

## **PROGRAM LICENSING AND OVERSIGHT**

This Program is licensed by the Ohio Department of Education and follows the requirements of Chapter 3301-37 of the Ohio Administrative Code. The program's current license and most recent compliance report, and the program's corrective action plan, if applicable, are posted in or near your child's classroom.

## **ADMISSION PROCEDURE**

Children are eligible for enrollment in the preschool program if they are 3 or 4 years of age by August 1<sup>st</sup> of the current school year. According to the preschool grant, priority is given to income eligible families. Returning students must submit an application for the second year. A waiting list is maintained after all available slots are filled. The first name on the waiting list will obtain the first available slot, etc. Parents must complete an application packet including an Application Form, Verification of Income Form, Emergency Medical Authorization Form, and Child's Health Information Form prior to acceptance in the preschool program. Parents, at their own cost, must secure for their children a physical examination and a dental examination by a licensed physician/dentist prior to the date of admission or not later than 30 calendar days after the child's first day of school. Please note that both lead and hematocrit screenings are now required as part of the physical examination. A new physical form is required for returning students every 13 months from the most recent date of examination. This form may be completed by a physician, a physician's assistant, a clinical nurse specialist, or certified nurse.

## **CANCELLATIONS**

When Monroeville school district is closed, then the preschool is closed. Parents should listen for the Monroeville Schools cancellation or delay announcement. The preschool sessions will be cancelled or dismissed early if the building, which houses your preschool, is closed for any reason. Norwalk's WLKR radio station (95.3) will announce the closing. If your local school system is not closed, but the weather is inclement or threatening, preschool is not mandatory and the decision to bring your child to school will be yours. If you decide not to bring your child to school, please call and notify the preschool teacher. When preschool is closed, any planned activities will also be cancelled.

**TUITION/SUPPLY FEE PAYMENT POLICY**

Program tuition is based on a sliding fee schedule according to family size and income. Tuition payments are due the first day of each month September through May.

Children will not be able to attend preschool if there is a past due tuition amount. If tuition is not paid by the end of the month, your child will be removed from the class roster and replaced by a child on the waiting list.

Send payments to: Monroeville Local Schools, Attn: Jill, 101 West St., Monroeville, Ohio 44847. Payments may be paid by check, money order or cash. Cash payments must be brought in to the board office. Your child's name should appear on the memo part of the check to insure proper credit. Each student is required to pay a supply fee of \$30.00 before the child may attend preschool. Children on IEP's are also required to pay this supply fee.

If you need to withdraw your student, please call the preschool teacher to officially withdraw your child from the program. If transferring to another district, please provide the new district's contact information so that records can be transferred.

As required by statute, public school preschool programs must establish a sliding fee scale and collect tuition from families earning more than 100% of the federal poverty level. All income derived from tuition and fees shall be used to support the preschool program. The numbers of children and the percentage of children in family income categories need to be identified in relationship to the total program enrollment. It is required that the sliding fee scale represent, at a minimum, the following income categories: a) under 100%; b) 101-200%; c) 201% and greater.

Only families under 100% of the federal poverty level and students on IEP's are not charged tuition. Families in the other income categories are charged tuition appropriate to the family income level. Refer to the chart on this page and the next page to determine your tuition fee.

**PRESCHOOL MONTHLY TUITION SCALE - 201% AND GREATER**

**FOUR HALF-DAY PROGRAMS**

\$34,481-40,000	\$55
\$40,001-50,000	\$65
\$50,001-60,000	\$75
\$60,001-70,000	\$85
\$70,001-80,000	\$95
\$80,001 +	\$105



## PRESCHOOL PHILOSOPHY

These are the beliefs, supported by professional research, upon which our developmental program is based:

- \* Children grow and develop at different rates and each child's rate is separate and distinct from that of any other child. This rate is often unrelated to chronological age.
- \* Children are naturally curious and eager to learn, and they learn best when they are able to follow many of their own interests and desires to learn.
- \* Learning is something a child does, rather than something that is done to him/her.
- \* Play is a child's "job" and way of learning.
- \* Children learn from each other. They learn responsibility and achievement, they learn to respect themselves and others, and they learn how to learn!
- \* A rich learning environment, one deliberately designed with much to explore and discover, is essential in helping young children learn basic skills. Concrete and sensory materials are important in this environment, as they are basic learning devices for the young child.
- \* Basic skill development is considered essential in an open, educational, learning environment. However, a variety of creative approaches to teaching and learning, including an integrated day, are suggested.
- \* The development of initiative and self-reliance is encouraged in an atmosphere of trust and structured freedom.
- \* Each child, including those with multi-cultural backgrounds and exceptional needs, is a unique individual and must be appreciated and valued for his/her individuality in all areas.
- \* The most important variable in a young child's learning is the educator. Our program provides for development of the whole child - physically, emotionally, socially, and intellectually. We provide activities to encourage learning in the way that children learn best - in play, with other children. Activities are planned to meet the needs and abilities of each child in the class.

Our basic goal is to give your child and family a positive first school experience. We will help your child learn how to learn - and most importantly, to enjoy learning. We know that with your help, "together we can make it happen" for a lifetime of learning!

## **EARLY CHILDHOOD PROGRAM GOALS**

The primary goals of the Early Childhood Program are to:

- \* provide an environment that respects children.
- \* foster the development of positive self-esteem.
- \* support and promote positive relationships with peers and adults.
- \* facilitate and encourage the construction of knowledge within an integrated curriculum.
- \* plan and implement a wide variety of multi-age, multi-level materials and activities.
- \* offer opportunities for children's active exploration of their environment through activities appropriate to their development.
- \* model and promote opportunities for large motor activities and healthy nutritional choices.
- \* maintain confidentiality surrounding children and their families.
- \* strengthen the relationship between families and school.

## **THE MAJOR COMPONENTS OF THE EARLY CHILDHOOD EDUCATION PROGRAM**

These are the four major components in the preschool program:

1. Education - The program is designed to meet each child's individual needs. It also aims to meet the needs of the community served and its ethnic and cultural characteristics.
2. Health - The preschool program emphasizes the importance of early identification of health problems. Comprehensive health care includes medical and dental, nutrition, and mental health services.
3. Parent Involvement - Parent(s)/guardian(s) are encouraged to be involved in parent education and enrichment, program planning, and operating activities.
4. Social Services - Social Services represents an organized method of assisting families to assess their needs, and then providing information about available community resources to meet identified needs.

## TRANSITION PLAN

The Huron County Early Childhood Education (ECE) Consortium staff believes communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to, preschool to kindergarten/school-age programs, home and out-of-home care programs to community programs within programs to new classroom and 0-2 programs to preschool.

Activities provided to support children and their parents which might include, but not be limited to:

- opportunities for parents and children to visit potential preschool classrooms during a school day, open house/classroom visit prior to start of school, kindergarten, or other school-age classrooms; spending time in another classroom in same program prior to a formal transition
- written information regarding registration and screening dates; classroom activities such as “all about me” for all/new students
- choosing a cubby/locker and/or a name symbol to decorate and identify their space
- books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers visit toddler or preschool classrooms
- children leaving a program may receive cards, pictures, letters from peers wishing them good luck, etc.
- visiting the elementary school cafeteria, explore a school bus, enroll in safety town, visit with a school principal, cook, etc.

Each child transitioning from one program to another shall have a written transition plan (IFSP or preschool transition plan) in place which will involve input from parents, teachers, and other members of a child’s team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

Information about registration and screening will also be shared with the community through the use of media such as press releases and flyers. Sending and receiving staff shall communicate to determine the student information which shall be shared after receipt of any required parental consent.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental choice.

The above activities will assist children, parents, and staff in achieving a seamless transition as young children move from one program to the next.

A child’s team, including the parents, meets to complete a transition planning form when a planned transition is coming (to another classroom, site, program) to detail the activities that will be completed in order to assist and support the child and family in the next environment as well as the party responsible for completion. The completed form is signed, dated by all applicable team members present, and copies made for all team members.

## **CHILD PICK UP AND DELIVERY**

Your child's safety is our first priority, and these rules will be strictly adhered to:

1. Each child will be delivered inside the classroom no sooner than 5 minutes before starting time and picked up inside the room no later than 5 minutes after dismissal time.
2. A child will be released only to adults, 18 or older, designated by prior written permission of the parent or guardian. A picture ID is required at the time of pick-up.

## **ABSENCES**

Call your child's preschool teacher when your child will be absent. An excused absence is illness, doctor or dentist appointment, or emergency. When you return your child to school after an excused absence, please submit to the teacher a note describing the reason for the absence. If there are an excessive number of unexcused absences in one month, your child will be removed from the class roster.

## **SNACKS**

Parents will provide healthful snacks - drink and food - for their child's class on a rotating basis with other parents. Your child will serve as "Snack Helper" on the day that he/she brings snacks. Some snack suggestions for a nutritious snack are:

- cream cheese or cheese cubes with crackers
- apples, celery or bananas
- popcorn and orange slices or pineapple chunks, or grapes (must be halved)
- carrot sticks, celery, cauliflower, broccoli with dip
- other fruits
- fruit juices- 100% real fruit juice
- milk

Please furnish paper napkins and cups, and be sure that the food is cut into bite size pieces. Please do not bring cookies, cupcakes, candy, sugared drinks or sodas! Your child will be learning what foods help him/her grow and stay healthy - we want to set good examples.

Please be sure to let us know of any food allergies.

According to our licensing rules issued by the Ohio Department of Education and Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups:

- Meat/meat equivalent
- Bread/bread alternative
- Milk
- Fruit/vegetable

## VITAMIN C

Vitamin C has several important functions in the body, such as helping to form bones and teeth and healthy skin and tissue. Vitamin C also plays a significant role in wound healing and maintaining strong blood vessels.

Since our bodies do not make Vitamin C, we must eat foods, which provide us with it. It is a good idea to eat foods with Vitamin C every day. (\*Indicates a very good source)

Important food sources of Vitamin C:

asparagus	*greens (collards, kale,	*raspberries
avocado	beet, mustard, turnip)	*spinach
*broccoli	lemon or lemon juice	squash
*brussel sprouts	lima beans	*strawberries
*cabbage, raw	mangos	*tomato or tomato juice
*cantaloupe	*orange or orange juice	turnips
*cauliflower	*papaya	*Vitamin C fortified cereal
*grapefruit	peas	*pineapple
*green pepper	*potatoes	*grapefruit juice

## VITAMIN A

Vitamin A is important for normal growth, healthy skin and tissues, and proper bone development. Vitamin A is also important for good vision, especially in dim light or darkness. Since our bodies store Vitamin A, including a good source of this vitamin at least every other day will insure an adequate intake. (\*Indicates a very good source)

Important food sources of Vitamin A:

*kidney beans	*apricots	*mangos
*liver	asparagus	nectarines
cheese	*broccoli	papayas
*enriched corn grits	*cantaloupe	prunes
egg	*carrots	*pumpkin
fortified butter/margarine	*greens (beet,	*spinach
fortified milk	chard, collard,	cabbage (bok choy)
*Vitamin A fortified cereal	dandelion, kale,	*sweet potato
ice cream	mustard, turnip)	tomatoes, tomato juice
		*winter squash

## BIRTHDAY CELEBRATIONS

Your child may bring a sugary treat in a zip lock bag to pass out to friends to eat at home. You may wish to notify the teacher that you would like to be assigned to furnish snacks on or near your child's birthday so that he or she may bring a favorite healthy food.

## DISCIPLINE POLICY

The goal of discipline is to help children build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety and rights. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom during which time staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation, and praising the child for appropriate behavior.

Physical punishment and verbal abuse will not be used. Discipline will not be imposed on a child for failure to eat, sleep, or for toileting accidents.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

Based on ODE Preschool Licensing Rules and school district policies, staff follow these discipline guidelines:

- A) Preschool staff member(s) in charge of child(ren) are responsible for discipline. Policies are in affect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
- B) All preschool staff members shall be informed of and receive a copy of the center's discipline policies upon employment and annually in the handbook.
- C) 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, corporal punishment, or any unusual punishments, or any punishments 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 for a short period of 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, box, or small cubicle.
- 5) No child shall be subjected to profane language, threats, or derogatory remarks about himself/herself or his/her family, or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, 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 development ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
- 10) Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

#### **WEAPONS, TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND COUNTERFEIT CONTROLLED SUBSTANCES**

A student shall not possess, use, transmit, conceal or show evidence of consuming or using tobacco, narcotics, alcoholic beverages, drugs or weapons. The methods of correcting student behavior in such cases are as follows: District administrators will be notified immediately if a child's behavior poses a danger to persons or property. An emergency removal of the child for the rest of the day from the preschool classroom will occur and an immediate conference with parent/guardian will be held.

#### **CHILDREN'S CLOTHING**

We are very active in our classroom, and often use paints and other "messy" materials. We spend time outside when the temperature (considering wind chill) is above 30 degrees Fahrenheit, and it is not raining or otherwise threatening. Please dress your child for play both indoors and outdoors - including sweaters, jackets, mittens, coats, boots, hats, etc. We are not responsible for clothing that becomes stained or extremely soiled. **ALL CLOTHING MUST BE LABELED.** Many times children do not recognize their own belongings.

#### **TOYS**

Please do not send your child to school with toys. We will have special days when each child will share one toy. **Please, no weapon toys at the preschool.**

## **BOOKS**

We encourage parents to read to your child every day. Come to school and share your child's favorite stories with other children in the class.

## **SHARING INFORMATION**

Young children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as, but not limited to:

- Illness or hospitalization of family members
- Pregnancies and births
- Deaths of family members or close friends
- Changes in family structure within the home
- Plans for moving
- Extra stimulation such as visitors or celebrations

## **FIELD TRIPS**

Field trips that enrich the preschool curriculum may be organized occasionally. Children will be transported in approved child-restraint systems as required by law. **PARENTAL PERMISSION IS REQUIRED FOR INDIVIDUAL FIELD TRIP PARTICIPATION.** Parents are welcome to join in the outing.

## **PARENT/TEACHER CONFERENCES**

Two parent/teacher conferences will be scheduled – one in the fall and one in the spring to discuss your child's progress. Additional conferences may be scheduled at the request of the parent/guardian or the teacher. We are striving to include parents in the educational process and look forward to sharing this special time with your family.

## **STEP UP TO QUALITY OVERVIEW**

As acknowledgement for our commitment to early childhood education and our drive to exceed licensing health and safety regulations, the Monroeville Preschool has garnered a 5 Star Rating.

The 1 – 5 star rating system is administered by the Ohio Department of Education and the Ohio Department of Job and Family Services. Preschool programs funded by the Ohio Department of Education must earn at a minimum a 3 star rating. In order to achieve a higher rating, districts must meet all standards for a 3 star rated program and gain extra points through Learning and Development, Administrative and Leadership Practices, Staff Qualifications and Professional Development, Family and Community Partnerships, and Ratio and Accreditation.

Preschool is an integral part of a child's education; it is the foundation from which they will continue to build for years to come. We are honored to be a part of your community and proud to be a stand out in early childhood education.

## CURRICULUM

Creative Curriculum for Preschool is the curriculum that has been adopted for implementation by the Monroeville School Board. Based in theory and research, the Creative Curriculum provides the background, strategies, and teaching approaches in how children develop and learn, the learning environment, what children learn, the teacher's role, and the family's role. There is also a focus on the social and emotional skills children need to succeed in school and life and guidance on the teacher's role in addressing content in literacy, math, science, social studies, the arts, and technology. The curriculum also provides a range of instructional strategies, from child-initiated to teacher-directed learning and incorporates activities to use with children of all ability levels.

This curriculum, along with additional supports provided in our early childhood environments, allow for individualized instruction and modifications to meet each learner's needs. The combination of the curriculum activities and teaching strategies align with all of the Ohio Department of Education Early Learning and Development Standards for preschool children.

The materials and resources support our belief in how children learn and the importance and responsibility of staff and parents in their children's development. They provide early childhood staff with the knowledge and resources to create opportunities and environments for children to be active participants in their own learning.

As your child's most important teacher and to assist us in establishing independence and developmental growth in your child, we ask that you encourage your child to follow all classroom routines, activities, and expectations. Examples of this might include, requiring your child to enter the classroom and hang up his/her coat, remove applicable items from bookbag and give to teacher, etc. When your child arrives home, he/she should be expected to complete the same or similar routine. By expecting your child to be as independent as possible, we can all do our part to prepare him/her for kindergarten and beyond.

### **Reading/Language Arts Area**

Children use books, audiotapes, computers, and games to help them understand the relationship between spoken and written language. Most importantly, children enjoy and develop both forms of language.

### **Block Area**

Block experiences encourage children to use their imagination, require cooperation with others, and help develop eye-hand coordination. Blocks also help develop understanding of shapes, measurement, and balance.

### **Housekeeping Area**

Children use creative thinking, develop skills in communicating and relating to others, using furniture, dress-up clothes, cooking and cleaning tools.

### **Manipulative Area**

Children handle small puzzle pieces, beads, and sewing toys, developing fine motor skills and eye-hand coordination. They develop math skills by comparing sizes, colors, and shapes and by grouping.

### **Woodworking Area**

Children use soft wood, tools, and measuring instruments to develop large and small muscle control, problem solving, creative expression, cooperation, and respect for others.

### **Science Area**

Children use magnets, weighing and measuring instruments, and magnifying glasses, to learn about the world around them. They observe, measure, classify, predict, experiment, and communicate their discoveries. Young children will begin to develop habits of problem solving and investigating - asking "why?" and then finding out!

### **Art Area**

Children use creativity here. They also develop fine muscle control, and eye-hand coordination. They learn about color, line shape and texture, and how to use paints, crayons, paper, clay, paste, scissors, and markers. Children learn to express themselves through visual medium such as painting and drawing.

### **Water and Sand Area**

Children have lots of fun here. Also, as they use water, rice, sand, corn meal, cornstarch, measuring cups, mixers, sponges, funnels, and objects that sink or float, they learn math and science. They weigh and measure, and learn properties of materials. They use imaginative play and cooperate with others, while using small and large muscles in digging, hauling, pouring, and cleaning up.

### **Large Muscle Activities**

Children will use the outside area when weather permits, and otherwise the inside area for supervised activity. They use balance beams, mats, tunnels, balls, and other materials, to develop physical skills such as, pulling, pushing, riding, jumping, and running. Play during this time requires cooperation, and following teacher direction. Many times numbers/counting, and spatial concepts such as over/under, up/down, in/out are developed.

## **OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND CHILD ASSESSMENT/OUTCOMES**

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

The preschool program participates in Ohio mandated assessments of all enrolled preschoolers and assesses all enrolled children using formal and informal methods on an ongoing basis to inform instruction.

A pre-reading assessment tests for early literacy skills. The test is administered in the fall and spring. Results are shared with parents and reported to the Ohio Department of Education.

Children with disabilities are also provided a rating using the Early Childhood Outcomes Summary Form (ECOSF). This assessment summary is used to give a rating for three federal student outcomes relating to positive social-emotional skills, acquisition and use of knowledge and skills; and use of appropriate behaviors to meet their needs. These ratings, when reviewed based on child entry into and exit from preschool, provide a way to determine student outcomes after their preschool experience.

Ohio's Early Learning Assessment is a tool that teachers use with preschool age children to learn about the current level of each child's skills, knowledge, and behaviors. The tool assesses each child in the areas of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts.

Teachers use the tool to observe children in the classroom and on the playground, in the natural course of the child's day. The Early Learning Assessment is not a test. Your child will not have to complete questions or provide test answers. Teachers use the information they collect to plan activities and opportunities that will support the continued growth of each individual child. They will also use the information to see how a child is growing and changing over time.

The Early Learning Assessment is used multiple times throughout the year. Teachers will be able to share a report with families that explains their findings and provide suggestions on activities families can do at home to continue to support children's growth and development.

As required by Ohio Department of Education (ODE), the program ensures that all children receive a vision and hearing screening, as well as a comprehensive developmental screening that is valid and reliable within 60 business days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Referrals may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility.

Results of these assessments and screenings are discussed with and shared with parents/guardians.

### **SAFETY OF CHILDREN**

- \* In accordance with Section 2151.421 of the Ohio Revised Code, all preschool staff are REQUIRED to report any suspicions of abuse or neglect. At least one preschool staff member has completed an approved course in recognizing signs of child abuse and neglect.
- \* Children will be supervised by a preschool staff member at all times throughout the day.
- \* The outside play area will be supervised so that all children are visible to a member of the teaching staff at all times. Children will be supervised going to and coming from the outside play area and the classroom.
- \* Written notification from the parent is required when a change (i.e. time, driver) occurs in your child's regular transportation plan. No exceptions will be made. We require picture identification from a driver's license for anyone picking up the child that is not listed on the transportation authorization form.
- \* A monthly fire drill will be held. During the months of March through June monthly tornado drills are also practiced.
- \* Emergency plans are posted in each classroom in the event of a tornado or fire.
- \* At least one (1) preschool staff is trained in first aid, infant and child CPR, recognition of child abuse and recognition of communicable diseases. A first aid kit is always on site.

- \* Preschool staff members shall have a medical statement as required upon employment/assignment to preschool. Updates are recommended every three (3) years but are not required.
- \* Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- \* Preschool staff shall notify parents in writing when their child is injured by providing a copy of the accident report. The program shall maintain a log of injury reports.

### **PROCEDURE FOR PARENT COMPLAINTS**

Resolving parent questions and complaints in a timely manner is a priority for our preschool. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

- 1) First discuss the concern or complaint with the preschool staff.
- 2) If you feel as though you have not received a satisfactory response from the preschool staff, schedule a meeting with the building principal.
- 3) Continuing concerns can be brought to the Superintendent for consideration. Ohio Department of Education offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

### **MANAGEMENT OF COMMUNICABLE DISEASE**

The preschool staff is trained and certified in First Aid, infant and child CPR, recognition of child abuse and recognition of communicable diseases. A First Aid kit is always on site.

We are very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are reminded to wash their hands on a regular basis.

In the event that your child is exposed to a child with a communicable disease, you will be notified by a note that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms of that disease.

### **MEDICAL EMERGENCY PLAN**

Each child is required to have a current Emergency Medical Authorization Form on file. This form must be completed and returned by the first day of school.

Any child without this form will not be permitted to attend class.

In the event of an emergency, the following procedures will be taken:

- Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called before attempting to reach the parents.
- If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Authorization Form.

## **MILDLY ILL CHILDREN IN THE PRESCHOOL CLASSROOM**

A child isolated due to suspected communicable disease shall be: (a) cared for in a room or portion of a room not being used in the preschool program; (b) within sight and hearing of an adult at all times. No child should ever be left alone or unsupervised; (c) made comfortable and provided with a cot. All linens and blankets used by the ill child should be laundered before being used by another child. After use, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent; (d) observed carefully for worsening condition; and (e) discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

## **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS**

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

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions about the child remaining at school or discharged to home shall be determined by the director and the parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a 24 hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellow skin or eyes
5. Conjunctivitis
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or grey or white stool
9. Evidence of lice, scabies, or other parasitic
10. Stiff neck

While isolated, the child shall be carefully watched for the symptoms listed above as well as the following:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting

As children arrive at the preschool, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms above, you will be asked to take the child home.

**Chicken Pox:** A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters. Cases of chicken pox are reported to the Health Department.

**Common Cold:** Irritated throat, water discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days or discharge becomes yellow to green.

**Fever:** If your child's temperature is 100 F or greater (or 1 degree above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember that fever is a symptom indicating the presence of an illness.

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

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. Nits are small white specks that are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, and all nits have been removed.

**Impetigo:** Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

**Pain:** If your child complains, or behavior indicates that he/she is experiencing pain, he/she should be evaluated by a physician before your child is sent to school.

**Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, following good hand washing practices, using individual washcloths and towels, and not touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

**Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.

**Strep Throat and Scarlet Fever:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

**Vomiting and Diarrhea (Intestinal Viral Infections):** Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches indicate an intestinal infection. If your child has had any of these symptoms during the night, he/she should not be sent to school the next day. Children must be free from diarrhea for 24 hours before they attend the preschool.

### **ADMINISTERING MEDICATIONS**

The medications and/or treatments that may be administered are defined in Board Policy. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication. In those circumstances where a student must take medication during the preschool session, the following guidelines are to be observed.

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the preschool teacher before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include: student's name; medication and dosage and procedure required; special instructions including storage and sterility requirements; date prescribed medication will be started; date prescribed medication will no longer be needed; physician's name, address, and telephone number; probable side effects; authorization by both the physician and the parent for a student to self-administer the medication but only in the presence of an authorized staff member or parent; authorization for school personnel to administer the prescribed medication, if necessary; agreement/satisfactory arrangement to deliver medication to/from school; and an agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.
- C. All medication to be administered during school hours must be registered with the preschool teacher. Upon receipt of the medication, the teacher shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- D. Medication that is brought to the classroom will be properly secured in a locked area. Medication may be conveyed to school directly by the parent or designated person transporting the child. Two to four (2-4) week supply of medication is recommended.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information: student's name, physician's name, date, pharmacy name and telephone number, name of medication, prescribed dosage and frequency, and special handling and storage directions.
- F. Any unused medication unclaimed by the parent will be destroyed by the preschool teacher when a prescription is no longer to be administered or at the end of a school year.
- G. The staff member administering the medication shall ensure that the student takes the medication properly.

- H. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication.
- I. All medications are to be administered in such a way as to not unduly embarrass the student.
- J. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **IMMUNIZATIONS REQUIRED FOR PRESCHOOL**

The Ohio Department of Health requires that all children enrolled in preschool follow the required immunization schedule. Please visit the Ohio Department of Health's website at <http://www.odh.ohio.gov> for the current immunization schedule.

The State of Ohio mandates that school children not in compliance within fifteen calendar days after admission be excluded from school. You may obtain immunizations at your family physician's office or at the Huron County General Health District immunization clinics offered throughout Huron County. Call for times and places of clinics at 419-668-1652 or 1-888-694-2443.

### **MEDICAID SCHOOL PROGRAM BILLING STATEMENT**

North Point Educational Service Center participates in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. We use a third party billing agency to submit MSP claims. This agency is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with the billing agency: student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, work study, case management, and psychological evaluations.

It is your right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of the billing agency's privacy policy are available upon request. Please contact the North Point Treasurer's office for more information.

## **HEALTHCHEK SERVICES**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, 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.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision screening
- Dental screening
- Hearing assessment
- Immunization assessment (making sure child receives them on time)
- Lead screening
- Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

If you still have questions about Healthchek, please call:

Lenora Minor – Healthchek/PRS Coordinator – 419-668-8126 – [lenora.minor@jfs.ohio.gov](mailto:lenora.minor@jfs.ohio.gov)

Carol Loose – Healthchek/PRS back-up – 419-668-8126 – [carol.loose@jfs.ohio.gov](mailto:carol.loose@jfs.ohio.gov)

## **CODE OF ETHICS**

### **General Statements**

- \* We are committed to supporting each child's optimum social, emotional, intellectual and physical development within a safe, healthy and enriched environment.
- \* We will respect the racial, ethnic, religious, cultural, and socio-economic differences of all children, parents/guardians, and others with whom we work.
- \* We will respect families' rights to make decisions for their children, and will uphold their beliefs and practices whenever possible.
- \* When conflicts arise between the parent/guardian and the early childhood educator concerning generally accepted professional and/or developmental practices, we will make every attempt to clarify the issues for the parent/guardian through education and communication.

### **Children**

- \* We will uphold the principle that the early childhood educator's primary professional responsibility is to the child.
- \* The child's total development will remain our primary concern.
- \* Because we believe that everyone has the right to feel that he/she is a worthwhile human being, we will treat each child with respect and dignity.
- \* We will not mentally, physically, or emotionally abuse the child in any way.
- \* We believe in positive, productive discipline and guidance as the means for dealing with inappropriate behavior.

### **Colleagues**

- \* We uphold the right of every childhood educator to participate in an evaluation process, which compares current job performance to job expectations. Teachers are evaluated on a regular basis according to current job performance aligned to job expectations.
- \* We are committed to seeking and providing opportunities for personal and professional growth.
- \* We support cooperation among all early childhood professionals.

## **VISION STATEMENT**

The vision of the Monroeville Local School Board is Excellence in Education for all students. Our District assures each student a well-rounded educational program leading to rewarding careers. In addition, our District will foster students who are critical thinkers, creative problem-solvers and socially responsible individuals. Through the collaboration of school, home and community, every Monroeville graduate will be well prepared for the global challenges of the 21<sup>st</sup> century.

## **PARENT INVOLVEMENT**

We believe parent/guardian participation is a vital component of a child's school experience. Parents/guardians provide valuable input that helps to ensure a successful transition between home and school. Parents/guardians are encouraged to become actively involved in the preschool classroom.

- \* A parent/guardian questionnaire, completed prior to entry into the program, provides important information about each child.
- \* Parents/guardians are welcome to observe and visit classrooms at any time. If a parent/guardian plans to stay for an entire class session, please arrange the visit in advance with the classroom teacher by signing up on the monthly visitation calendar.
- \* Parent/guardian conferences are held twice a year. Additional conferences may be scheduled at the request of the parent/guardian or the teacher.
- \* Parents/guardians are invited to attend parent/guardian meetings. These meetings focus on issues and concerns relevant to young children and their families.
- \* Parents/guardians are welcome to become involved in informal ways such as sharing a special talent with a class or going on a field trip.
- \* Parents/guardians who will supervise children, other than their own, on a field trip or in the classroom must complete a BCI fingerprint/records check.
- \* The Parent-Teacher Organization (PTO) is an organization of parents and staff members who support and sponsor educational endeavors in the interest of the students of Monroeville Elementary. They hold monthly meetings on the second Tuesday of the month at 6:30 p.m. in the library. All parents and grandparents are welcome to attend.

**2020 – 21**  
**Early Childhood Education (ECE) Entitlement Program**

North Point Educational Service Center (NPESC) serves as the local agent for fiscal and programmatic oversight of the Huron County Early Childhood Educational Consortium. NPESC and the consortium districts\* receive entitlement dollars from the Ohio Department of Education to help fund the ECE classroom your child attends.

**North Point ESC Governing Board**

Ms. Marianne Cheetham  
Mr. Daryl Deering  
Mr. Peter Hazel  
Mrs. Carole Kuns  
Mr. Paul Lockwood  
Mr. Mark Miller  
Mr. Bob Morgan  
Mr. Jim Rinaldo  
Mr. Warren Ruggles  
Mrs. Judith Sander  
Ms. Eileen Bulan

**NPESC Administration** – 419-627-3900

Mr. Doug Crooks  
Mr. Matt Bauer  
Mr. John Ruf

\* Bellevue City Schools, Monroeville Local Schools, New London Local Schools, South Central Local Schools, Western Reserve Local Schools, and Willard City Schools.

## PRESCHOOL STAFF AND PHONE NUMBERS

**Monroeville Preschool**  
**101 West Street**  
**Monroeville, Ohio 44847**  
**419-465-2610, Ext. 1405**

Debbie Smith, Teacher  
Tracy Weis, Special Education Teacher  
Becky Adelman, Educational Assistant

Cheryl Seymour, Speech/Language Pathologist  
Deb Winke, Occupational Therapist  
Deb Hay, Physical Therapist

Jennifer Meyer, Special Education Supervisor  
419-465-2610, Ext. 1302

Paul Hiszem, Psychologist  
419-465-2610, Ext. 1509

Debbie Graber, Preschool Secretary  
419-627-3990  
dgraber@npesc.org

Ralph Moore, Superintendent  
Monroeville Local Schools  
419-465-2610, Ext. 1501

William R. Butler, Principal  
Monroeville Elementary School  
419-465-2610, Ext. 1401

### Monroeville Local Schools Board Members

Betsy Ruggles  
Dan Bemis  
Melissa Allen  
Mike Helmstetter  
Danielle Smith

### Preschool Hours

A.M. class – 7:45 – 11:00 a.m. – Monday through Thursday  
P.M. class – 11:45 a.m. – 3:00 p.m. – Monday through Thursday



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# MONROEVILLE PRESCHOOL PARENT HANDBOOK



"TOGETHER WE CAN MAKE IT HAPPEN"