

Tri-County North Wee Panthers Handbook



2025-2026



Welcome to Wee Panthers Preschool!

Registration

In order to register for preschool, each child must meet the following criteria:

- Be 4 years old by August 1
- Proof of current required immunizations
- Current Medical Statement
- Student's Certified Birth Certificate (not a birth record)
- Original custody paperwork from the court (if applicable)
- [Three proof of residencies with parent's name and street address](#) (click link for acceptable proof options)
- Complete all forms and pay registration fee

Enrollment

Once your child has been enrolled in a session, class sessions will not be switched.

Tuition/Payment

Tuition for Wee-Panther's preschool is as follows:

- AM/PM Sessions: \$1,800 annually(a \$108 savings)/\$212 monthly.
- Full Day Session: \$2,800 annually(a \$188 savings)/\$332 monthly.

Tuition payments may be paid annually or monthly (9 payments).

If paid monthly, payment is due the first day students are in attendance of the month, (September – May). Payments are not prorated based on attendance.

- A registration fee of \$25 is due upon application. All registration fees are non-refundable and non-transferrable, except in cases of refusal of admittance to the school.
- A \$100 book, material and snack fee will be charged annually to cover the costs of books, supplies, arts and crafts, and student T-Shirts for field trips. This fee is due by September 1st of the current school year. A late charge fee of \$25 will be assessed after this date.
- If tuition payments are not received, there will be a ten dollar per day late fee. If your account exceeds one week overdue, your child will not be allowed to come to school and will be dismissed from our school.
- For full day students only, we do accept the Early Childhood Education (ECE) grant. To apply for the ECE grant, please contact the school principal. The ECE grant is on a sliding scale that is income based.

Hours of Operation and School Calendar

Wee Panthers Preschool holds morning, afternoon, and a full day session which operates Monday through Thursday and follows Tri-County North's calendar year.

Morning hours: 8:30 AM-11:15 AM

Afternoon hours: 12:45 PM-3:15 PM

Full Day hours: 8:30 AM-3:15 PM

- If your child is in the full-day session, please do not bring them to school after 10:00 AM as it interferes with lunch and nap time, unless previously agreed upon with your child's teachers.

Calamity Days

Wee Panthers Preschool will follow the district's calamity plans for the Elementary School.

- 2-hour delay: no AM session. Full day students will start at 10:30 with the rest of the elementary school.
- Early dismissal: no PM session, and full day students will be able to ride the buses home with the rest of the district.
- Snow day/calamity day for Tri-County North, preschool will not be in session.
- If make-up days are required, preschool will hold occasional Friday make-up days for the groups impacted. Dates will be announced as needed.

Drop-off and pick-up

Full day students are eligible to ride the bus to and from school, or may be dropped off and picked up.

AM students may ride the bus to school or be dropped off, however they must be picked up by 11:15 AM at door #11.

PM students must be dropped off to school by 12:45 PM at door #11, and are eligible to ride the buses home or be picked up.

There will be no mid-day bus route.

The doors will open for AM/Full Day drop-off at 8:30. Doors will be locked at 8:45. If you arrive past 8:45 AM/12:45 PM, you will have to bring your child to Door #2 for late entry. Students who will be picked up early from school will need to be signed out at the main office (Door #2.)

******A late pick-up fee of \$2.00 a minute will be charged for any child in our care after their designated pick-up time. Recurring late pickups may result in the dismissal of your child from the Wee Panthers Preschool.

*****Only custodial parents/guardians and those listed on approved pick up list will be allowed to pick up a student. Identification is required at pick up. It is required that anyone listed on your emergency contact list must be at least 18 years of age.

Attendance

If your child will be absent or tardy for any reason, please notify the front office and your child's teacher immediately.

Photographs & Videos

As a way to document student learning and share all of the wonderful activities and learning happening in the classroom, photos and videos of our learning may be taken. We may also post group photos of students during various activities to Tri-County North Social Media accounts. A photo release form is required to be signed. Your child will not have their photo taken unless we have written permission.

Licensing

Wee Panthers Preschool is licensed by the Ohio Department of Children and Youth. The preschool will continue to have inspections and they will be available online and posted in a conspicuous location to review. All employees have criminal and child protection services background checks, First Aid and CPR certifications.

Curriculum

Wee Panthers Preschool uses multiple curriculums that are evidence-based to facilitate learning in meaningful, interactive, and hands-on ways. Designed activities will foster learning through teacher-led, student-led, and independent activities. We offer lessons and activities in the areas of language and literacy, math, science, creative arts, gross and fine motor, and social skills (character education). It is based on the Early Learning Standards. The curriculums used are Foundations, Heggerty, and High Scope.

Teacher Training

Teachers are required to complete at least 10 hours of state required training every year.

Communication

It is important for us to work as a team to ensure your child's success in preschool. If you have any questions or concerns, please do not hesitate to contact your child's teachers through Parent Square. Teachers may communicate with you through daily parent folders, weekly/monthly newsletters, and face-to-face at drop-off/pickup.

Learning Environment

The learning environment at Wee Panthers Preschool will incorporate various learning centers and structured and unstructured learning opportunities.

- Dramatic Play- helps children express themselves, practice life skills, improve social skills, increase self-esteem, build vocabulary, and solve problems.
- Blocks- allows children to interact and explore many different concepts, such as spatial relationships, number skills, balance, organization, shape and size discrimination, cause and effect, and classification. Social-Emotional learning is also promoted in the block area as children cooperatively play, problem solve, and explore their creativity.
- Fine-Motor manipulatives- improves fine motor skills and small-muscle development and coordination. These will include legos, laces, puzzles, etc. This will help children develop the fine motor muscles needed to properly hold a pencil, zip their clothes, and tie their shoes.
- Creative Arts- allows children to explore themselves through different mediums, such as visual arts (drawing, coloring, building, creating, etc.,) and performing arts (drums, maracas, scarf dancing, etc.)
- Discovery/Science- Children are allowed hands-on exploration of the natural world around them where they can make observations, investigations, predictions, and experimentation.
- Sensory- Allows children an opportunity to explore various textures, properties of various substances, and promotes development in other areas, such as math, science, and language. Sensory play allows students to develop their fine motor skills through explorations, such as lacing, pouring, scooping, and pinching. Various items that may be found through the year are: water, sand, beans, rice, macaroni, etc.
- Meeting Time- Group gathering time where learning takes place incorporating music activities, stories, calendar activities, and large group learning with a focus on language skills, math skills, listening, and social skills..
- Story Time- Help children appreciate literature. Reading stories helps to enhance a child's vocabulary and comprehension skills, and provides a practice for phonemic awareness skills, such as rhyming, beginning sounds, and syllabic segmenting.
- Small Groups- activities including art, language arts, math, science, and social studies will be led by teachers and independent groups. During this time, goals and objectives addressed in IEP's (if applicable) will be incorporated.
- Gross-Motor- Gross motor activities will allow children to use their muscles and imaginations while engaging in fun, healthy exercise, running, jumping, swinging, and climbing. These activities will take place on the playground, gym, motor room, or classroom depending on the weather and day of the week.

Universal Screening/Assessments

The universal developmental screenings that students will receive are the Brigance Early Childhood Screen III, which will be administered to students on a one-on-one basis at the beginning of the school year, and again later in the year. Another universal screening is the Ages and Stages Questionnaire (ASQ-3) that parents will complete. All students will also participate in the Early Learning Assessment (ELA). ESGI testing is also administered for assessments and progress monitoring. These allow preschool staff to get a snapshot of your child's abilities and skills as a basis for us to design instruction to our individual and specific students.

Universal Speech/Language screening

All children entering into Wee-Panther's Preschool will have a universal speech and language screening completed. The speech therapist will communicate results with families as needed.

Vision and hearing screening

All preschool children will have vision and hearing screening completed by the school nurse through the school year. The school nurse will communicate results with parents as needed.

Child Screening and Referrals

Referrals are determined by your students' Brigance screenings conducted twice annually, in addition to their assessment outcomes, classroom interactions, and teacher observations. Results will be communicated within 30 days, typically during parent-teacher conferences. If necessary, a referral will be issued within 60 days following the screening date. A follow-up will occur 30 days later, if required by the team, to assess whether the student's needs for services are being met.

Parent Teacher conferences

Parent teacher conferences will be held in the fall and spring and coincide with Tri-County North's district calendar. It is a time we can talk about your child in all areas of development, and collaboratively develop goals for your child. If you would like to discuss your child's development and progress outside of these times, please schedule a time with your child's teacher.

Parent Participation/Volunteers

Teachers will communicate with parents if they are needed to help with various preschool activities. You are required to enter the building by the main office (Door #2) and sign in with the school secretary before coming to the classroom.

If you would like to volunteer in the classroom, you must provide written interest to the building principal, fingerprinting for FBI/BCI background checks, and be Board Approved.

Emergency Preparedness

In the event of an emergency, Wee Panthers Preschool will follow the Emergency Response plan Tri-County North Local Schools has developed.

Safety/Emergency Drills

Fire, emergency, and weather alert plans are posted in each classroom and we practice safety drills in accordance with the State of Ohio's Required Safety Drills. Emergency Medical Authorizations will be on file for all children in Final Forms.

Emergency Supplies

Our classrooms are equipped with a well-supplied First Aid Kit.

Illness

Your child may not be accepted for care if he/she has any of the following symptoms:

- Fever of 100 degrees or above
- Contagious skin or eye irritation
- Unexplained rash or sore
- Discharge from eye, nose, or ears
- Vomiting
- Diarrhea, more than 2 times in 24 hours
- Any illness that keeps a child from participating in regular activity

If your child displays any of these symptoms while in our care, the school nurse will call you and your child will need to be picked up within one hour. Your child will need to be symptom and fever free for 24 hours before returning to school (24 hours fever free without fever reducing medication).

If we believe that your child has a communicable disease, we can request that he/she be seen by a doctor and that a note be provided from the doctor stating that your child is not contagious, is able to attend, and participate in a group care facility. If your child has been diagnosed with a contagious illness, you need to notify Wee Panthers Preschool so we can notify other families.

Injury

In case of a minor injury, we will administer basic first aid. All significant injuries that may require further medical attention parents will be notified by the school nurse via Parent Square, email, or phone call.

Potty Training

All students who are entering Wee Panthers Preschool should be fully potty trained through nap, unless they are being currently served under an Individualized Education Plan (IEP) or Individual Family Service Plan (IFSP prior to preschool entry.) If your child is being serviced under an IEP and is not potty trained, you will be responsible for providing Wee Panthers Preschool with diapers, wipes, and any creams that are necessary that can be stored and kept at school, along with extra clothes in case of accidents.

Medication

If your child has a prescribed medication, an additional form will need to be filled out with the nurse, so the medication can be given to the child at school. The medication will need to be brought to the school by an adult in the original medication bottle that matches the medication order form.

Immunizations

Your child must be up-to-date on immunizations as required by the Ohio State Regulation. Students may be excluded if immunizations are not up to date within the first 14 days of the start of preschool. A copy of your child immunizations will be kept in their file.

Food Allergy or Special Diet

If your child has a known food allergy or special diet, a note from your child's doctor will need to be provided to the school nurse in order for your child to receive meal accommodations.

Snacks and Lunch

AM/PM only Students will have a snack during their day. All snacks are provided.

Full-day Students will have lunch and a snack in the afternoon. Please label your child's lunch box with their name. If your student is buying lunch and you are sending in a cash or check, please place it in a sealed envelope with your child's name and the amount and put it in their folder.

Nap/Rest Time

Full Day students enrolled in Wee Panthers Preschool will have a nap/rest time. Students need to bring their own blanket and (if needed) a stuffed animal/comfort item from home. These items should be brought to school clean every Monday, and will go home with students on Thursdays to be washed and brought back. The nap/rest time will not exceed 1 hour after lunch time. We ask if possible that no students be picked up during rest time, so as to not disturb the children's quiet time.

Daily Clothes and Extra Clothing

Daily clothes: We will get messy, so dress your child in play clothes!

Shoes: Closed toe gym shoes are the safest choice, as we move around the classroom and go outside.

Weather: Please dress your child for the weather as we will go outside unless there is a heat advisory or the temperature is below 20 degrees.

Spare Clothes: Please place a spare set of weather-appropriate clothes in a gallon bag labeled with your child's name in their backpack (restroom accidents, spills, etc are all possibilities)

Label: Please label all of your child's coats and jackets with their names.

Toys

Please do not allow your child to bring any toys from home. We are not responsible for any home toys that are lost/broken at school.

Water Bottles

Please send your child to school with a leak proof water bottle labeled with their name.

Birthdays

If your child's birthday falls within the school year, we will celebrate their birthday either on the day it falls or on the closest school day. If your child's birthday is in the summer, we will celebrate their birthday in the spring. At snack time, we will sing Happy Birthday to your child and they will get a small prize. Please let us know if you would like to send in a special snack to share (Cookies, Rice Krispie treats, or small individually wrapped snacks like Little Debbie,... Please no cupcakes).

Field Trips

It is our goal to provide children with various experiences to explore the world around them. Field trips may be scheduled various times throughout the year. Parents may volunteer to assist with field trips when there is a supervisory need and available space. Not all field trips will require assistance from parent volunteers. Fees may be charged to cover the cost of admittance when required. Emergency Medical Authorization forms will be taken on all field trips, along with any life-saving medication as necessary. Permission slips must be on file through Final Forms.

Child Abuse Reporting

All staff members are mandated reporters of child abuse. If a staff member has suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is our top priority.

Behavior Management

We are committed to providing a safe environment for learning. Universal support strategies are available to all students to support their social emotional development by teaching expected behaviors (ex: visual supports, reteaching, class meetings, etc.) and teaching various social skills (sharing, taking turns, problem solving) all year long.

We use Pax/PBIS/Conscious Discipline to teach students appropriate expected behaviors. It is our goal for students to be happy, confident learners who can problem solve and work collaboratively with others. Being able to make positive/expected choices when children are alone and interacting with others is a big part of that.

If a student makes inappropriate, dangerous, or destructive choices, Parent Square will be used to communicate with parents. In certain cases, a referral to the principal's office may be made and the school principal will reach out to families to communicate the disciplinary action taken.

Actual methods of discipline shall apply to all children on the premises and are restricted as follows:

- No cruel, unusual, or corporal punishments will be used, such as: punching, pinching, shaking, spanking, biting, etc.
- No physical restraints will 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 of themselves.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration, appropriate to the child's age and developmental ability, and the child will be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space:
- No staff member shall abuse or neglect children and shall protect them from abuse and neglect while in attendance in the preschool program.

Termination of Enrollment

In some circumstances, it may be necessary to discontinue a child's enrollment at Wee Panther's Preschool, this decision will be based on the best interest for children and staff. Termination of enrollment may be a result of the following:

- Non-payment of tuition.
- Abusive, destructive, and/or dangerous behavior to children, staff, or property by a child, parent, or family member.
- Failure to follow our Family Handbook policies and procedures.

Parent Concerns

We value the importance of community support, involvement, and partnerships. If you have any concerns regarding the program, please contact your child's teacher, and every attempt will be made to resolve the conflict. Any complaints should be discussed with the staff members directly involved in the situation, and we will make every effort to provide a reasonable explanation, or take appropriate action consistent with the Board Policy and Guidelines. If matters remain unresolved, please direct concerns to the preschool/elementary principal at (937) 962-2673. If your concerns remain unresolved, a written complaint should be filed with the superintendent of Tri-County North Schools. If there is no resolution following these steps, parents may take their concerns to the Ohio Department of Children and Youth at (844) 234-KIDS.

Thank you for choosing Wee Panther Preschool!

I have read and understand the Wee Panthers Handbook and have received a copy.

Sign: _____

Date: _____

Student Name: _____