Allen County Preschool Program

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Program Philosophy

The Allen County Educational Service Center Preschool serves 3, 4, and 5-year-old students eligible for special education services as well as typically developing peers. We are committed to providing a high quality program that offers varied opportunities and materials to build an understanding of diversity in culture, family composition, differing abilities, language and gender. We believe that family involvement is critical to a child's growth. Parents are partners in the development and provision of learning situations. We strive to build a community in which all children and families are welcomed and supported with acceptance and respect. It is a place where children with and without disabilities play and learn side by side.

Early childhood education lays the groundwork for the development of a lifelong learner. As educators, it is our goal to support the whole child by providing learning opportunities in all areas of development including cognitive, social-emotional, sensory, motor, perceptual, and language skills. These opportunities are introduced through play. During play, children discover concepts and relationships and practice newly acquired skills. As they play with peers and adults, they acquire important social skills, including negotiation and conflict resolution, social conversation, and role taking. Play is development and learning in action. In play, children demonstrate their understanding of the world and their role in it. The teachers serve as facilitators to guide the children in their interactions with the varied learning opportunities. As adults observe children's play, they can describe their developmental levels, needs, and interests. Play is the best vehicle for integrating learning across all developmental domains.

We strive to provide a fun, safe, and exciting culture that encourages students to take risks, problem-solve, and move toward independence. Our program provides learning experiences that incorporate student interests and address individual needs. We believe every student has the right to learn at their own developmental rate with different instructional techniques. We try to provide experiences that will help children feel good about themselves and confident about their abilities. We attempt to provide activities that will assist children as they grow to their full potential. Curriculum experiences are to be research based, aligned with the content standards, rich with differentiated learning, and problems to solve which provides reasons and opportunities to use language in play. Instructional strategies are designed with intention to support, challenge, scaffold, and extend children's abilities and skills.

Preschool Vision Statement

To provide a safe environment in which each child can develop and learn.

Preschool Mission Statement

The educational opportunities provided will reflect the view that all areas of development (cognitive, language, social emotional, physical, and adaptive) will be enhanced through a variety of planned and research based learning activities and instructional strategies. Our program is an active partnership between the school, the student, the home, and the community.

Curriculum

The Allen County Preschool uses Creative Curriculum for their Early Childhood Preschool programs. The curriculum is researched based and aligned with the State of Ohio Content Standards. In addition to the four areas of content, (Math, Reading, Social Studies, Science), the curriculum focuses on all areas of development; cognition, language, motor, social emotional and adaptive skill development. The Allen County Preschool's curriculum allows for meaningful goal development, interventions, on-going progress monitoring and evaluation of each child.

Goals For Early Childhood Education

The following long-term goals for early childhood education reflect the view that all areas of development (cognition, communication, social emotional, motor, and adaptive skills) are integrated as the child interacts with the learning environment. The educational opportunities and experiences afforded children in the early years makes a difference in their overall development. Curriculum experiences are to be research based, aligned with the content standards, rich with differentiated learning, problems to solve which provide reasons and opportunities to use language and play, thus engaging children's intellectual abilities. These experiences will be planned and organized. Instructional strategies will be designed with the intention to support, challenge, scaffold, and extend children's abilities and skills.

- Enhance and facilitate development in all domains: cognitive, language, social emotional, physical, and adaptive (self-help) skills.
- Provide educational experiences using intentional teaching strategies through play to facilitate concept development, content knowledge, creativity, and problem solving.
- Provide opportunities through the organization of the classroom for children to build skills and acquire knowledge.
- Provide guidance through classroom experiences that allow for the development of self management, conflict resolution and social interaction skills, and the ability to make positive choices.
- Develop the ability to see adults as respectful, nurturing, supportive, responsible, and helpful resources that promote self assurance and competence.
- Provide programs that offer varied opportunities and materials to build an understanding of diversity in culture, family composition, differing abilities, language, and gender.

Highly Qualified Educators

All early childhood educators, paraprofessionals and related service personnel are highly qualified according to the Ohio Department of Education standards.

- Classroom teachers have a 4-year Bachelor's degree or higher with certification in Early Childhood Education and/or Special Education.
- Classroom teachers will have core knowledge and skills to implement Ohio's Early Learning Content Standards and skills related to early childhood education.
- All other staff members have documentation in their personnel files that they meet the qualifications as required by law, rule, or program.

Requirements for Admission and Cumulative Records

The preschool program shall secure and have on file all required information no later than the first day of attendance unless otherwise noted. The cumulative record shall include but not limited to:

1. **Application/Income Verification Form:** (Typically Developing Students Only): Must be returned with a $25 application fee per family

2. **Immunization Form:** A current shot record is required before your child can be admitted into the preschool. If your child is exempt from immunizations, you may request an immunization exemption form.

3. **Child Enrollment Form:** Giving all emergency information needed.

4. **Release and Permission Form:** Giving written verification documenting to whom the child is to be released to, permission to take and use images of students, field trip permission, and permission for families to be included on the classroom roster.

5. **Topical Creams & Ointments Form** (if applicable): Giving permission and procedures for applying creams and ointments if applicable.

6. **Medication Form** (If applicable): Giving permission and procedures for administering medication. Must be signed by the medical professional that gave the orders.

Enrollment

Prior to entry to the Allen County Preschool Program, typical peers will participate in a Developmental Screening. Our screening team will assess your child's vision, hearing, cognition, communication, motor skills, social-emotional development and self-help skills.

Following documents are required for all students prior to the first day of school:

-**Immunization Record**
-Child Enrollment Form
-Release/Permission Form
-**Custody Court Documents** – if applicable

Special education students are also required to have the following documents prior to the first day of school:

-**Birth Certificate**
-Proof Of Residence

Placement

All children will be placed into classrooms according to the supervisor and teacher's discretion, dependent upon availability, district of residency policy, and other contributing factors. To be eligible as a typical peer, your child must be potty trained and have passed the developmental screening with no concerns. Also, preference will be given to four and five year old typical children. Three year old typical children will be admitted once the four and five year old wait list is exhausted.

Elida Preschool: only students who reside in the district will be considered eligible.

Allen County Educational Service Center reserves the right to make exceptions based on specific circumstances.

Ohio Department of Education Preschool Licensure Rules For Child Information
Rule 5180: 2-20-10

(C) What are the prohibited child guidance techniques?
In addition to the restrictions outlined in rule 5180-37-10 of the Administrative Code, the following apply:

(1) There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
(2) Discipline will not be delegated to any other child.
(3) No physical restraints shall be used to confine a child by any means other than a preschool staff member holding a child for a short period of time, so the child may regain control. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control the movement or normal functioning of any portion, or all, of a child's body while the child is in a face-down position.
(4) No child will be placed alone in a locked room or otherwise confined in an enclosed area.
(5) No child will be subjected to profane language, threats, derogatory remarks about the child or the child's family, or other verbal abuse.
(6) Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
(7) Techniques of child guidance will not humiliate, shame, or frighten a child.
(8) Discipline will not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
(9) Separation will be brief in duration and 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, and well-ventilated space.
(10) Preschool staff members shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

All students will receive a hearing screening within 60 days of enrollment. Parents/guardians will be notified of the results of the screening.

Withdrawal Procedure

Should a parent/guardian choose to withdraw his/her typical child from the program, verbal notification is required from the parent/guardian to the preschool supervisor, administrative assistant and/or classroom teachers. On the last day of attendance, a WD is marked on the classroom attendance and the child's file becomes inactive. Should a parent/guardian choose to withdraw his/her special education child, please contact the preschool director to discuss the process.

Child Progress Reports

Progress reports for children on IEPs will be sent home in accordance with the district of residency's policy measuring progress on your child's IEP goals and objectives.

In addition, all children will receive at a minimum, a quarterly progress report indicating progress on skills/concepts taught. Additional progress will also be shared.

Ongoing Assessment System Procedure

In order to document child progress, the Allen County Preschool program implements an ongoing assessment system to drive and inform instruction. This system consists of a cycle of assessment, planning, instruction, re-assessment, planning, instruction, etc. This structure provides teacher/staff with baseline data and current levels of performance which provides the basis for the instructional plan. Student results are evaluated to determine the effectiveness of learning and whether instruction was successful. This cycle informs and empowers staff members and parents to make informed decisions on effective strategies and practices that result in child progress. Careful frequent monitoring of child progress that is completed at regular ongoing intervals can inform the need for changes to instructional strategies, the curriculum, the environment, and direct interactions with students, which in turn impacts achievement and development. Teachers analyze the information with families to develop educational goals for students. The Allen County Preschool aligns curriculum and instruction to the Early Learning and Development Standards of Ohio. The program has carefully developed a pacing guide indicating which standards will be taught per month throughout the school year that will be shared with families.

Sources for Ongoing Preschool Progress Monitoring Implemented May Include:

- curriculum based assessments (GOLD, Early Learning Assessment, Heggarty and PELI Assessments)
- observations
- checklists or locally developed assessments
- work sampling
- pictures, videos and/or audio recordings
- interviews
- student learning objective rubrics
- criterion-referenced assessments
- standardized assessments
- other artifacts/evidence for student portfolios

Healthcheck Services for Children

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for infants, kids and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

The link for information on Healthchek is:
Medicaid.ohio.gov/RESOURCES/Publications/Materials.aspx

Parent/Teacher Conferences

During the school year a minimum of 2 parent teacher conferences will be offered to discuss your child's progress and/or needs and possible plans to aid in child progress and development. This also gives you the opportunity to see your child's learning environment and see materials and work samples. Typically parent/teacher conferences are conducted at the end of the 1st quarter (Nov) and 3rd quarter (Mar).

In addition, the teacher will contact you again to discuss your child's progress and/or needs and to find out information that will help with the development of the plans for your child's future programming. This contact can be made in many ways to help meet each family's individual needs and convenience including but not limited to: letters, phone calls, home visitations, school conferences, and e-mailing.

Speaking With the Teacher

Teachers will **not** be available for discussion/conferences during pick-up and drop-off times. If you need to speak with your child's teacher at length, please set up a conference time with her/him. Please respect that teachers may not be available in the evenings and/or weekends. Staff members will reply by the next business day.

If You Experience Problems

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom related problems. We will make every effort to resolve the problem, or when indicated, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, care of the children, please contact Amy Recker, Early Childhood Supervisor, at (419) 221-1262 ext. 6007.

If questions or concerns cannot be addressed through the preschool, please call: (614) 466-0224 or toll-free (877) 644-6338 and ask for Preschool Program Licensing.

Children with an IEP

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please refer to your copy of the Parent's Rights in Special Education. You may request a copy from the preschool office or view it at https://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-SpecialEducation

Preschool License

The Allen County Preschools are licensed to operate legally by the Ohio Department of Education. Parents may request a current copy of our license and compliance report by phoning the preschool administrative assistant. Our current license and compliance report may also be viewed at each preschool site as they are posted in each classroom.

Confidentiality

In our Preschool Program, confidentiality is a must! Each staff member keeps all records and conferences regarding a specific child strictly confidential.

Student Records

The Board authorizes the administration to:

1) Forward student records, including disciplinary records with respect to any current suspension and expulsion, upon request to a private or public school or school district in which a student of this district is enrolled, seeks or intends to enroll, on a full-time or part-time basis, upon condition that a reasonable attempt is made to notify the student's parents of the transfer, of their right to receive a copy of the record if desired, and of their right to have a hearing to challenge the content of the record;
2) Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student of other individuals;
3) Report a crime committed by a child with a disability to appropriate authorities and to transmit copies of the student's special education and disciplinary records to the authorities for their consideration;
4) Request each person or party requesting access to a student's record to abide by Federal regulations and State laws concerning the disclosure of information.

The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of educational records will receive explanation and interpretation of the records.

The Board shall maintain a record of each request for access and each disclosure of personally identifiable information. Such disclosure records will indicate the student, person viewing the record, their legitimate interest in the information, information disclosed, date of disclosure, and date parental/eligible student consent was obtained.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent, or, if the student is eligible student, without the written consent of the student, except to those persons or parties stipulated by the Board's policy and administrative guidelines and/or those specified in the law.

Preschool Locations and Phone Numbers

Allen County Preschool at The County Board of DD is located at 2550 Ada Rd., Lima OH 45801 419-221-1262 x 6011

Allen County Preschool at Elida is located at 300 Pioneer Rd., Elida OH 45807 419-338-6850

Allen County Preschool at Spencerville is located at 600 School St., Spencerville OH 45887 419-647-4111 ext. 3328/3329

Office Hours of Operation

The Preschool students attend classes Monday through Thursday and 5 Fridays throughout the year. On the other Friday's, only the staff report to the preschool as they are engaged in meetings, in-service training, home visitation/parent contact, cleaning, organizing, planning, and preparing student programming.

Supervisor Office Hours: 8:00 am. – 3:30 p.m., Monday - Friday
Preschool Office Hours: 7:30 am. – 3:00 p.m., Monday – Friday

County Board of DD (follow ACESC/Bath delays)

Regular Class Hours:	AM Class	7:40	10:55		PM Class	11:40	2:55	Bluffton bus @ 2:15
2 Hour Delay (Plan B)	AM Class	9:40	11:50		PM Class	12:40	2:50	Bluffton bus @ 2:15
3 Hour Delay:	AM Class	Canceled			PM Class	11:40	2:50	Bluffton bus @ 2:15

Elida (follow Elida delays)

Regular Class Hours:	AM Class	8:45	12:00		PM Class	12:40	3:55
2 Hour Delay (Plan B)	AM Class	10:45	12:55		PM Class	1:40	3:50
3 Hour Delay:	AM Class	Canceled			PM Class	12:35	3:45
2 Hour Early Release (Plan C)	AM Class	8:45	10:55		PM Class	11:40	1:50

Spencerville (follow Spencerville delays)

Regular Class Hours:	AM Class	8:40	11:55		PM Class	12:35	3:50
1 Hour Delay:	AM Class	9:40	11:50		PM Class	12:35	3:45
2 Hour Delay (Plan B)	AM Class	10:40	12:50		PM Class	1:35	3:45
3 Hour Delay:	AM Class	Canceled			PM Class	12:35	3:45

Delays/Cancellations

At times, schools may find it necessary to delay or close due to inclement weather. Since a school closing could have an effect on your child's transportation, please watch **WLIO TV**, Lima, for school delays and cancellations.

BODD Preschool site will be listed as Allen County ESC and follow Bath Schools if there are delays or cancellations. You can sign up for the ESC alerts on the ESC website through School Status.

The Elida Preschool site follows Elida schools for any delays/cancellations. Check the Elida Schools website for how to sign up for notifications.

The Spencerville Preschool site follows Spencerville schools for any delay/cancellations. Check the Spencerville School website for how to sign up for notifications.

If your local school is closed due to inclement weather, your child may not be transported to school. If you transport your child to and from school and your home school is closed, your child will not be expected to attend class.

Parent/Guardian Transportation

Preschool Special Education students may either be transported by their district (bus, van, or cab) when transportation services are identified through the IEP or by their parents. A parent or someone appointed by the family transports tuition students. All students must be dropped off at the preschool entrance. When picking up your child from preschool the parents/guardians or persons appointed by the family are responsible for safely fastening their child into the vehicle.

As a parent/guardian transporting a child to and/or from school, the following procedures will need to be kept for the safety and well being of all the children in the program:

If you are transporting your child, you must adhere to the school hours:

Please drop-off no earlier than 5 minutes prior to start time. Please pick-up promptly no longer than 5 minutes after the scheduled departure time.

EARLY PICK-UP: If you need to pick-up your child for an appointment, a written or verbal notice should be given to the office and/or teacher a day or two prior or at least 1 hour prior to the pick-up. The early dismissal log should be signed prior to the child's departure.

If your child is being picked-up or dropped-off by another individual listed or not listed on the Child Release Form, you must:

a) Inform the office and/or teacher of who will be transporting your child by written or verbal notice.
b) Inform the person transporting your child that appropriate identification will need to be presented at the time of pick-up.
c) Inform the person transporting to abide by the pick-up and drop-off procedures listed above.

Late Pick Up Procedure

There is a late fee for parents who arrive late to pick up their children. The late fee will be as follows:

$5.00 (per child) up to 10 minutes past dismissal time.
$1.00 (per child) per minute after the 10 minutes past dismissal time.

Abuse of the center's closing and pick up time can be grounds for dismissal from the center. If dismissal is necessitated for any reason, one week's notice will be given.

If the student is not picked up within 30 minutes of dismissal and the teacher is unable to reach persons from the child's emergency contact list, the center may notify the police department or children services for further assistance.

Please note that all late fees will be added to the parent's tuition bill. Notification will be given prior to billing.

Parents/Guardians are Welcome!

Parents/Guardians are invited to visit their child's classroom at any time during the day. If you wish to join the class, as a courtesy please inform the teacher in advance in order to ensure that the learning process is not interrupted.

Parent/Guardian Roster

A roster of children and their parents/guardians will be published annually. The roster is updated each year and provides a convenient resource for parents/guardians to plan parties, visit a new friend, organize a carpool, etc. If you do not wish to have your name, child's name or telephone number included in the roster, be sure to note this on the Roster Permission Form. NOTE: The roster will not be furnished to any person other than a parent/guardian of a child currently attending our Preschool Program. To request a copy of this roster, please call your child's teacher or send in a note.

Guidance/Discipline Procedure

The goal of discipline is to help children make good choices, build self control and direct their own behavior. We recognize the important role self esteem plays in this process and respect emotional needs and feelings of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. All teachers and assistants have been trained in positive social behavior programming and techniques.

Staff follow the Preschool Licensure Rules for Behavior Management/Discipline, (Rule 3301-3710), established by the Ohio Department of Education. In addition, staff follow these guidelines to promote positive behavior.

- The best way to handle problems is to prevent them from happening. Therefore, the physical environment for our preschool is set up so that as few problems take place as possible. Rooms are arranged in centers to encourage socialization as well as independence.
- Establish clear and reasonable ground rules to protect the rights and safety of all children. These are discussed frequently in the classroom.
- Accept children's ideas in the establishment of classroom rules.
- Restate rules clearly and firmly.
- Help children verbalize feelings or concerns when they are in conflict situations and cooperatively generate their own solutions to the problem.
- Redirect children in a positive manner to avoid potential problem situations.
- Intervene only when the child may harm him/herself or others.
- Help children think about the outcomes of their behavior and develop.
- If a child is separated from the group, it is for a regulated period of time appropriate to their developmental age. This technique is used only when a child is exhibiting extreme temper tantrum type behavior; hurting self, others, or equipment. When the child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the group and try again.

The discipline policy is provided at the beginning of each school year or as they are integrated into the preschool to all staff personnel who may come in contact with your child. This includes, but is not limited to: building school personnel, bus drivers, secretaries, custodians, and substitutes.

Behavior Management/Discipline

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

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. 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.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

(1) There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to: punching, pinching, shaking, spanking, or biting.

(2) No discipline shall be delegated to any other child.

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short time, such as in a protective hug, so the child may regain control.

(4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.

(6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a child.

(8) Discipline shall not include withholding food, rest, or toilet use.

(9) 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.

(10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(E) The parent of a child enrolled in a center shall receive the center's discipline written policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Preschool Rules and Regulations as stated by the Ohio Department of Education code 3301-37-10.

Your Child Will Need to Bring To School

Each child will need to bring the following items to school:

1. A large book bag or backpack labeled with your child's name. This is to be brought to school every day. It is an important part of communication between parents and the preschool program.
2. If your child is a special education student being toilet trained, a labeled bag containing diapers, pull-ups, or underwear and diaper wipes. You may send in a large supply for school use.
3. An extra change of clothing, including pants, shirt, underwear, and socks to be kept at school. Please label all clothes and place them in a bag labeled with your child's name. If your child comes home in his/her "extra" clothes, please send in extra clothes the next day. Your child's soiled clothes will be put in a sealed bag and sent home with him/her.
4. Teachers will send home a list each school year of any additional items that they may need you to donate.

We try to provide all the necessary materials and supplies for classroom activities and projects, but you may be asked from time to time to save "preschool" valuables such as lids, toilet paper rolls, milk cartons, or basic art materials.

We ask that you discourage your child from bringing his/her toys to school. We provide an enriching environment, stocked with equipment and materials to stimulate curiosity and learning. Toys from home monopolize play and sometimes become lost or broken. Please check your child's book bag for toys before coming to school. Thanks!

Accident or Injury

If your child has an injury at preschool that does not require trained professionals, the preschool staff will provide first aid as recommended by a certified First Aid course. All preschool staff are trained in First-Aid and CPR as required by licensure. You will be notified if your child requires first aid.

If an accident occurs during preschool hours your child's teacher will send home an accident report. In addition, a log of injury reports will be maintained in each classroom.

Emergency Procedures

If your child has an injury that requires medical attention, you will be contacted for instructions. Staff will provide immediate basic first aid. If you cannot be reached, the staff will follow the directions on the Emergency Medical Authorization Form completed by the parent/guardian. All students will be transported to the emergency room indicated on the form.

In case of a dental emergency, the staff will follow instructions on the dental first aid chart located in all classrooms.

Records of Emergency Drills

Fire and tornado drills will be practiced in accordance with Ohio revised code chapter 3737.73. A monthly fire drill will be practiced and documented throughout the school year. Tornado drills shall be conducted and documented during the months of April and May. Procedures for evacuation are posted in each classroom. Annual fire inspection reports are posted in each preschool classroom.

Three school safety drills will be practiced throughout the year consisting of evacuation and lockdown procedures.

Attendance

In order for your child to get the most from his/her preschool experience, it is important that your child come to school regularly. If your child is ill and you decide to keep him/her at home that day, please notify your local school district transportation coordinator as soon as possible and call the preschool to inform the teachers. When your child is ready to return to preschool, please again contact the local transportation coordinator to resume transportation. Student attendance is recorded by the teachers daily and kept on file in the preschool office.

Health Policies
(Administration of Medication, Food Supplement, Modified Diet, or Fluoride Supplement)

If it is necessary to administer a medication, food supplement, modified diet, or fluoride supplement, the program must secure the written instructions of a licensed physician or dentist as well as, the written, signed, and dated instructions of the parent or guardian on the form provided by the Director for the administration of the prescription medication, food supplement, modified diet, or fluoride supplement. Non prescription medications will not be administered by the preschool staff in any circumstances. Only employees who are health professionals or who have completed drug administration training may administer medication. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.

A prescription medication cannot be administered for any period of time beyond the date indicated by the physician or dentist or six months, whichever comes first. Written instructions shall include: child's name, a correct date, exact dosage to be given, the specific number of dosages to be given daily, and the route of administration. The prescription label shall be attached to the original container for each medication or food supplement.

Prescription labels which do not contain a specific number of dosages to be given per day but instead contain the instructions "to be given as needed" must be accompanied by written instruction from the parents if it is to be administered by the school.

Nonprescription topical ointments, creams, or lotions may be administered without written instructions from a licensed physician if there are written instructions from the parents on the

form provided by the administrator. The form must include: date, name of the ointment, cream or lotion, name of child, birth date, and the parent's instructions and signature. Written instructions are valid for no longer than three months. Authorization for administration of the ointment may be canceled by written request of the parent at any time.

Each time the prescription medication is administered a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year. Medical logs are posted in each room and updated on a monthly basis.

If your child is not "up to par" and not capable of carrying out his/her daily routine, please keep him/her home. Sending a sick child to school endangers the health of the other children and staff, and slows your own child's recovery.

A child who has become ill will be isolated in an area away from the other children but in view of one of the staff members. A mat and blanket will be provided as well as first-aid if necessary. We will make your child as comfortable as possible until we can return him to you or another guardian.

Communicable Disease Procedure

Staff members are trained to recognize common signs of communicable disease or other illnesses. Each child is observed daily for communicable diseases upon entrance into the classroom.
Our communicable disease chart is posted within each preschool classroom. Please keep children home if the following signs or symptoms of illness are observed. Please note that a child observed to have any of these signs or symptoms of illnesses at school shall be immediately isolated and discharged to his parents/guardians:

- Diarrhea (3 or more abnormally loose stool within a 24-hour period;
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis (Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain);
- Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness;
- Untreated infected skin patch(es);
- Unusually dark urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies or other parasitic infestation;
- Sore throat or difficulty swallowing; or
- Vomiting more than 1 time or when accompanied by any other sign or symptom of illness.

Illness/Isolation and Removal Procedures

A child with any of the following signs or symptoms of illness shall be immediately isolated from the other children:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature in combination with other symptom
- Vomiting or diarrhea more than once
- Evidence of live lice, scabies, or other parasitic infestation.

Our program follows the Ohio Department of Health "Child Day Care Communicable Disease Chart" www. odjfs.state.oh.us/forms for appropriate management of suspected illness. A child isolated due to suspected communicable disease shall be made comfortable and cared for in a room or portion of a room not being used in the preschool program. A cot or a place to lie down will be made available to the child. If linens and blankets are used by the ill child, they will be laundered before being used by another child. All equipment used will be disinfected with an appropriate germicidal agent. The child will be within sight and hearing of an adult at all times and will never be left alone or unsupervised. Decisions regarding whether the child should be discharged immediately or at some other time during the day is determined by the teacher and/or parent.

Parents are requested to notify the teacher if their child has been exposed to any contagious disease outside the school. Notify the teacher when a child has a contagious disease. You will be notified in writing if your child has been exposed to a communicable disease.

A physician's release form may be required for re-admittance to school, depending upon the illness of the child. If the preschool recognizes that a child has nits or lice, the parent/guardian will be notified and the child will be sent home. The parent will be required to treat the child with an over the counter or prescription lice kit. The child will be permitted to return to school once the parent provides proof of treatment. A receipt of purchase or the actual box in which the treatment came in can be presented as proof. A child with live lice will not be permitted to attend the preschool setting. It is recommended that the parents refer to the CDC's website at: http://www.cdc.gov/lice/head/ for fact sheets, treatment recommendations, and cleaning/sanitizing the home environment to reduce reinfestation.

The school can admit and care for a "mildly" ill child (such as minor cold symptoms) as long as the child does not exhibit any symptoms specified in the paragraphs above on communicable diseases. If any of the symptoms do occur during careful observation, the child will be isolated and discharged from the school.

Any time a staff member becomes ill; he/she is sent home and replaced with a substitute staff member.

Hand Washing Procedures

All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.
Staff members are required to use the disinfectant procedures on the Ohio Department of Health Communicable Disease Chart or a comparable procedure.

Potty Chair Procedures

The potty chair will be located in the preschool bathroom. Potties shall be emptied, cleaned, disinfected, and rinsed with water after each use. The rinsing solution shall be disposed of into the nearest flushing toilet.

Diapering Procedures

If your child is not yet toilet trained, please provide a package of diapers and a box of wipes upon your child's entrance into the preschool to the classroom teacher. You will be notified when they need to be replenished. The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility.
- The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand washing.
- The central diaper-changing station shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with manufacturer guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.

Storing of clean diapers shall be handled in accordance with the following methods:

- A clean supply of diapers stored in a specifically designated area shall be available at all times.
- Diapers or clothing used during diaper changing and brought from the child's home shall be stored in a space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.

Safety Procedures

No child is ever left alone.

Parents must pick their child up either from the classroom or at the entrance of the preschool building. We will not send them out of the building on their own.

There is immediate access at all times to a working telephone in the school. A current list of emergency telephone numbers is posted at every phone located in each of the preschool sites.

Emergency Procedures are posted on bulletin boards located in each of the classrooms.

Fire drills will be held for the entire school. These drills are documented and are on file with the director and preschool teachers. In the event of a fire or tornado, we follow the exit plans posted in each room.

Field Trip Experiences

Consistent with developmentally and age-appropriate practices for curriculum, the Preschool Program will provide field trip experiences throughout the year that support and enhance the classroom curriculum.

Parents are encouraged to attend field trips when possible.

Emergency Medical forms and First Aid kits are taken on each field trip.

Permission slips for each field trip will be sent home with the children. Permission slips must be signed and returned promptly. Children without signed permission slips will not be able to go on the scheduled field trip.

In accordance with law, children will be provided appropriate transportation systems.

Water Play or Swimming Procedures

Our preschool program does not have water play activities in bodies of water more than 2 feet in depth.

Playground and Recess

All students shall participate in recess. It is the school's intent to have everyone participate because of the mental and physical advantages gained by pupils getting out and "letting off steam". Children may go out to recess during the winter months per the teacher's discretion so please make sure your child has a hat, winter coat, and gloves to protect them. It is highly recommended that students wear closed toe shoes for inside and outside recess.

Playground Rules and Student Responsibilities:

- Students should play away from the building exit.
- Students should refrain from playing games involving tackling.
- Students should play games with balls in the recommended area of the playground unless instructed otherwise by a teacher/teacher aide.
- Students should refrain from damaging and/or taking another student's clothing.
- Students should remain in the assigned playground area.
- Students should share playground equipment with others.
- Students should end all playground activities upon an adults signal.
- Students should refrain from throwing dangerous objects, fighting, and harassing other students and misusing the equipment.
- Students should obey the requests of the adult monitor when directions are given.
- Students should refrain from standing on swings.
- Students should refrain from flipping from playground structures.
- Students should refrain from throwing or tossing stones, mulch, or rubber pieces.
- Students should refrain from throwing snowballs or fighting with snow and sand.
- Students should go down sliding boards one at a time and exit promptly.
- Students cannot leave the playground to enter the building, or leave the playground area without adult supervision.

Nutrition

Good Nutrition is important for learning. The Preschool snacks reflect this understanding. If your child has special dietary needs, please contact your child's teacher. The menus follow the state requirements.

Snacks

Upon request, a nutritional snack choice information handout can be provided to parents. The program provides a daily snack in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns (www.usda.gov).
Current menus for the entire month are posted in the classroom and shall reflect all snacks to be served by the program.
If you wish to send in a treat for your child's birthday, please be sure it is a treat that is in the original packaging with the ingredients listed.

McKinney-Vento Homeless Assistance Act

The McKinney-Vento Act provides rights and services to children and youth experiencing homelessness. Children who are identified as meeting the Federal definition of "homeless" will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include children and youth who meet any of the following criteria:

A. share the housing of other persons due to loss of housing, economic hardship, or similar reason

B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations

C. live in emergency or transitional shelters

D. are abandoned in hospitals E. have a primary nighttime residence that is a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings, or

F. live in a car, park, public space, abandoned building, substandard housing1, bus or train station, or similar setting

Pursuant to the McKinney-Vento Act, an unaccompanied youth includes a homeless child or youth not in the physical custody of a parent or guardian. Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-F above are also considered homeless.

The District will provide services to homeless students that are comparable to other students in the District. Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible. For more information contact your home district.

Transition Plan

Transition Plan for New and Current Students

Students and parents are introduced to staff members before the student begins attending the program/classroom. A tour of the classroom and pick up and drop off locations is offered to parents. If there is a concern about the student not handling the transition into preschool well, a plan can be developed to introduce them to the program in a staggered manner. This can include but is not limited to: the parent bringing the student to the classroom on the first day, the student attending a shortened day until they are comfortable with the staff and routine, and the student attending less than full time until they are comfortable with staff, routine, and schedule.

Preschool to Kindergarten Plan

Students:

In the spring students and preschool staff may visit kindergarten classrooms in the districts to tour and meet teachers. It is preferable that students will visit the building and classroom they will attend next year but this is not always possible. When it is not possible for students to visit future classrooms, all efforts will be made to obtain a picture of the Kindergarten teacher and the classroom to show to the preschool student. Students may spend time in the kindergarten classroom participating in activities during the school day (if the preschool is located at the school the child will attend). This will be arranged between the Preschool and Kindergarten teacher. Special Education Students may have new IEPs and ETRs created if applicable before the transition visit and these documents may be shared with the Kindergarten classroom teacher. **Families:**

At parent-teacher conferences the teacher starts discussion about transitioning their preschooler to kindergarten the following school year. Parents are notified about plans for preschoolers to visit kindergarten classrooms. Teachers will send home information about the district wide Kindergarten Registration and will highly encourage families to attend the event to get information about kindergarten in their district. Information will be shared with families about academic expectations for kindergarten and provide families with activities to complete with students over the summer to help prepare them for kindergarten.

Staff:

Preschool staff will fill out the "Preschool to Kindergarten Transition Plan" form for each student to ensure to help support the student and family during the transition process. Specific districts may have an additional form for families to fill out. The preschool staff will send these home if needed.

Student Records:

All student records will be available for the new teacher. This includes but is not limited to: Evaluation Team Report (ETR), Individual Education Program (IEP), test scores (ASQ-SE, ECO, etc…), formal and informal observations, Student Learning Objective Data, and TBT data.

Payment Procedure

For our tuition students, payment should be made directly to the Allen County Preschool Program at 2550 Ada Road, Lima, OH 45801. Please make checks payable to: **ACESC Preschool**. Failure to make payments promptly will result in dismissal of the preschooler. Accounts are considered delinquent after one month. Parents/guardians are responsible for their child's tuition when they are out for extended family vacations. A fee will be incurred for returned checks. After two occurrences, a personal check will not be accepted.

Telephone Numbers
Extensions

Superintendent, Craig Kupferberg	419-222-1836 ext. 104
Early Childhood Supervisor, Amy Recker	419-221-1262 ext. 6007
Administrative Assistant, Heidi Mirus	419-221-1262 ext. 6011
Preschool Assessor, Rachel Graham	419-221-1262 ext. 6004

If you wish to have a complete list of extensions, you can request one from the preschool administrative assistant.