Lucas Cubs Preschool Handbook 2026/2027

84 Lucas North Road
Lucas, Ohio 44843
(419)892-2338

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Welcome

The staff of Lucas Cubs Preschool welcomes you and dedicates this year to your child's success!

This is a handbook for our families. It contains policies and procedures to keep families as informed as possible about Lucas Cubs Preschool. We have attempted to include information concerning the most common questions that families might have. There are also policy and procedural guidelines to help ensure the business of serving your children runs as smoothly as possible.

Please take a few minutes to review the handbook and keep it in a safe place for future reference. If you find you have a question that is not answered in the handbook, please talk with your child's teacher. If further assistance is needed, you may also contact the Elementary Principal or Special Services Coordinator.

Lucas Cubs Preschool

Lucas Elementary School

84 Lucas North Road

Lucas, Ohio

Phone: (419) 892 - 2338

Fax: (419) 892-1138

Elementary Principal/Preschool Coordinator – Kari Case

Administrative Assistant – Kristy Darling

Preschool Teacher - Gwendalyn Boyer

Preschool Aide- Carissa Grillo

Student Services Coordinator- Kaitlyn Fraley

Philosophy

It is the philosophy of the Lucas Cub Preschool that each student should be provided with the opportunity to develop to his/her greatest potential in all areas of learning and growth. The preschool provides a developmentally appropriate setting with a mixture of individual and group activities which encourage the growth of each child.

Materials will be appropriate and accessible to children. Teachers and related support staff will interact with your child in such a way as to maximize the growth of social, motor, communication, adaptive and academic skills in each child.

Collaboration between home and school will increase your child's development and learning. The family is the most important influence in a child's life and communication with parents will be encouraged throughout the year.

Lucas Cubs Preschool
Mission Statement

Families and preschool staff will work together to provide children with developmentally appropriate experiences in a safe, positive and nurturing environment that will support all children in reaching their greatest potential.

Lucas Cubs Preschool
Belief Statements

We Believe:

- Children are born learners.
- Children learn through play and social interactions.
- All children are unique.
- Children need structure, routines, and clear expectations.
- Learning is a partnership among students, families, schools, and communities.

Enrollment

Enrollment in the preschool program is prioritized in the following order:

- district resident students with an IEP
- district resident 4 year olds in their last year prior to kindergarten
- district resident 3 year olds
- out of district 4 year olds and out of district 3 year olds

Arrival and Departure from Preschool

Monday - Thursday

Morning Session: 8:40 AM – 11:30 AM

Afternoon Session: 12:25 PM – 3:15 PM

You are expected to pick up your child at the scheduled release time. Please be prompt!

Children who are dropped off late or picked up early, must be signed in/out at the office. We will only release your child to you, or persons who are designated by you on your child's Emergency Medical Form. If you desire someone other than those designated persons to pick up your child, you must notify the school in advance either in writing or by phone. **That person MUST have their photo ID to pick up your child.**

District Visitor Policy

Upon entering the school, you must sign in and obtain a visitor's badge.

Parent Conferences

Conferences with parents about their child's educational growth and social development will be held each school year. Your child's teacher will schedule these and notify the parents of the date/time. Additional conferences may be scheduled at the request of the parent or teacher. Students on an IEP will also have meetings with parents and staff to update their Individualized Education Plans.

Notices Sent Home

Sending a book bag with your child's name on it each day will help ensure that your child's work and important messages from the teacher get home safely. **Please check your child's book bag daily.**

Tuition

Tuition will be charged according to a sliding fee scale that is based on the United States Federal Poverty Guidelines. Families that wish to be considered for a reduction in tuition must provide evidence of their income. Evidence of income that would be considered would include: pay stubs for any adult in the household, W-2 forms, unemployment compensation and/or disability statements. Tuition will be calculated and the family will be notified of the amount of tuition prior to the first week of preschool. Tuition is due according to the calendar found in the handbook. The first tuition payment will be due by September 4th. Tuition may be paid by cash, check or electronically through Pay Schools. If a family does not provide evidence of income, the family will be charged the full $120.00 per month.

Snacks

Students will have snack time everyday. Families will be asked to provide a healthy snack for their child on a daily basis. Families are also asked to send a full water bottle everyday.

Field Trips

In connection with classroom discussions and activities, your child may take field trips during the school year. A permission slip must be signed for participation. The school principal and teacher reserve the right to deny individual participation in a field trip due to a student's behavior. During certain trips, the parents may be invited to participate. **In order for a student to attend a field trip, all tuition must be paid in full.** A calendar for tuition payment is included in the handbook.

Illnesses and Emergencies

If a child becomes sick, runs a temperature at school, or shows signs of a communicable disease or illness, the parents will be called immediately so the child can be picked up from school. We do not have facilities to care for a sick child at school. If your child is absent due to a contagious illness, please contact the office. We request that you not send your child to school if he/she is running a temperature or has any condition to which you would not want your own child exposed. In case of a sudden illness, a parent/guardian or emergency contact person will be notified immediately. In the case of a severe emergency, 911 will be called first. Be sure that your emergency contact numbers are current at all times. Each preschool student must have **two** emergency contacts. **A child may not attend preschool without current emergency numbers that work!** First aid may be administered by school personnel as needed.

Guidelines for Keeping Children Home from School

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of illness to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and usual recommendations of the School Nursing Services.

Chicken Pox: Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters.

Common Cold: Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn.

Fever: If your child's temperature is 100 degrees or greater, he/she should remain home until he/she has been **without a fever for a full 24 hours.**

Flu: Abrupt onset of fever, chills, headache and sore muscles. Your child should remain home from school until symptoms are gone and the child is **without fever for 24 hours.**

Head Lice: **Following lice infestation, please accompany your child to school the morning after receiving treatment**. The school nurse or staff will check to make sure there are no live bugs and that the student is nit free.

Impetigo: Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

Pain: If your child complains or his/her behavior indicates persistent pain, she/he should be evaluated by a physician before your child is sent back to school.

Pinkeye: Your child should remain home from school until receiving **24 hours of antibiotic treatment and discharge from the eye has stopped.**

Skin Rashes: Skin rashes of unknown origin should be evaluated by a physician before your child attends school.

Strep Throat and Scarlet Fever: Your child should remain home from school until receiving a full 24 hours of antibiotic treatment and until he/she is without a fever or vomiting for 24 hours.

Vomiting and Diarrhea: Your child should remain at home until vomiting, diarrhea, or fever has ceased for a full 24 hours. If your child has had any of these symptoms during the night, he/she should not be sent to school until the following day. **If your child goes home from school with fever, vomiting, or diarrhea, they should not attend school the next day to allow 24 hours of healing time. If you send your child before the 24 hour window is over, the school will call you to come and pick up your child. Please be considerate.**

Medication

In cases where medications must be administered during the school day, the following restrictions apply:

Prescription Medications:

Ohio Law dictates that schools can only administer prescription medication when a physician's order is on file at the school. Both the physician and the parent/guardian must sign the form. **New medication forms, available from the school office, must be submitted each school year**. Any changes in medication orders must also be submitted each year. Please note: inhaled medications, such as those used in the treatment of asthma, are considered prescription medicines, and therefore require a signed form.

Also remember:

- Medications must be in the original container. The student's name and directions for administration of the medication must be clearly visible.
- An adult must bring the medication to school.
- Students are not allowed to administer medication to themselves. The school nurse or other staff member will perform this task, in accordance with the physician's orders.

Non-Prescription Medication

Over-the-counter medication will only be dispensed by the nurse or other staff member, when a physician's written request is on file in the school office. All other requirements outlined under Prescription Medications above, also apply.

Immunizations

Immunizations of all students must be in compliance with Ohio Revised Code. Written evidence of immunizations must be presented at the time of enrollment. Failure to do so is cause for exclusion from school per the Ohio Division of Children and Youth.

Physicals

The Ohio Department of Children and Youth requires that each child have a physical on file that is current within the last 12 months. **The physical must be submitted within 30 days from the first day of Preschool.** A child will be excluded from school if the physical form has not been turned in within the DCY policy timeline. **The physical may need to be updated throughout the year depending on when the physical expires.** A physical form for the physician will be provided.

Absences

If your child is ill or is not attending school for any reason, **you must notify the school each day of the absence.** If the absence is going to be an extended period of time, please complete a planned absence form. **If your child is absent for 2 weeks (8 consecutive preschool days), 50% of a month, or a total of 20 days in the school year, your child may be removed from the program.** The preschool has a waitlist. Other families would like to have their children attend. If you choose to remove your child from the preschool program, please notify the school as soon as the decision to remove your child has been made. Please note that tuition will continue to accrue until you provide formal notification of withdrawal of your child.

Suspected Child Abuse

According to Ohio Law, persons whose duties bring them into contact with children are required to report any suspected child abuse or neglect immediately. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

Confidentiality

Records and files are available only to staff directly involved with the child, direct district personnel and others as permitted by the law. All other access requires written parental permission. If you wish to review your child's records, please contact the teacher to arrange a time. You may review and receive copies of any reports maintained.

Behavior Management/Discipline

A. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
B. The center'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, or corporal punishment of any kind.
    b. No discipline shall be delegated to any other child.
    c. No physical restraints shall be used to confine a child other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
    d. A time out may only be used for a brief period of time under the direct supervision of an adult.
    e. No child shall be subjected to profane language.
    f. Discipline shall not be imposed on a child for failure to eat 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. The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance of the Preschool program.
C. The parent of each enrolled child and all staff members will receive the written discipline policy for review upon enrollment.

Clothing

Please dress children appropriately for the school and label all clothing to be worn outdoors. Clothing should be comfortable and suitable for PLAYING! It is helpful to the staff and best for your child to have clothing that he/she can manage on his/her own. During the day, your child will be running, painting, climbing, etc. Please send your child in play clothes. During cooler weather, please make sure that your child is ready for the cooler temperatures. Your cooperation is asked in making sure your child comes to school with proper footwear. Flip flops, open back shoes and high heeled shoes are not permitted. **Tennis shoes are the best!** Accidents do happen, therefore, parents must provide a complete extra set of clothing including pants, shirt, underwear and socks that are suitable for all year long. Please place the items in a gallon size bag with your child's name clearly marked on the bag. You may bring these in at screening.

An important part of your child's daily program may be planned outdoor activities. Please dress your child appropriately for the weather. Expect the children to play outside whenever possible. When the weather is bad, the children will have activities planned for indoors.

Bus Students, If Applicable

All transportation needs to be handled through the school office and the preschool staff.

The times of pick up and drop off are very important in maintaining a schedule convenient to all participants. Please have your child ready 5-10 minutes prior to your scheduled time. **An adult must be visible at the drop off location**. If you have a question in regards to these times, you may contact the bus garage for clarification.

If an adult is not present at drop off, AM children will be returned to the school and PM children will be returned to the Bus Garage. An attempt to locate the parent will be made.

Reporting Changes

Please report any changes in personal data: address change, working phone number, contact information, and drop off/pick up, to the teacher and school office.

Transition to Kindergarten

Parents are provided with information to transition their child to kindergarten. Staff support will be available to families of children being served on an Individualized Education Plan (IEP). They will also have a transition meeting scheduled to discuss further needs for their child.

Addressing Concerns

If you should have a concern regarding the Lucas Cubs Preschool Program, please feel free to express the concern to your child's teacher. If you feel that the issue has not been resolved then please feel free to contact the next individual or office on the following list:

1. Preschool Teacher
2. Preschool Coordinator/Elementary Principal
3. Student Service Coordinator, if student is on an IEP
4. Superintendent
5. Ohio Department of Education Ombudsman; 877-644-6338

Weather Information

If Lucas Local Schools are closed due to weather, preschool will also be closed. **If Lucas Local Schools are on a 2 Hour Delay, there will be NO morning preschool on that day.** There are occasions in which the weather may start out fine and quickly change, becoming unsafe. It is possible that the preschool afternoon classes may be canceled due to weather conditions.

LUCAS LOCAL SCHOOLS PRESCHOOL CALENDAR 2026-2027

AUGUST '26

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

17 Teacher In-service Day
18 Teacher Work Day
19-21 Preschool Screening
24,25 Staggered Start
26 All Preschool

SEPTEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

7 Labor Day, No School

OCTOBER '26

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Teacher In-Service Day

NOVEMBER '26

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

3 PK/ES/MS Conferences
5 No Preschool- PK/ES/MS Conferences
6 Teacher Comp Day
25-30 Thanksgiving Break, No School

DECEMBER '26

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

21-31 Winter Break, No School

JANUARY '27

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day, No School

18 M.L. King Day, No School

FEBRUARY '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents' Day - No School
23 All Schools Conferences
25 No Preschool- All Schools Conferences
26 Teacher Comp Day

MARCH '27

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 Teacher In-Service Day
23-26 Spring Break, No School

APRIL '27

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

22,23 OAEYC Conference No Preschool

MAY '27

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

20 Last Day of Preschool
24 Preschool Graduation
23 High School Grad.
28 Teacher Work Day

JUNE '27

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Grading Periods
1st: Aug 17-Oct 23
2nd: Oct 26- Jan 15
3rd: Jan 19- Mar 19
4th: Mar 29- May 28

*If needed, calamity make-up days begin on May 28, 2027.

Preschool Not In Session

School Calendar © calendarlabs.com

Lucas Cubs Preschool

Policies and Procedures: Please initial by each number

_____ 1. I understand that a screening will be scheduled. Screenings provide opportunities for:

- Making connections between the home and Preschool program setting.
- Learning more about parent, child interactions.
- Developing positive relationships between parents and school.
- Identifying learning opportunities in the home environment.
- Focusing individual attention on children and family strengths, interests, and goals.

_____ 2. I will dress my child for active play every day and for outdoor play when appropriate.

_____ 3. I will send an extra change of clothing in a gallon size ziploc bag for my child to be used for emergencies.

_____ 4. I will keep my child home when he/she is ill. I understand that **my child must be free of fever or other symptoms for at least 24 hours before returning to school.**

_____ 5. I understand that my child must be 3 years old by August 1st to attend preschool and **MUST be toilet-trained** unless on an Individualized Education Plan (IEP).

_____ 6. I understand that my child will only be released to those persons listed on the Emergency Medical Form

_____ 7. I will notify the preschool of any changes in my child's address, phone numbers, and emergency contact names and phone numbers.

_____ 8. I understand that a physical **MUST** be completed within 30 days of enrollment and kept updated yearly or my child will lose his/her place in preschool.

_____ 9. I will read all notices and teacher letters that are sent home with my child.

_____ 10. I understand that I must supply proof of the following documents **PRIOR** to the beginning of school for my child to be enrolled: Birth Certificate, Immunization Record, Proof of Residency, and Custody Papers, if applicable.

Parent/Guardian Signature: _____ Date: _____