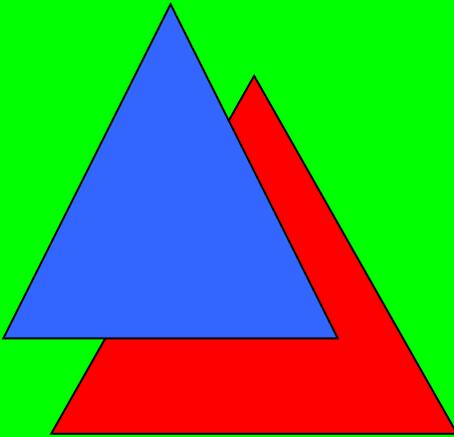


Allen County  
Educational  
Service  
Center



**Allen  
County  
Preschool  
Program**

**Parent  
Handbook**

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## **Program Philosophy**

The Allen County Educational Service Center Preschool is committed to providing a high quality program where children 3, 4, and 5 years old learn primarily through developmentally appropriate play activities.

It is our belief that preschool classes should be heterogeneously grouped with disabled students integrated with non-disabled students. By beginning interaction at an early age, the progression into school-age years occurs naturally.

The program serves students eligible for special education services as preschool with disabilities; as well as, typically developing 3, 4, and 5-year-old children.

In a caring and positive atmosphere, we create a warm and happy place for preschoolers to learn. As we bridge the gap from home to school, we guide children to a continued good self-image while building social skills in a school setting. Sensory, motor, perceptual and language skills are introduced through materials and activities that are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride.

Based on the theory that children learn through play, classroom routines encourage active involvement and meaningful experimentation. Schedules are designed which balance structure and free choice, as well as active and quiet times. The intent of this program is to formulate a diverse, yet age appropriate set of active learning experiences that will allow children to engage in: exploration and discovery; self expression through music, movement and art; active listening to reading by adults; organized play; independent play; and multi-sensory stimulation.

## **Preschool Vision Statement**

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

## **Preschool Mission Statement**

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

## **Curriculum**

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

### **Goals For Early Childhood Education**

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

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

## Highly Qualified Educators

All Early Childhood Educators, Paraprofessionals and related service personnel are highly qualified according to the Ohio Department of Education standards.

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

## Requirements for Admission and Cumulative Records

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

1. **Registration/Income Verification Form:** (Typically Developing Students Only): Must be returned with a \$15 registration fee per family
2. **Immunization Form:** Shot record is required before your child can be admitted into the preschool. If your child is exempt from immunizations you must sign the bottom of the immunization form and check the reason.
3. **Emergency Medical Form:** Giving all emergency information needed.
4. **Medical/Physical Evaluation Form:** Giving medical examination documentation with signature from a physician, physician assistant, clinical nurse specialist, or certified nurse. Medical statement must be returned to the teacher no later than thirty days after the date of admission, and every thirteen months from the date of examination thereafter.
5. **Dental Form:** Giving the name of the child's dentist and any dental information.
6. **Release Form/Picture Taking Permission/Roster Permission Form:** Giving written verification documenting to whom the child is to be released to, permission to take pictures of students, and permission for families to be included on the classroom roster.
7. **Topical Creams & Ointments Form**(Optional): Giving permission and procedures for applying creams and ointments if applicable.

## **Enrollment**

Prior to enrollment at the Allen County Early Childhood preschool program, the following is required:

- Developmental Screening**- within the first 60 days of entry: Vision, Hearing, Cognition, Communication, Motor Skills, Social Emotional Development and Self-Help Skills
- Birth Certificate** – special need children only
- Social Security Card** – special need children only
- Custody Court Documents** – if applicable
- Immunization Record** – all children
- Physical** – all children

## **Ohio Department of Education Preschool Licensure Rules For Child Information** **3301-37-08**

(A) The parent shall provide, prior to the date of admission or not later than 30 days after date of admission and every 13 months from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program.

Health Screenings are reviewed when parents submit enrollment packets to the program and annually at the beginning of each school year when all student information is updated. Missing information is requested in the following manner: directly with parents when annual enrollment packets are submitted, via telephone conversation, in email or letter

## **Placement**

All child will be placed into classrooms according to the supervisor and teacher's discretion dependent upon availability, district of residency policy, and other contributing factors.

Elida Preschool only students who reside in the district will be considered eligible. ACESC reserves the right to make exceptions based on specific circumstances.

## **Withdrawal Policy**

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

## **Child Progress Reports**

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

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

## **Ongoing Assessment System Policy**

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

The Allen County Preschool aligns curriculum and instruction to the Early Learning and Development Standards of Ohio. The program has carefully developed a pacing guide indicating which standards will be taught per month throughout the school year. The teachers will send home a Monthly Preschool Curriculum Checklist to inform families of student progress made on the standards taught.

### **Sources for Ongoing Preschool Progress Monitoring Implemented May Include:**

- curriculum based assessments (ELA and in some cases Preschool Strategies Gold)
- observations
- checklists or locally developed assessments
- work sampling
- pictures, videos and/or audio recordings
- interviews
- student learning objective rubrics
- criterion-referenced assessments
- standardized assessments
- other artifacts/evidence for student portfolios

## **Parent/Teacher Conferences**

During the school year we hold parent teacher conferences to discuss your child's progress and/or needs and possible plans to aid in child progress and development. This also gives you the opportunity to see your child's learning environment and see materials and work samples.

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

## **Speaking With the Teacher**

Teachers will not be available for discussion/conferences during pick-up and drop-off times. If you need to speak with your child's teacher at length, please set up a conference time with her.

## **If You Experience Problems**

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom related problems. We will make every effort to resolve the problem, or when indicated, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, care of the children, please contact Amy Recker, Early Childhood Supervisor, at (419) 222-1836 ext. 301.

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

## **Children with an IEP**

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call: (614) 466-0224 or toll-free (877) 644-6338. Ask for Barbara Weinberg, Office of Early Learning and School Readiness.

## **Preschool License**

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

## **Confidentiality**

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

## **Student Records**

The Board authorizes the administration to:

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

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

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

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

## 5 Preschool Locations

**Allen County Preschool at Slabtown** is located at 1920 Slabtown Rd., Lima OH 45801

**Allen County Preschool at Elida** is located at 401 E. North St., Elida OH 45807

**Allen County Preschool at Spencerville** is located at 600 School St., Spencerville OH 45887

**Allen County Preschool at Allen East** is located at 9150 Harding Hwy, Harrod OH 45850

**Allen County Preschool at Marimor** is located at 2500 Ada Rd., Lima OH 45801

### \*\*\*\*\*Telephone Numbers\*\*\*\*\*

Allen County Educational Service Center	419-222-1836
Allen County Preschool – Slabtown Rd.	419-222-1836 ext. 303
Elida Preschool	419-339-2143
Spencerville Preschool	419-647-4111 ext. 3328/3329
Allen East Preschool	419-648-3333 ext. 3515
Marimor Preschool	419-221-1262 ext. 1237



## Hours of Operation



	<b>A.M. Session:</b>	<b>P.M. Session:</b>
Slabtown Preschool Sessions:	8:15 a.m. - 11:00 a.m.	12:00 p.m. – 2:45 p.m.
Elida Preschool Sessions:	9:00 a.m. – 11:45 a.m.	12:45 p.m. – 3:30 p.m.
Spencerville Preschool Sessions:	9:00 a.m. – 11:45 a.m.	12:45 p.m. – 3:30 p.m.
Marimor Preschool Sessions:	8:15 a.m. – 11:00 a.m.	12:00 p.m. – 2:45 p.m.
Allen East Preschool Sessions:	8:30 a.m. – 11:15 a.m.	12:45 p.m. – 3:30 p.m.

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

<b>Supervisor Office Hours:</b>	8:00 am. – 3:30 p.m.
<b>Slabtown Preschool Office Closes:</b>	4:00 p.m. –Mon.-Thur. and 3:30 p.m. on Fri.

## Delays/Cancellations

At times, schools may find it necessary to delay or close due to inclement weather. Since a school closing could have an effect on your child's transportation, please watch **WLIO TV**, Lima, for school delays and cancellations. The Slabtown and Marimor Preschool site will be listed as ACESC if there are delays or cancellations. The Elida Preschool site follows Elida schools for any delays/cancellations. The Spencerville Preschool site follows Spencerville schools for any delay/cancellations. The Allen East Preschool site follows Allen East schools for any delay/cancellations.

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

### **Allen County ESC Preschool: (Slabtown) Follow ESC/Bath delays** (Sue/Stephanie)

1 hour delay: AM: 9:15-11:00 PM: 12-2:45  
2 hour delay: (Plan B): AM 10:15-12:15 PM: 1:00-3:00  
3 hour delay: AM: Cancelled PM 12:00-2:45  
Cancel: AM and PM Cancel

### **Allen County Preschool @ Marimor: Follow ESC/Bath delays** (Sarah/Jessica and Nicole/Dena)

1 hour delay: AM: 9:15-11:00 PM: 12-2:45  
2 hour delay: (Plan B): AM 10:15-12:15 PM: 1:00-3:00  
3 hour delay: AM: Cancelled PM 12:00-2:45  
Cancel: AM and PM Cancel

### **Allen East Preschool: Follow Allen East delays** (Amanda/Brittany)

1 hour delay: AM: 9:30-11:15 PM: 12:45-3:30  
2 hour delay: (Plan B): AM 10:30-12:30 PM: 1:30-3:30  
3 hour delay: AM: Cancelled PM 12:45-3:30  
Cancel: AM and PM Cancel

### **Elida Preschool: Follow Elida delays** (Alaina/June, Angie/Tonya)

1 hour delay: AM: 10-11:45 PM: 12:45-3:30  
2 hour delay: (Plan B): AM: 11-1:00 PM: 1:30-3:30  
3 hour delay: AM: Cancelled PM: 12:45-3:30  
Cancel: AM and PM Cancel

### **Spencerville Preschool: Follow Spencerville delays** (Missy/Tammy, Jamie/Rachel)

1 hour delay: AM: 10-11:45 PM: 12:45-3:30  
2 hour delay: (Plan B): AM: 11-1:00 PM: 1:30-3:30  
3 hour delay: AM: Cancelled PM: 12:45-3:30  
Cancel: AM and PM Cancel

## **Parent/Guardian Transportation**

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

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

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

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

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

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

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

## **Parents/Guardians are Welcome!**

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

## **Parent/Guardian Roster**

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

## **Guidance/Discipline Policy**

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

Staff follow the Preschool Licensure Rules for Behavior Management/Discipline, (Rule 3301-37-10), established by the Ohio Department of Education. In addition, staff follows these guidelines to promote positive behavior.

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

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



## **Behavior Management/Discipline**

- (A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- (C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
- (D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - (1) There shall be no cruel, harsh, corporal punishment or any unusual punishment such as, but not limited to: punching, pinching, shaking, spanking, or biting.
  - (2) No discipline shall be delegated to any other child.
  - (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short time, such as in a protective hug, so the child may regain control.
  - (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
  - (5) No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
  - (6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - (7) Techniques of discipline shall not humiliate, shame, or frighten a child.
  - (8) Discipline shall not include withholding food, rest, or toilet use.
  - (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
  - (10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- (E) The parent of a child enrolled in a center shall receive the center's discipline written policy.
- (F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

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

## **Your Child Will Need to Bring To School**

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

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

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

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

## **Accident or Injury**

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

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

## **Emergency Procedures**

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

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

## **Records of Emergency Drills**

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

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

## **Attendance**

In order for your child to get the most from his/her preschool experience, it is important that your child come to school regularly. If your child is ill and you decide to keep him/her at home that day, please notify you local school district bus driver or transportation coordinator as soon as possible and call the preschool to inform the teachers. When your child is ready to return to preschool, please again contact the bus driver or transportation in order that the transportation resumes. Student attendance is taken and recorded by the teachers daily. The preschool director then keeps all classroom monthly attendance on file.

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

If it is necessary to administer a medication, food supplement, modified diet, or fluoride supplement, the program must secure the written instructions of a licensed physician or dentist as well as, the written, signed, and dated instructions of the parent or guardian on the form provided by the Director for the administration of the prescription medication, food supplement, modified diet, or fluoride supplement. Non prescription medications will not be administered by the preschool staff in any circumstances.

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

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

Nonprescription topical ointments, creams, or lotions may be administered without written instructions from a licensed physician if there are written instructions from the parents on the form provided by the administrator. The form must include: date, name of the ointment,

cream or lotion, name of child, birth date, and the parent's instructions and signature. Written instructions are valid for no longer than three months. Authorization for administration of the ointment may be cancelled by written request of the parent at any time. When used for skin irritations or manifestations of skin irritation the ointment, cream, or lotion may be administered by the center for no longer than fourteen (14) consecutive days at one time.

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

**If your child is not “up to par” and not capable of carrying out his/her daily routine, please keep him/her home. Sending a sick child to school endangers the health of the other children and staff, as well as, retards your own child’s recovery.**

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

## **Communicable Disease Policy**

Staff members are trained to recognize common signs of communicable disease or other illnesses. Each child is observed daily for communicable diseases upon entrance into the classroom.

Our communicable disease chart is posted within each preschool classroom. Please keep children home if the following signs of illness are observed:

- Diarrhea-more than 1 abnormally loose stool within a 24 hour period
- Difficult or rapid breathing
- Severe coughing, causing the child to become red or blue in the face or to make a whooping cough
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit taken by the axillary method when in combination with any other sign of illness Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Stiff neck; or
- Evidence of lice, scabies or other parasitic infestation

A child with any of the above signs or symptoms of illness shall be immediately isolated and discharged to his parent/guardians.

## **Illness/Isolation and Removal Procedures**

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

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting
- Evidence of live lice, scabies, or other parasitic infestation.

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

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

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

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

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

## **Hand washing Procedures**

All preschool staff members shall wash their hands with soap and running water after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

Staff members are required to use the disinfectant procedures on the Ohio Department of Health Communicable Disease Chart or a comparable procedure.

## **Potty Chair Procedures**

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

## **Diapering Policy and Procedures**

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

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

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

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

## **Safety Policy**

No child is ever left alone.

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

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

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

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

## **Field Trip Experiences**

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

Parents are encouraged to attend field trips when possible.

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

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

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

## **Water Play or Swimming Procedures**

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

## **Nutrition**

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

## **Snacks**

Upon request, a nutritional snack choice information handout can be provided to parents. The program provides a daily snack in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns ([www.usda.gov](http://www.usda.gov)). Current menus for the entire month are posted in the classroom and shall reflect all snacks to be served by the program.

If you wish to send in a treat for your child's birthday, please be sure it is a treat that is in the original packaging with the ingredients listed.

# Transition Plan

## **Transition Plan for New and Current Students**

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

## **Preschool to Kindergarten Plan**

### **Students:**

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

### **Families:**

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

### **Staff:**

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

### **Student Records:**

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

## Payment Policies

For our tuition students, payment should be made directly to the Treasurer, Allen County Educational Service Center, 1920 Slabtown Road, Lima, OH 45801. Please make checks payable to: **ACESC Preschool**. Failure to make payments promptly will result in dismissal of the preschooler. Accounts are considered delinquent after one month. Parents/guardians are responsible for their child's tuition when they are out for extended family vacations.

[Adopted and revised by the Allen County Governing Board-August 11, 2015]



### \*\*\*\*\*Telephone Numbers\*\*\*\*\*

Allen County Educational Service Center	419-222-1836
Allen County Preschool – Slabtown Rd.	419-222-1836 ext. 303
Elida Preschool	419-339-2143
Spencerville Preschool	419-647-4111 ext. 3328/3329
Allen East Preschool	419-648-3333 ext. 3515
Marimor Preschool	419-221-1262 ext. 1237

### **Extensions**

Superintendent, Dean Wittwer	104
Early Childhood Supervisor, Amy Recker	301
Preschool Assessor, Rachel Graham	310
Administrative Assistant, Sherri Niese	303

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

## **Acknowledgment of Receiving the Preschool Parent Handbook**

By signing below, you are agreeing that you have received the preschool parent handbook, understand and comply with the information printed in it.

\_\_\_\_\_  
(Student's Name)

\_\_\_\_\_  
(Parent/Guardian's Name – Print)

\_\_\_\_\_  
(Parent/Guardian's Signature)

\_\_\_\_\_  
(Date)