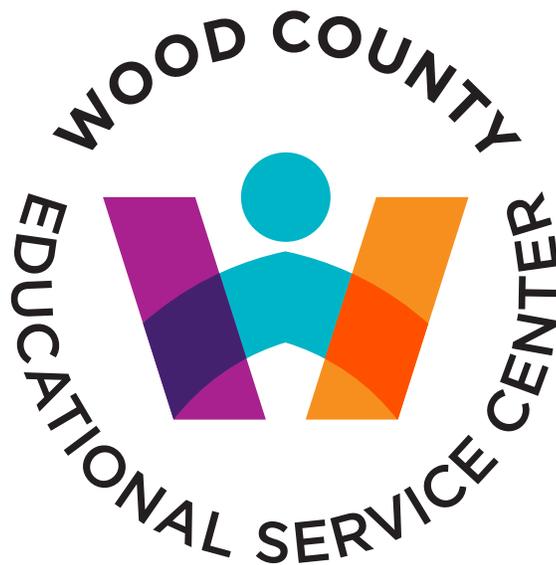


**Wood County
Early Childhood Services**

2020-2021

Eastwood Preschool

**PARENT
HANDBOOK**



Wood County Educational Service Center
1867 North Research Drive
Bowling Green, Oh 43402
419-354-9010
wcesc.org

Dear Parents:

Welcome to the Wood County Educational Service Center Early Childhood Preschool Program operated in collaboration with your local school system. This association provides highly trained staff who specialize in meeting the unique needs of preschool-aged children.

We offer a developmentally appropriate preschool program for young children who have delays in development or are "typically" developing. Our curriculum is language-based and focuses on play and experiential learning.

Parents are a vital part of our preschool program and we encourage you to help us offer the best learning environment for your child. Working together, as partners, we can give your child the best educational beginning.

In this booklet, we have tried to anticipate some of the questions that you might ask, but we know that we have not answered all possible questions. If, at any time, you have questions, concerns or suggestions, please feel free to contact us.

Sincerely,

Wood County Preschool Staff

Discrimination Policy

The Wood County Educational Service Center Governing Board is in compliance with Federal Law which requires equal opportunities for all without respect to race, sex, religion, color, national origin, or physical or mental disability.

TABLE OF CONTENTS

1. GENERAL INFORMATION	Page
Preschool Staff.....	3
School District Calendar.....	4
Goals and Philosophy.....	5
Standards/Programming.....	5
Curriculum.....	6
Measuring Progress.....	6
Parent Involvement.....	7
Receiving copy of Inspection Report.....	7
Transportation.....	8
School Schedule.....	8
Related Services.....	8
Required Registration Material.....	8
Emergencies or Accidents at School.....	8

2. QUESTIONS PARENTS MAY HAVE

What are the benefits of an Inclusive Preschool?.....	9
What should my child wear to school?.....	9
How do I communicate with the teacher?.....	9
Will my child eat at school?.....	9
Will I know the other children in my child's class?.....	9
How will I know how my child is progressing?.....	9
How do I know my child is safe?.....	10
Will my child be going on field trips?.....	10
What do I do if my child is ill?.....	10
What happens when my child becomes ill at school?.....	10
What are the guidelines in determining if my child is well enough to go to school?.....	10
What happens if my child needs medication?.....	11
What type of discipline do you use?.....	11
How do I know about weather delays and cancellations?.....	12
What do I do if I have questions or concerns?.....	13
How do I pay my tuition?.....	13
How do I withdraw my child?.....	13

3. APPENDIX

Medication Permission Form	
Eastwood Preschool: Process for the Authorization for the Release of Records/Information	
Release of Confidential Information	
Key Principles	
Early and Periodic Screening, Diagnostic and Treatment	
Missing Child Act	

Wood County Preschool Program

Mark North, Superintendent
Wood County Educational Service Center
1867 North Research Drive
Bowling Green, Oh 43402
419-354-9010 wcesc.org

School: **Eastwood Preschool at Pemberville**
120 College Ave., PO Box 837
Pemberville OH 43450

Phone: 419-833-6411

Early Childhood Supervisor: Melissa Wagoner — 419-833-6411

Teachers: Kristen Evans
Sarah Krock

Paraprofessionals: Kathryn Cullis
Monica Pillen
Amanda Rudd

Transportation Director: Susan Volschow — 419-833-1493
(Follow Eastwood schedule and closings)

Program Hours: Morning Class: 8:30 – 11:15 am
Afternoon Class: 12:12 – 3:30 pm

Preschool Specialists

Itinerant Teacher: Carolyn Templin

Psychologist: Lauren Napier

Physical Therapist: Jessye Hartman

Occupational Therapist: Amy McAnally

Speech Therapist: Becca Perkins

Parent Mentor: Jenny Myers

WCESC Governing Board Members: Judith Hines, Kathy Limes, Joe Long,
Judy Paredes, and Tim Smith

Don't forget to notify the school if your child will be absent

**EASTWOOD LOCAL SCHOOLS
2020/21 SCHOOL CALENDAR**



Friday, August 21, 2020	Teacher Workday (Floating)
Monday, August 24, 2020	Opening Day for Staff
Tuesday, August 25, 2020	1 st Day of School for Students
Monday, September 7, 2020	NO SCHOOL – Labor Day
Friday, October 23, 2020	End of 1 st 9 Weeks 42 Days
Friday, October 30, 2020	Teacher Work Day/Student Online Day
Wednesday, November 4, 2020	Early Release – P/T Conferences
Thursday, November 5, 2020	Early Release – P/T Conferences
Friday, November 6, 2020	NO SCHOOL – Parent Teacher Conferences
Monday, November 23 through Friday, November 27, 2020	NO SCHOOL – Thanksgiving Vacation
Monday, December 21, 2020 Through Friday, January 1, 2021	NO SCHOOL – Christmas Vacation
Monday, January 4, 2021	School Resumes
Thursday, January 14, 2021	End of 2 nd 9 Weeks 48 Days
Friday, January 15, 2021	NO SCHOOL – Teacher Work Day
Monday, January 18, 2021	NO SCHOOL – MLK Day
Monday, February 15, 2021	NO SCHOOL – PRESIDENTS’ DAY
Friday, March 26, 2021	End of 3 rd 9 Weeks 48 Days
Monday, March 29, 2021	
Through Friday, April 2, 2021	NO SCHOOL – Spring Break
Monday, April 5, 2021	School Resumes
Monday, May 31, 2021	NO SCHOOL – Memorial Day
Friday, June 4, 2021	Last Day of School for Students
	End of 4 th 9 Weeks 44 Days
	180 Days
Sunday, June 6, 2021	Graduation
Monday, June 7, 2021	Teacher Workday
2 Hour Delays for Teacher In-service	Monday 2/8/21 and Monday 3/15/21

**PRESCHOOL PHILOSOPHY
WOOD COUNTY PRESCHOOL PROGRAM
WOOD COUNTY EDUCATIONAL SERVICE CENTER**

CHILDREN AS LEARNERS: The Wood County Early Childhood Preschool Program upholds the belief that all children are capable of learning, are valuable members of society and are entitled to feelings of self-worth. All children are unique in personality, learning rates, timelines of development, special needs and learning styles. Children's individual strengths and sense of personal merit form the foundation of learning, while challenges promote growth and self-confidence.

CURRICULUM AS EXPERIENCE: A developmentally appropriate curriculum is based on the philosophy that children, ages three through five, develop skills and understanding of concepts through active, hands-on exploration of their environment. Learning is viewed as a continuous and integrated process. Appropriate curriculum will blend activities and experiences that support the following goals for all children:

- to interact with adults, peers, and the environment.
- to develop a system of communication.
- to gain knowledge about the world around them.
- to improve effective self-help skills.

[Based on practices outlined in the Assessment, Evaluation and Programming, Systems (AEPS) Curriculum] The AEPS curriculum, in alignment with the Ohio standards, is designed to prepare preschool students for entry into kindergarten.

The teacher's/adult's role is to guide the children in their play and to expand upon their skills and understanding. The role of a transdisciplinary team, for example: psychologists, speech therapist, etc., of specialists is to support the teachers in promoting children's development and to provide therapy through an inclusionary approach in the classroom.

PARENTS AS TEACHERS: The program supports the concept of parents and families as children's first and most important teachers. Each child's parent, acting as the child's mentor and advocate, is an integral member of the preschool educational team. Only by establishing partnerships with families can the best developmental programming be attained for children.

STANDARDS: The Wood County Early Childhood Preschool Programs are licensed by the Ohio Department of Early Childhood Education and all teachers are certified preschool teachers. Teachers who teach special needs children have early childhood and special education certification. The licensing component requires compliance to inspections by health, building and fire departments as well as program evaluation from the Ohio Department of Early Childhood Education and Step Up to Quality. Requirements are vigorous and our goal is to exceed requirements. There are times when it is necessary for the teacher to be absent (illness; required meetings; professional development) and for a substitute teacher to be in the classroom. Substitutes are licensed by the Ohio Department of Education and follow regular classroom routines. Our license and copies of inspections are posted at each preschool location.

OVERVIEW OF WOOD COUNTY PROGRAM: The Wood County Preschool Programs are housed in public school facilities at different locations throughout Wood County. In each classroom children with special needs are enrolled with children without special needs. The maximum number of children in the special needs classroom is 16 (8 children with special needs and 8 children without special needs). A certified teacher and an assistant are assigned to each classroom, thus giving a strong ratio of teachers to students. Students in the preschool program attend class four half-day sessions per week, Tuesday through Friday.

A child with special needs who is enrolled in our program has met specific eligibility requirements as mandated in the State of Ohio's Rules for the Education of Preschool Children with Disabilities. Children with special needs will have an Individualized Educational Program (IEP) developed for him/her each year. There is no fee for this program and transportation is provided.

Children without special needs can be enrolled because of benefits of the specialized professional support, the focus on the worth of all children and positive adult-child ratio. Children without special needs must be fully potty trained and will be charged a tuition based on a sliding fee scale.

Children who live within the school district have first priority for preschool enrollment. If you move outside of the school district, please contact the preschool supervisor for adjustments, if needed.

The Ohio Department of Education funds the preschool programs specifically for children with developmental delays. In the rare instance that there are no more openings for special needs preschoolers, the State Department mandates that the special needs child may have to replace a child with typical development.

PRESCHOOL CURRICULUM: The Wood County Early Childhood Preschool Program uses the Assessment, Evaluation, and Programming System for Children (AEPS). This is a comprehensive curriculum-embedded assessment system. AEPS links assessment, intervention, and evaluation for children birth to six who have disabilities or are at risk for developmental delays. This curriculum assesses and monitors six key developmental areas in young children: fine motor, gross motor, cognitive, adaptive, social-communication, and social. AEPS helps identify educational targets tailored for each child's needs and formulates developmentally-appropriate goals. Through a rich environment and play-based learning, children are exposed to math, language arts, science, social studies, art, foreign language, health and physical education. The curriculum is presented to children in play-based learning activities, projects and themes. Children's attainment of concepts will be dependent upon their age and developmental levels.

Holidays and cultural celebrations that usually accompany them are an important part of preschool children's lives. Holidays have different meanings and are celebrated in different ways in different families. Holidays are a great time to have family members come in and share some family traditions. Some suggestions might be to share a book, tell a favorite story, or teach a favorite family song. Our doors are always open—please let your child's teacher know if you are interested in sharing a family celebration with your child's class. The Early Childhood Preschool Program believes that decisions about which holidays to celebrate and how to celebrate them are best determined in each classroom with staff, administration, parents, and children working collaboratively. Celebrations will vary by classroom, depending on the different holidays represented and the ages of the children.

Why we teach using a play-based child centered approach

Play is the way that children make sense of their world and build on their understanding. Through their play, children are encouraged to actively explore and test out their ideas, discover new relationships about their world, develop their problem-solving abilities, expand their imagination and creativity and learn appropriate ways of interacting with their peers.

Child-centered approach describes the process in which teachers and parents identify interests and needs of children and plan experiences designed to match the children's developing abilities and interests.

Developmentally appropriate curriculum can be experienced by children at different stages of developmental step in their growth. There are universal and predictable sequences to children's growth and development. Each child moves through these sequences at their own rate and with their own personality and learning style. All children in a group are at different states of development at any given time. Developmentally appropriate activities allow for all children, regardless of their developmental level, to be actively and meaningfully involved in all areas of the classroom. Reading and math readiness are woven into all activities allowing children to continually expand their knowledge and skills.

MEASURING PROGRESS: Your child will learn something new every day and it is important for teachers to monitor your child's progress very closely. Your child's teacher assesses his/her performance on an ongoing basis. This type of assessment measures daily progress and guides teachers when planning individualized instruction.

Developmental screenings of all children occur within 60 days of their entrance in the program. The screening includes: hearing; vision; speech/language; cognitive; gross and fine motor skills; and social, emotional, and behavioral development. All screenings are conducted by individuals trained to administer and score the instruments. Screening results are available for review by parents.

Ages & Stages-3 (ASQ-3) is one tool used to screen the following domains: cognitive, fine and gross motor, social, and behavioral development. This is one of the most widely used developmental screeners. It targets the developmental progress in children between the ages of one month to 5 ½ years.

Classroom teachers also utilize a variety of formative assessments such as observation, anecdotal records/ note-taking, checklists, classroom performance tasks, and projects to compile an assessment portfolio reflecting your

child's goals and progress. This information is used to differentiate learning experiences to meet the individual needs of your child and are shared on an ongoing basis and during parent teacher conferences.

There are also assessments that are required by the Ohio Department of Education and Step Up To Quality (a system that rates the effectiveness of preschool programs). One such assessment is Ohio's Early Learning Assessment. This is required for all children enrolled in ODE-funded or Step Up to Quality 3-5 star rated programs. This assessment is a tool that teachers use with preschool children to learn about the current level of each child's skills, knowledge and behaviors. This tool assesses each child in the areas of social foundations, language and literacy, mathematics, science, social studies, physical well-being/motor development, and fine arts. Teachers use this assessment while observing children in the natural course of the child's day in the classroom and on the playground. The Early Learning Assessment is not a test. Your child will not have to complete questions or provide test answers. Teachers use the information they collect to plan activities and opportunities that support the continued growth of each individual child. They also use the information to see how a child is growing and changing over time. The Early Learning Assessment is completed during the fall and spring to document pre/post learning growth. Teachers will share a report that explains your child's progress and provides suggestions on activities you can do at home to continue to support your child's growth and development.

TRANSITIONS: Transitions can be difficult for preschool children. You may experience this with your preschool child as you move between activities and events. This is natural for preschool children. We want your child to experience smooth and uneventful daily transitions and we work to establish consistent routines and provide support in every way possible. Teachers incorporate strategies and activities to ensure smooth daily transitions based upon each child's individual needs. If your child transitions to another program from the Pemberville Preschool classroom or comes to the Pemberville Preschool classroom from another program, teachers will work with you to determine and implement strategies to support your child's transition. These strategies are discussed and documented with families and represent a team effort to ensure your child's success.

When your child becomes eligible for school-age programming, many transition activities will take place. Teachers will share your child's developmental levels and program options. Meetings will be arranged between parents or guardians, early childhood staff, and receiving teachers to make transitions as informative and seamless as possible. Children will have an opportunity to visit the kindergarten classroom and will participate in activities that mirror kindergarten activities. Specific transition planning activities will take place specific to your child's needs.

PARENT INVOLVEMENT: Our program believes that parents are the first and most important teachers of their children. You are most important! Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher or any staff member involved with your child's program to share your concerns or suggestions.

Opportunities for the classroom involvement include:

- Co-op parenting
- Classroom volunteer
- Daily communication with the teachers via notebooks, notes, personal contact
- Assisting with special events, parties, etc.
- Participating in field trips
- Attending parent conferences/IEP meetings
- Participating in parent discussions or parent education programs
- Sharing special skills with us
- **Home visits** provide an opportunity to meet with your child's teacher in your home environment, which strengthens you and your child's relationship with the teacher and can improve the educational outcome for your child.

To receive a copy of the Inspection Report, please contact program supervisor Melissa Wagoner at 419-833-6411.

PARENT MENTOR: Jenny Myers is the Wood County Parent Mentor providing services to parents of Wood County children who are receiving special education services. Parent mentor services include information on IEPs, Special Education Laws/IDEA (Individuals with Disabilities Education Act), services available in Wood County, information on individual special needs, parent workshops, parent mentor library, parent networking phone list, parent newsletter, support for parents and listening to and assisting parents with concerns.

The Parent Mentor is available at the Wood County Educational Service Center at 419-354-9010.

PARENT CO-OP: The Wood County Early Childhood Preschool Programs invite parents to actively participate in their child's education. To support this, we offer a co-op arrangement where parents who work in the classroom on a regular basis can be reimbursed for their time by obtaining tuition vouchers that can reduce their monthly tuition.

Vouchers cannot be earned for participating in field trips or similar events. In addition, this program may not be available at certain times, for instance, during a pandemic. For more information, please contact the program secretary at 419-354-9010.

TRANSPORTATION: The transportation policy for preschool children is determined by each individual school district. For children with special needs, transportation may be provided by your local school district. Each district has its own policy about transporting typically-developing children. Transportation may be provided to typically-developing children if their residence is on an established route and space is available in the bus. All transportation questions should be directed to the transportation director responsible for transporting children in your preschool site (listed on the first page of this handbook).

For children who are brought to school by their parents, parents are responsible for the safety of their child, both going to and from the school program. Siblings under the age of 18 years are not allowed to pick up or drop off a child. Children may arrive no earlier than ten minutes prior to the start of school and must be picked up immediately after school. Please follow these guidelines. If a child is not picked up and parents cannot be reached, Children's Services will be notified.

For children riding the bus, the following guideline applies:

- **Alternate Transportation Route:** Parents need to check with their transportation director regarding a change in pick-up or drop-off locations for their child. Alternate transportation will not begin until approved by the transportation director in your school system.

SCHOOL SCHEDULE: Each preschool site will generally follow the regular school calendar of Eastwood Schools. A copy of the calendar is located on page 4 of this handbook.

RELATED SERVICES: A true benefit of being part of the Wood County Preschool Program is the team of professionals that support the classroom environment for all children. The Wood County team is highly trained and specializes in the special needs from one or more of the following service personnel, as outlined by their IEP. Service delivery generally follows a collaborative model where services are provided in the classroom setting and natural environment for the child.

- School Psychology
- Occupational Therapy
- Adaptive Physical Education
- Audiological Services — An audiologist will be checking middle ear functioning throughout the year, and a complete hearing screening will be done annually. Parents will be informed if there are any hearing concerns.
- Speech and Language Therapy
- Physical Therapy
- Vision Services as needed

REQUIRED REGISTRATION MATERIAL: Prior to attending the preschool, each child must have a copy of the following materials on file with the teacher prior to the child's first day of school:

1. Registration/Tuition Form (special needs children aren't billed, but we request basic income information)
2. Copy of Birth Certificate (new students only)
3. Copy of Social Security Card (new students only)
4. Child History Form (new students only)
5. Medical Evaluation—signed by your physician (updated every 13 months)
6. Request for Administration of Medication at School (if applicable)
7. Dental Evaluation—signed by your dentist (updated every 13 months)
8. Permission Form (field trips, pictures, parent roster, and screenings)
9. Emergency Contact Authorization Form
10. Interest Survey (Parent Involvement/Child Interest)
11. Allergy Notice
12. ASQ-3 (Ages and Stages Questionnaire)
13. Proof of residency (copy of parent ID w/ current Eastwood address)
14. If child is not living with both biological parents listed on the birth certificate, separation/custody/child support/divorce, etc. paperwork is required

EMERGENCIES OR ACCIDENTS AT SCHOOL: If your child becomes ill or involved in an accident at school making it necessary for the child to go home, the parent/legal guardian will be contacted. If you cannot be reached, teachers will use the Emergency Contact Authorization form to contact someone to care for your child.

These emergency contact numbers are very important, as these individuals may be asked to take responsibility of your child in a crisis. Please make sure these people are willing to take this responsibility and have transportation

to take the child home, if needed. Please keep this contact sheet updated at all times, as we need to have ready access to someone in case of an emergency.

If you move during the year it is important to send your new address immediately to your child's teacher. This also applies to a change of telephone numbers and change of parents' names and emergency numbers. Also, if you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

QUESTIONS PARENTS MAY HAVE

WHAT ARE THE BENEFITS OF A PRESCHOOL PROGRAM THAT INTEGRATES CHILDREN WITH AND WITHOUT DELAYS IN THEIR DEVELOPMENT?

Children with delays:

- Are spared labeling and lack of contact with nondisabled children
- Have the influence of nondisabled peers to teach them new social and communication skills
- Have the opportunity to develop friendships with children who are not disabled

Children who are typically-developing:

- Have the opportunity to develop positive attitudes toward those who have disabilities or differences
- Gain self confidence as they learn helpful or altruistic behaviors when interacting with children with delays
- See models of children who can achieve and learn despite their unique challenges
- Learn to accept "differences" in other children and appreciate each child's uniqueness and learn how to interact successfully with all children

WHAT SHOULD MY CHILD WEAR TO SCHOOL? Since your child may be involved in "messy" activities such as painting and sand and water play, it is suggested that you dress your child appropriately for these activities at school. The children in the Wood County Preschool Programs also have an outside play time when weather permits. Please dress them in casual play clothes and dress them for outside play.

Please send in a complete change of clothes in the event that your child's clothes become wet or soiled. Also, please mark your child's coats, sweaters, mittens, etc. with his/her name.

HOW DO I COMMUNICATE WITH THE TEACHER? The preschool staff wants to have regular and ongoing communication with the parents. Teachers will send home notes regarding classroom activities and will inform you of any unusual incidents. Please share home activities with the teachers. Please send notes with the children. Home visits and school conferences will occur during the school year. If you wish a conference with the teacher, let her know and she will be happy to arrange a time. Please do not call the school during class time unless it is an emergency.

WILL MY CHILD EAT AT SCHOOL? All preschool children will be offered a nutritional snack during their preschool session, and children may be directly involved in the preparation of their snacks. Snacks are selected in consideration of the child's nutritional needs and dental health. At no time is a child forced to prepare or consume a snack. Please let us know through the request for administration of medication or modified diet in the addendum in the back of this book signed by your physician if your child has any specific dietary needs, such as diabetes or allergies, which may necessitate a special diet. Also, please notify us if your child has any cultural or religious food restrictions.

WILL I KNOW THE OTHER CHILDREN IN MY CHILD'S CLASS? With your permission, a roster of the names of the children and parents will be given to you. You must sign a statement if your child's name should not appear on this roster. It is for parents' use ONLY. It should not be given to any person other than the parent or used for anything other than being able to contact other families in the program.

HOW WILL I KNOW HOW MY CHILD IS PROGRESSING? Progress Reports are provided, and the teacher will periodically update the parent/guardian of the child's progress during home visits, telephone calls or conferences. The first parent-teacher conference will take place in the fall; the second will be offered in the spring. The progress of a child with special needs will also be formally reviewed at the child's IEP conference. The program is a structured, progressive academic and social learning environment. It is very important for children to be in attendance each session, and to arrive on time, ready for pre-academic schoolwork.

HOW DO I KNOW MY CHILD IS SAFE? All buildings are locked at the start of the school day and remain locked until dismissal. Cameras are located at main entrances and visitors must buzz in and state their name and purpose of the visit prior to being granted entrance. Parents or guardians visit the classroom during the school hours for the purpose of talking with the teacher, evaluation of the services provided by the staff, observing the program in operation or to evaluate the premises. Please make arrangements with the teacher or supervisor prior to visiting.

All of our staff members have undergone a criminal check and references have been verified.

We also need your written permission if someone other than the regular person is to pick up your child. Our staff may also ask for identification of that person.

All school personnel are required by law to report any concerns of abuse or neglect to the Department of Human Services.

WILL MY CHILD BE GOING ON FIELD TRIPS? The Early Childhood Preschool believes that young children learn by interacting with their environment; thus, field trips and family activities may be part of our curriculum. Teachers will notify you prior to any planned field trip. Parents are also invited to accompany the children. If you accompany your child on a field trip and want to take them in your car, please notify the teacher in writing prior to the trip.

WHAT DO I DO IF MY CHILD IS ILL? Regular attendance is necessary for learning. The Missing Child Act became a law in Ohio in April 1985 and requires parents to notify school when a child is absent. **Please call the school each day of your child's absence.** If your child comes to school on a bus, please notify the transportation office. If we do not hear from you, we will be calling you to inquire about your child's absence. Please also send a note with your child following his/her absence verifying the nature of the absence.

WHAT HAPPENS WHEN MY CHILD BECOMES ILL AT SCHOOL? An ill child will be comfortably cared for by an adult in an area of the school not being used for other children. A cot or mat will be provided for an ill child who needs to lay down. The child will be observed carefully for worsening conditions until the child is discharged to his/her parent, guardian or person designated by the parent.

Parents will be notified immediately and asked to pick up the child. If the parents cannot be reached, one of the persons listed on the child's records as emergency contacts will be notified and asked to come pick up the child. The child will not be readmitted to school for 24 hours from onset of symptoms.

WHAT ARE THE GUIDELINES IN DETERMINING IF MY CHILD IS WELL ENOUGH TO GO TO SCHOOL? The Wood County Early Childhood Preschool staff are trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases.

Upon arrival at school, the routine procedure is that all children will be checked for signs of illness. If your child shows any of the symptoms listed below, you will be asked to take the child home.

Management of Communicable Disease

- A. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.
- B. The following precautions shall be taken for children suspected of having a communicable disease:
 1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
 2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
 - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c. Difficult or rapids breathing;
 - d. Yellowish skin or eyes;
 - e. Conjunctivitis;

- f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and/or grey or white stool; or
 - i. Stiff neck
 - j. Evidence of lice, scabies, or other parasitic infection
 - k. Green mucus.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in the paragraph (B)(2) of this rule as well as the following:
- a. Unusual spots or rashes;
 - b. Sore throat or difficulty in swallowing;
 - c. Elevated temperature;
 - d. Vomiting.

For the protection of all children, please do not send your child to school if s/he is showing any questionable signs of illness. The staff will watch all children who have been exposed to any known communicable disease in order to detect any additional case as early as possible. If your child has been exposed to a communicable disease, a note will be sent home.

WHAT HAPPENS IF MY CHILD NEEDS MEDICINE DURING THE DAY? The Wood County Educational Service Center has established the following policy concerning prescription medication for children enrolled in the Wood County Preschool Programs. A copy of the Medication Permission form is located in the appendix of this handbook.

1. Medication that is prescribed by a physician shall not be administered to the child unless:
 - a. The teacher has received a written request signed by the parent or legal guardian.
 - b. The teacher has received a statement by the prescribing physician and parent that includes the following:

<ul style="list-style-type: none"> •name and address of the child •time medication is to be administered •date the administration of the med is to cease •any special instructions •Note: the medication must be in the bottle/container provided by the doctor/pharmacy. 	<ul style="list-style-type: none"> •name of the medication and dosage •date the administration of the med is to begin •precautions of any severe reaction
--	--
 - c. Parents agree to submit a revised statement signed by the physician if the previously stated information changes.
2. All medications will be stored in a locked location except medications that require refrigeration, which will kept in a refrigerator.
3. Children in the Wood County Early Childhood Center should NOT carry their own medication. Parents should give the medicines to the bus driver who will then give it to the preschool teacher or teacher assistant.

NOTE: Teachers do not administer non-prescription medication to children unless prescribed by a physician.

WHAT TYPE OF DISCIPLINE DO YOU USE? The Wood County Early Childhood Preschool Program commits itself to the use of a positive orientation in efforts to improve children's behaviors. The program further believes that the behavior of the preschool children is best managed through prevention rather than intervention, and that it is the responsibility of the staff to make every effort to help the children manage their own behavior in a positive way. The program embraces the guidelines put forth by the National Association for the Education of Young Children (NAEYC) policy statement with regard to the provision of developmentally appropriate preschool programming.

NAEYC Guidelines:

1. Teacher will facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear classroom rules.

2. Teacher's expectations need to match and respect children's developing capabilities.
3. Children shall be provided many opportunities to develop social skills such as cooperating, helping, negotiating, and talking with the person involved to solve interpersonal problems.
4. Teachers shall facilitate the development of these positive social skills at all times.

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 problems 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 punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
 2. No discipline shall be delegated to any other child.
 3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
 5. No child shall be subjected to profane language, threats, 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 area.
 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 written discipline policy.
- F. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

HOW DO I KNOW ABOUT WEATHER DELAYS AND CANCELLATIONS? If Eastwood Local School District is delayed, we will use the following system:

Two-Hour Delay: A.M. class will attend 10:30 a.m.-12:38 p.m.; P.M. class will attend 1:22 p.m.-3:30 p.m.

Three-Hour Delay: Preschool is canceled

The following radio/TV stations carry school cancellations/delays between 6 a.m. and 7 a.m. for your information.

• WVKS – 92.5 FM, Toledo

• WTOL – Toledo 11 News

- WRQN – 93.5 FM, Toledo
- WXKR – 94.5 FM, Toledo
- K100 – 99.9 FM, Toledo
- WKXA – 100.5 FM, Findlay
- WIOT – 104.7 FM, Toledo
- WHMQ – 107.7 FM, Findlay
- WSPD – 1370 AM, Toledo
- WFOB – 1430 AM, Bowling Green/Fostoria
- WTVG – Toledo 13 News
- WNWO – Toledo 24 News

WHAT DO I DO IF I HAVE QUESTIONS OR CONCERNS ABOUT THE PROGRAM? If you have questions or concerns, please initially talk to the teacher or the person involved. If the issue is not resolved to your satisfaction, please contact the program supervisor or the building principal. We want open communication in order to create the best program we can for your child. If we cannot resolve your concerns locally, you may contact the Ohio Department of Education Ombudsman toll-free at 877-644-6338.

HOW DO I PAY MY TUITION? The Wood County Preschool Program offers a high-quality preschool program for children with special needs and typically-developing children. To provide the opportunity for typically-developing children to have this experience, tuition-based slots have been created.

Tuition is based on a yearly rate following the school calendar. There will be no refund for illness, calamity days, or family-elected vacation. Your yearly tuition will be adjusted for children enrolled after the beginning of the school.

If you qualify to pay tuition, you will receive an invoice booklet before your child starts school, and tuition must be received by the office by the first of each month. Tuition for the last month of school (May) is due within two weeks of your child's start date. Tuition is based on a sliding scale, and co-op arrangements are possible to lessen tuition costs.

If tuition payments are not paid in a timely fashion, or arrangements have not been made with our office, your child will be excluded from the preschool program. If you have any questions about your financial account, please contact the Business Office at the Wood County Educational Service Center at 419-354-9010.

HOW DO I WITHDRAW MY CHILD FROM PRESCHOOL? Please notify your child's teacher as soon as you have decided to withdraw your child from the classroom. Transitions are very difficult for little children, and we would like to be able to support your child by having the opportunity to tell them "good-bye" and help prepare them for their next environment.

For Special Needs Children: Because the parents and the school district have a written agreement (IEP) regarding the provision of services, it will be necessary to formally withdraw your child from services. Please notify your child's teacher of your intentions to withdraw your child and she will make the needed arrangements. Please discuss any concerns with your child's teacher, since other programming options may better suit your needs. If you are moving out of district, your child's teacher can provide you with the necessary paperwork to insure that your child will receive services in the new location.

For Typical Children: Please contact your child's teacher and Naomi at WCESC (419-354-9010) if you decide to withdraw your child from the program. You will continue to be billed for tuition until you have notified us of your child's withdrawal.

Appendix begins on next page

**Medication Administration Record (MAR)
General Medication Form
(Including Asthma Inhaler and Epinephrine Autoinjector Use)**

Not applicable to my child

Student Information

Student Name		Date of birth	
Student Address			
School	Grade/Class	Teacher	School Year
List any known drug allergies/interactions		Height	Weight

Prescribing Authorization

Name of medication		Circumstance for use	
Dosage		Route	Time/Interval
Date to begin medication		Date to end medication	
Circumstances for use			
Special instructions			
Treatment in the event of an adverse reaction			
Epinephrine Autoinjector	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, as the prescriber I have determined that this student is capable of possessing and using this autoinjector appropriately and have provided the student with training in the proper use of the autoinjector.		
Asthma Inhaler	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes, if conditions are satisfied per ORC 3317.716, the student may possess and use the inhaler at school or at any activity event or program sponsored by or in which the student's school is a participant.		
Procedures for school employees if the student is unable to administer the medication or if it does not produce the expected relief.			
Possible Severe Adverse Reaction(s) per ORC 3317.716 and 3313.718 a) To the student for whom it is prescribed (that should be reported to the prescriber)			
b) To a student for whom it is not prescribed who received a dose			
Other medication instructions Does medication require refrigeration? <input type="checkbox"/> Yes <input type="checkbox"/> No Is the medication a controlled substance? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Prescriber signature (Required)		Date	Phone
Fax			
Prescriber name (print)			
Reminder note for prescriber: ORC 3313.718 requires backup epinephrine autoinjector and best practice recommends backup asthma inhaler.			

Parent/Guardian Authorization

<input checked="" type="checkbox"/> I authorize an employee of the school board to administer the above medication. <input checked="" type="checkbox"/> I understand that additional parent/prescriber signed statements will be necessary if the dosage of medication is changed. <input checked="" type="checkbox"/> I also authorize the licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order. <input checked="" type="checkbox"/> Medication form must be received by the principal, his/her designee, and/or the school nurse. <input checked="" type="checkbox"/> I understand that the medication must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration and the date of drug expiration when appropriate.			
Parent/guardian signature	Date	#1 contact phone	#2 contact phone

Parent/Guardian Self-Carry Authorization

<input type="checkbox"/> For Epinephrine Autoinjector: As the parent/guardian of this student, I authorize my child to possess and use an epinephrine autoinjector, as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant. I understand that a school employee will immediately request assistance from an emergency medical service provider if this medication is administered. I will provide a backup dose of the medication to the school principal or nurse as required by law. <input type="checkbox"/> For Asthma Inhaler: As the parent/guardian of this student, I authorize my child to possess and use an asthma inhaler as prescribed, at the school and any activity, event, or program sponsored by or in which the student's school is a participant.			
Parent/guardian signature	Date	#1 contact phone	#2 contact phone

Eastwood Preschool

Process for the Authorization for the Release of Records/Information

1. Parental consent must be obtained on the District Authorization for the Release of Records form. This Authorization for the Release of Records is the only form approved for use by the Office of Pupil Services.
2. Consent must be obtained in writing.
3. The purpose for the disclosure of or request for records must be stated.
4. The party or class of parties to whom the disclosure or request may be made must be identified.
5. Educational records may be exchanged between educational agencies if a child has moved (within state) without written consent; however, it is the practice of the district to obtain parental consent.
6. Parents may revoke consent at any time.

Wood County Educational Service Center Release of Confidential Information

I, _____, hereby authorize that information can be shared among and between the
(Full name of Parent/Guardian)

following parties regarding _____, born _____.
Full name of Student Student's DOB

(Name)
Wood County Educational Service Center

(Address)
1867 N. Research Dr., Bowling Green OH 43402

This authorization is limited specifically to materials of the following nature and extent:

- Date(s): _____
- | | |
|---|---|
| <input type="checkbox"/> School Information (including IEP/ETR)
<input type="checkbox"/> Medical History/Health record (including Immunization)
<input type="checkbox"/> Social History
<input type="checkbox"/> State Assessment Results
<input type="checkbox"/> Other (specify): _____
<small>(Identify/describe nature of extent of information to be disclosed, as limited as possible)</small> | <input type="checkbox"/> Diagnostic Assessment/Treatment Plan
<input type="checkbox"/> SSID (Ohio Statewide Student Identifier)
<input type="checkbox"/> Birth Certificate/SSN
<input type="checkbox"/> Custody Papers (if applicable) |
|---|---|

The purpose of the disclosure is to _____

(Describe purpose of disclosure, as specific as possible)

I understand that I may revoke this authorization at any time, except to the extent that action has been taken in reliance on it. I understand that revocation of this authorization must be in writing, must include the signature of the student (if over 18) or student's parent/legal guardian and date signed, and be delivered to the Wood County Educational Service Center. If not previously revoked, this authorization terminates on the following specific date, event or condition.

(Not to exceed one hundred eighty (180) days after the date below)

I understand that the information disclosed is protected by law and may not be re-disclosed without my written authorization or as otherwise authorized by law.

(Signature of student or person authorized to consent)	Date	(Relationship to student)

(Signature of person facilitating authorization)	Date

The information to be disclosed is protected by Federal confidentiality rules (42 CFR Part 2) and/or Ohio law (O.R.C. 5122.31; O.A.C. 5122-27-09). The Federal rules and Ohio law prohibit any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or is otherwise permitted by 42 CFR Part 2 and applicable Ohio law. A general authorization for the release of medical or other information is not sufficient for this purpose. Federal rules restrict any use of the information to criminally investigate or prosecute any alcohol or drug abuse patient.

Original of this form maintained in student file
Copy of this form to parent
Copy of this form sent to named agencies

Rel Conf Info
02/2009

KEY PRINCIPLES WHICH DRIVE EXEMPLARY EARLY CHILDHOOD PROGRAMS

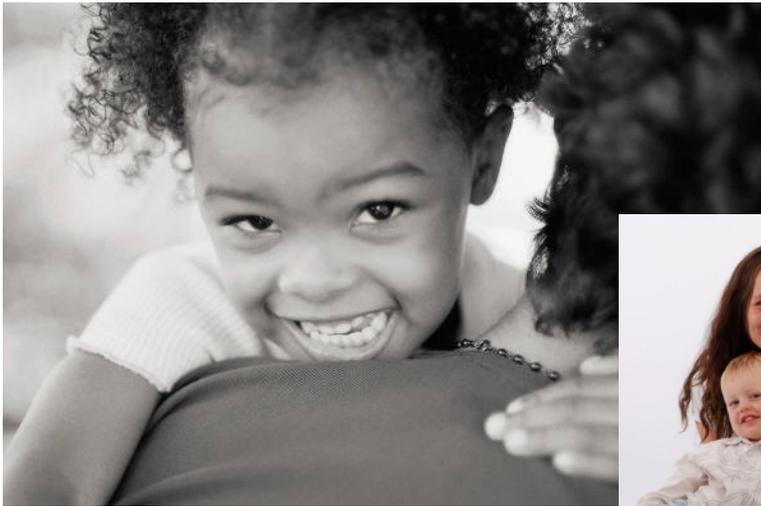
A. DEVELOPMENTALLY APPROPRIATE PRACTICE

Every child is unique with an individual pattern of growth and development. The program curriculum, materials and adults are responsive to the individual abilities and interests of children. Differing levels of ability and development are expected, accepted and used to design appropriate learning activities.

B. EXCEPTIONALITY APPROPRIATE PRACTICE

Preschool programming is designed to meet the needs of each individual child by focusing on his/her abilities, interests, and strengths and then building upon those skills in an orderly step-by-step process.

C. VISIONARY ATTITUDE WHICH CELEBRATES THE BEAUTY OF HUMAN DIVERSITY (COLOR, CULTURE, RELIGION, GENDER, AGE, AND ABILITY)



Early and Periodic Screening, Diagnostic and Treatment

To learn more about Healthcheck Services for children younger than age 21,
please visit the following website:

medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx

Missing Child Act

The Missing Child Act became law in April, 1985, and requires parents to notify the school when their child is absent. This also applies to the preschool program.

Please call the school each day of your child's absence. If your child comes to school on a bus, also notify the bus garage. Please send a note with your child following his/her absence verify the nature of the absence.

Thank you for your cooperation.

**Eastwood Preschool
at Pemberville
419-833-6411**

**Bus Garage
419-833-1493**