

2020-2021

BCSD

Berea City School District

EXCELLENCE • INTEGRITY • PURPOSE

Serving Berea, Brook Park and Middleburg Heights

Preschool Parent
handbook



Big Creek Elementary School
Big Creek Parkway
Middleburg Heights, Ohio
216-898-8303

Mrs. Katie Rolland | Principal
krolland@bereaschools.org

Mrs. Karen Frimel | Assistant Principal
kfrimel@bereaschools.org

Brook Park Elementary School
17001 Holland Road
Brook Park, Ohio 44142
216-898-8307

Mrs. Tracy Schneid | Principal
tschneid@bereaschools.org

Mr. Pete Carnabuci | Assistant Principal
pcarnabuci@bereaschools.org

Grindstone Elementary School
191 Race Street
Berea, Ohio 44017
216-898-8305

Mrs. Teri Grimm | Principal
tgrimm@bereaschools.org

Mrs. Lori Nagy | Assistant Principal
lnagy@bereaschools.org

Berea City School District
390 Fair Street
Berea, Ohio 44017
216-898-8300
www.berea.k12.oh.us

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Michael Slivochka | Director of Business Services
Vicki Turner | Director of Information Technology

School Directory

Berea-Midpark High School Mark Smithberger, Principal	216-898-8900
Berea-Midpark Middle School Nick Discenza, Principal	216-676-8400
Big Creek Elementary Katie Rolland, Principal	216-898-8303
Brook Park Elementary Tracy Schneid, Principal	216-898-8307
Grindstone Elementary Teri Grimm, Principal	216-898-8305
Snow School Joseph Kornick, Principal	440-260-8251

Preschool Staff

Sharene Klink, Administrative Assistant, Brook Park Elementary 216-898-8288
Sue Bell, Preschool Coordinator 216-898-8200x7014
Kayla Salcer 216-898-8200x7017

Preschool Locations and Lead Teachers

Brook Park Elementary 216-898-8200

Lead Teachers

Cheryl Harkema x7315
Katie Stults x7315
Adam West x7317
Nickie Morris x7317
Courtney Turner x 7319
Debbie Urbach-Mallin x7318
Angela Breznicki x7316
Jennifer Tucker x7314

Itinerant Intervention Specialist

Darla Gross 216-898-8200 x 4812

Speech/Language Pathologists

Shari Hook x7320
Maria Licatatiso x7304

Big Creek Elementary 216-898-8303

Alexa Szabo

Grindstone Elementary 216-898-8305

Taylor Sass

BCSD

Berea City School District

EXCELLENCE • INTEGRITY • PURPOSE

Serving Berea, Brook Park and Middleburg Heights

The Berea City School District is a diverse
community dedicated to inspiring lives of

character,
learning,
leadership,
and service.

PRESCHOOL PROGRAMS

The Berea City School District (BCSD) offers several preschool programs for children between the ages of 3-5 years old. These preschool programs are located in all of the district's elementary school buildings. Our current Board of Education members govern the BCSD preschool program. The BCSD preschool program has been rated 5 Stars in the Step Up to Quality Ohio tiered quality and improvement system. This is the highest possible rating.

Early Childhood Education Classroom

The Early Childhood Education Classroom is taught by one Early Childhood Education teacher, providing instruction to typically developing students. The maximum number of students is 22.

Co-Teach Classroom

The Co-Teach Classroom involves an Intervention Specialist and an Early Childhood Education teacher providing instruction to both typically developing students and children with disabilities in one classroom. The maximum number of students is 20.

8:8 Preschool Classroom

The 8:8 Preschool Classroom is taught by an Early Childhood Intervention Specialist providing instruction to an equal blend of typically developing children and children with disabilities. The maximum number of students is 16.

Preschool Special Education Classroom

The Preschool Special Education Classroom is taught by an Intervention Specialist, providing instruction to students who have been formally evaluated and deemed eligible for special education services in the areas of physical development, cognition, communication, social-emotional, adaptive, and/or vision/hearing. The maximum number of students is 12 (8 students with Individualized Education Plans (IEP) and 4 typically developing students).

Itinerant Services

Itinerant Services are provided by an Intervention Specialist, Speech and Language Therapist, Occupational Therapist or Physical Therapist. Services are provided in a variety of settings.

PHILOSOPHY

Young children have a thirst for knowledge but it must be delivered on each individual's level of understanding. So many things we see and take for granted every day are marvelous discoveries for young children.

The philosophy of the Berea City Schools Preschool Program is based on the theory that children learn as they actively construct their own knowledge through first-hand experiences. It is through the interaction of the child with peers, adults, and objects that knowledge is acquired and also revised. Our integration of both typically developing children and children with disabilities demonstrates our commitment to the celebration of diversity, the importance of a developmentally appropriate programming for all children and the value of an environment that reflects the natural world.

The rate of a child's growth and development is unique for each individual. The primary emphasis of this program's curriculum is to establish an environment that promotes the child's learning and is constantly being expanded to meet the child's needs. We believe that there should be a balance between teacher-directed and child-directed activities and that a child needs to proceed at his or her own pace in a rich child-centered environment that:

- Considers a child's total development; socially, emotionally, intellectually and physically.
- Provides activities and experiences that are based on the knowledge of how young children grow, develop and learn.
- Provides opportunities to discover and problem solve through direct experiences.
- Encourages and fosters active learning through the use of concrete materials, manipulatives, and whole body movement.
- Recognizes that different levels of ability and development are expected, valued and accepted.
- Provides experiences and activities which respect individual interests, cultures, gender and race.
- Provides experiences and interactions which foster language development and are integrated into the "active learning" process.
- Encourages language development as a tool for communicating, listening, thinking, sharing ideas and sharing experiences.
- Provides social development as children learn to interact and cooperate with others, share and be responsible to others as a member of a group, find acceptable outlets for their emotions and develop self control.
- Helps to develop self-esteem and a positive self-image.
- Enables the child to make choices that will foster independence, self confidence and a sense of responsibility.
- Provides adults who are sensitive to children's needs; who are loving, caring, positive role models, and who serve as facilitators for the child's learning.
- Recognizes a balance between active and quiet play as well as between group and individual play.

Our early childhood program provides a core curriculum (supported by Creative Curriculum®) which includes: language arts, math, science, geography, health, art, and movement education. Classrooms provide literacy-rich environments, providing the foundations that are essential for reading and writing. We work in cooperation with our kindergarten and elementary teachers to provide a curriculum based on foundational learning.

Our program is licensed by the State of Ohio and our curriculum is aligned with the Ohio Department of Education's Early Learning and Developmental Standards. Our assessments are guided by the Ohio Department of Education's Early Learning Assessment.

COMPONENTS OF OUR PROGRAM

Learning Centers

In the BCSD preschool program, within the preschool classrooms, learning is accomplished through the extensive use of learning centers. These centers are specific content areas that allow children to experiment, explore, create, discover and interact. The centers are designed with the interest of the child in mind and with developmentally appropriate materials. Many skills can be learned in these centers through play. Therefore, skills are not being taught in isolation but are integrated throughout the program.

Importance of Play

Play is a child's main activity during the preschool years. Jerome Bruner, a social psychologist, states that "play is...the principle business of childhood". Play is the way children experience and learn about the world and how they can cope with it and establish foundations for lifelong learning. Play promotes the development of the "whole" child, emotionally, physically, intellectually and socially. In play a child experiences his/her greatest opportunity to control his/her environment and promote a positive approach to learning.

Staff

The preschool class is taught by an Early Childhood Teacher or Intervention Specialist with Educational Teacher Assistant(s). It may also be taught by a teaching team consisting of an Early Childhood Teacher and Intervention Specialist with Educational Teacher Assistant(s). The primary role of each team member is to be a facilitator of learning. Essentially the teacher sets the stage for learning and ensures that the developmental needs of the children are being met. Within this environment the teacher and teacher assistants are careful observers. It is through careful observation that the team can assess how a child relates to his/her peers, uses materials, strengths and weaknesses, best modality for learning, and makes changes or adaptations to help a child to learn.

The classroom may also be supported by related services such as Speech and Language Pathologist (SLP), Occupational Therapist (OT), and Physical Therapist (PT). Children qualify for these services through a multi-factored evaluation implemented by the Preschool Assessment Team.

- **SLP** is available to enhance language skills individually or in a small group. Language development serves as a strong base for our programs, and is emphasized in all areas.
- **OT** works with children to improve or develop the fine, gross and sensory motor skills needed to perform school and daily living tasks on a continual basis.
- **PT** will provide services individually for a child, who is in need of support, to improve or maintain strength and/or range of motion and to encourage motor and reflex development.

Communication

Each child is a unique individual with special talents, interests, and needs. Understanding and meeting those needs is important. To accomplish this it is vital for parents and teachers to work closely together so that we establish a secure and trusting parent-child-teacher relationship which builds a bridge between the home and school. Communication between home and school is an important element of the program. Parents are their child's first and primary teacher and are one of the preschool team's most valuable resources. Parents are encouraged to be active participants in their child's education.

Verbal communication should always be ongoing. Written communications are also important to keep you and the teacher well informed of your child's activities. Our monthly calendars and newsletters relay events and skills being worked on and encourage follow through at home. A brief description of what is happening at school gives parents an avenue of communication that may not have been shared by your child to talk about your child's day.

Teachers appreciate knowing if there is anything special or unusual affecting your child or family. For example, illnesses, best friends moving away, ill pets, or a death. All affect children in different ways. Often a child needs support and understanding during those special times and making us aware of a situation helps. Call or email us before or after school or send us a note if you prefer.

Informal parent meetings will be encouraged throughout the year. Activities may include sharing of preschool experiences, family fun, child development, etc. We look forward to sharing these times with you. You will also be informed of meetings, workshops and seminars that may be offered through BCSD district or other sources.

Everyone needs to be able to express themselves as well as be heard. Sometimes the most important thing we can do for someone is to listen. If no one will listen to a child, he/she loses his/her feeling of self-worth. A child's self-image is the key to learning.

Child Support Services

If you suspect your child is experiencing developmental difficulties in the following areas: physical, cognitive, communication, social or emotional, adaptive, or vision/hearing, intervention services are available. You may request an Intervention Assistance Team Meeting through your child's teacher.

Parent Support Services

Parent training, resources/literature, and consultation are available. Please refer to our website for the Community Resource Directory which has a comprehensive list of services and agencies available at www.berea.k12.oh.us/preschool.

PARENT CONFERENCES AND PROGRESS REPORTS

Your child's progress will be shared with you periodically. If at any time during the year, one of the teachers observes a special concern, you will be notified. If you desire a special conference, one can be arranged at any time. Conferences are a time to plan and share together in your child's education.

- A written progress report will be sent home during the fall and again in the spring. Conferences may be scheduled at this time.
- For children on IEPs, progress on IEP goals will be reported as report cards are sent home. A conference will be held annually to review and revise IEP goals. There will be a Transition Conference for parents whose children are on IEPs and who will be going to kindergarten next year.

ASSESSMENTS AND SCREENERS

DECA/ASQ:SE: Social Emotional Screener completed by both the teacher and the parent/family member. This screener helps the teacher work with you to support your child's social and emotional growth.

ASQ-3: Comprehensive Screener completed by parent and teacher as partners. This screener helps the teacher identify your child's areas of strength and areas of need.

Early Learning Assessment: The ELA is a comprehensive assessment mandated by the state of Ohio. Data is gathered through play-based means and is shared with families during conferences.

Results of all assessments will be shared with parents at or before conferences and throughout the school year as necessary.

GENERAL INFORMATION

Clinic Services

Each school maintains a clinic with a Southwest General Health Center School Health Specialist who is trained in CPR and first aid. For treatment beyond basic first aid, families should consult a physician, or in an emergency situation, 911 may be called.

- **Health History Update/Emergency Contacts Form**

On Line Registration must be completed by all students before starting school. Each year a "Health Alert List" is generated for school staff based on the current information provided. This confidential list alerts school staff to things such as students' allergies, special needs, seizures, diabetes, etc. Parents/Guardians must keep the school informed of "day-time" telephone numbers where they or a designated adult may be reached. "Emergency Contacts" must be able to come to school within 45 minutes of a call to pick up a sick or injured child. Adult should have I.D. These forms must be completed and given to the teacher by the first day of school or the child cannot be left in our care.

- **Medication Assistance**

Students will be assisted with their medications by the School Health Specialist or personnel designated by the preschool administrator. A "Medication Assistance Form" must be filled out and on file in the clinic for a student to receive any medication at school (including over-the-counter medication such as cough drops, Motrin,...).

- **Immunizations**

Students enrolled in preschool must have written proof of immunizations currently required under Ohio law on file at their school. Ohio law requires schools to exclude students from attendance no later than thirty school days after admission if they are not properly immunized. For specific requirements please contact your School Health Specialist or the preschool coordinator.

- **Screenings**

Basic vision and hearing screenings within 60 business days upon entrance to preschool are provided during scheduled clinic hours. A child who does not pass two screening attempts will have a referral letter sent home.

- **Communicable Illness**

If your child should contact a communicable illness, please notify the school. We will then be alerted to watch for symptoms in the other children and, if necessary, inform other parents.

- **Mildly Ill Child Procedures**

A mildly ill child means a child who is experiencing minor common cold symptoms, but who is not exhibiting any communicable disease symptoms or a child who does not feel well enough to participate in activities. The school district reserves the right to discharge this mildly ill child to parent, guardian or person designated by the parent or guardian.

Management of Communicable Disease

3301-37-11 Management of Communicable Disease

(A) A staff person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he or she enters the program. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

(1) Parents of enrolled children will be notified when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, or chicken pox. Parents will be notified either through email, in the student's home/school notebook, or through a class on-line communication system.

(B)The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. (2) The child shall be cared for in a room or portion of a room not being used in the preschool program, be within sight and hearing of an adult at all times, provided with a cot (after use, the cot shall be disinfected), observed carefully for worsening condition and discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- a) Diarrhea (more than one abnormally loose stool within a 8 twenty-four hour period)
- b) Severe Coughing, causing the child to become red or blue in the face or to make a whooping sound
- c) Difficult or rapid breathing
- d) Yellowish skin or eyes
- e) Conjunctivitis
- f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- g) Untreated infected skin patch(es)
- h) Unusually dark urine and /or grey or white stool
- i) Stiff neck
- j) Evidence of lice, scabies, or other parasitic infestation

PLEASE KEEP YOUR CHILD HOME FOR THE FOLLOWING:

Please keep your child home for the following:

Coughing – if they have a persistent disruptive cough.

Diarrhea – until diarrhea has ceased for 24 hours without medication.

Fever 100° or higher – until fever below 100° for 24 hours without medication.

Lice or Nits – until treated & “nit-free”. (Must be checked by clinic or office staff prior to readmission to school.)

Parent/guardian must escort the student to school to be assessed. Students may not ride the bus or return on their own until they are cleared by the clinic/office staff.

Rash – oozing, unable to be covered, if rash is untreated or if child is too uncomfortable even if treated.

Strep Throat/Scarlet Fever – until he/she has been on antibiotics for 24 hours.

Vomiting – until vomiting has ceased for 24 hours without medication.

Conjunctivitis (Pink Eye) – until he/she has been on antibiotics for 24 hours.

If your child becomes ill at school, you will be contacted and expected to pick up your child immediately. Until that time, the child will be separated from the other children and permitted to rest. Your child will always be under adult supervision and at no time left alone. If you cannot be reached, the emergency number provided at the time of registration will be called. Please keep that number current and alert the designated person that their number has been used for that purpose. Adult should have I.D.

Check with a doctor for diagnosis, treatment, and the proper time for returning to school.

Please notify the school and, if applicable, the transportation department (216-898-8301).

If you have any questions or concerns, please contact the School Health Specialist at your child's building.

Helpful Things to Know

CLOTHING: Please dress your child for active play. Children will fingerprint, easel paint, glue, and actively discover and learn. Children feel more comfortable if they are wearing play clothes. Please remember that accidents will happen and it is best if clothing is washable. Tennis shoes are best for movement activities and climbing. Please put your child's name on each article of outdoor type clothing.

Each child will need an extra change of clothes to be left at school fully labeled with the child's name.

Children must be toilet trained to participate in our preschool program, unless the child has an IEP (Individualized Education Program).

BOOK BAGS: On many days your child may have various items to bring home from school. A large book bag, labeled with your child's name, would be an easy enjoyable way for your child to independently and safely take items home. This is also a convenient and safe way of delivering newsletters and notes from school or from home. Please check your child's bag every day and encourage him or her to share with you about the items inside.

FIELD TRIPS: Field trips are determined by the Board of Education. There may be at least one "bus" field trip each year. Other trips may include walking in the immediate school area. In addition, classroom visitors and outside resource people will provide further experiences for the children. Several weeks notice will be given before any trips are taken and permission slips must be filled out prior to the trip.

BIRTHDAYS: Birthdays are special, especially to the preschool child. If you would like, you may send a treat for your child's birthday (please see "SNACKS" pg. 12). Please notify the teacher the week you are going to bring a treat. Another way to celebrate a birthday would be to purchase a book for the reading corner. The book could be read in special recognition of that day and then be left as a sharing gift for the entire class. Birthdays will be celebrated on an individual basis.

DISCIPLINE: It is the philosophy of the preschool program to approach all situations in a positive redirective manner, always keeping the child's positive self-image as a primary concern. Interactions with the child will be done in a caring, loving manner. After verbal redirection has been tried, separation from the problem situation may be needed. The teacher and child will discuss the situation and determine the appropriate replacement behavior. Parents will be informed if at any time behavior is presenting problems, so that we can work on a plan to encourage more appropriate behavior. Any new changes or experiences in your child's life that may be affecting his/her behavior need to be shared with your child's teacher. Below is the Ohio Department of Education policy for behavior management and discipline:

3301-37-10 Behavior management/discipline

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

(C) 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, 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 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. (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Transportation

As required by Public Law 94-142, transportation may be provided by the school district for a preschool child identified with a disability. Children will be picked up at their homes or day care, within the Berea City School District, at a scheduled time and returned home (or to day care) at the end of school. Staff will meet the children at their vehicles when they arrive at school and accompany them into the building. Children will also be safely assisted to their vehicle at the end of the school day. If your child rides the bus and is absent, please notify the school and the transportation department (216-898-8301).

For all other children attending our preschool programs, transportation is the responsibility of the parents. Your strict adherence to the starting and ending times of class is greatly appreciated by the staff who needs to prepare for other classes. THERE WILL BE A \$20 CHARGE FOR EVERY 5 (FIVE) MINUTES THAT A PARENT/GUARDIAN IS LATE PICKING UP THEIR CHILD. We discourage the use of cell phones during arrival and/or departure times when you are in our buildings.

If someone else is to pick your child up, we must have a written note from you, giving the person's name and relationship or they must be listed on the on-line transportation form completed during registration. This individual must have proper identification in the form of a picture ID. This is for your child's safety. Our preschool staff has the right to determine if your child can be safely transported before releasing them to anyone.

Parent Involvement

We encourage parents to participate in our program in a variety of ways including formal/informal conferences, accompanying children on field trips, family events, volunteer tasks, and continuous improvement efforts. Parents are always welcome to come into the classroom and spend time in your child's environment. Simply call to inform us, so that we do not have too many visitors on a given day. Please make other arrangements for siblings during your visitation. All visitors must report to the office when they enter the building. Our school district has developed a policy that requires a background check of volunteers or chaperones who will be supervising children while out of sight of a district employee. Please speak to your child's teacher about this policy if you are interested in volunteering. These rules are necessary to ensure the safety of the children.

Snacks

Our registration packet contains a form for parents to specify any accommodations their child might need (cultural and ethnic, food allergies, special diets). Written doctor notes are required for food allergies or special diets. Berea City School District's Dietician Supervisor receives all forms that require special accommodations and plans all special diets. Preschool licensing rules specify homemade snacks are not permitted.

Preschool students will be offered a small snack daily and water. Parent will be assigned to bring in snacks. No homemade or perishable foods are allowed. All snacks must be purchased from a commercial food facility, ex. GFS, Giant Eagle, Marc's, in a sealed container with and ingredient label. Healthy snacks ideas are pretzels, graham crackers, yogurt, goldfish, applesauce cups, fruit snack make with 100% fruit and small size cookies. Fruit/veggies that do not require cutting – ex .bananas, cutie oranges, bagged carrots, bagged apple slices are allowed.

The pre-school staff has been in-serviced on food safety in our continuing effort to provide a safe and healthy environment for our students.

Tuition

- All tuition payments are due the 15th of each month prior to the month of service with the exclusion of September tuition which is due on August 1st.(i.e. December 15th payment is for the month of January).
- Payments can be in the form of cash (exact change only) or by check. Cash payments MUST be made at Brook Park Elementary, 17001 Holland Road, Brook Park, 44142. At no time are cash payments to be dropped off at a school. Checks may be mailed or dropped off at the address listed above. No postdated checks will be accepted. All checks are to include a working telephone number. The office hours are Monday through Friday, 8:00 AM to 4:00 PM. There is a lockbox in the lobby for payments by check only to be dropped off outside of normal business hours. Cash cannot be put into the lockbox. Credit card payments can ONLY be made through PayForIt, a secure, online payment system the District has partnered with; www.payforit.net. Your student's ID number will be needed and can be accessed through Infinite Campus or by calling the school or our office at 216.898-8288. There is a \$1.75 flat fee per EACH transaction and a 3.9% credit card transaction fee. If making your payment through PayForIt, please choose the correct payment month(s).
- If payment has not been made by the end of the month, your child(ren) will no longer be able to attend the Preschool Program effective the first school day of the following month. Unpaid Preschool tuition fees will remain on your child's record until such payments are made.

The monthly tuition has been averaged over nine months. This means that beginning in August (for August/September payment) through April (for May/June payment) you will pay the same amount each month.

Deductions WILL NOT be made for a child's absence due to illness. There also will be NO DEDUCTIONS FOR FAMILY VACATIONS; we have vacation times already in our school schedule. Tuition will not be reimbursed due to inclement weather or other reasons the school district is closed and/or preschool is canceled.

NO PAYMENT WILL BE ACCEPTED BY THE TEACHERS; payments are to be mailed to:

Brook Park Elementary School (Attention : Preschool)

17001 Holland Road

Brook Park, OH 44142

The office is open Monday through Friday, 8:00 a.m. - 4:00 p.m.

Scholarship Assistance Program

The Berea City School District has received a grant from the State of Ohio as well as a Universal Pre-Kindergarten (UPK) grant to provide financial assistance to families who otherwise could not financially consider a preschool experience for their three or four-year-old youngsters. CHILDREN MUST BE ENROLLED IN A FOUR DAY PER WEEK PROGRAM. Students will receive child development and growth assessments, health, and social services. Families awarded this assistance agree to assist teachers in completing required screenings, assessments. THE APPLICATION FOR SCHOLARSHIP ASSISTANCE MUST BE SUBMITTED WITH THE EARLY CHILDHOOD PROGRAM ON-LINE REGISTRATION. The information on the application will be treated confidentially, and will be used only to determine eligibility and to verify data. The information may be checked by school officials at any time during the school year. For additional information, income-eligibility scales, and application forms, contact the Preschool Office at 216-898-8288.

Court Orders

The preschool program must have on file a copy of any court order which indicates custody, a restraining order, etc. This makes us aware of any restrictions on the non-custodial parent. All legal changes of this type must be brought to our attention at the time of change.

Changing Student's Last Name

It is not unusual for families to ask that a child's name be changed on school records or that a child simply be called by the "last name" they desire. The information which follows should assist you whenever this situation arises. Request for Changing Student(s) Name:

- A court order must be presented whenever a request is made for changing a student's last name.
- If a parent wants a child to assume (or be called by) the "new name" prior to receiving a court order for the change, the procedure listed below should be followed:
 - The parent (s) should send a copy of the application, which has been stamped by the Probate Court, to the Registrar.
 - A copy of this application should be made and kept on file in the student's confidential file.
 - It is important for the parents to inform the Registrar when the court has officially acted on the application for a new name.

Updating Contact Information

If a family moves or any other contact information changes, the parents must contact and update the teacher immediately. If the child is on an I.E.P. and moves, the parents must contact the registrar at the Berea Board of Education at 216-898-8300 to update registration paperwork.

Enrollment Forms

THE STATE OF OHIO LICENSING REGULATIONS REQUIRE THAT THE FOLLOWING DOCUMENTATION BE ON FILE BEFORE A CHILD CAN BEGIN SCHOOL. The regulations will be strictly enforced. Therefore we will require that the following forms be dropped off or mailed to the Community Services Office by August 1:

- PRESCHOOL REGISTRATION AND CENSUS FORM - This form must contain the names of two people authorized and available to pick up your child should you be unavailable.
- TWO EMERGENCY MEDICAL AUTHORIZATION CARDS - This card must contain the names and phone numbers of both doctor and dentist. One is kept in the main school office.
- IMMUNIZATION AND PHYSICAL FORM - This form must be completed and signed by a physician. Physicals expire one year from date of the last physical. Physicals must remain current throughout the school year. Expired physicals and incomplete immunizations may result in exclusion from preschool until updated. We suggest that you schedule the exam between May and July to ensure that it remains current for the entire school year. This form can be accessed via the district's website @ www.berea.k12.oh.us. >ServicesTab >Health Services>Health Forms>Immunization & Physical Examination Form.
- DENTAL ASSESSMENT FORM – The American Academy of Pediatrics believe dental screenings are very important for young children. If you choose not to have your child seen by a dentist, you should return this dental assessment form with your signature. However, a dentist's name is required in case of a dental emergency.
- HEALTH HISTORY UPDATE & EMERGENCY CONTACTS FORM- This form must be completed and signed by a parent/guardian. For your child's safety, they cannot attend school until this form is complete.
- COPY OF A BIRTH CERTIFICATE MUST BE ON FILE 7.) FIELD TRIP, ROSTER, MEDIA PERMISSION FORM – Each section of this form must be completed and signed by a parent/guardian.
- Additional required district forms:
 - Transportation/Photograph Form
 - Website Permission Form
 - Home Language Survey Form
 - Preschool Questionnaire
 - Developmental Goals

ALL REGISTRATION REQUIREMENTS MUST BE COMPLETED BEFORE YOUR CHILD STARTS SCHOOL. PARENT-CHILD ORIENTATION TAKES PLACE BEFORE SCHOOL STARTS.

It is also imperative that we have a current address and phone number on file at all times. PLEASE CONTACT US IMMEDIATELY AT 1-216-898- 8300, IF YOU HAVE ANY CHANGE IN ADDRESS, HOME PHONE NUMBER, OR WORK NUMBER. In addition, please update information using the Parent Portal on BCSD website.

Admission and Withdrawal Policies

Procedure to Register your Child:

There are 3 steps to complete the registration process. Please review the directions below to prepare to register your child to attend Berea City Schools.

STEP 1:

- Photo ID (driver's license, passport, social worker's ID)
- Child's Birth Certificate (original or certified copy), passport or baptismal record. If not in English, must provide a translated copy.
- Original legal guardianship and/or custody papers (if applicable)
 - *Each item will need to be uploaded into the online registration.
- Household information -- address and phone numbers
- Parent information -- work and cell phone numbers, email addresses • Student information -- demographic and health/medication information • Emergency Contacts (2 nonparental) - addresses and phone numbers.

The online registration must be in “Approved” status in order to move to Step 2. Appointments and classroom requests are filled on a first come first serve basis.

STEP 2:

Upon approval of the online registration, you will receive an email to schedule a face to face appointment. Please be sure to bring the following:

- Photo ID (driver's license, passport, social worker's ID)
- \$50.00 non-refundable registration fee (per child)
- If applying for scholarship:
 - Proof of income; W2, W4, page 1 of 1040, end of year pay stub, social security proof, child support pay plan, etc.

STEP 3:

Finalize additional forms and first payment due on August 1

Procedure to Withdraw your Child:

Parent is to complete a Preschool Withdraw Request form and return it to your child's teacher or to the BCSD Board of Education.

Reporting Child Abuse/Endangerment

If you feel your child is in danger from others or yourself (e.g. physical/sexual/emotional abuse or neglect), you should contact Cuyahoga County's Child and Family Services 216-696-KIDS (5437). This number is available 24 hours a day, 7 days a week.

Anyone can make a report. However, according to Ohio Revised Code, Section 2151.421, the following professionals who work with children are considered mandated reporters and are obligated to report any suspected cases: (We do not investigate.)

- Attorneys
- Physicians, including hospital interns or residents
- Dentists
- Podiatrists
- Practitioners of a limited branch of medicine or surgery as defined under Section 4731.15 of the Ohio Revised Code
- Registered nurses, licensed practical nurses, visiting nurses, other health care professionals
- Licensed psychologists, licensed school psychologists
- Speech pathologists or audiologist
- Coroners
- Administrators or employees of a child care center
- Administrators or employees of a certified child care agency or other public or private children services agency
- School teachers, school employees, school authorities
- Social Workers
- Licensed professional counselors
- Persons who render spiritual treatment through prayer in accordance with the tenets of a well-recognized religion.

BCSD Board of Education Grievance Policy

If you feel your child is in danger from others or yourself (e.g. physical/sexual/emotional abuse or neglect), you should contact Cuyahoga County's Child and Family Services 216-696-KIDS (5437). This number is available 24 hours a day, 7 days a week.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials will be as follows:

- Employee
- Principal/ Supervisor/ Coordinator
- Superintendent
- Board

If a complaint, which was presented to the Board and referred through the proper channels, is adjusted before it comes back to the Board, a report of the disposition of the matter will be made to the Board and then placed in the official files.

The Board expects the staff to receive complaints courteously and to make a proper reply to the complainant. Matters referred to the Superintendent and/or Board must be in writing and are expected to be specific in terms of the action desired.

Berea City School District Superintendent
Berea Board of Education
390 Fair Street
Berea, OH 44017
216-898-8300

Ohio Department of Education Compliant policies, contacts and phone numbers are posted by all BCSD preschool classrooms. BCSD preschool program licenses and compliance reports are posted in each classroom. Parents may also request copies of inspection reports at the Berea Board of Education.

FIRE, TORNADO, SAFETY/LOCKDOWN PROCEDURES

Students are instructed each year in proper procedure for fire, tornado, and lockdown drills.

Fire Drill

At least nine times per school year. Exception is that no fire drill has to occur during the same month that a school safety (lockdown) drill is conducted as long as nine fire drills or rapid dismissals are conducted in the school year.

Tornado Drill

Tornado Drills will be done at least once a month during the tornado season (April 1 through July 31 of each calendar year).

Safety Drill/Lockdown

Must provide advance notice (72 hours) of each safety drill and follow-up written certification of the date and time the drill was conducted to the local police department. The certification of each completed drill must be entered in NaviGate.

EMERGENCY AND DISASTER POLICY

1. In the event of an emergency or disaster during a school day, pupils will remain at school until authorities deem it wise to send them home. Sufficient medical and food supplies are available in the various schools to care for pupils for a short period of time.
2. During an emergency or disaster, students will be moved from the classrooms, etc., to the safest portion of the school building as determined by school authorities.
3. In the event of an impending emergency (snow storm, tornado, etc.) the principal shall dismiss students to the parent or guardian who comes for their children, even though school is to continue in session.
4. If school authorities consider it necessary that elementary children be sent home before or after regular dismissal times, parents will be contacted.
5. In the event that the school is not to be in session due to weather or other conditions, such information will be announced repeatedly on the Cleveland radio and television stations and a call will be placed to all homes via our automated emergency notification system. The radio and television stations will announce only the school systems which will be closed. Any school system not announced as closed should be regarded as being open for regular school.

SCHOOL CLOSING ANNOUNCEMENTS

In case of severe or abnormal weather conditions or public calamity for which school may be closed, the following procedure for notifying students, parents, and Board of Education employees will be followed:

1. The Superintendent of Schools or his designee will communicate the “decision to close schools” to radio and television newscasts.
2. The Superintendent of Schools or his designee will place a call to all parents using our automated system. Please make sure to keep all contact information updated.
3. Announcements concerning “school closing” will be carried on the local radio and television newscasts, the BCSD website (www.berea.k12.oh.us), Facebook, and Twitter.
4. Only schools which will be closed will be announced.
5. Schools which will be open after they have been closed WILL NOT be announced as to being open.



Together We Can

Brave smiles with bright eager eyes, An occasional quivering lip. A flurry of kisses and huggy goodbyes,
the first day of school comes as quite a surprise!

There are new faces at which to stare, new sights, new smells and sounds. Ever wondering which one
will care if I cough or am hungry or fall to the ground.

But all it takes is a touch, a pat and a friendly grin, to reassure each little one who is about to begin.
These tender babes to us are given, to guide and teach the rules of living with nature, family, friends and
oneself.

So it's with love and concern we are constantly driven to help keep alive that childhood yearning.....for
knowledge and to continue learning.

So this is our challenge as the year starts anew. It's exciting, yet frightening but it is truly the greatest of
honors, too!!

Together We Can!

Thanks for Sharing Your Child With Us!

The Preschool Team

(K. Faggella 1988)

PARENT ACTIVITIES COMMITTEE

A Parent Activities Committee will play an important role in supporting our program in a variety of ways including continuous improvement practices. If you are interested in serving on the Parent Activities Committee, please fill out the form below and return it to your child's preschool teacher.

If you are interested in volunteering in your child's classroom, please contact your child's teacher. for information and a release form.

PARENT ACTIVITIES COMMITTEE

Name _____

Address _____

Phone Number _____ Email Address _____

Child's Name _____

Teacher _____ Class _____

Parent Signature for Reviewing and Agreeing to adhere to the policies and procedures in this handbook.

Parent Name: _____

Parent Signature: _____

Date: _____

Student Name: _____

