from 8:00 a.m. to 2:00 p.m. The Board has assessed a fee of \$5.00 per day for general education students to help defray classroom costs. This fee will be due on or before the first school day of each month. Parents/Guardians are responsible for each day school is in session whether or not a child is in attendance. For the 2013–2014 school year, monthly tuition is as follows:

Month	Number of Days	Total Tuition
August	7	\$35.00
September	16	\$80.00
October	19	\$95.00
November	13	\$65.00
December	12	\$60.00
January	15	\$75.00
February	15	\$75.00
March	17	\$85.00
April	13	\$65.00
May	13	\$65.00

**Attendance**

Regular school attendance is vitally important to a student's academic achievement and social/emotional development. It is our policy to call and check on a student if he/she is not present at the start of the school day. Therefore, because we are concerned for your child's safety and well-being, we ask that you notify the school by phone the morning the

student is absent by 7:00 AM, or you can leave a message on our 24-hour machine (740.286.6491).

### **School Closings/Delays**

In the event it becomes necessary to close school because of weather conditions or any other reason, official announcements are released on the following radio stations – Additionally, an “all call” voice recording will be sent to the phone numbers listed on the Enrollment/Medical Form.

### **Transportation and Arrival/Departure Procedures**

#### **Transportation Policies and Procedures**

- A. Transportation to facility sites is provided as a service to the Jackson County Board enrollees. To assure that this service is provided in an environment which is safe requires each enrollee to abide by the standards of conduct established by the Board. The enrollee and his/her family or guardian must recognize that, to maintain this safe environment, reasonable exercise of authority by program officials is necessary. Consequently, each enrollee is required to accept responsibility for his/her own conduct and in doing so accept the responsibility of the consequences of his/her choice. (Chapter 12, paragraphs (A) (1)-(G), of Section 3319.41 of the Ohio Revised Code and OAC 68-16.
- B. The following rules, regulations and procedures shall be official policy of the Board and shall be enforced whenever enrollees are provided transportation for any program sanctioned activity. Certain types of enrollee conduct on a bus are prohibited as specified in Ohio Pre-Service Bus Drivers Training Manual:
- Enrollees shall be ready when the bus is scheduled to arrive
  - Enrollees must wait in a location clear of traffic and away from the bus stop
  - Behavior at the bus stop must not threaten life, limb or property of any individual
  - Enrollees must go directly to an available or assigned seat
  - Enrollees must remain seated keeping aisles and exits clear
  - Enrollees must observe classroom conduct and obey the driver promptly and respectfully
  - Enrollees must not use profane language
  - Enrollees must refrain from eating or drinking on the bus except as required for medical reasons or approved individual behavior modifications plans
  - Enrollees must not use tobacco on the bus
  - When bus is on schedule, the bus shall blow the horn and not wait more than five minutes for an enrollee to appear for boarding
  - When the bus is running ahead of schedule, the bus shall wait until the scheduled pick up time, if necessary, for the enrollee to appear for boarding
  - Enrollees may carry on the bus on objects that can be held in their laps

C. Bus drivers shall complete all reports as required by the Board for behavior incidents.

**Arrival:** Unless your child is arriving via bus, you must sign your child in at the front desk. The lead teacher or classroom aide will be available to assist your child to the classroom.

**Departure:** When picking up your child, you must sign them out and include the requested information on the form at the front desk. You will then be directed to the designated pick up area. Any individual picking up your child must be on the authorized pick-up list. Individuals not authorized on the pick-up list will not be permitted to leave with your child under any circumstances. Individuals that are unfamiliar to the staff may be required to provide a valid ID.

### **Custodial Parents**

A list of authorized individuals for pick up is required to ensure student safety. In the case of custodial parents or guardians not permitting another parent to pick up a child, a copy of the custody papers must be provided for the child's permanent file. Under no circumstances will Hope Haven School be involved in a custody agreement between parents, but will abide by the guidelines set forth by the courts.

### **Safety Policy**

In an effort to provide a safe, secure environment conducive to learning, the following general principles will be followed:

- No child will be left alone or unsupervised during inside or outside activities.
- Upon arrival or dismissal, every child must be accompanied by a parent/guardian or authorized adult. Children cannot leave the building unless accompanied by one of the above adults.
- All visitors must enter through the main entrance and stop at the front desk to sign in and receive a visitor's tag.
- Fire drills and tornado drills will be planned and executed by the building principal/superintendent. Emergency plans for tornadoes and fire drills are posted throughout the building.
- Parents are responsible for keeping Emergency Medical forms current. Changes should be given to the nurse/staff in writing.
- School staff are ***required by law to report any suspicions of child abuse or neglect***, and will notify Children's Services immediately of such suspicions.

### **Curriculum**

The preschool curriculum is geared towards providing instruction that is responsive to individual strengths, needs, and differences of each child. Creative Curriculum is utilized as the basis of program planning and is supplemented with a curriculum designed for students with special needs. Activities and instructional planning consider the gender, temperaments, interests, learning styles, life experiences, cultures, and special needs of students.

## **Creative Curriculum**

Creative Curriculum is aligned to Ohio's Early Learning Content Standards and is based on research in child development. Varied activities in small and large group settings encourage exploration, choices, and new skills and concepts that address all of the areas of development including social-emotional, physical, cognitive, and language. Creative Curriculum identifies 11 areas of interest (centers) that are represented in specific areas of the classroom or presented in scheduled activities. These interest areas include blocks, dramatic play, toys and games, art, library, discovery area, sand and water, music and movement, cooking, computers, and outdoors. The use of interest areas within the daily schedule and curriculum provides multiple opportunities for student learning and offers a setting for academic content to be introduced in an engaging and stimulating manner. The following represent key components of the academic content areas explored using this curriculum:

- Literacy – vocabulary and language, phonological awareness, letters, words, print (books and other texts), and comprehension
- Mathematics – numbers, patterns and relationships, geometry and spatial awareness, measurement, and data collection, organization, and representation
- Science – physical science, life science, and earth and the environment
- Social Studies – spaces and geography, people and how they live, their communities, and historical figures
- The Arts – dance, music, drama, and the visual arts
- Technology – awareness of technology, basic operations and concepts, technological tools, and the interaction between people and technology

## **Unique Learning System (ULS)**

ULS provides a standards-based curriculum designed for special learners. Thematic units are science and social studies based, but include comprehensive activities for all five core competencies of reading, writing, math, science, and social studies. Additionally, ULS provides learning opportunities in the areas of daily living and community involvement. This system utilizes graphics called SymbolStix as a means for communication and learning. Each lesson provides three levels of differentiated tasks to ensure that students at all levels of learning benefit from the program.

## **Progress and Cumulative Reports**

Progress reports or grade cards will be sent to parents quarterly. Data for such reports may be collected through structured observations, checklists, parent interviews, curriculum-based assessments, and state-wide assessments.

Personal information for students and family are maintained in permanent files in the school's office. Records are accessible to the parent or legal guardian, in accordance with

the law, but are guarded with the upmost confidentiality. The following records are maintained:

1. Personal data (name, address, sex, date and place of birth, copy of birth certificate)
2. Admission and withdrawal dates
3. General family/child data
4. Emergency/medical information
5. Immunization Records
6. Attendance
7. Permission for photo release
8. Request for roster information for circulation to preschool participants
9. Progress reports
10. Yearly physical and dental examinations
11. Assessment scores including *Get it, Got it, Go!, Ages & Stages Questionnaire: Social-Emotional*, and the *Early Childhood Outcomes Summary*.

### **Dress/Attire**

Children should arrive at school dressed for play and appropriate for the weather. An extra set of clothing clearly labeled with the child's name and stored in a gallon size Ziploc bag is requested to be kept at the school in case of accidents which require a clothing change. Your child's teacher will send home stored clothing as seasons change to ensure appropriate dress is available throughout the year.

### **Nutrition**

We strive to provide healthy meals and snacks for your child. Breakfast and lunch is provided and arrives at Hope Haven from the Jackson City Middle School. Therefore, we follow the JMS menu (provided on a monthly basis). Free and reduced lunch forms are available in the school office and in your enrollment packet. Additionally, the preschool classroom receives an afternoon snack, at no cost to families. Daily snacks are prepared on-site with the highest attention paid to cleanliness. Food will be stored in clean, airtight, clearly-labeled containers. Opened refrigerated items will be labeled and dated to reflect the date opened and placed in the refrigerator. Food preparation surfaces will be sanitized before and after food is prepared.

Children's food allergies and religious restrictions will be respected. Staff will administer special diets with the recommendation from the child's physician and parent. This authorization form must be completed and on file at the school before any special diet will be honored. Meals and snacks will include at least two food groups and are offered on the following schedule:

**Breakfast:** 8:30 a.m.

**Lunch:** 10:30 a.m.

**Snack:** 1:00 p.m.



"In accordance with Federal law and U.S. Dept. of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave., SW, Washington, D.C. 2022250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer."

### **Birthday and Holiday Celebrations**

Specific celebrations are held at the discretion of the classroom teacher. Please notify the staff if celebrations present a difficulty for you or your child.

### **Rest/Nap Procedures**

In support of a child's natural rhythm, there will be a daily resting period. This rest period will range from approximately forty-five (45) minutes to one hour, depending on the daily schedule and need for additional rest time. Each child will rest on a school-provided mat/cot. Children may bring a small pillow and blanket clearly labeled with their name. Napping is not required, but all children will participate in a period of rest. Age-appropriate movies or music may play quietly in the background to entertain children who do not nap.

### **Guidance and Discipline Policy**

We strive to provide a safe and peaceful learning environment for all children. Each child will be respected for the unique individual he/she is. Guidance will be provided in a positive manner intended to help the child develop self-control and promote self-esteem and respect for others. Guidance and discipline will be fair, and applied in a consistent, timely manner.

Child guidance and management techniques will be constructive and developmentally appropriate and may include redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. If such techniques are not effective, the child may be asked to take a "break" from the task at hand. Breaks will last only a few minutes in duration. If the child's behavior continues to be disruptive to the learning environment or poses a safety risk to his/herself or others, the parents/guardians will be contacted.

The Ohio Department of Education requires these rules to be in place in all programs (OAC 3301-37-10). The 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, 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, and derogatory remarks about the child or the child's 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 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.

### **Parent/Teacher Conferences**

Parents and teachers are encouraged to communicate through a variety of methods. Teacher communications will be sent home with students via letters to the parents/guardians, but phone calls before or after school are encouraged should any problems arise with your child. Traveling notebooks will be utilized (as needed) to foster written communication and documentation of student needs and successes. Additionally, a minimum of two parent/teacher conferences will be scheduled throughout the year at the convenience of the parents/guardians. Unless otherwise scheduled, these meetings will take place during administration of the Ages and Stages Parent Questionnaire. Your teacher will be in contact with you to arrange a convenient meeting time and date.

### **Parent Roster**

Administrative Code 5101:2-12 states that Child Care Programs must maintain a parent roster, which includes the name, address, and telephone numbers of families enrolled. If you do not want your information on this, please indicate on your forms that this information should not be included on the roster. Rosters are updated as needed and available upon request.

### **Student Illness and Communicable Diseases**

Our staff is trained in recognizing the signs and symptoms of illness and communicable diseases. They have also been trained in proper hand washing procedures and disinfecting in an effort to stop the spread of disease among staff and students. If a student becomes ill while attending the program, parents or guardians will be contacted. In addition, your child will be offered a cot within the nurses' station to lie down.

The Ohio Department of Health has issued a chart listing all of the communicable diseases, signs and symptoms, methods of spreading, and other important information. This chart is posted in the preschool classroom and the nurse's station. In the event of a communicable disease, parents or guardians or an emergency contact will be notified to alert them that their child has been exposed. If your child has been exposed to a communicable disease

outside of the program, please notify your child's teacher immediately. This is to protect your child as well as other children in our care.

A child will be sent home if he/she shows evidence of any of the following symptoms:

- Fever – a temperature over 99.5F; student should remain home for 24 hours after the temperature drops below 99.5F
- Diarrhea – more than one loose, runny stool in a 24 hour period
- Upset stomach – vomiting
- Earache – and *any* drainage from the ears
- Eye infections – pink eye or sty (redness, drainage, pain)
- Rash – undetermined nature
- "Runny Nose" – greenish/yellow drainage, severe chest congestion, severe cough
- Exposure to someone else with a communicable disease (measles, chicken pox, etc.)
- Head or body lice, until all nits are removed (must be checked by nurse upon arrival back at school or written approval from Health Department)

If you should observe any such symptoms at home, please do not send your child to school. If your child becomes ill at school, the nurse or other staff member will call you to pick them up. Please try to furnish a phone number that we can use to contact you or another family member designated by you on the transportation authorization form.

### **Medications**

Medications will not be distributed to students unless ordered from a Physician. Licensed staff nurses or delegated staff will administer those medications.

### **Concerns and Complaints**

Parents are encouraged to first address the teacher regarding problems, questions or concerns related to the preschool program. If this does not achieve results or a parent/guardian prefers to contact administrative staff, specific department contact information is provided below.

Copies of the annual on-site compliance report that verifies compliance with all Ohio Department of Education requirements for licensing is posted in the classroom and office for inspection. If a parent/guardian has the need to report a suspected violation or file a complaint related to the *Rules for Preschool Programs, Chapter 3301-52 or 3301-59*, calls can be directed to the Ohio Department of Education Ombudsman at (614) 466-0224 or the Office of Early Learning and School Readiness.

**Hope Haven School**

822 Sellers Drive

Jackson, Ohio 45640

Phone: 740.286.6491

Fax: 740.286.6657

Hours of Operation: 6:30 am – 4:00 pm

**Superintendent:** Nick Elliott

**Principal:** Heather Michael

**Preschool Teacher:** Kelli Cyrus

**Nurse:** Missy Collins

**Business Manager:** Myra Mathews

**Fiscal Administrator:** Meghan Leonard

**Transportation Supervisor:** Twila Bentley

**Hope Haven Preschool  
Parent Handbook**

My signature below indicates that I have received, read and agree with the policies outlined in the Hope Haven Preschool Parent Handbook.

Parent/Guardian's Name (please print) \_\_\_\_\_

Parent/Guardian's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return the signed form by Monday, August 26, 2012.**