PRESCHOOL PROGRAM GUIDE

Forest Hills School District

ENGAGE • EMPOWER • EXCEL

For more information on school operations and programs, please refer to the Grades PK-6 Student-Parent Handbook at www.foresthills.edu.

SHERWOOD ELEMENTARY
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Cincinnati, Ohio 45230
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Dan Hamilton: Principal
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Assistant Principal
Julie Howard:
Preschool Coordinator

MONDAY - THURSDAY
AM Session: 8:45 - 11:30 AM
PM Session: 12:30 - 3:15 PM

To obtain copies of inspection reports, please contact Julie Howard at 513-231-3600 or juliehoward@foresthills.edu.

If you would like to file a complaint about the preschool program, please contact the Ohio Department of Education at 1-877-644-6338.

Ohio Department of Education Early Learning & School Readiness's most recent compliance reports are posted near the license in each preschool wing.

TABLE OF CONTENTS

Pages 3-4	Vision/Purpose/Beliefs/Preschool Philosophy/Preschool Overview/Admission/Placement
Pages 5-6	Curriculum
Page 6	Transition Policy
Page 7	Preschool School Day and Arrival and Dismissal Times
Page 8	Preschool Program Schedule Example
Page 9	Attendance/ Inclement Weather
Pages 10-11	Injury and Illness
Pages 11-12	Enrollment Information and Immunization Record
Page 12	Medical Emergency Plan/Dress
Page 13	Allergies and Snacks
Pages 14-15	Sharing Information/Parent Involvement
Page 16	School Supplies
Page 17	Transportation
Pages 18-19	Field Trip Guidelines/Discipline
Pages 19-20	Positive Behavioral Interventions and Supports (PBIS)
Page 20	Fees
Pages 21-22	Policy on Abuse and Neglect/Withdraw from Program/Records Policy
Page 22	Ohio Department of Medicaid/Health Referral and Screening Process
Page 23	Safety Drills
Page 24	Car Arrival/Dismissal Procedures
Page 25	Directory

VISION

Striving to ensure success for all students.

PURPOSE

Empower each student to achieve personal success every day.

BELIEFS

We believe learning . . .

- Occurs in different ways, depending on abilities, readiness, and interests.
- Takes place through research, questioning, exploring, experimenting, and problem-solving.
- Requires inclusion of reading, writing, numeracy, and digital literacy in all content areas.
- Occurs by acquiring skills and knowledge, and application of what is learned to other contexts.
- Requires active and social collaboration and interaction.
- Takes place when learners are secure, valued, and able to take risks.
- Is engaging, meaningful, purposeful, and challenging.
- Includes reflection and requires learners to be responsible for their learning.

PRESCHOOL PHILOSOPHY

The Forest Hills Preschool Program is shaped by the belief that all children can learn, relationships are influential, communication is critical, and the environment matters. Educators design and implement meaningful curricula and intentional learning experiences. Developmentally appropriate practices and programming are based on the knowledge that most young children learn by doing. Teaching is done in multiple ways that match each child's learning style and level; children, families, and educators benefit from the knowledge, resources, and expertise of each team member. Individual objectives are embedded within the play. Daily routines are facilitated by observant, responsive adults. Each child is recognized as a unique person who grows and develops at his/her rate.

PRESCHOOL OVERVIEW/ADMISSION/PLACEMENT

The FHSD preschool program is designed to meet the diverse needs of all students by creating an engaging community of learners ages 3 to 5 years old. Children with disabilities must be placed in the program through a comprehensive evaluation by the Forest Hills Preschool Program evaluation team. Eligibility is determined by rules for the Education of Preschool Children with Disabilities served by Public Schools and the Ohio Operating Standards. Students with disabilities attend preschool tuition-free as part of a free and appropriate education.

The Forest Hills Preschool Program provides a continuum of services designed to meet the individual needs of children in the least restrictive environment (LRE). Placement decisions are individualized and determined through the Individualized Education Program (IEP) process, based on each child's strengths, needs, and required level of support.

Our preschool continuum includes the following options:

General Education Preschool Classrooms (16-18 students)

The program includes classroom sessions serving up to 16 students each. The district does have 1 co-taught classroom that can have up to 18 students in each session. In addition, related services such as speech-language therapy, occupational therapy, physical therapy, and other supports are embedded within the program day as

determined by each child's Individualized Education Program (IEP) may be provided.

Integrated Preschool Classrooms (up to 10 students)
Forest Hills also offers four smaller integrated classroom sessions serving up to 10 students each. These classrooms allow for increased adult support.In addition, related services such as speech-language therapy, occupational therapy, physical therapy, and other supports are embedded within the program day as determined by each child's Individualized Education Program (IEP) may be provided.

Special Education Classroom (up to 6 students)
For children requiring the most intensive level of support, Forest Hills provides one special education classroom session serving up to six students. This classroom does not include peer models and is designed for children whose educational needs require highly individualized instruction, a lower student-to-staff ratio, and intensive support throughout the preschool day. In addition, related services such as speech-language therapy, occupational therapy, physical therapy, and other supports are embedded within the program day as determined by each child's Individualized Education Program (IEP) may be provided.

Itinerant Services
Itinerant Preschool Services may be provided in daycare centers, community preschool classrooms, Head Start classrooms, or any other early childhood settings, including our Sherwood Preschool Program. In addition to classroom-based services from the Intervention Specialist, related services such as speech-language therapy, occupational therapy, physical therapy, and other supports are provided as determined by each child's Individualized Education Program (IEP) may be provided.

Private School or Program
If a student and family elect to attend a private preschool or receive private services through the Autism Scholarship or Jon Peterson Scholarship, the private preschool or provider is responsible for providing all special education services. The child must have an identified educational disability to be eligible for these scholarship programs.If a child receives special education services through either scholarship program, the child will not receive special education services through the Forest Hills Preschool Program.

Peer Models
The Forest Hills Preschool Program uses an online application and lottery system for Peer Model acceptance and placement into the Preschool Program. Peer Model tuition for the 2026-2027 school year is $2,108.00 due in four installments. Additionally, Peer Model enrollment requires a $100 non-refundable deposit to process registration paperwork and to hold the student's roster spot. There is no financial assistance for preschool tuition.

Peer Models are required to meet the following criteria:

- The child will be 3 years before the first day of preschool.
- The child is completely potty trained, meaning he/she wears underwear and does not have daytime accidents.
- The child is able to follow rules and routines and can attend to activities for approximately 5 minutes.
- The child's speech is clear and understandable by unfamiliar adults.
- The child is able to play with a variety of toys appropriately and can play beside and/or with other children while sharing the same bin of toys.
- The family does not have any concerns with the child's speech/language, social-emotional development, motor development, cognitive, or adaptive behavior.

All children entering the program will participate in speech/language, cognitive skills, gross/fine motor skills, and social-emotional behavior screenings. (Ages and Stages Questionnaires)

Each school day includes group time, snacks, music appreciation, dramatic play, large muscle development, and small muscle development.

Parents/Guardians will receive a preschool interim report twice per year and a report card twice per year. Parent/teacher conferences will be offered twice per year. Additional conferences may be scheduled at your request.

CURRICULUM

Forest Hills School District operates six elementary schools that serve students in pre-kindergarten through grade six. The instruction emphasizes personalized learning that empowers students to grow academically, socially, and emotionally.

A developmentally appropriate curriculum is implemented in early childhood classrooms. The Forest Hills School District uses *High Scope Educational Research Foundation*, in alignment with the Ohio Department of Education Early Learning Content Standards. These research-based standards serve as the foundation for meaningful early learning experiences by addressing the following areas of development: social-emotional approaches toward learning, cognitive development and general knowledge, language, and literacy development, and physical well-being and motor development. In addition, the child's individual and cultural background, including developmental history, is an important determinant of curriculum goals for the child.

FHSD uses the 6 Cs (six competencies) as the foundation for teaching and learning. Focus is given not only to mastering core academic content but also to building the 6 Cs: communication, critical thinking, collaboration, creativity, character, and citizenship. By mastering both, students develop an understanding of academic content and can apply their knowledge to situations in education and the workforce.

Through mastery of **communication**, students will:

- communicate clearly and concisely in an effective and engaging manner

By developing **critical thinking** skills, students will:

- make connections and identify patterns
- problem-solve
- experiment, reflect, and take action
- use information to create solutions

The ability to **collaborate** effectively allows students to:

- work with others
- build a classroom community

Creativity allows students to:

- express themselves
- have both structure and function
- inquire
- consider and pursue ideas and solutions
- gain purpose

By developing a strong **character**, students will:

- make learning a part of life

- persevere, persist, and have passion
- contribute to the benefit of others
- show self-regulation and responsibility

By mastering skills of **citizenship**, students will:

- solve problems
- understand and support human and environmental sustainability

Assessment and curriculum development are both an ongoing and integrated process. The children are active and engaged learners throughout their school day.

TRANSITION POLICY

Transition into Preschool Classroom: Parent/Guardian completes the registration and enrollment process.

Parent Orientation – At the beginning of every school year parents/guardians are invited to attend an orientation at Sherwood Elementary. The first part of the orientation consists of a short introduction by the teachers and a review of the policies, pick-up and drop-off procedures, etc. The second part of the orientation is a visit to the classroom where parents/guardians can ask their child's teacher general questions and meet other parents.

Phase-in Days - The Forest Hills Preschool Program offers two shortened phase-in days for preschool students at the beginning of each school year. Half of the students attend on the first day. The other half of the students attend on the second day. On the third day, all students attend. No bus transportation (if applicable) is provided on Phase-In Days.

Teacher contact - Teachers contact parents/guardians at the beginning of the school year to introduce themselves and to provide the information for their classroom. Some teachers will do home visits if requested.

Transitions between Classrooms: The Forest Hills Preschool Program serves students within multi-age classrooms, therefore it is likely that your child will not transfer between classrooms for their 1st and 2nd year in the preschool program. However, if your child is in the preschool program for three years, and the team believes it is in the child's best interest to move to a new classroom, a staffing change can be implemented. On occasion, students may transfer between classrooms due to the needs of the child (i.e., special education team decisions) or due to staffing assignment decisions made at the start of a new school year. The incoming and outgoing teachers are involved in the transition planning process by discussing the transition needs of the child.

Transition to Kindergarten: Transitioning your child into becoming "Kindergarten Ready" is an exciting step in a child's education. To prepare students and families, opportunities to support this transition are specifically implemented. The Forest Hills School District offers several parent-teacher conference opportunities that will be communicated to families to meet and discuss the transition process. Goals for your child to support their transition to Kindergarten will be outlined at the parent-teacher conference. Communication will also be shared with families about special events to support the transition such as Kindergarten Registration and Kindergarten Open House at each Forest Hills Elementary Building.

PRESCHOOL SCHOOL DAYS and ARRIVAL AND DISMISSAL TIMES

The Forest Hills Preschool Program is located at Sherwood Elementary School. The preschool program operates Monday through Thursday. There are two sessions per day.

AM session (8:45 - 11:30 AM)
The AM arrival process will start at **8:35 am** and the dismissal process will start at **11:20 am**.

PM session (12:30 - 3:15 PM)
The PM arrival process will start at **12:20 pm** and the dismissal process will start at **3:05 pm.**

We ask all parents to be prompt in picking up their child. Late pick-ups place a significant burden on our preschool program. A pattern of late pick ups may result in the removal of your child from the preschool program.

Specific Arrival and Dismissal Procedures will be shared with preschool families.

PRESCHOOL PROGRAM SCHEDULE EXAMPLE

8:35 - 8:45/12:20-12:30 Arrival
~hang up coats and book bags

8:50/12:35 Wash Hands

9:00/12:45 Circle Time
~opening song and name song
~calendar/weather/day of the week
~story and comprehension activities

9:25/1:10 Centers/ Choice Time
(puzzles, discovery table, easel, blocks, etc.)

10:20/2:05 Clean-Up from Centers

10:25/2:10 Gross Motor
(Playground or Indoor Motor activity)

10:45/2:30 Snack
(Individual or Group Snack)

11:00/ 2:45 Closing Circle Time/Prepare for Departure
-theme songs and fingerplays
-story
-curriculum-based activities.

11:20-11:30/3:05-3:15 Dismissal

*Center time may include manipulatives, blocks, books, pretend play, sensory table, writing table, art, special activities, small group activities, puzzles, math, listening center, easel, and snack. Related Service Personnel (Speech, OT, and PT) may work on individual student needs in one-on-one and small group settings during this time.

ATTENDANCE

ABSENCE
If a student is going to be absent from school for any reason, parents/guardians should call the 24-hour attendance line.

Sherwood Elementary: 513-852-9084

If a student utilizes district transportation, parents/guardians should call the Transportation Office at 231-3335.

TARDINESS
If a student is late arriving at school, s/he must report to the school office before going to his/her preschool classroom. Parents/Guardians must sign in the student and then the student will receive a tardy pass.

EARLY PICK-UPS
Staff members are not permitted to allow students to leave the school before the regular hour of dismissal without the knowledge and approval of the principal and with the knowledge and approval of the student's parents/guardians. Therefore, parents/guardians must go to the main office to sign out their child.

Children will only be released to other family members if other arrangements are specified and communicated in writing to the staff, including the school office. If a family situation changes, please remember to notify the child's teacher and the school office.

INCLEMENT WEATHER

School Closings and Delays:
School closings and delays are based on concern for the safety of students, parents/guardians, and employees. Forest Hills works to ensure students, staff and parents/guardians are safe when the temperature drops and the roadways become hazardous. Operations employees personally drive roads to help assess road conditions and the district works with local meteorologists and road crews in Anderson Township. FHSD knows students are better served academically when in school, but the top priority is safety.

If the school must be closed or the opening of school is delayed because of inclement weather or other conditions, the school district will notify local radio and television stations. Information concerning school closings or delays can also be found on the district website, www.foresthills.edu, the district's Facebook page, and the district's Twitter account. Parents/Guardians will be notified of a school closing or delays via a pre-recorded telephone message delivered to the primary phone number on file.

In the fall, parents/guardians will receive a letter from the district outlining procedures for school delays and closings during inclement weather.

Outdoor Play Considerations:
The preschool students will go outside every day when the weather is safe. Outdoor time might include free play, exploring nature, or other activities that help build strong muscles. If the temperature is between 25 and 90 degrees and there is not bad weather like rain, strong wind, or extreme heat or windchill, the children will go outside, even if it is for a short period of time. The children should wear warm clothes (coat, hat, mittens) on cold days in order to feel comfortable.

INJURY AND ILLNESS

The Forest Hills School District is committed to maintaining a safe and healthy environment for all preschool students. School nursing services are available to support students with health needs, illness, injury, medication administration, and other health-related concerns.

School staff are trained to respond to minor illnesses and injuries and will follow district health and safety procedures when the school nurse is not immediately available. Parents and guardians are encouraged to communicate any health concerns, medical conditions, allergies, or other information that may affect their child's health and safety while at school.

Parents or guardians will be notified when a child becomes ill or sustains an injury that requires attention beyond routine first aid. In the event of a head injury, including a head bump or collision, parents or guardians will be notified and provided with information regarding the incident.

Parents and guardians may contact the school nurse with questions or concerns regarding their child's health, medications, or other health-related needs. It is important that the school nurse and appropriate school personnel are informed of any health concerns that may affect a child during the school day so that appropriate care and safety measures can be provided.

A person trained to recognize the common signs of a communicable disease or other illness shall observe each child daily as needed when they arrive at school. A "person trained to recognize the common signs of communicable disease" means any person trained in the prevention, recognition, and management of communicable diseases. A staff member trained in first aid and recognition of communicable diseases is available at all times. A first aid kit is always on-site, as well as the building health room aide. A registered nurse acts as a consultant to the school program as needed.

If a child is feeling mildly ill (minor common cold symptoms) the child may find a quiet space in the classroom to rest as needed. A student who becomes ill during the school day will be accompanied to the nurse's office. A trained adult will determine whether the student should remain in school or go home. No student will be released from school without proper parental/guardian permission.

When a child has symptoms of a communicable disease, he/she will be isolated from the other children, and supervised by an adult at all times, and a sanitized cot will be made available to the child. School personnel will contact the parent/guardian as designated by the parent/guardian during registration. School staff will closely monitor the child until a parent/guardian can arrive to take the child home. If symptoms progress while under the school's watch, appropriate action will be taken.

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

- Fever of 100 degrees or above with other symptoms
- Diarrhea (3 or more loose stools in a 24-hour period)
- Vomiting more than 1 time or with another symptom of illness
- Chicken Pox
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Yellowish eyes or skin
- Stiff neck with elevated temperature
- Dark urine or grey/white stool
- Redness of eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching eye, or eye pain
- Impetigo or any skin rash that has not been identified in writing or by a phone call by a physician

- Evidence of lice, scabies, or other parasitic infestation
- Pain which the child complains about and interferes with activity
- Evidence of infection - red/swollen or draining sores, green or yellowish nasal discharge, or ear discharge
- Excessive fatigue (child sleeps during activities and had normal sleep the previous night)
- Severe coughing (causing the child to become red or blue in the face or make a whooping sound)

As needed with the direction of the Health Department, parents/guardians will be notified if their child is exposed to a diagnosed communicable disease while at school.

Children who are identified as having a communicable disease may return to class:
1) With a physician's statement that the child is free from communicable disease and returning to the program presents no risk to the child or others.

-OR -

2) If the child is visibly free from communicable illness.

In addition, the child must be
a. Fever-free WITHOUT fever-reducing medicine for 24 hours
b. Free of vomiting or diarrhea for 24 hours while eating a normal diet

Please see the **LINK** to review the Communicable Disease Chart from the Ohio Department of Health for additional information.

ENROLLMENT INFORMATION and IMMUNIZATION RECORD

Each student must have completed enrollment and medical information on file so the program can meet each child's needs, respond quickly in case of illness or emergency, and follow the family's preferences.

FHSD uses an online registration tool called FinalForms to enroll students. You must be the custodial parent/legal guardian to enroll a student. Preschool families should only complete enrollment if they have been directed by a preschool administrator.

In addition to completion of the electronic forms in FinalForms, Ohio law requires students to have an immunization record on file within 10 days from the first day of school. Students who are not in compliance with Ohio's immunization requirements may be excluded from school until the required documentation is provided or an allowable exemption is established in accordance with state law.

If your child has any medical related conditions, it is important to obtain written instructions from a physician to guide in the administration of medication or for performing any medical procedures. District policy requires consent of the parent/legal guardian and a written statement from the doctor/dentist accompanied by written permission from a parent before medication can be given to a student by school personnel. This includes over-the-counter medication. Medication must come to school in the original container with the affixed label from the pharmacist. Prescription medication must show the date, student's name, name of medication, dosage directions, licensed prescriber's name, and rx number (if there is one). A written order from the physician is required for a student to carry an inhaler or Epi-Pen.

MEDICATION PERMISSION FORM | Forest Hills School District

MEDICAL EMERGENCY PLAN

Each child is required to have a current emergency medical authorization form on file. These forms must be completed by the first day of school. Any child without the form, will not be permitted to attend class. In the event of an emergency, the following procedures will be taken:

- Parents/Guardians will be contacted immediately unless the situation is life-threatening. In this case, 911 will be called first, then parents/guardians will be immediately contacted.
- If efforts to reach the parent/guardian are unsuccessful, the staff will follow the instructions listed on the emergency medical form.

DRESS

Appropriate dress and grooming are expected in Forest Hills schools. Student dress and grooming should reflect sensitivity and respect for others. There is considerable evidence that better dress influences student attitude and academic performance. The complete Dress Code is available in the PK-6 Student-Parent Handbook at www.foresthills.edu. Highlights for preschool include

- Dress students in clothes that he/she will feel comfortable in, without being afraid of getting dirty (preschool students paint almost every day).

- Appropriate clothing for the school includes: play clothes such as shorts/pants, comfortable shirts, and safe soft-soled shoes (i.e. no boots, crocs, clogs, flip-flop sandals).

- It is recommended that girls who wear dresses also wear shorts underneath so that no underwear is exposed.

ALLERGIES and SNACKS

Parents/Guardians should notify their child's teacher of any environmental or food allergies a child may have.

In compliance with recent national legislation (FAAMA) and Ohio Revised Code 3313.719, which directs all Ohio school districts to put in place a policy safeguarding students from food-related allergies and medical conditions, the Forest Hills School District has adopted important guidelines. These guidelines can be read in full in the PK-6 Student-Parent Handbook at www.foresthills.edu. Highlights of the guidelines are:

- All district classrooms will be free of peanuts, tree nuts, and other nut products.

- Food served to all students in the classrooms (i.e. special events) needs to be in its original packaging and from an inspected facility. Nutrition and ingredient labels must be attached. Suggestions for acceptable snacks, ingredient information, and carb counts are posted on the District's website. Fruits and vegetables for these special events are highly encouraged. Parents/Guardians may also contact their building principal or teacher for more information.

- It is a licensing requirement that snacks be provided during the program sessions. These snack items may not contain peanuts, tree nuts, or nut products. Snacks may be bulk items (items purchased in large quantities) but must be sealed/intact as purchased from an inspected facility/grocery. These snacks will be distributed in portioned serving sizes by the classroom teacher.

  Each preschool parent/guardian is asked to provide a snack and a drink for their child's class, plus paper cups and napkins for the class one time per month from September to May. If you have concerns or have any questions regarding the snack guidelines, please contact your child's teacher.

  Snacks need to have nutrition and ingredient labels (including fruits and vegetables). Examples of snacks are:

  - Goldfish crackers
  - Teddy Grahams (a variety pack is a safe option)
  - Cheese and Cracker Dips
  - Rice Krispie Treats/Cereal
  - Nutri-Grain Soft Baked Breakfast Bars (*Kroger brand is NOT a safe option*)
  - Cheez-its
  - Fruit Cups
  - Yogurt
  - Cheese Sticks
  - Apple slices, Oranges, or Bananas
  - Betty Crocker and Motts Brand Fruit Snacks (*Kroger brand is NOT a safe option)*
  - Raisins *(regular raisins, not yogurt or chocolate-covered raisins)*
  - Pudding Cups
  - Applesauce Cups
  - Rold Gold Pretzels *(Kroger brand is NOT a safe option)*
  - Jello cups
  - Cheese Cubes
  - Graham Crackers
  - Nabisco Nilla and Kroger Brand Wafers
  - Kroger Brand Mini-Bagels Kroger Brand & Plain Cream Cheese
  - Quaker Rice Snacks
  - Carrots stick

Read complete guidelines in the PK-6 Student-Parent Handbook at www.foresthills.edu.

SHARING INFORMATION

Your children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. To help your child deal with changes, please keep us informed of any events including

- Illness or hospitalization of family members
- Pregnancies or births
- Deaths of family members or close friends
- Changes in family structure in the home
- Plans for moving
- Extra stimulation such as visitors or celebrations
- Change of address, phone number, or email address

PARENT INVOLVEMENT

The Forest Hills School District believes parent/guardian participation is a vital component of a child's school experience. Parents/Guardians provide valuable input that helps ensure a smooth transition between school and home.

- All parents/guardians will be asked to complete a "Family Information Form" at the entry of the program to provide information about each child.
- A teacher may choose to do an initial home visit at the beginning of the school year. The visit is to allow your child to meet his/her teacher in a safe, familiar environment. FHSD works to make the transition to the school environment as smooth and comfortable as possible for each child. Sometimes, brief meetings in the classroom do not allow adequate time and privacy for communication about a child. Home visits are meant to be a relaxing experience, focusing on the development of the child and communication between parent/guardian and teacher. Additional home visits may be scheduled as needed or requested.
- Parent-teacher conferences are held twice a year. Additional conferences may be scheduled at your request.
- Parents/Guardians may contact the FHSD Parent Resource Coordinator, Alycia Champion, at (513) 231-3600 ext. 2946.
- Parents/Guardians are welcome to visit classrooms. Please contact your child's teacher. (Please see Page 13 for required background check information.)

The purpose of the school visit is to provide the opportunity for the parent/guardian to interact with his/her child, as well as the child's peers, in the classroom. The visit also provides an appropriate time for a parent/guardian to observe behaviors, routines, and activities, which may differ from experiences at home. Parents/Guardians can observe specific techniques used by the teachers and therapists that engage the children in developmentally appropriate play, learning, and therapy. Most of all, it is a fun time for the parents/guardians to get down on the floor and enjoy the language, behaviors and activities of the children as they interact with each other as well as the other adults in the room.

BACKGROUND CHECKS

Student safety is a top priority in the Forest Hills School District. A background check is required for all visitors who attend any special events at school, visit the preschool classrooms or therapy spaces, or attend our

preschool field trip. There are no exceptions to the district requirement. Volunteers must complete a background check using the Raptor link.

To access the Raptor System, please go to the Forest Hills School District Website: www.foresthills.edu

Click on "How do I?".....Click on the "Volunteer" link.

Please review the information and then click the direct Link For the Raptor Application. Complete the application and submit it.

These background checks are good for 5 years and there is no cost to volunteers. If you have completed a background check previously through Forest Hills School District, you do not need to complete the check again until your 5-year expiration date.

When visiting, parents/guardians must sign in at the front office to obtain a visitor's sticker. Parent/Guardian volunteers should ask for help from the teacher or teacher assistant if there is difficulty with their child's behavior or if there is a confrontation between children. Often children cling to their parents/guardians or show some negative behaviors, especially upon the initial visit.

When visiting a child's classroom and when attending classroom celebrations, parties, and other special events, parents/guardians are asked not to bring siblings. Changes in routine can be very difficult for some children, and parties can be stressful for some of our students. Parents/Guardians can help all students continue to feel safe in their classroom during these non-structured times by not bringing other children into the classroom for parties or other special events.

For students, parents/guardians, and families to receive maximum benefits from the Forest Hills experience, and for the school year to operate as smoothly as possible, parents/guardians should:

- **Check email** regularly to read newsletters and memos – most correspondence is via email. Every principal releases a Friday newsletter.
- **Empty** a student's school bag daily to ensure receipt of important notices that need attention
- **Attend parent-teacher conferences**
- **Meet financial obligations** on time (tuition-paying students may be removed from the program if payment is not made on time)

Parents/Guardians can also:

- **Provide classroom snacks**
- **Visit** when their schedule permits
- **Help prepare classroom materials** from home
- **Inform teachers** of any talents or special connections, interests, or hobbies
- **Visit the Parent Lending Library**, a resource library is available at Central Office where parents/guardians will find a large supply of books and magazines that can be checked out and taken home. Parents/Guardians can also visit the Parent Resource Coordinator, Alycia Champion's, website at https://www.foresthills.edu/departments/student-services/parent-resource-coordinator.html.

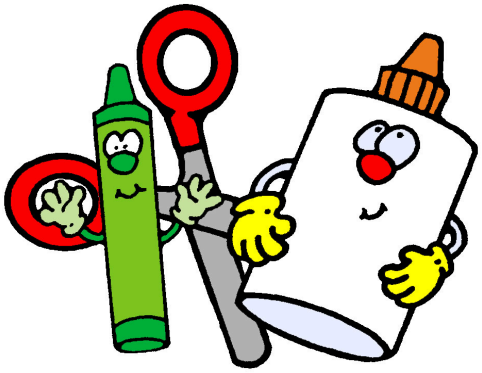
It is the ethical practice of FHSD to ensure the confidentiality of records, test scores, and general information pertaining to individual children and their families. Parents/Guardians and teachers should not ask for or share information about the disabilities or abilities of the children enrolled in the school, classroom, or programs.

SCHOOL SUPPLIES

The AM class should send in supplies in August.

The PM class will send in supplies in January.

The list may change in January depending on classroom needs.



- 2 large box of pop-up tissues
- 2 containers of foaming liquid hand soap
- 2 containers of Clorox wipes
- 2 rolls of paper towels
- 1 package quart size bags
- 2 boxes of **5 oz** paper cups
- 1 4-pack of playdough (regular size, not mini)
- 1 16 Count Crayola Pip-Squeak Thick Washable Markers

EVERYONE NEEDS:

- 1 **Standard-sized** backpack (no wheels)
- Complete set of extra clothes (shirts, pants, underwear, and socks) for your child to keep at school. Please put these items in a Ziploc bag labeled with your child's name.
- If your child is in diapers/pull-ups, please send these items to school along with wipes in a Ziplock bag labeled with your child's name. (N/A for Peer Model students)

******* WISH LIST *******

These items are optional.

2" clear book tape
3M Plastic Hooks
Sharpies
Plastic Spoons

TRANSPORTATION

Special transportation is considered an IEP-related service. Special transportation is provided when it relates to the child's disability through an IEP meeting. Regular transportation is provided for students with disabilities who cannot provide their transportation. Parents/Guardians of peer model students are responsible for providing transportation for students.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal. The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents/Guardians should send a note to the principal stating the reason for the request and the duration of the requested change.

Parents/Guardians should wait with students for the bus when loading a bus to go to school. Parents/Guardians are asked to be at a bus stop 5 minutes before a student arrives after school to go home. Parents/Guardians should wait in plain sight of the bus driver, outside of the home, to ensure the safety of the parent/guardian and ensure the student is released to their parents/guardian.

It is the parent/guardian's responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

Special equipment must have the approval of the Transportation Supervisor before it can be transported on the bus. Due to safety considerations of all children being transported, not all special equipment and/or devices can be transported by bus.

BUS CONDUCT

Students who are riding to and from school on district-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation. The driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the following basic safety rules. Each student shall:

- be on time at the designated loading zone 5 minutes before the scheduled stop
- stay off the road at all times while walking to and waiting for school transportation
- line up a single file off the roadway to enter
- wait until the school transportation is completely stopped before moving forward to enter
- refrain from crossing a road until the driver signals it is safe to cross
- properly board and depart the vehicle
- refrain from eating or drinking on a bus
- go immediately to a seat and be seated.

Parents/Guardians should contact the Transportation Department at 231-3335 on the days that a child will not need transportation services. This includes absences for illness, vacation, appointments, etc. This is in addition to contacting the school.

FIELD TRIP GUIDELINES

There are no Field Trips currently scheduled for the school year.

In the event of a field trip, the following precautions will be taken to ensure each child's safety:

- A first aid box, which meets Ohio Licensing rules, will be available.
- A faculty member trained in first aid will be present.
- Children will have identification without their names but with the school's name and phone number.
- Parents/Guardians/Caregivers are encouraged to participate to maximize the success of the field trip.
- Field trip forms must be signed by the parent/guardian for permission.

DISCIPLINE

The Board of Education acknowledges that conduct is closely related to learning - an effective instructional program requires an orderly school environment and the effectiveness of the educational program is, in part, reflected in the behavior of students. The Board believes that the best discipline is self-imposed and that students should learn to assume responsibility for their behavior and the consequences of their actions. The Board does not tolerate violent, disruptive, or inappropriate behavior by its students. The Board shall require each student of this district to adhere to the Student Code of Conduct adopted by the Board and to submit to such disciplinary measures as are appropriately assigned for infractions of those rules. Parents/Guardians can read the complete discipline policy and Student Code of Conduct in the PK-6 Student-Parent Handbook at www.foresthills.edu.

Children are:

- encouraged to express their feelings (say, "I don't like it when you take my toy" or "I'm angry")
- reminded of the rules in a positive way. Children are told what to do instead of what not to do ("Please walk in the classroom," "Use your words," "Build with the blocks")
- redirected ("You may not throw the blocks, but here is a ball you can throw" or "Books are for reading - you may tear this old magazine")
- encouraged to solve problems ("What should we do about two people wanting the same toy" or "What would happen if...")
- encouraged to take responsibility for their actions through logical consequences ("When you poured the water out on the floor, it got wet. Please use the sponge to clean it up," or "Here's the tape to fix the ripped book").

Per Ohio Department of Education Preschool Licensing Rules, the discipline policy includes the following:

(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 setting clear limits, redirection to appropriate activities, modeling desired behavior, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

(C) Behavior Management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, or removal policies exist, they are to be written in accordance with Section 3313.66 of the Revised Code.

(D) 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 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, and food shall not be used as a reward for behavior.
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.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children's services agency and a serious incident report is to be completed.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Parents/Guardians can read the complete discipline policy and Student Code of Conduct in the PK-6 Student-Parent Handbook at www.foresthills.edu.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

What is PBIS?

PBIS stands for **P**ositive **B**ehavioral **I**nterventions and **S**upports. The purpose of the Preschool PBIS program is to establish and maintain consistent behavioral expectations across all learning environments to help students be their best while at school.

What are the Preschool Archer Actions?

Our preschool PBIS program is linked to Sherwood's Archer Actions. As Archers, we choose to take care of **Ourselves, Others,** and the **Environment.**

What does it look like to take care of Ourselves, Others, and the Environment and be Problem Solvers at the Preschool?

The Preschool's **Expectation Matrix (LINK)** outlines what the Archer Actions actually look like in school. There are also signs throughout the building to indicate expectations in different settings. These expectations are explicitly taught to our students at the beginning of the school year by their teachers with refreshers that are provided daily throughout the school year.

How are students acknowledged for showing the Preschool Archer Actions?

A major part of any successful PBIS system is the **acknowledgment plan** to help students get excited about the program and have recognition for expected behavior. Classrooms are recognized for showing positive behaviors by being acknowledged with a **special activity**.

FEES

TUITION

Peer Model tuition for the 2026-2027 school year is $2,108.00 due in four installments. Additionally, Peer Model enrollment requires a $100 non-refundable deposit to process registration paperwork and to hold the student's roster spot. There is no financial assistance for preschool tuition.

If payment is not received by the end of the month in which the payment is due, **the student may not be allowed to return to school until tuition payments are made.** Procedures for withdrawal due to non-payment will be communicated to the family.

FEES

Academic Fees are $50 per school year and go towards general building supplies. All students pay academic fees. If you are not able to pay your student's fee, you can file for a waiver by applying for free and reduced school meals. Hard copies of the application are also available in the Food Service Office at 7550 Forest Road. Academic School fees and tuition can be paid by going to How Do I - Pay Fees & Lunch | Forest Hills Schools.

BAD CHECKS

When the district receives a check from a parent/guardian that is returned marked "insufficient funds", the treasurer shall provide an opportunity for the payer to make proper payment (including any returned check charges) or to arrange for a satisfactory payment schedule. If payment is not received within sixty (60) days, the payment schedule is not adhered to, or the monies do not appear to be collectible, the Board of Education authorizes the Treasurer to remove the fee or charge from the District's Accounts Receivable and to take appropriate action against violators.

POLICY ON CHILD ABUSE AND NEGLECT

In compliance with Section 2151.421 of the Ohio Revised Code(ORC), an employee of the Forest Hills School District who is acting in his or her official or professional capacity, and who knows or suspects that a child under 18 years of age or a physically or mentally handicapped child under 21 years of age has suffered any wound, injury, disability or condition of a nature that reasonably indicates abuse or neglect of the child shall immediately report that knowledge to Child Protective Services at 241- KIDS or the local law enforcement department where the child reside. Following the initial oral report to the above-mentioned authorities, the employee shall immediately report to the principal/administrator of the building in which the employee is located or in which the child is enrolled.

Any report made as a result of the policy and the Ohio Revised Code, section 2151.42 shall be maintained as confidential and available only to the person initiating the complaint, the principal/administrator, the superintendent, the Board of Education, and legally constituted authorities entitled to said report pursuant to section 2151.421 of the Ohio Revised Code.

ORC 2151.421 provides immunity from civil and/or criminal liability for reports and child abuse and neglect. Failure to report suspected child abuse and neglect shall be subject to ORC 2151.99.

WITHDRAW FROM PRESCHOOL PROGRAM

There are a variety of reasons a child may need to withdraw from the Forest Hills Preschool Program. These may include moving out of the Forest Hills School District, changes in family circumstances that affect long-term childcare, a sudden illness or death in the family, or other circumstances that impact a family's ability to continue participation in the program.

If a family moves outside of the Forest Hills School District, the child is no longer eligible to attend the Forest Hills Preschool Program. If the child has an Individualized Education Program (IEP), the family should inform the child's new school district of the existing IEP during the enrollment process and complete the action steps listed below to release the records to the new school district.

Families should contact the Forest Hills Preschool Program office as soon as they know their child will be withdrawing from the program. Whenever possible, please provide several days' advance notice to allow the program to complete the necessary withdrawal procedures and support a smooth transition for the child and family.

RECORDS POLICY

Procedure for obtaining family consent of child's current records:

Student records are maintained at Forest Hills School District Central Office. Upon enrollment, if a student has an IEP and attended another preschool program, parents/guardians will complete a "REQUEST FOR TRANSFER OF EDUCATIONAL RECORDS" from the Preschool Administrative Assistant.

Procedure for obtaining family consent to release child's records to a new setting:

At the time of withdrawal from the Forest Hills Preschool Program, parents/guardians of a student with an IEP must complete a "REQUEST FOR TRANSFER OF SCHOOL RECORDS" form to transfer records to a

receiving school.

If a child is moving from a Forest Hills Preschool Program to a Forest Hills Elementary School for Kindergarten, preschool files will automatically be transferred when parents/guardians confirm registration for their child.

OHIO DEPARTMENT OF MEDICAID

Healthchek is Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers. A comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent/guardian approval)
- developmental screening (to assess if the child's physical and mental abilities are age-appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure the child receives them on time)
- lead screening
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Please see the link below for additional information:
https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek1/healthchek

HEALTH REFERRAL AND SCREENING PROCESS

The Forest Hills School District follows the Ohio Department of Health-mandated vision and hearing screening schedule. Vision and hearing screenings are done to help facilitate the early detection of health impairments. The screenings are not examinations. If a student does not pass the screening, a referral will be sent home with the recommendation that the parent/guardian make an appointment with a medical professional who will examine the child and determine if any treatment is required.

If there are concerns regarding a child’s hearing or vision, a screening can be performed if requested by a teacher, parent/guardian, or other school personnel.

If a parent/guardian does not want their child's vision and/or hearing screened, please send a note to the building Nurse or Health Aide before the screenings. A waiver must be on file for each year the student is required to be screened.

SAFETY DRILLS

The Forest Hills School District conducts emergency drills throughout the school year to help prepare students and staff to respond safely and appropriately in the event of an emergency. Drills are conducted in accordance with district procedures and applicable Ohio requirements.

Fire/Evacuation Drills
Fire and evacuation drills are conducted regularly throughout the school year. During a drill, students and staff will exit the building quickly and quietly and proceed to the designated evacuation area. All individuals, including staff, students, visitors, and volunteers, are required to leave the building during an evacuation drill.

Tornado/Severe Weather Drills
Tornado and severe weather drills are conducted during the school year to prepare students and staff for severe weather emergencies. During a tornado drill or warning, students and staff will move to designated safe areas within the building and assume a protective body position as directed by staff.

If severe weather conditions affect regular dismissal, the Forest Hills School District will follow established district emergency procedures. Families will receive communication regarding any changes to the regular dismissal process.

School Safety Drills
School safety drills are conducted during the school year to prepare students and staff for other potential emergency situations. Depending on the type of emergency, staff may secure classrooms and students in designated safe areas or evacuate the building. Drills may include practicing procedures for securing the building or rapidly evacuating, as appropriate.

Visitors and volunteers who are in the building during a safety drill are expected to follow the directions of Forest Hills School District staff and remain in a designated secure area or evacuate as directed until the drill has concluded.

Arrival and Dismissal During Drills
For the safety of all students and staff, the building may be temporarily inaccessible during an emergency drill. If you arrive to drop off your child while a drill is in progress, please remain with your child until the drill has concluded and you are able to complete the required sign-in process.

If you arrive for early dismissal while a drill is in progress, you will be asked to remain outside the building until the drill has concluded and it is safe for staff to complete the dismissal process. We appreciate your patience and cooperation as we prioritize the safety of all students and staff.

CAR ARRIVAL/DISMISSAL PROCEDURES

AM CLASS

Arrival takes place from **8:35 - 8:45 AM** for the AM Class.

Dismissal takes place from **11:20 - 11:30 AM** for the AM Class.

There are TWO drop-off/pick-up locations for the Sherwood Elementary Preschool Program:

- Front Circle Yellow Zone: Any student in Angie Sutter, Faith Vestring, Jillian Hils, and Madison Van Curen/Hannah Nichols' class
- Main Parking Lot Green Zone: Any student in Hannah McDonel, Stephanie O'Toole, or Julie Flower's class

PM CLASS

Arrival takes place from **12:20-12:30 PM** for the PM Class.

Dismissal takes place from **3:05 - 3:15 PM** for the PM Class.

There are **TWO** drop-off/pick-up locations for the Sherwood Elementary Preschool Program:

- Front Circle Yellow Zone: Any student in Angie Sutter, Faith Vestring, Jillian Hils, and Madison Van Curen/Hannah Nichols' class
- Main Parking Lot Green Zone: Any student in Hannah McDonel, Stephanie O'Toole, or Julie Flower's class

***PLEASE GO SLOW.**
***PLEASE BE ATTENTIVE.**
***PLEASE DON'T BACK UP & PULL AROUND THE CAR IN FRONT OF YOU.**
***PLEASE DON'T BLOCK THE EXIT.**
***ALL VEHICLES SHOULD REMAIN IN A SINGLE LINE.**
***PLEASE MAKE SURE YOU HAVE YOUR CHILD'S NAME ON THE PASSENGER WINDOW.**
***AT ARRIVAL, PLEASE KEEP YOUR CHILD IN THEIR SEAT UNTIL A STAFF MEMBER APPROACHES YOUR CAR.**
***PLEASE DO NOT ALLOW YOUR CHILD STAND IN THE SUN ROOF OR OUT OF THE WINDOW.**
***AT DISMISSAL, PLEASE STAND NEXT TO YOUR CAR AND WAIT FOR A STAFF MEMBER TO DISMISS YOUR CHILD TO YOU.**

Additional details will be provided by your child's teacher regarding car arrival/dismissal procedures.

DIRECTORY

CENTRAL OFFICE * 7946 Beechmont Ave., Cincinnati, Ohio 45255

Superintendent	Suzanna Davis	231-3600 ext. 2944
Asst. Superintendent	Kim Tinsley	231-3600 ext. 2953
Associate Director Special Education	James Roth	231-3600 ext. 2948
Preschool Administrative Assistant	Alysson Beck	231-3600 ext. 2950
Elementary Coordinator of Special Education	Bradley Early	231-3600 ext. 2965
Preschool Coordinator	Julie Howard	231-3600 ext. 2809

SHERWOOD PRESCHOOL PROGRAM

Itinerant Teacher	Amanda Morrison	amandamorrison@foresthills.edu
Itinerant Teacher	Jody Brandon	jodybrandon@foresthills.edu
Teacher	Madison Van Curen	madisonvancuren@foresthills.edu
Teacher	Hannah Nichols (Baca)	hannahbaca@foresthills.edu
Teacher	Angie Sutter	angiesutter@foresthills.edu
Teacher	Stephanie O'Toole	stephanieotoole@foresthills.edu
Teacher	Julie Flower	julieflower@foresthills.edu
Teacher	Faith Vestring	faithvestring@foresthills.edu
Teacher	Hannah McDonel	hannahmcdonel@foresthills.edu
Teacher	Jillian Hils (Godar)	jilliangodar@foresthills.edu
Occupational Therapist	Megan Kirlin	megankirlin@foresthills.edu
Occupational Therapist	Susan Hogan	susanhogan@foresthills.edu
Physical Therapist	Cindy Spurgeon	cindyspurgeon@foresthills.edu
Physical Therapist	Remy Riney	remyriney@foresthills.edu
School Psychologist	Hayley Lippowitsch	hayleylippowitsch@foresthills.edu
School Psychologist	Karen Jara	karenjara@foresthills.edu
School Psychologist	Jennifer Bullock	jenniferbullock@foresthills.edu
Speech Language Pathologist	Katherine Dally	katherinedally@foresthills.edu
Speech Language Pathologist	Rebecca Smith	rebeccasmith@foresthills.edu
Speech Language Pathologist	Liz Dool	lizdool@foresthills.edu
Speech Language Pathologist	Alyssa Jenkins	alyssajenkins@foresthills.edu

SHERWOOD ELEMENTARY

Principal	Dan Hamilton	231-7565 ext. 2501
Assistant Principal	Trevor Collingsworth	231-7565 ext. 2509
Administrative Assistant	Erin Palin	231-7565 ext. 2500

TRANSPORTATION

Supervisor	Richard Porter	231-3335, ext. 2980
Administrative Assistant	Christy Frank	231-3335, ext. 2982