

Bucyrus Elementary 2025-2026 Preschool Handbook
Proposed Revisions
June 12, 2025

The following is the list of proposed revisions to the Bucyrus Elementary Preschool Handbook for the 2025-2026 school year. Please see the page numbers below that coincide with and are highlighted in the 2025-2026 Preschool Handbook. Proposed revisions reflect the Bucyrus Elementary handbook, and also include ODEW/Department of Children and Youth new rules, requirements, and policies for preschool. Table of Contents page numbers will be updated after deleted information is removed from the Handbook when receiving BOE approval.

Welcome--Page 2

- Updated the Step Up to Quality rating from 5 Star to Gold as per ODEW.
- Updated ODE to ODEW

Intent of Handbook--Page 2

- Added intent of handbook language

Staffing and Contact Information--Page 3

- Added list of district staff and contact information

Office Business Hours--Page 3

- Added please note administration unavailable hours.

School Calendar--Page 3

- Added preschool students do not attend on Fridays.

Preschool Policies and Procedures--Page 4

- Updated ODE to ODEW

Preschool Instructional Program and Curriculum--Page 5

- Updated ODE to ODEW

Preschool Staff Qualifications--Page 5

- Updated ODE to ODEW
- Added State Board of Education
- Updated 10 Ohio Approved hours of professional development per year for Preschool staff, and 15 Ohio Approved hours for Preschool Coordinator

Student Records Location--Page 5

- Added Location to the title; needed for licensing

Preschool Staff to Child Ratios--Page 5

- Updated staff to child ratios

Preschool Registration--Page 6

- Added that Bucyrus City School residents with completed Final Forms for their child have priority in being accepted into the preschool program.
- Removed ECE Grant Eligibility Screening Tool (no longer required by ODEW) and added ECE Grant Eligibility Screening Document that will be used to assist in determining tuition fees.
- Removed Publicly Funded Child Care Supplemental Application
- Added required document as per ODEW: Supplemental Nutrition Assistance Program Application which is utilized by our local Jobs and Family Services to determine ECE Grant eligibility for our preschoolers
- Added Consent to Release Information document for PK families to grant consent for our preschool to communicate with local JFS
- Reminder for families to update their contact information
- Removal of wording, and added importance of providing the child's birth certificate and records from previous preschool (if applicable) to school admission personnel.

Assignment of Students to Classrooms--Page 7

- Added process in which students are assigned to classrooms; assigning is done by the PK-5 Principal; no teacher requests by parents are accepted.

Early Childhood Education Grant and Family Eligibility--Page 7

- Updated ODE to ODEW
- Updated JFS required form Supplemental Nutrition Assistance Program for ECE Grant eligibility and procedure in submitting the document
- Eliminated use of ECE Eligibility Screening Tool

Financial and Tuition Fees Policies--Page 8

- Updated reminder that preschool families may be charged a tuition fee.
- Updated ODE to ODEW
- Updated language in income document proof
- Removed previous policy on tuition payment waived.
- Added district website for site of online payment portal

Early and Periodic Screening, Diagnostic and Treatment Information--Page 9

- Removed information as it is no longer required

School Arrival and Departure--Page 9

- Updated drop off expectations and directions

Breakfast and Lunch--Page 10

- TBA School Lunch fee
- Added information on preschool students being allowed to bring a packed lunch
- Updated lunch debt policy

Student Absences and Excuses--Page 12

- Updated title to Regular Attendance

School Attendance--Page 12

- Updated title to Notifying School of Absence
- Updated school absence policy
- Added that a doctor's excuse may be used as proof of absence

Withdraw Policies--Page 13

- Added reminder to inform the school when withdrawing from preschool.

Parent-Preschool Communication and Involvement--Page 13

- Added use of district 2-way messaging as a form of communication

Items to Bring--Page 14

- Eliminated box of kleenex/paper towels as these items will be on the PK-5 supply lists

Emergency Medical Care--Page 15

- Added medical authorization forms will be kept in Final Forms

Administering Medication to Students--Page 15

- Added non-prescribed medication forms are available in Final Forms

Positive Behavior Intervention and Supports--Page 17

- Added PBIS description

Specialized Programs--Page 21

- Added Individuals with Disabilities
- Added LEP

Students with Disabilities--Page 21

- Added information on laws, district responsibilities

Protection & Privacy of Student Records--Page 21

- Added information on the protection and privacy of student records

Computer Technology and Networks--Page 23

- Added district policy on student use of technology as it may pertain to preschool students

Equal Education Opportunity--Page 23

- Added Equal Education Opportunity information

Respectfully submitted,

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Preschool Coordinator

