

Program for Young Children Handbook

Columbus School for Girls

56 S. Columbia Ave.
Columbus, OH 43209
Phone: 614-252-0781
[www. columbuschoolforgirls.org](http://www.columbuschoolforgirls.org)



CSG Mission Statement

To empower students to discover their distinct potential as learners and leaders.

PYC Mission and Statement on Early Childhood Education

The Program for Young Children is Columbus School for students Preschool through Kindergarten program serving children three through six years of age. Our work with children and families is rooted in Developmentally Appropriate Practice and inspired by the Reggio Emilia Approach to Learning. It is the interconnection of The Reggio Emilia Approach, academic excellence, and a focus on social emotional best practices that guide how we engage in relationships among teachers, children, and families and caretakers.

As practitioners of Developmentally Appropriate Practice (DAP) we seek to align our programming with the National Association for the Education of Young Children (NAEYC). Their publication, Developmentally Appropriate Practice in Early Childhood Programs is both a guide and reference for our work with children and families.

As a Reggio-inspired school, we seek to align our approach to teaching and learning with the practices modeled by the teachers in Reggio Emilia, Italy, the site of the highest quality Early Childhood Programs in the world. This work is highly cultural and our location in Columbus, Ohio means that we will not fully embody all aspects of the schools of Reggio Emilia, but rather seek to integrate Reggio practices into our school community, culture, and curriculum.

A curriculum that supports academic excellence in Early Childhood is supported by research, evolving, and always meeting children where they are in their learning. PYC teachers work with children to give deeper, more intentional meaning to formal math and literacy. They do so through curricula and what can best be described by Loris Malaguzzi, founder of the schools of Reggio Emilia, as “the ball toss.” Teachers listen to the interests and theories of children and then respond or “throw the ball back” with questions that provoke deeper, more critical thinking. This practice is inviting and encourages both children and teachers to engage in the learning much like a game.

Teachers are invited to support the growth and development of both the children in their care and themselves. Through close partnerships with parents and caretakers, children thrive. These trusting relationships create safe spaces for children and their families to grow and learn in the PYC community.

People to Know:

CSG Head of School	Jennifer Ciccarelli
PYC Director	Jamie Schiff, PhD ext. 108
PYC Program Coordinator	Julie Stevenson ext. 106
Early Drop-off Coordinator	Kelly Hoyt
Form 3/4	Tammy Pedon -Lead Teacher Elizabeth Pattison-Lead Teacher
Form 4/5	Jennifer Li-Lead Teacher Christa Reurink-Lead Teacher Julie Stevenson-Support Teacher
Form 5/6	Devie Hiller-Lead Teacher Kasey Neer-Lead Teacher Beth Mahler-Support Teacher
Studio Teacher	Jeanette Canyon
Aftercare Coordinators	Jill Williams Jenny Morgan
Special Area Teachers	Deborah Brennan: Music Kelly Hoyt: PE Annie Ruefle: Library
Counselor	Betsy Esser ext. 290
Nurse	Jennifer Price ext. 105
Student Support Specialist	Jennifer Glimpse
Reading Specialist	Claire Rothchild
Speech Therapist	Contracted through Columbus Speech & Hearing Erica Pennell
Occupational Therapist	Contracted through CSG Cathy Williard

PROGRAM STRUCTURE

There are three groups in the PYC:

- A 3/4-year-old class
- A 4/5-year-old class
- And a 5/6-year-old kindergarten class

* The 5/6 kindergarten is a full-day program, and both half day and full day programs are options for 3/4 & 4/5



Sample Routines:

Preschool

7:30-8:00	PYC Early Drop-off (Enrollment Required)
8:00-8:30	Student Arrival
8:30-9:00	Morning Responsibilities & Materials
9:00-11:15	Meeting, Snack, Outside Time, Materials
11:15-11:30	Body Routine, Lunch Preparations
11:30-12:10	Lunch in the Dining Room
12:10-12:50	Recess
12:20-12:30	Preschool Half Day Student Dismissal
12:50-1:00	Body Routine, Rest Preparations
1:00-2:00	Rest
2:00-2:45	Meeting, Outside Time, Materials
2:45-3:00	End of Day Responsibilities /daily reflection/energizer
3:00-3:20	PYC Student Dismissal
3:00-5:30	PYC Aftercare Program (Enrollment Required)

Kindergarten

7:30-8:00	PYC Early Drop-off (Enrollment Required)
8:00-8:45	Student Arrival, Greeting, Morning Responsibilities
8:45-9:15	Morning Chat and Snack
9:15-11:15	Language Groups, Outside Time, Seatwork
11:15-11:30	Body Routine, Lunch Preparations
11:30-12:10	Lunch in the Dining Room
12:10-12:50	Recess
12:50-1:30	Body Routine, Read Aloud
1:30-2:45	Math, Project Work, Meeting
2:45-3:00	End of Day Responsibilities/daily reflection/energizer
3:00-3:20	PYC Student Dismissal
3:00-5:30	PYC Aftercare Program (Enrollment Required)

REST

Full day girls in the 3/4 and 4/5 classes have rest starting at 12:50, although the duration varies by age. This is a time to relax and rejuvenate for the afternoon's activities. Each child will receive a rest mat, which goes home each Friday to be laundered. Girls can bring in a quiet snuggly toy to help make them comfortable, and may look quietly at books if they choose.

OUTDOOR PLAY

The children will play outside every day, weather permitting. In the event that the wind-chill factor drops below 20 degrees, or rain, lightning, or if other weather advisories are present, classes will stay indoors. In those instances, the classes can use the gymnasiums, if available. Please send a pair of rainboots for school.

LIBRARIES

Girls in the PYC have two options for borrowing library books. The PYC Lending Library is located in the foyer and works on the honor system: you need not check a book out, just bring it back before you take home another one. Full day girls also go to the Lower School Library once every six days, with the LS librarian, Annie Ruefle, where they choose a book to check out.

ARRIVAL AND DEPARTURE

This parking procedure will be in effect for morning arrival, lunch dismissal, and end-of-day dismissal. Please notify any adult who drives your daughter of our procedure.

General guidelines for the safety of all children:

- When using the car line, children will be assisted into/from the vehicle from the curb side. Children **must** enter and exit the vehicle on the curb side for safety. Car seats should be on the passenger side to facilitate this.
- Remain with your vehicle while you are in the car line.
- Do not leave your car running unattended.
- Children may not be left unsupervised in your vehicle.
- Cell phone conversations should be concluded before entering the pickup / drop-off line.

ARRIVAL PROCEDURES

- You may park in a legal parking place on the street or in the parking lot at any time of day, hold your daughter's hand, and walk to the building using the designated crosswalk.
- You may use the Pick-Up/Drop-Off option in the Columbia Parking Lot at these times:
 - o 8:00 – 8:30am, drop-off
 - o 12:20 – 12:30pm, pick-up for half-day girls
 - o 3:00 – 3:20pm, pick-up for full-day girls
- When using the pickup line, pull forward to the curb and a teacher will assist your daughter from the car.

PICK-UP PROCEDURES

- Have your name card on your passenger side visor. Please let us know if you will need additional cards for other drivers.
- Remain seated in your car. A teacher will bring your daughter to the passenger side of your car when you reach the curb.
- A teacher will assist your child into the car (car seats must be on the passenger side).
- When your child is safely buckled, proceed out of the parking lot.

Dear PYC Parents:

Please allow this letter to serve as a reminder that CSG's arrival and departure policy and procedures require that your daughter be securely seated in an appropriate car seat or booster seat on the passenger side in the rear of the vehicle. More importantly, Ohio law requires that children ride in car seats until they are four years old and weigh forty pounds. Likewise, any child between four and seven years old who weighs more than forty pounds but is less than four feet nine inches tall must be secured in a booster seat.

Consistent with our policy and Ohio law, PYC teachers have been instructed not to place PYC children in vehicles without a car seat or booster seat in the rear of the vehicle. If a PYC teacher observes that there is not a car seat or booster seat in the pick-up vehicle, a CSG teacher or staff member will remain with your daughter at school until you or your designated adult driver returns with an appropriate car seat or booster seat. Do not use the pickup line in the Columbia Parking Lot if you are unable or unwilling to comply with this policy and practice. You are welcome to park in a legal parking space that may be available on the street or in the parking lot when you pick up your daughter.

Please remind any adult who drives your daughter of CSG's pick-up policy and Ohio's legal requirements regarding child restraint systems. Thank you for helping to keep your children and our students safe in this manner.

PARENT COMMUNICATION AND INVOLVEMENT

There are multiple formal communications between parents and teachers during the school year:

Parent Portal

As part of the CSG weekly email update, the PYC Parent Portal is linked with important resources and messages from the director. The Portal can be found here: www.columbusschoolforgirls.org

Weekly Room Parent Updates

Each classroom has room parent volunteers who, among their other responsibilities, send out a weekly reminder email to the families. This email typically includes any special announcements, the upcoming week's schedule with any specials and relevant uniform information, and communication from the school. The room parent serves as a resource for families and teachers. Often, the room parent helps to foster community among the families in the class and may organize gatherings for families or adults.

Reflections

The classroom teachers write a weekly reflection focusing on what is happening in the classroom. Often, reflections include words from the children and pictures, highlighting a moment or special moments. Reflections are a window into the school day and provide an opportunity for families to connect with their child about what is happening in the classroom.

Seesaw App

Seesaw is an online platform that provides a way for classroom teachers to show student learning and artifacts through a digital portfolio. In this digital portfolio, families can view and interact with their child's work.

Instagram

Please request to follow our private account @csgpyc. This account is for PYC families and their loved ones. The intention of the Instagram page is to share snapshots of life in the PYC.

PARENT VOLUNTEER OPPORTUNITIES

CSG PARENTS ASSOCIATION

This parent volunteer organization includes every parent at CSG, and organizes a number of programs, events and fundraisers throughout the year. Each division and each form has its own members to represent the interests of those parents. Look for their volunteer sign-up requests before the new school year begins.

FORM PARENTS

In the PYC, Form Parents from all three classes work together to organize the Back to School picnic and parties for Halloween and Valentine's Day, as well as Teacher Appreciation Week. This is a fun way to meet other parents and take part in your daughter's life at school.

SCHOOL AND ILLNESS

It is often hard to decide whether your child is too ill to go to school. In general, children should stay home if illness keeps them from enjoying the usual activities of learning and school. Children should also be kept at home if the illness requires more care than teachers and faculty can give without affecting the health and safety of other children in their care. If your child is exhibiting minor common cold symptoms, but none of the symptoms listed, we encourage their participation in school. Children exhibiting any of the following symptoms will be made comfortable in a separate area with adult companionship (generally our school nurse's office) until they can be taken home:

Your child is too ill to be in school if she has any of these symptoms:

- ☹ Seems very tired and needs bed rest (a common flu symptom).
- ☹ Vomits more than 1 time, or has vomiting plus other signs of illness.
- ☹ Diarrhea (2 or more loose, watery, unformed stools in 24 hours - not caused by a change in diet or medicine), especially if it runs out of the underwear.
- ☹ Cough that interrupts normal play or sleep.
- ☹ Shortness of breath or increased wheezing during normal activity.
- ☹ Temperature above 100°F especially if there are other signs of illness.
- ☹ Pain from an earache, headache, sore throat or recent injury that makes it hard to play or sleep normally.
- ☹ White or yellow eye discharge with pink or red skin inside the eyelid.
- ☹ Rash with a fever or change in behavior.
- ☹ Mouth sores along with drooling, unless the doctor determines that the child is not contagious.

FEVER

Your child should not go to school if her temperature is above 100°F, and we ask that she be symptom-free and fever-free for 24 hours without the assistance of medication before returning to school.

RETURNING TO SCHOOL

Your daughter's return to school after an illness will be determined by the nature of the illness and according to the presence of symptoms on the communicable disease chart. We may ask for a doctor's written statement that the child is no longer communicable and allowing the child to return to school, depending on the nature of the illness. We ask that your child is symptom-free for 24 hours

CONTAGIOUS DISEASE

Proper hand-washing, as well as cleaning and disinfecting toys and surfaces are still the best ways to stop the spread of illness.

Some illnesses require children to stay away from school / child care:

Conjunctivitis (Pinkeye) – no school / child care for 24 hours after antibiotic treatment has begun

Lice and scabies - no school / child care until after the first treatment

Impetigo - no school / child care for 24 hours after treatment starts

Strep throat or other strep Infections - no school / child care for 24 hours after antibiotic treatment has begun and when fever is gone

Tuberculosis*

Chickenpox*

Pertussis –

Whooping cough*

Hepatitis A*

Measles, mumps or rubella*

Shingles*

Salmonella, shigella, E. coli, Campylobacter, Giardia*

Neisseria Meningitis*

*These illnesses must be reported to the local Health Department. Your child's doctor will tell you when your child may return to school / child care.

MEDICATIONS

Our school nurse may administer medication to children only if parents or guardians have completed and signed the PYC Medication Permission Form. The form is available via the Medical Forms link on CSG Nurse's webpage or from the PYC office.

- o Over-the counter medications can be checked off/ listed on the PYC Enrollment Form and the dosage must be within the written guidelines on the container.
- o Prescription medications must be in the original container with instructions on the label.

We also require complete instructions on the PYC Medication Permission Form available Final Forms or from the PYC Administrative Assistant. Over the counter medications can only be given for three days. No cough drops, please.

PYC FORMS

All school forms can be filled out digitally via Final Forms with the exception of the Child Medical Statement. This form must be printed and taken to your child's physician and signed yearly. Also available on Final Forms are the Asthma Care Plan, Severe Allergy Care Plan, and the Diabetes Care Plan.

ACKNOWLEDGEMENT OF SCHOOL POLICIES FORM

This form provides acknowledgement that parents have completed all required forms with updated and correct information. It also acknowledges that parents have read and understand the CSG handbook as well as the CSG Technology Acceptable Use Policy.

STUDENT INFORMATION

We collect health information, consent for emergency care, and other permissions specific to the PYC. Complete information is required for your physician, family dentist, and other medical specialists, including addresses and phone numbers. Parents are **NOT** considered Emergency Contacts as we always contact you first! All students at CSG are required to have two emergency contacts. At least one of these contacts needs to live close enough to pick-up your child in the event that we are unable to reach you. This information must be reviewed and updated annually or more often if information changes. It accompanies us on all field trips and copies are with the CSG nurse and PYC office.

CHILD MEDICAL STATEMENT

Per Ohio law all students are required to have a current form on file at all times, dated and signed by the physician. **The exam date and physician signature cannot exceed one year from the first day of school** and all sections of the form must be completed. **These forms are valid for one year from the date of the exam.** If you visit the physician during the school year for an annual well child exam, a new PYC Annual Child Medical Statement must be completed and submitted to the PYC. We accept forms faxed to our school fax line, 614-252-0571, Attention: Program for Young Children.

CARE PLANS

If your daughter has a medical condition that may require emergency intervention (severe allergies, asthma, etc.), CSG must have complete information on hand which must be updated annually. **All health conditions that call for special or emergency care will require one of the Care Plans.** Other care plans are available if the one your daughter requires is not listed.

GENERAL INFORMATION FOR PARENTS

EARLY DROP OFF AND AFTER HOURS PROGRAMS

Childcare is available before school (7:30-8:00am, no charge) and after school hours (3:00-5:30 pm, \$20.00 per day) to accommodate the varied schedules of PYC families. Late charges begin at 6:01pm at a rate of \$5.00 per minute

DISMISSAL

Program for Young Children half-day students are dismissed from Columbia House at 12:20pm. Program for Young Children full-day students are dismissed from Columbia House at 3:00pm. Children who ride the bus are accompanied to the bus each at the conclusion of the school day by a teacher. *Please note:* PYC Students who are not picked up by 3:30pm. will be escorted to the After Hours Program (charges may be incurred).

SCHOOL ACCESS AFTER-HOURS

This program is located in the Dining Room. Between the hours of 3:00-5:30pm., PYC parents and caregivers should enter through the Unicorn Courtyard entrance using the confidential parent keypad code.

FOOD SERVICE

Food service at Columbus School for Girls is provided by SAGE Dining Services. Lunchtime for all students in the PYC is from 11:30am – 12:10pm. Our lunch is served family-style in the Ruch Dining Room. The PYC children have an adult at each table that assists in pouring milk and choosing fruits and vegetables as they enjoy each other's company. Half-day children are dismissed at 12:20pm. following lunch/recess.

LOST AND FOUND

The PYC Lost and Found is located in the foyer of Columbia House. All clothing is inspected for name tags and/or monograms and returned directly to the student, if possible.

DISCIPLINE POLICY

In the Program for Young Children at Columbus School for Girls, we strive to maintain a community of mutual respect for our students, teachers, and parents/guardians. This respect includes a climate of open communication, where students' questions, ideas, thoughts and feelings are listened to and encouraged. Our staff is committed to clearly defining socially acceptable behaviors that will help the child be a positive member of the community. Students are encouraged to share their joys and concerns, and are actively involved in solving conflict or disagreement. The students are guided by being encouraged to make positive choices, learning from natural and logical consequences, and being responsible for the choices they make. In addition, students are able to learn from safe mistakes.

In the event that a child chooses to behave in a way that infringes on the rights of others, endangers herself or others, or misuses materials or equipment, she will be given the choice of either participating appropriately, communicating and addressing the situation, or leaving the group activity for a moment. Should the child leave the group, she is always under the teacher's supervision and will be encouraged during this time to rethink her options and make a plan for future interactions. The child can return to the group activity at any time that she feels ready to participate in a responsible manner, and is reminded of this. Once the child returns to the group, the child is recognized for resolving the concern in a positive manner, and is warmly welcomed back to the group. This process enables the child to gain self-confidence, and helps the child learn how to become a responsible member of the community. Teachers will understand and support the child's feelings, helping her to verbalize the issue and see that she is a part of the consequences. Should a pattern of behavior develop, further consequences may range from those mentioned above to personal conversations which may include parents/guardians and faculty, or more serious responses such as loss of privileges including suspension and/or termination of enrollment in severe cases.

In addition to the teachers and staff of the PYC, all visitors to our program, including parents and guardians, are expected to follow the guidance policies of the Program for Young Children. Per rule 5101:2-12-22 of the Administrative Code, guidance policies apply to all persons on the premises.

BEHAVIOR GUIDANCE

Children are limited when they:

- Infringe on the rights of others.
- Endanger themselves or others.
- Misuse materials or equipment.

The method of redirection used is:

- Physically stopping a child when necessary.
- Supporting their feelings.
- Helping them to verbalize the experience.
- Seeing that they are part of the consequence.

Follow through may include:

- Communication with another person.
- Care or repair of space and equipment.
- Inclusion in deciding a solution.
- Communication with Parents.

Separation or “Taking a break” for repeated infringement:

Individual choice to take a break (self-regulation strategy)- In the PYC, we encourage the students to practice self-regulation and learn to “check in” with their bodies. If a student notices they are feeling restless or they feel big emotions, they may go to the designated take-a-break space in the classroom to collect themselves and then return to the group when they feel ready to rejoin. It is important to note that when a child is taking a break, they are still very much a part of the class/group. Typically, the take-a-break space is a seat (or tree stump) that faces the main meeting area. Often, students are told that they are being a “looker and listener” when they are taking a break.

Teacher-imposed take-a-break While we encourage students to practice self-regulation, there are times when students may not recognize that they are not in control of their bodies or emotions (or they may not take the initiative to take a break). A teacher-imposed take-a-break is where the teacher tells the student to take a break. The same philosophy applies in the above scenario (the student is very much a part of the class/group). When the student feels calmer/more in control of their body, they are welcome to rejoin their classmates. In some situations, such as when a child is not being safe towards themselves or others, a teacher may tell that child to take a break and stay there until the teacher says they are ready to rejoin (after the teacher notices the student is calmer or has helped the student regulate and/or the teacher has talked to the student about the situation).

Ohio Department of Education Early Childhood Program Parent Information Required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Education. This license is posted in the PYC Foyer Lending Library, along with a notebook containing our current licensing inspection reports.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review in the PYC or by contacting the Ohio Department of Education at (614) 466-0224 or the Department Ombudsperson at (877) 644-6338

The Administrator and each employee of the facility are required, under Section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or child neglect to Franklin County Children Services at 229-7000.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included. The licensing inspection reports and complaint investigation reports, for the current licensing period, are posted in the foyer bookshelf for review. Past reports are available upon request in the Director's office.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, family composition, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.