

**BRECKSVILLE - BBROADVIEW HHEIGHTS
STEPPING STONE PRESCHOOL
PARENT HANDBOOK
2025-2026**



3500 Oakes Road
Brecksville, Ohio 44141

Website: www.bbhcsc.org
Twitter(X): @BBH_Elementary

StopIt Reporting Hotline: (440) 381-8983

Lisa Mollica - Preschool Principal
Melody Davies - Secretary

Jeff Harrison - Superintendent
Cassy Spangler - Director of Pupil Services

Board of Education
Mark Dosen, Board President
Ellen Kramer, Vice President
Lisa Galek
Tish Kwiatkowski
Eva O'Mara

Brecksville-Broadview Heights City School District 2025-2026 School Calendar

08/15 Teacher Work Day 08/18 - 19 Teacher Work Day 08/20 First Day of School	August 2025 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr><tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Su	M	Tu	W	Th	Fr	Sa						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							February 2026 <table><tr><th>Su</th><th>M</th><th>Tu</th><th>W</th><th>Th</th><th>Fr</th><th>Sa</th></tr><tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr><tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr><tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr><tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> 02/16 President's Day - No School	Su	M	Tu	W	Th	Fr	Sa	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														
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**Brecksville
Broadview Heights
City School District**

**EDUCATE
EMPOWER
ENGAGE**

OUR MISSION

The BBHCSD exists to rigorously educate our students to the highest standards, to boldly empower our school family with exciting learning experiences, and to collaboratively engage our community to cultivate productive future citizens of a global society.

OUR VISION

The BBHCSD will be the destination district by pushing the boundaries of academic excellence and expanding innovative opportunities for students, while advocating for all, in a safe and accountable educational environment.

ATTRIBUTES OF A BEE

FUTURE READY

BBH students will become lifelong learners and acquire career knowledge along with core technical skills. Bees will be independent thinkers, problem-solvers and possess communications and listening skills.

EMOTIONALLY PREPARED

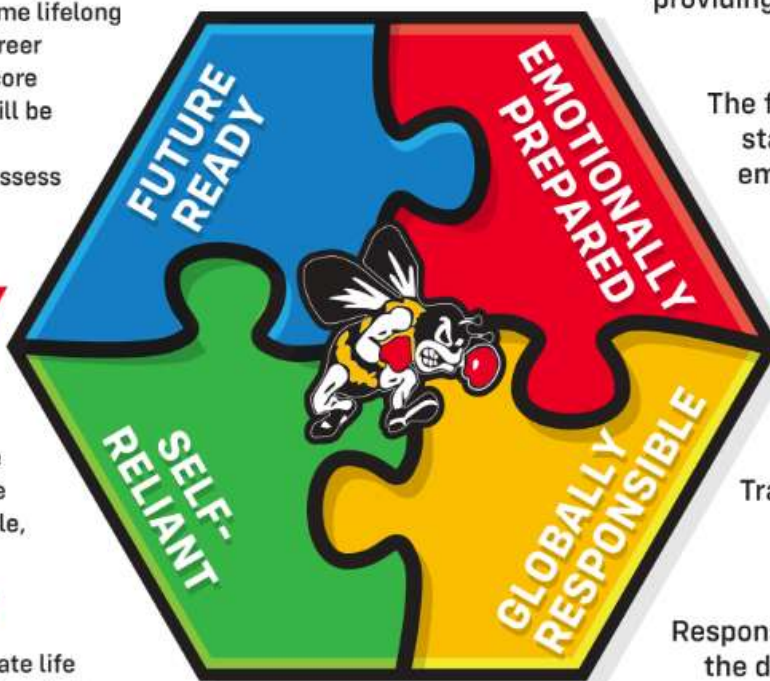
Bees will be self-aware and self-confident and have a growth mindset, while being resilient, adaptable, and flexible.

SELF-RELIANT

Bees will have appropriate life skills, be resourceful, financially savvy, and be self-directed.

GLOBALLY RESPONSIBLE

Our graduates will be engaged citizens, team collaborators, strong stewards of the environment, with broad horizons.



OUR COMMUNITY'S SCHOOL VALUES

Academic excellence and providing innovative learning opportunities for all

The finest educators and staff to constructively empower our students

School safety and security in protocol, action, thought in creating a welcoming school climate

Transparent, engaging and collaborative communications

Responsible stewardship of the dynamic resources in the BBHCSD

Comprehensive preparedness of our students' future college and career pathways

Protecting the Banner of the BBHCSD!



The Heart of the Hive

BELIEFS - BEHAVIOR - OUTCOME

Belief	Behavior	Outcomes
Bee Your Best	• Challenge Yourself • Actively Engage • Own your Choices	Always Improving
Bee One Community	• Respect Differences • Build Relationships • Empower Others	Stronger Together
Bee the Future	• Act with Purpose • Pursue your Plan • Live Forever Proud	Leave a Legacy





Bee Your Best

Challenge Yourself

We embrace productive discomfort and develop a habit of learning. We set goals to build on our strengths and improve our skills. We understand that hard work is necessary to achieve our goals. We choose to step up and strive to do the right thing, even when it's difficult. We will persevere through our challenges.

Failure will be the catalyst to success.

Actively Engage

It is our responsibility to be active participants and contribute to the task at hand. We need to show up, get our mind right, and put effort in all we do. Each one of us needs to engage with purpose: ask questions and actively listen. Take time to understand. *Do the work.*

Own Your Choices

We choose our attitudes, our beliefs, and our behaviors. We own our mistakes and learn from them. Our choices influence our culture; we are intentional and purposeful in our decisions and responses. *Own it.*

Always Improving





Bee One Community

Respect Differences

We are strengthened by, and value, the diversity within our community. We actively embrace differences in solving problems, achieving goals, and navigating the future. Everyone deserves respect and validation for who they are, what they do, and for the life and path they choose. *All voices matter.*

Build Relationships

Our community flourishes and grows through individual and collective contributions. The relationships we build within the community foster kindness, mutual respect, and understanding. We interact with one another with compassion and sensitivity. *We care.*

Empower Others

Our community is only as strong as each individual. Everyone has a collective responsibility to influence, mentor, lead, and be examples for one another. We seize opportunities to facilitate and encourage individuals to grow. *Make a difference for someone else.*

Stronger Together





Bee the Future

Act with Purpose

Everyone has a purpose. Our intentional actions and behaviors positively impact ourselves and others. We develop and pursue our "why" through skillful and deliberate decisions. *Live your "why."*

Pursue your Plan

We are persistent in creating and following our plan to achieve our goals. Through this we grow beyond our abilities, expand our boundaries and maximize our potential. *Never give up.*

Live Forever Proud

We are proud Bees. We value our heritage and celebrate the successes of our community. We understand the importance of the work we do every day and take pride in the impact of our contribution. *Make your mark.*

Leave a Legacy



EQUAL EDUCATION OPPORTUNITY

The Brecksville-Broadview Heights City school District Board of Education affirms its commitment to provide an equal educational opportunity to each of its students. Students have the right to be free from discrimination on the basis of race, sex, marital status, pregnancy, national origin, citizenship status, physical disability, political activity, religion, creed, or opinion in all decisions affecting admissions; membership in school-sponsored organizations, clubs or activities; access to funds, academic evaluations or any other aspect of school-sponsored activities. Any limitation with regard to participation in a school-sponsored activity will be based on criteria reasonably related to that specific activity.

Any person who believes that she/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the school District's Compliance Officer(s):

Cassandra Spangler
Director of Pupil Services
Title IX Coordinator
440.740.4017

Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

TELEPHONE NUMBERS

Any questions or concerns can be directed to the specific department or staff member indicated.

Lisa Mollica/Preschool Principal	440-470-4107
Melody Davies/Attendance Line/School Secretary	440-470-4142
Health Clinic	440-470- 4102
Transportation/Bus Garage	440 740-4050
Safe Schools Helpline	800-418-6423 ext. 397

STEPPING STONE PHILOSOPHY

We have a variety of methods and philosophies to maximize a student's potential by working on his/her weaknesses and building on his/her strengths. As we work within our educational setting, we want to ensure, to the greatest extent possible, the student's ability to succeed in the classroom setting.

Our related services in the preschool setting work collaboratively with the classroom teachers. This collaborative effort allows for student introduction, practice and carry-over into the classroom for the skills that are helpful to succeed in the classroom setting.

GENERAL INFORMATION

SCHOOL DAY

Starting/Dismissal Times: Monday-Thursday (No classes on Friday)
Morning Half Day 9:00 am - 11:45am (drop-off begins at 8:55am)
Afternoon Half Day 12:45 pm - 3:30pm (drop-off begins at 12:40pm)

ENROLLMENT AND REGISTRATION

The district uses an online program called Final Forms to assemble information regarding your student(s). The system will retain information as it is entered initially and only changes need to be made. Please note that students entering into kindergarten must begin the registration process again.

STATUS CHANGES

Please update Final Forms if you have any of the following changes:

- Home phone number(s)/Cell phone number(s)
- Home address
- Emergency contact's name and/or number (including area code)
- Work phone number, either or both parents, including area code(s)
- Marital status
- Custody of children
- E-mail address

WITHDRAWAL PROCEDURES

Anyone planning to move should notify the office as soon as plans are definite. The student's new address and the name and address of the new school are needed. School records of the child will be mailed to the receiving school upon written request of the parent or the new school.

CURRICULUM

Each Stepping Stone Preschool classroom uses The Creative Curriculum for Preschool, an approved, research based curriculum, along with Handwriting Without Tears. This curriculum aligns to the State of Ohio's Early Learning and Development Standards to provide students with a wide variety of learning experiences. The early learning content standards are the introduction to school age learning standards in the areas of social-emotional development, approaches toward learning, physical well-being and motor development, cognitive development and general knowledge, and language and literacy development. Purposeful activities, materials and environments help to support children's active learning and kindergarten readiness.

FAMILY ENGAGEMENT

Parents are their child's first teacher and, as such, we invite parent involvement throughout the school year. The district encourages parent involvement in the following ways:

- Beginning of the year meetings/visitation
- Parent teacher conferences
- Classroom helper
- Room parent
- Share your special skills or interests
- Storybook parent program
- PSO

TRANSITIONS

At least three months before your child's third birthday, your service coordinator will call one or more transition conferences to discuss your child's needs and preschool options. This conference could be combined with a regularly scheduled Individualized Family Service Plan (IFSP) meeting. You, your service coordinator, and other

members of the IFSP team will be included as appropriate. Others may be invited as well. These individuals may include early childhood special education staff, representatives from community programs or services (such as a child-care provider, private preschool, or Head Start), and anyone else you would like to have there, such as grandparents, neighbors, or friends who know your child well.

Together, you and the team will address a variety of topics, such as the need for an evaluation to determine eligibility; goals, timelines, and team members' responsibilities; your hopes, dreams, and concerns about your child; services and programs available; and your special education legal rights. Based on those discussions, you will develop a transition plan and prepare for the change in program placement when your child turns 3.

In order to ensure that your child's preschool experience is a positive one, the program utilizes meaningful transition activities designed to help your child transition into, within and out of the program. These activities may include, but are not limited to, the following:

- Parent orientation
- Student phase-in days
- Collection of background data from parents
- Annual developmental screenings
- Classroom visits to all classrooms in our preschool program
- Collaborative activities for all preschoolers to engage with all staff and students within the preschool
- Social stories to assist with transitions
- Individualized transition plan meetings for all students with special needs (peer models by request)
- Summer age-appropriate activity handouts to enhance language, social and motor skills to encourage year-round learning
- Kindergarten readiness information
- Kindergarten orientation
- Kindergarten school/class visit for all students going to kindergarten
- "Promotion" ceremony and party

STAFF AND STUDENT RATIOS

- Preschool Special Education Classes:
1 adult for every 6 children (1:6), with a maximum class size of 16 children.
- General Preschool Classes
3 years old: 1 adult for every 12 children (1:12)
4 years old: 1 adult for every 14 children (1:14)

STUDENT FEES

Stepping Stone Preschool Supply Fee is \$50.

Stepping Stone Preschool Peer Model Fee is \$1800. A non-refundable \$200.00 payment is due at the time of registration in order to hold your spot at Stepping Stone Preschool.

STUDENT VALUABLES

Students should not bring items of value to school. The school is not liable for any loss or damage to personal valuables. In addition, students should not bring toys from home to school.

PARTIES

The following classroom parties are planned during the school year: Halloween, December holiday, Valentine's Day, and end of the year. Room parents may request a nominal fee to cover the cost of refreshments and activities. Please inform classroom teachers and administration of any food allergies your children have to avoid reactions to party snacks and foods.

BIRTHDAYS

Birthdays can be a special time for children, especially when they can celebrate their special day at school with classmates, teachers, and staff. Because birthday treats are often messy, may contain allergens (peanuts, tree nuts, gluten, dairy, etc.) and are not nutritious, we are requesting that only non-food items be shared for birthday treats with classmates. Children with summer birthdays may participate, too. Contact the classroom teacher to arrange a date for the birthday celebration. We ask that you not send invitations to parties outside of school through the classroom unless you are inviting the entire class OR all of the boys OR all of the girls in the class.

SNACK

A snack will be provided daily to all students during snack time. We support the belief that strong nutritional habits are formed at a very early age. During snack time, we are learning to try new foods and discover different textures and tastes. In efforts to promote life-long healthy habits we strive to provide all children with nutritious food choices. **Inform your child's teacher and the preschool principal of any food allergies.**

THERAPY DOG

Notify your child's teacher if your child has a fear of dogs or an allergy to them. Please update this information as needed.

RELEASE OF INFORMATION

Parents or guardians must sign a release of records form to allow the preschool to share or access information about their child's health, development, or educational progress with authorized individuals or organizations.

VISITORS

Visitors, particularly parents, are welcome at the preschool. Visitors must check in at the LobbyGuard Kiosk prior to entering the preschool building. Any visitor found in the building without signing in shall be reported to the Principal. If a person wishes to confer with a member of the staff, she/he should call for an appointment prior to coming to the school in order to schedule a mutually convenient meeting time. Students may not bring visitors to school without prior written permission from the Principal.

STUDENT WELL BEING AND HEALTH SERVICES

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting. If a student is aware of any dangerous situations or accident, she/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file. This should be completed through Final Forms.

Please complete the health questionnaire information in Final Forms no later than the first day of school. Medical authorities and school educators urge that every child have a complete medical examination before entering school in order that health issues, if present, may be corrected and the child be physically ready to accept all the advantages that education has to offer. Students with specific healthcare needs should deliver written notice about such needs, along with physician documentation, to the school office.

CLINIC

Students feeling ill or requiring medical attention must let their teacher know and an adult will take them to the clinic. The school secretary or health clinic staff will make calls to parents of students who need to go home. The Brecksville-Broadview Heights City School District does not anticipate, nor have scheduled, any non-emergency, invasive physical examination or screening for the 2025-2026 district year for students. This does not include vision, hearing, and scoliosis screenings, which will be scheduled throughout the school year. (BOE Policy 5310).

SCHOOL HEALTH

Ohio law requires that preschool students have the following documents on file:

1. **Annual Physical Examination** Provided to the school within 30 days of admission into the program. Exam performed within the past 13 months. The date of the exam must be on the form, which must include: height, weight, and dental status and referrals made; Tuberculosis Assessment: Risk Survey Results or TB skin test results; Lab/Blood Work: Blood lead and hemoglobin values if ordered by the provider.
2. **Immunizations** Immunization record provided to the school prior to attendance/admission. Must be up-to-date for their age.
3. **Emergency Medical Form** Must be completed in Final Forms.
4. **Oral Assessment** If your child's physician does not do a dental screening or refers your child to a dentist, please have the dentist complete the Oral Assessment form.
5. **Eye Specialist Evaluation** Students qualifying for preschool services due to special needs are required to have an evaluation by a vision professional (ORC 3323.19). This is a one-time evaluation, unless follow-up treatment is recommended. Provide an eye exam form within 6 months of admission.

If you do not have health insurance coverage or need assistance in any way to obtain the services for the requirements listed above, please contact the school nurse at 440-740-4141 or 440-740-4102.

HEALTHCHEK

Healthchk is Ohio's Early and Periodic Screening, Diagnosis and Treatment Program. This program provides a core of health services to children enrolled in Healthy Start or Medicaid. The purpose of Healthchk is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered.

Who is Healthchk for?

Children and teens younger than 21.

What does it provide?

- Prevention
- Diagnosis
- Treatment

To discover health problems, Healthchek covers ten check ups in the first two years of life and annual check ups thereafter. Healthchek offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed examination (with parent approval)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening
- Other services or screenings as needed

Further information is available at:

<https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek/healthchek>

MEDICATIONS TAKEN AT SCHOOL

All medications should be given to students at home when possible. If it is necessary for a student to take medication during the school day, the following requirements **must be met** to ensure our students' safety:

- Any medication must come to school in its original container with the child's name on it. Pharmacies may be asked to divide prescriptions into two bottles.
- Parents are to bring medications to the school office. Students may not carry medication on the bus.
- Complete written instructions must be given to the principal or his/her designee with the parent's written permission and signature. Forms are available in the office/clinic or on line at bbhcsd.org. There are also forms for epipens and inhalers. All prescription and non-prescription forms should be taken to your child's physician and returned with the medication.
- All prescription and non-prescription medication must be accompanied by the physician's instructions and side effects that should be reported, along with their signature and phone number.
- The first dose of a new medication must not be administered at school in case of an allergic reaction.
- New requests for medication must be submitted at the beginning of each new school year or as medical needs arise. Both the physician and parent must complete new forms.

Parents must pick up unused medication. Medications will be disposed of 30 days after they are discontinued. These practices ensure that medication is given safely at school. Please call the office if you have any questions.

INJURIES

Minor injuries, such as skinned knees, will be treated in the clinic, but anything requiring treatment other than first aid is not permitted to be administered by school personnel. Parents will be notified when there is doubt about the seriousness of an injury or when injuries are considered more than minor.

HEAD AND FACE INJURIES

- If a student receives ANY bump etc. to the head or face area he/she/needs to come to the clinic to be assessed, no matter how small.
- If NO signs/symptoms of concussion are present (dizziness/general headache/ nausea/ confusion/ incoordination/dilated pupils etc.), students may have ice and return to class.
- If there ARE signs/symptoms of concussion present (dizziness/general headache/ nausea/ confusion/ incoordination/dilated pupils etc.), students will be kept at least 15 minutes with ice. If concerns/symptoms do not go away, parents will be contacted and asked to take the student to see a primary care doctor (does not necessarily need to go to the emergency room).
- Parents will be notified of a head/face injury.
- Students going back to class will have:

- Note to the teacher regarding the head injury, including the time the student left the clinic and time to come back to be re-checked in one hour.
- Head injury note to go home.

ILLNESS AND FEVER

A child who complains of nausea, headaches or poor health will have his/her temperature taken in the clinic. If the child has a fever, the parent will be called to take the child home. If there is not an apparent temperature, the child will rest in the clinic for a while to see if his/her condition improves. If it does not, the parent will be called to take the child home. Students sent home with fevers must be **"fever free" for 24 hours** without taking fever reducing medication before returning to school. Students who are vomiting or those with diarrhea must also stay home for at least 24 hours until symptoms subside for the health and protection of all students and staff.

COMMUNICABLE DISEASE

8453 - DIRECT CONTACT COMMUNICABLE DISEASES

The Board of Education seeks to provide a safe educational environment for students and staff. This can best be accomplished by assuring that all persons within the school community understand the method of transmission and prevention of diseases that are not contracted through air-borne pathogens, but rather, through direct contact with body fluids and excretions, especially blood, vomit, feces, or urine. The Board is also committed to assuring the confidential status of individuals who may have been diagnosed with a blood-borne communicable disease.

For purposes of this policy, these diseases shall include:

- A. HIV (human immunodeficiency virus);
- B. AIDS (acquired immune deficiency syndrome);
- C. AIDS related complex (condition);
- D. HAV, HBV, HCV (Hepatitis A, B, C);
- E. Others diseases that may be specified by the State Department of Health as contact communicable diseases.

The Board recognizes the fact that individuals who have contracted these diseases may not exhibit symptoms for many years after exposure and may, in fact, not be aware that they have contracted the disease. They are, however, able to transmit the disease to other individuals.

The Board further directs the Superintendent to assure that students or staff who reveal the fact they have contracted one of these diseases will have their status safeguarded in accordance with Federal and State statutes dealing with confidentiality and that their civil rights will be respected. Staff members will have access to District leave policies in accordance with Board policy and negotiated agreement and opportunities for reasonable accommodation as described by the Americans with Disabilities Act. Should a student be unable to attend school as a result of illness, an alternative education program shall be provided in accordance with the Board's policy and administrative guidelines dealing with Homebound Instruction.

8450 - COMMUNICABLE DISEASES/HEALTH CONCERNS

All students of the District with signs or symptoms of diseases/health concerns suspected as being communicable to others will be given immediate attention and sent home if appropriate. Symptoms of common childhood illnesses can be found on the Communicable Diseases Chart posted in the building.

Any child suspected or reported to have a communicable disease/health concern will be examined by a school nurse and upon his/her recommendation may be excluded from school. Readmission will be allowed by a physician's statement or by consultation with the school nurse or public health nurse. In case of doubt the school physician will be consulted.

CHILD ABUSE AND NEGLECT REPORTING

As required by law, all school employees and administrators must immediately report any suspicions of abuse or neglect to their respective Children's Services.

FIRE, TORNADO, AND SAFETY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with state law. The school conducts tornado drills during the tornado season following procedures prescribed by the state. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per month during the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

STUDENT CONDUCT

STUDENT RESPONSIBILITIES

The school's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. The school may use email, mail or kid-mail when appropriate. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

ATTENDANCE

Absence Procedures - If your child is absent, you must notify the school (440-740-4142). You may leave a voicemail message at any time if your child will be absent for the day. If you fail to do so, we will attempt to contact you at your home or office to verify the absence.

Late Arrival Procedures - Students who are late to school must check in at the reception area prior to going to the classroom.

Early Dismissal Procedures - "Early Dismissal" involves a student leaving school (absent from school) before the end of the school day.

Planned Absence- On rare occasions, parents may find it necessary to remove children from school for a family trip. Please send in a note to the preschool secretary at least a week ahead of time, if possible.

BBHCSD STUDENT DRESS CODE/STUDENT ATTIRE

Student dress and grooming should be such that it does not detract from the educational process or have a detrimental effect on the governance and discipline of the school; therefore, students are expected to meet reasonable standards in their dress and grooming.

The following items are considered inappropriate during school hours:

- Sunglasses
- Bare midriff clothing
- Sagging pants below the hip bone
- Clothing that displays reference to tobacco products, alcoholic beverages, drugs or other illegal items
- Clothing that depicts violence or is associated with gang activity
- Clothing that contains sexual innuendo
- Transparent clothing

Additionally, all outerwear must cover underwear. Outdoor apparel (coats, vests and jackets) should be placed in the student's locker for the duration of the day. Students who consider the building to be cold should wear sweaters or sweatshirts.

Any student who dresses inappropriately will be referred to the administration. Final decisions concerning standards of grooming will rest with the administration.

Elementary/Preschool Only:

- No flip flops, aquatic sandals, or heels
- Tennis shoes and comfortable clothing must be worn for Physical Education classes.

CLASSROOM DISCIPLINE PROCEDURES

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

When a student does not follow directions in class, the following procedures will be used:

- Redirection
- Redirection with a 3 count
- Rewards: Verbal praise, physical praise, stamps, stickers, notes home, individual and class rewards.
- Constructive, developmentally-appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
- No discipline shall be delegated to any other child.
- 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.
- No child shall be placed in a locked room or confined in an unenclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.

- Discipline shall not be imposed on a child for failure to eat, failure to sleep 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 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

TRANSPORTATION

TRANSPORTATION

- Please be ready at pick-up/drop-off times (buses are on a tight schedule)
- CALL TRANSPORTATION IF YOUR CHILD WILL NOT BE RIDING THE BUS FOR THE DAY.
- All parents are required to complete a new transportation form at the beginning of each school year and whenever a change occurs with your child's transportation needs (i.e. daycare, sitters, and address change).
- Stepping Stone Preschool utilizes the PikMyKid app to ensure we know each student's daily dismissal plan. PikMyKid allows parents to easily change pickup modes (i.e. bus rider, car line) and delegate pickup to an approved individual. Changes can be made same-day or for the future and recurring schedules can be set up. Each student has their own PikMyKid number that parents will be given and must display when picking up their child at dismissal.

BUS RULES AND REGULATIONS

(Adapted from the Ohio Revised Code, 3301-83-20 and 3301-83-08)

1. No one shall interfere with the driver's operation of the bus.
2. No unauthorized person shall sit in the driver's seat or operate any controls.
3. The driver has the authority to assign seats.
4. Students must board and leave the bus at their designated bus stop unless they have parental and administrative permission to do so.
5. Forbidden cargoes include animals, firearms, ammunition, explosives, flammable substances, and all other dangerous materials or objects.
6. No one shall have in their possession any tobacco, alcohol, or other illegal drugs or substances.
7. No one shall throw any objects on, from, or into the bus.
8. No one shall cause any part of his or her body to project from the bus window.
9. No one shall eat or drink while on the bus.
10. No one shall cause damage to any part of the bus.
11. Profane language and fighting are prohibited on the bus.
12. Noise shall be kept to a minimum at all times to insure safety.
13. Students must remain in their seats at all times.

The driver has the authority to enforce the above rules and regulations and may issue citations. Students shall conduct themselves on the school bus as they would in the classroom. Reasonable conversation is permissible. Continued disorderly conduct or refusal to obey the driver shall be sufficient reason for losing the privilege of riding the bus to and from school and for extra-curricular activities and field trips.

DROP-OFF/PICK UP PROCEDURES

- **AM Session**

- o Drop-off - Pull into the loop in front of the preschool entrance and park. Walk your child up to the doors where a staff member will greet you.
- o Pick up - Park in the school parking lot and walk to the preschool doors to receive your child. Please display their PikMyKid number. No cars will be permitted in the cul de sac for pick up during this time.

- **PM Session**

- o Drop off- Park in the school parking lot and walk your child to the preschool doors. where a staff member will greet you. No cars will be permitted in the cul de sac for drop off during this time.
- o Pick up- Pull into the loop in front of the preschool entrance and park. Walk up to the preschool doors to receive your child and display their PikMyKid number.

STAFF

Principal	Lisa Mollica	mollical@bbhcsd.org
Director of Pupil Services	Cassandra Spangler	spanglerc@bbhcsd.org
Secretary	Melody Davies	daviesm@bbhcsd.org
Health Aide	Holly Wheeler	wheelerh@bbhcsd.org
Teacher	Mary Duke	dukem@bbhcsd.org
Teacher	Amanda Kilcher	kilchera@bbhcsd.org
Teacher	Ann Marie Ashley	ashleya@bbhcsd.org
Teacher	Blair Wood	kaminskib@bbhcsd.org
Teacher	Jen Wible	wiblej@bbhcsd.org
Teacher	Tess Madej	madejt@bbhcsd.org
Teacher	Elaina Antonaklas	antonaklase@bbhcsd.org
School Psychologist	Cathy McKee	mckeec@bbhcsd.org
Speech Pathologist	Sarah Amick	amicks@bbhcsd.org
Speech Pathologist	Sarah Potts	pottss@bbhcsd.org
Special Educational Assistants	Christine Awad, Susan Graziano, Agnes Gurko, Marian Anis, Maha Rizakala, and Kathy Sayage	
Physical Therapist	Sendero Therapies	
Occupational Therapist	Sendero Therapies	
Occupational Therapist Assistant	Sendero Therapies	
Audiologist	Ruth Clark	

Resources for Families

PRESCHOOL LICENSING

The preschool program is regulated by operational procedures that are defined by the Office of Early Childhood within the State of Ohio Department of Education. A copy of the recent inspection and current license is displayed in the preschool hallway and may be obtained upon request at the school office. It is hoped that concerns or questions regarding the entrance, program, staffing or operation of services will be first made to the preschool director, Lisa Mollica. She can be reached at 440-740-4107.

STEP UP TO QUALITY

To learn more about the programs' Gold Star Rating visit
<https://childrenandyouth.ohio.gov/for-providers/step-up-to-quality>

INSPECTION REPORT/REPORTING A COMPLAINT

To learn more about the programs' licensing status, ratings, and inspection results visit
<https://childcaresearch.ohio.gov/>. To report a complaint visit ODJFS Child Care Policy Help Desk at
<https://childrenandyouth.ohio.gov/for-youth/ad/file-a-youth-complaint-spotlight> or call 1-844-234-5437
Mon-Fri 8am-5pm.

DISTRICT/BOARD OF EDUCATION POLICIES

You can find all current school board policies at the link below, including policy updates and related board documents.

BBHCSD Board Policy

School districts with children who meet the definition of "homeless" under the McKinney-Vento Homeless Assistance Act (42 USC 11431 et seq.) are to comply with division (F)(13) of section 3313.64 of the Revised Code. If a student or family believes they may be eligible, they may contact the National Center for Homeless Education: homeless@serve.org or <http://nche.ed.gov> or 1-800-308-2146.