

MONROEVILLE LOCAL SCHOOLS



"Little Eagle"

PRESCHOOL HANDBOOK

2024 - 2025

Engaged. Unified. Prepared.

#EAGLEPRIDE

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PRESCHOOL STAFF AND PHONE NUMBERS

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

Preschool Hours

A.M. Class – 7:45–11:00 a.m. – Monday through Thursday

A.M. Delay Class Times – 9:45 a.m. – 12:00 p.m.

P.M. Class – 11:45 a.m. – 3:00 p.m. – Monday through Thursday

P.M. Delay Class Times – 12:45 – 3:00 p.m.

Debbie Smith, Teacher
Tracy Weis, Intervention Specialist
Rebecca Adelman, Educational Assistant

Cheryl Seymour, Speech/Language Pathologist (North Point ESC)
Elise Vaughn, Occupational Therapist (North Point ESC)
Erin Lublow, Physical Therapist Assistant (North Point ESC)

Jennifer Meyer, Director of Student Services/Preschool Director
419-465-2610, Ext. 1302

Dr. Kristin Kaple-Jones, Superintendent
Monroeville Local Schools
419-465-2610, Ext. 1501

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

Monroeville Local Schools Board Members

Betsy Ruggles, President
Dan Bemis, Vice President
Melissa Allen
Mike Helmstetter
Danielle Smith



PROGRAM LICENSING AND OVERSIGHT

The Monroeville Local Schools' Preschool Program is licensed by the Ohio Department of Education and follows the requirements of Chapter 3301-37 of the Ohio Administrative Code. The most recent inspection reports are posted in the classroom beside the program license. The program's current license, most recent compliance report and corrective action plan, if applicable, are posted in or near the preschool classroom. Parents/guardians may request a copy of the current program compliance report.

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 for several years in a row. **This rating reflects the highest level of quality in early childhood learning environments, instructional practices, and supportive adult-child relationships.**

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 the Monroeville community and proud to be a stand out in early childhood education.



PRESCHOOL PHILOSOPHY

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!

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.



PRESCHOOL PROGRAM GOALS

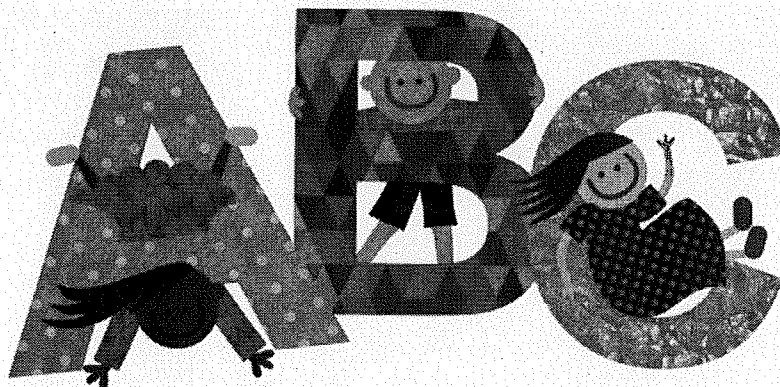
The primary goals of the Preschool Program are to:

- ★ provide an environment that promotes respect and supports learning
- ★ 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.
- ★ respect and 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.



ADMISSION PROCEDURE

Enrollment for Monroeville Little Eagle Preschool opens to all families on February 1st of each year. Acceptance or waitlist letters will be mailed to families during the month of May.

Children are eligible for enrollment in the preschool program if they are at least 3 years of age by August 1st of the school year in which they are enrolling. Children who are ages 4 and 5 (only if their birthday falls after the August 1st cutoff for the enrolling school year) are eligible for enrollment as well. Priority is given to returning students, income eligible families and Monroeville residents. All applications are time and date stamped in FinalForms upon completion and are reviewed in this order.

Returning students must complete FinalForms and the ECE Income Eligibility Screener as well as submit proof of income 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 of new students must complete the application online through FinalForm. In addition to completing FinalForms, parents must complete and submit an ECE Income Eligibility Form and provide proof of income listed on the form before an application can be considered complete. Additional information required for enrollment includes a copy of the child's birth certificate, immunization records and proof of residency.

Parents, at their own cost, must secure for their children a physical examination by a licensed physician prior to the date of admission or not later than 30 calendar days after the child's first day of school. This form may be completed by a physician, a physician's assistant, a clinical nurse specialist, or certified nurse. A new physical form is required for returning students every 13 months from the most recent date of examination. **Children who do not have the Medical/Physical Form completed by the required date will not be able to attend preschool until the requirement is met.**

Under Ohio Law, healthcare providers are required to administer blood lead tests to children at age 1 or 2, or up to age 6 if no previous test has been completed based on the following criteria: the child is on medicaid; lives in a high risk zip code (Huron County is NOT high risk); or has other risk factors. If you believe your child fits these criteria, please contact your healthcare provider.

WITHDRAWAL PROCEDURES

Withdrawal of a child from the preschool program may be initiated by the preschool director for factors including, but not limited to, inconsistent attendance, non-payment of tuition, lack of current medical forms, or change of residence to one outside the school district. The preschool director and parent/guardian will discuss options for the child to remain in the preschool program. Written notification will be provided to the parent/guardian in the event of withdrawal from the program. A parent/guardian who is considering withdrawal of their child from the program should contact the preschool director.

TUITION & PAYMENT POLICY

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 relation 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.

PRESCHOOL MONTHLY TUITION SCALE - 201% FPL & GREATER

125% Poverty = \$25
150% Poverty = \$40
175% Poverty = \$40
185% Poverty = \$50
200% Poverty = \$65
201% Poverty = \$130

Program tuition is based on a sliding fee schedule according to family size and income. Parents are notified of their child's tuition rate in their enrollment confirmation letter.

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. If you have concerns about tuition payment or your household income changes during the school year please contact the Preschool Director at 419-465-2533.

Tuition payments are due **the first day of each month September through May**. Payments may be paid in whole for the year or on a monthly basis. Families are welcome to pay ahead however at least the minimum monthly payment must be paid.

Payments may be made by check, cash or money order. The payments may be brought into the Elementary Office or Board of Education Office; given to the preschool teacher at drop-off or pick-up; or mailed to: Monroeville Local Schools, % Preschool Program, 101 West St., Monroeville, Ohio 44847. Cash payments must be brought into one of the offices or given to the preschool teacher. Please do not mail cash payments. Your child's name should appear on the memo part of the check to ensure proper credit.

If you need to withdraw your student, please call the preschool director 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.

**2024-2025
Federal Poverty Guidelines
& Sliding Fee Scale**

SIZE OF FAMILY UNIT	100% POVERTY LEVEL	125% POVERTY LEVEL	150% POVERTY LEVEL	175% POVERTY LEVEL	185% POVERTY LEVEL	200% POVERTY LEVEL	201% AND ABOVE
1	\$15,060	\$18,825	\$22,590	\$26,355	\$27,861	\$30,120	
2	\$20,440	\$25,550	\$30,660	\$35,770	\$37,814	\$40,880	
3	\$25,820	\$32,275	\$38,730	\$45,185	\$47,767	\$51,640	
4	\$31,200	\$39,000	\$46,800	\$54,600	\$57,720	\$62,400	
5	\$36,580	\$45,725	\$54,870	\$64,015	\$67,673	\$73,160	
6	\$41,960	\$52,450	\$62,940	\$73,430	\$77,626	\$83,920	
7	\$47,340	\$59,175	\$71,010	\$82,845	\$87,579	\$94,680	
8	\$52,720	\$65,900	\$79,080	\$92,260	\$97,532	\$105,440	
Family units with more than 8 members	Add \$5380 for each additional	Add \$6725 for each additional	Add \$8070 for each additional	Add \$9415 for each additional	Add \$9953 for each additional	Add \$10,760 for each additional	
ECE TUITION	FREE	\$25	\$40	\$40	\$50	\$65	\$130

**All students are charged a \$30 supply fee for each school year

CHILD DROP OFF AND PICK UP

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

1. Each child will be brought to the preschool classroom entrance no sooner than 5 minutes before starting time and picked up outside at the Preschool entrance no later than 5 minutes after dismissal time.
2. A child will be released only to adults, designated by prior written permission of the parent or guardian, if the normal drop-off/pick-up person will not be doing so. **A picture ID is required at the time of pick-up and the person must be 18 years of age or older.**

ABSENCES

Morning Preschool starts at 7:45am - *Call for absences by 8:30am*

Afternoon Preschool starts at 11:45am - *Call for absences by 12:30pm*

In the event that your child will be absent from school, please call the Elementary School Office at 419-465-2533. An excused absence includes illness, medical, behavioral, or dentist appointment, quarantine in the home or death of a relative. **When your child returns 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 family may be subject to an absence intervention meeting which could lead to your child being removed from the preschool program.*

WEATHER-RELATED DELAYS AND SCHOOL CANCELLATIONS

When Monroeville School District is closed, then the preschool is closed. School closings or delays are announced via the OneCall system or text message from the district. This information can also be found on some local television and radio stations. Parents are automatically signed up for the OneCall system. If the district 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 Elementary Office. When preschool is closed, any planned activities will also be canceled.

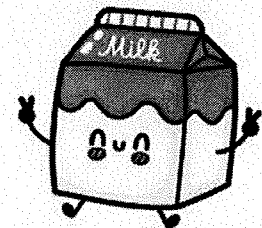
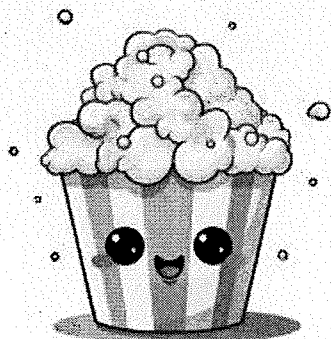
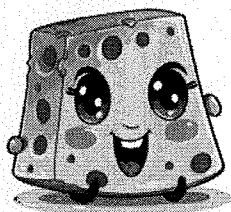
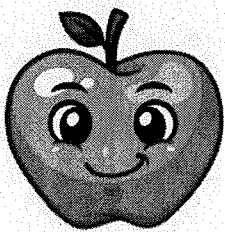
If Monroeville Local Schools are on a 2 hour delay, preschool will take place during the following times:

- DELAYED Morning Preschool runs from 9:45am - 12:00pm
- DELAYED Afternoon Preschool runs from 12:45pm - 3:00pm

SNACKS - NEW for 2024-2025!

Monroeville Local Schools will supply a daily snack for all preschool students. A snack calendar will come home monthly with your child so you know what will be offered each day. We are a "nut aware" facility and special arrangements will be made for nut-allergies. **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. If your child does not prefer the snack that is being offered, you are welcome to send a snack of their choice with them as long as it follows the guidelines below:

<p>FRUITS</p> <ul style="list-style-type: none"> • Bananas (1 per child) • Strawberries • Bag of pre-packaged apple slices • Fruit cups • Applesauce cups • Store-packaged/pre-sliced fresh fruit • 100% fruit juice - boxes or bottles • Orange slices • Pineapple chunks • Grapes (must be halved) 	<p>GRAINS</p> <ul style="list-style-type: none"> • Popcorn • Mini bagels • Rice cakes • Whole grain crackers • Graham crackers • Cheese & Cracker snack packs • Chex Mix • Granola bars • Cereal bars • Low-sugar cereal 	
<p>VEGETABLES</p> <ul style="list-style-type: none"> • Baby carrots • Celery • Cauliflower • Broccoli • Pre-packaged vegetable tray • **Vegetable dip in unopened, non-refrigerated packages 	<p>MEATS/PROTEIN</p> <ul style="list-style-type: none"> • Slim Jims • Pepperoni slices • Peanut butter, if no allergies in class 	<p>DAIRY</p> <ul style="list-style-type: none"> • Cheese - cubed, sticks, slices • Gogurt, yogurt cups • Pudding cups • 2% or skim milk • Chocolate milk • Cream cheese



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. BCI and FBI requirements may be necessary for parents to attend field trips with the class.

BIRTHDAY CELEBRATIONS

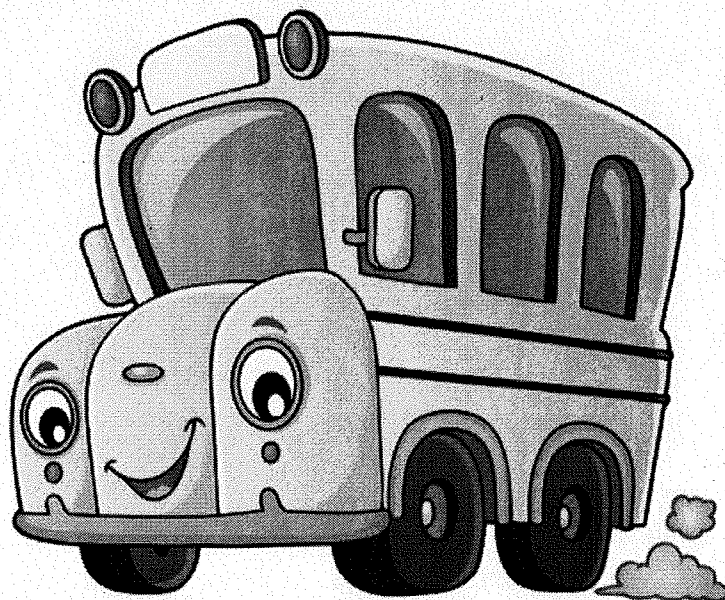
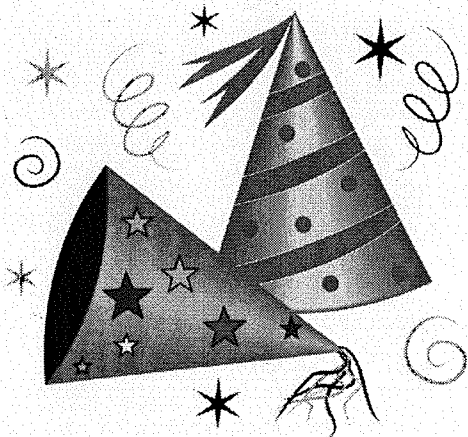
Your child may bring a sugary treat in a zip lock bag to pass out to friends to eat at home. You may wish to notify the teacher that you would like to be assigned to furnish snacks on or near your child's birthday so that he or she may bring a favorite healthy food. If you wish to send invitations for a party, they must be for all children in the classroom. Otherwise, please send the invitations in the mail or give them to parents in the parking lot prior to or after school.

CHILDREN'S CLOTHING

Students and staff are very active in the classroom, and often use paints and other "messy" materials. They 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. Monroeville Schools is 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. When allowed to bring a toy, please do not send weapon-related toys into the preschool classroom.



PARENT INVOLVEMENT

We believe that parent/guardian involvement 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. Here are some ways you can be involved in your child's classroom:

- Filling out questionnaires that are sent home by the teacher. These provide important information about each child and your family's needs.
- Attending conferences to learn what your child has been learning at school! You can request a conference at any time if you wish to speak with the teacher.
- Attending PTO meetings to find out ways to support your child through their many, yet fast, years in school.
- Attending field trips and special events in the building with your child. If you wish to be the chaperone on a field trip, you must have a BCI/FBI background fingerprint check. Parents/guardians must pay the fee for this on their own. The background check is good for 5 years.
- Completing the annual program survey. This feedback is used in the program's continuous improvement process.

As your child's most important teacher 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 own coat, remove school items from their book bag and give it to the 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 and to assist us in establishing independence and developmental growth in your child. Doing these things will assist us in helping you establish independence and encourage developmental growth in your child.

ENGAGED READING

Children who are read to regularly have larger vocabularies and become better readers than children who do not have early experiences with book and print. We encourage parents to read to your child every day. There will be a variety of opportunities for parents/guardians and children to explore books and print through home-school activities. We encourage your child to come to school and share his or her favorite stories with other children in the class.

PARENT/TEACHER CONFERENCES

Parent-Teacher Conferences are available to include parents in their child's education. At this time, parents will also have an opportunity to share information about their child which will help the staff plan for learning. 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.

SHARING SENSITIVE 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

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 teacher.
2. If you feel as though you have not received a satisfactory response from the preschool staff, schedule a meeting with the preschool director.
3. Continuing concerns can be brought to the Superintendent for consideration.
4. The Ohio Department of Education offers a preschool Ombudsman service for all preschool issues.

- | | | |
|------|---------------------------------------|--------------------|
| i. | Mrs. Debbie Smith, Teacher | 419-465-2533 x1405 |
| ii. | Jennifer Meyer, Preschool Director | 419-465-2610 x1302 |
| iii. | William Butler, School Principal | 419-465-2533 x1401 |
| iv. | Kristin Kaple-Jones, Superintendent | 419-465-2610 x1501 |
| v. | The Ohio Dept. of Education Ombudsman | 877-644-6338 |



TRANSITIONS PLANS

Knowledge and communication are crucial components in successful transitions for children, parents/guardians, and service providers. Transitions occur as our children enter preschool programs, move to a different preschool program, and move from preschool to kindergarten/school-age programs.

A variety of transition activities are available to assist children, parents/guardians, and staff in achieving a seamless transition as young children move from one program to the next. Activities provided to support children and their parents which might include, but not be limited to:

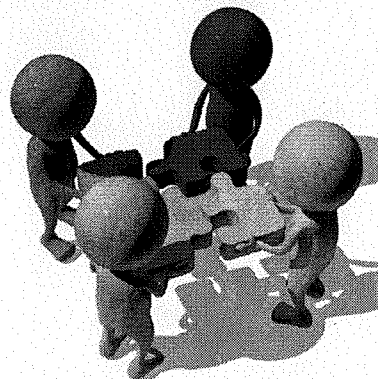
- opportunities for parents and children to visit potential preschool classrooms during a school day, open house/classroom visit prior to start of school, kindergarten, or other school-age classrooms
- written information regarding registration and screening dates
- books and videos relating to starting preschool or school
- opportunities for receiving preschool or kindergarten teachers visit toddler or preschool classrooms

Each child transitioning from one program to another shall have a written 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.

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.

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.



CURRICULUM

Ohio Early Learning Standards

Monroeville Local Schools Preschool curriculum is aligned with the Ohio Early Learning and Development Standards. The Early Learning and Development Standards identify & describe essential concepts and skills for young children that are developed during the birth to five year period. These standards serve as a guide for expectations as children complete their preschool experiences. The purpose of the standards are to support the development and well-being of young children and to foster their learning. The standards include the following five domains of development:

- Social and Emotional Development
- Physical Well-Being & Motor Development
- Approaches Toward Learning
- Language & Literacy Development
- Cognition & General Knowledge (which include math, science, social studies)

McGraw Hill, World of Wonders for Preschool

The McGraw Hill World of Wonders curriculum has been chosen by the Monroeville Local School Board to provide a strong foundation for our preschoolers, ages three to five. This curriculum supports early literacy and includes activities that cover various subjects, such as math, science, social studies, and music. It also focuses on developing social-emotional skills, which are crucial for your child's overall growth. World of Wonders aligns with Ohio's Early Learning and Development Standards and prepares children for kindergarten by focusing on letters, oral language, listening comprehension, and knowledge-building. With this well-rounded approach, your child will be ready for future learning success.

Heggerty Phonemic Awareness Pre-Kindergarten Curriculum

The Heggerty Phonemic Awareness Pre-Kindergarten curriculum introduces young children to the joy of language through nursery rhymes and playful activities. Each day, children practice important early literacy skills, such as rhyming, identifying the beginning, middle, and end sounds in words, and blending sounds together. Starting in Week 19, they also learn the advanced skill of changing the first sound in a word to make a new word. Additionally, children practice singing the alphabet and recognizing letter names and sounds every day. By the end of the year, your child will not only have a strong foundation in phonemic awareness but will also know and enjoy many classic nursery rhymes!

Zaner-Bloser Handwriting Curriculum

The Zaner-Bloser curriculum is used to teach handwriting in preschool and grades to follow, focusing on proper letter formation in a fun and developmentally appropriate way. Children engage in activities using tools like wikki stix and play-dough to shape letters, making learning interactive and enjoyable. Daily practice of specific strokes helps build muscle memory, ensuring that students can write more efficiently as they progress through the grades. This hands-on approach not only improves handwriting skills but also supports overall fine motor development.

ASSESSMENTS

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.

Early Learning Assessment

Ohio, in collaboration with Maryland, has created an assessment tool called the Early Learning Assessment, which is a vital component of Ohio's Ready for Kindergarten Assessment System. This assessment helps teachers understand where children are in their readiness for kindergarten. It covers seven key areas of development, including social and emotional skills, math, science, social studies, language and literacy, physical well-being, and fine arts.

The Early Learning Assessment is based on Ohio's Early Learning and Development Standards and is used by all programs serving preschool-age children. It provides valuable insights into each child's progress and helps tailor learning experiences to their individual needs. Teachers observe children during daily activities and routines to complete the assessment, making it a seamless part of the learning process.

For programs required to complete the assessment, it is done twice a year, in the fall and spring, for all preschool-age children. However, programs also have the option to use the assessment throughout the year to continually monitor and support each child's development. Through the Early Learning Assessment, we ensure that every child receives the personalized attention they need to thrive in their early years of education.

Early Childhood Outcomes Summary

The Child Outcomes Summary (COS) helps track the progress of preschool children with disabilities to ensure they reach or maintain levels similar to their peers or improve in three key areas: positive social-emotional skills (like making friends), acquiring knowledge and skills (such as language and early literacy), and using appropriate behaviors to meet their needs. This process involves parents, teachers, and specialists working together. The data collected is kept confidential and used to see how well educational programs are working at various levels. This helps ensure that the services provided are effective and beneficial for the children. Results of this assessment are discussed with and shared with parents/guardians at annual IEP meetings.

Vision & Hearing Screenings

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.

ASQ-3: Ages & Stages Questionnaires

The ASQ-3 is a helpful tool made up of questionnaires that ask about different areas of your child's growth. These questionnaires, or screenings, give a quick look at how your child is doing in important areas like talking, moving, making friends, and solving problems. By using the ASQ-3, we can discover what your child is great at and where they might need a little extra help. There are 21 questionnaires that cover kids from 1 month old to 5 and a half years old. If your child seems to have trouble with certain things, our program will work with you to figure out the next steps. It's important to find any delays or problems as early as we can so we can help your child grow up healthy and strong. And remember, you play a big part in your child's learning and growth journey!

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.
- 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.



DISCIPLINE POLICY

The goal of discipline is to help children build his/her own self-control, and ultimately, direct his/her own behavior. We 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 positive behavior support plan will be developed with parent/guardian input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

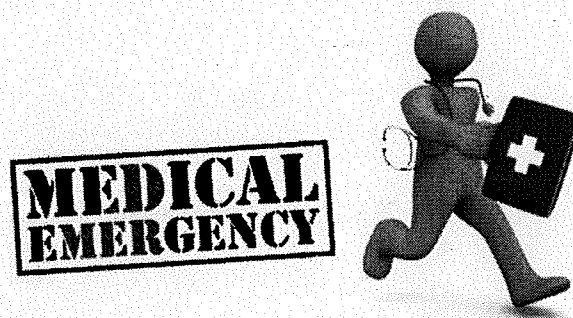
Based on ODE Preschool Licensing Rules and school district policies, staff follow these discipline guidelines:

1. Preschool staff member(s) in charge of child(ren) are responsible for discipline. Policies are in effect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
2. 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.
3. The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a. 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.
 - b. No discipline shall be delegated to any other child.
 - c. 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.
 - d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or small cubicle.
 - e. No child shall be subjected to profane language, threats, or derogatory remarks about himself/herself or his/her family, or other verbal abuse.
 - f. Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting

- accidents.
- g. Techniques of discipline shall not humiliate, shame, or frighten a child.
 - h. Discipline shall not include withholding food, rest, or toilet use.
 - i. 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.
 - j. 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.



EMERGENCY MEDICAL AUTHORIZATION

Each child is required to have a current Emergency Medical Authorization Form and Emergency Transportation Authorization Form on file. These forms are completed in FinalForms during yearly registration.

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.

MANAGEMENT OF COMMUNICABLE DISEASE

Communicable diseases are illnesses that can be passed from one person to another through germs like viruses or bacteria. Examples include the common cold, the flu, strep throat, and chickenpox. When someone with a communicable disease coughs, sneezes, or even touches something, they can spread the germs to others, making them sick too. It's important to wash hands often, cover coughs and sneezes, and stay home when sick to prevent spreading these illnesses to others.

Ensuring the health and safety of all children in our care is a top priority. According to Ohio Revised Code, Rule 3301-37-11, certain precautions must be taken for children suspected of having a communicable disease. Our school nurse and preschool staff are trained to recognize signs of illness as each child enters the classroom daily.

If a child shows signs or symptoms of illness, our staff will notify the school nurse and parent/guardian immediately. The child will be isolated from other children, and decisions about whether they stay at school or go home will be made by the director and the parent/guardian.

Signs or symptoms that warrant immediate isolation include diarrhea, severe coughing, difficulty breathing, yellow skin or eyes, conjunctivitis, fever, untreated infected skin patches, unusual urine or stool color, evidence of parasites, or a stiff neck. While isolated, the child will be closely monitored for any worsening symptoms.

Children isolated due to suspected communicable diseases will be cared for in a separate area within sight and hearing of an adult at all times. They will be provided with a comfortable cot, and all linens will be laundered before reuse. After use, cots will be cleaned and disinfected. Children will be discharged to a parent, guardian, or designated person as soon as possible.

If your child is exposed to a communicable disease, you will be promptly notified so that you can watch for symptoms. Your child's health and safety are our utmost concern, and we appreciate your cooperation in keeping our school community healthy.





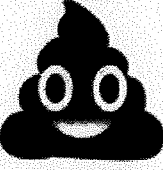


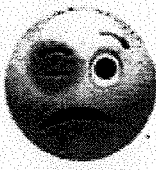
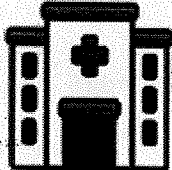
MILDLY ILL CHILDREN IN THE PRESCHOOL CLASSROOM

A mildly ill child is one who is experiencing minor cold symptoms, but does not have any of the symptoms listed above, or who does not feel well enough to participate in activities. A mildly ill child will be isolated on a cot in the preschool classroom away from other children. The cot will be in full view of a staff member at all times. Parents/guardians will receive a written review/update of their child's condition when they pick up their child.

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. Please refer to the chart below to help with your decision making!

I NEED TO STAY HOME FROM SCHOOL WHEN...

						
FEVER	VOMITING	DIARRHEA	RASH	LICE	EYE ISSUES	HOSPITAL STAY ER VISIT
I have a temperature of 100.4 or higher.	I am vomiting or have vomited within the past 24 hours.	I am having episodes of diarrhea or have had diarrhea within the past 24 hours.	I have a body rash with itching or fever.	I have live lice bugs crawling on my scalp and in my hair.	I have severe redness, burning, itching and/or drainage from one or both eyes; "crusty" eye/s that were "stuck" together.	I have an illness or injury so bad that I went to the hospital or Emergency Room.

I AM READY TO RETURN TO SCHOOL WHEN...

I am fever free for 24 hours without the use of medications such as Tylenol or Motrin.	I haven't vomited in 24 hours and I have been able to keep down water and solid food.	I haven't had an episode of diarrhea for at least 24 hours.	The rash is gone and I am no longer itching and uncomfortable, or when my medical provider has given me a note for my school nurse stating I can return to school.	I have received treatment and the live lice are dead, when an adult pulls the nits out of my hair, and/or when I am cleared by my school nurse.	I have been on a prescription for 24 hours, and/or my doctor gave me a note to return to school.	I have been released by a medical provider and I have discharge papers to show my school nurse; especially if I am out of PE.
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The following guidelines represent the more common childhood illnesses and the usual recommendations of the Huron County General Health District.

Chickenpox: 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 chickenpox 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 preschool.

ADMINISTERING MEDICATIONS

Ohio law prohibits school personnel from administering any kind of medication to students without proper written permission. If it is necessary for your child to take any specific medication at school, a Medical Authorization form must be completed. This form will specify the name of medication, the dosage, the time for it to be taken, start/stop dates, the prescribing healthcare provider's signature and the parent/guardian's signature. Medication forms may be obtained from the elementary school office and must be completed each school year or whenever a medication dosage or frequency changes.

All medication to be administered during school hours must be registered with the school nurse. Upon receipt of the medication, the nurse shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.

Medication that is brought to the nurse's office 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.

No medication will be given unless it is in its original container with the following information listed 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
- special handling and storage directions



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.

Any unused medication unclaimed by the parent will be destroyed by the school nurse at the end of a school year.

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. If your children are enrolled on Ohio Medicaid, Healthchek services are available to them.

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
- Developmental screening (to assess if child's physical and mental abilities are age appropriate)
- Vision, Dental, Hearing & Lead screenings
- Immunization assessment (making sure child receives them on time)
- Other services or screenings as needed

Huron County
185 Shady Lane Drive
Norwalk, Ohio 44857

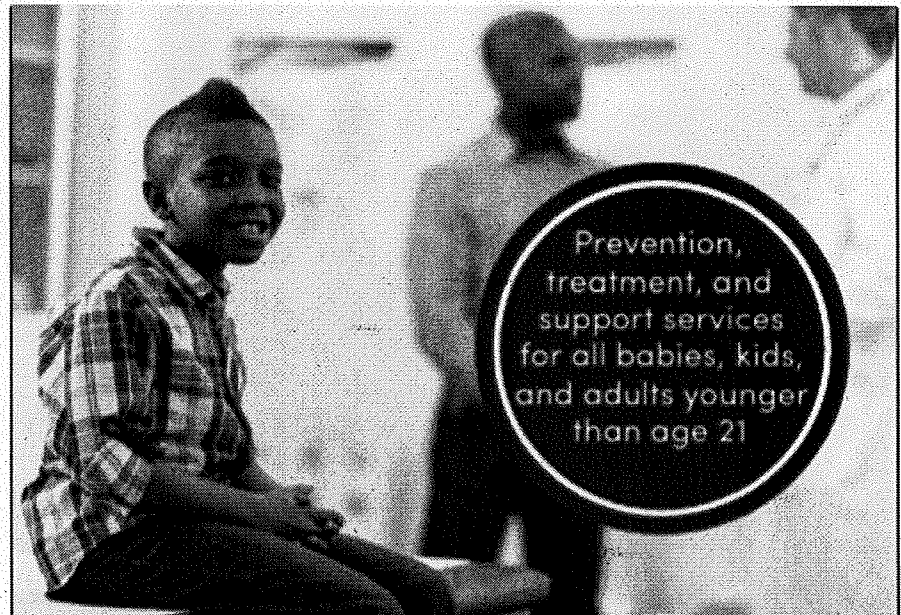
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Healthchek

Early and Periodic Screening, Diagnostic, and Treatment services

- Well-child exams
- Vaccinations
- Lead testing
- Vision, dental, and hearing exams
- Developmental and mental health screenings
- Follow-up services
- Support services like transportation and referrals to other social services
- and more!



Call:
Your county Healthchek Coordinator

Ohio Medicaid Consumer Hotline
(800) 324-8680



Go online:
medicaid.ohio.gov/healthchek

Ohio | Department of Medicaid

CODE OF ETHICS

General Statements

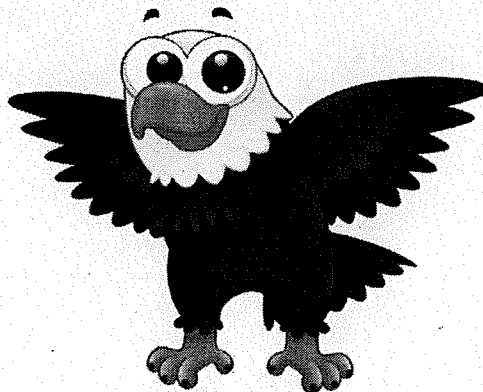
- We are committed to supporting each child's optimum social, emotional, intellectual and physical development within a safe, healthy and enriched environment.
- We will respect the racial, ethnic, religious, cultural, and socio-economic differences of all children, parents/guardians, and others with 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.

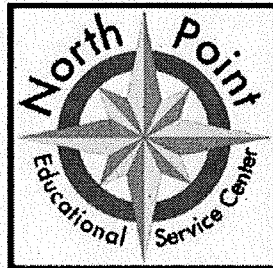
Colleagues

- 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.



2024 – 2025
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. Members of the Huron County ECE Consortium are Bellevue City Schools, Monroeville Local Schools, New London Local Schools, South Central Local Schools, Western Reserve Local Schools, and Willard City Schools.



North Point ESC Governing Board

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Dr. Paul Lockwood II, Vice President

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Marianne Cheetham
Bob Morgan
Mark Miller
Jim Rinaldo
Warren Ruggles
Judith Sander
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NPESC Administration
419-627-3900

Mrs. Andrea Smith - Superintendent
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