

# WINDFALL

## preschool



The State of Ohio requires that we provide parents and guardians in writing of the following guidelines:

### **PRESCHOOL LICENSURE**

A copy of the preschool licensure report is available from the school office upon your request. See the back of this flyer for more information.

### **PARENT INVOLVEMENT AND VISITATION**

We encourage parents/guardians to take an active role in the preschool program through classroom participation, special activities and field trips. Any parent/guardian of a child enrolled in the program will be permitted unlimited access to the school during its hours of operation to contact his/her child, to evaluate the care provided by the program, to evaluate the premises or for other purposes approved by the director. Upon entering the premises, the parent/guardian will report to the school office and sign in as stated by state law.

### **CLASSROOM ROSTERS**

A roster of names and telephone numbers of parents/guardians (who have granted permission) of the children attending your child's class is available upon request.

### **SAFETY POLICY**

1. No child will ever be left alone or unsupervised.
2. No child will be released to anyone other than the parent/guardian unless notification has been received.
3. Access to a working phone is available at all times.
4. Fire drills will be held monthly, tornado drills and lock down drills will be held as scheduled by the agency.
5. A posted fire/tornado emergency plan is available in each preschool classroom.
6. A school nurse will be available at all times during the school day.
7. A parent/guardian will be informed by phone or in writing of any accident of his/her child.
8. Teachers will notify the Medina County Jobs and Family Services and building administrator if there is a suspicion of child abuse or neglect.

### **PARENT COMMUNICATION**

Children's developmental progress shall be reviewed and reported to the parents/guardians at established intervals. Parent-teacher meetings are held at the start of the preschool program and throughout the year, on an as-needed basis.

Parents/guardians who have questions, comments or concerns related to the preschool should use the following procedures:

1. Discuss the matter with child's classroom teacher.
2. Discuss the matter with MCBDD Children's Services Director (330-725-7751 ext. 227) or the Assistant Director of Children's Services (330-725-7751 ext. 269).
3. Discuss the matter with the Assistant Superintendent (330-725-7751 ext. 290) or the Superintendent (330-725-7751 ext. 221).
4. Discuss the matter with the State of Ohio Department of Early Learning and School Readiness (614-466-0244).

### **FOR YOUR INFORMATION**

#### **Behavior Management/Discipline**

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. The preschool shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the preschool. This written policy shall be on file at the preschool 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.
3. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
4. The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - a. There shall be no cruel, harsh, corporal punishment or and unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
  - b. No discipline shall be delegated to any other child.
  - c. 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 a protective hug, so the child may regain control.
  - d. 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.
  - e. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
  - f. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
  - g. Techniques of discipline shall not humiliate shame or frighten a child.
  - h. Discipline shall not include withholding food, rest or toilet use.
  - i. 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 in sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
  - j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
5. The parent of a child enrolled in a preschool shall receive the preschool's written discipline policy.
6. All preschool staff members shall receive a copy of the preschool's discipline policy for review upon employment.

### **POSITIVE DISCIPLINE/BEHAVIOR SUPPORT**

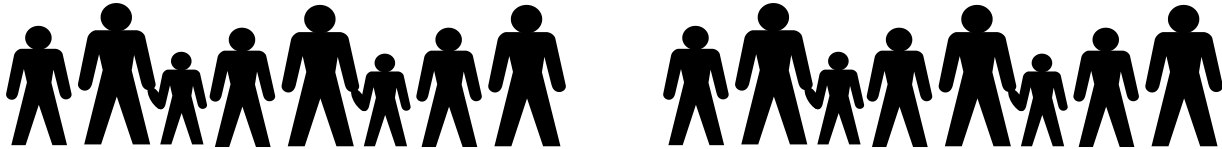
Windfall School implements a student centered positive approach to behavior support. Strategies such as positive interventions, praise and providing developmentally and age appropriate activities and expectations are incorporated to encourage student appropriate behaviors. Students with special need may have behavioral intervention strategies integrated into their IEPs.

Emphasis is placed on developing self-management skills. All children are encouraged to learn and practice our behavior interventions known as the "Windfall Way". Children are encouraged to be kind to themselves, be kind to others, be responsible, and take care of our school.

Please contact your child's classroom teacher or school office if you would like more information about our discipline and behavior policies.

mcbdd 6/21

# PARENTS!



This preschool program is licensed by the  
Ohio Department of Education.  
Department personnel are available to discuss any  
concerns or complaints you have as a parent.

**Ohio**

**Department of  
Education**

If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call:  
**(614) 466-0224** or toll-free **(877) 644-6338**  
**Ask for Preschool Program Licensing.**

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call:  
**(616) 466-0224** or toll-free **(877) 644-6338**

**Office of Early Learning and School Readiness**