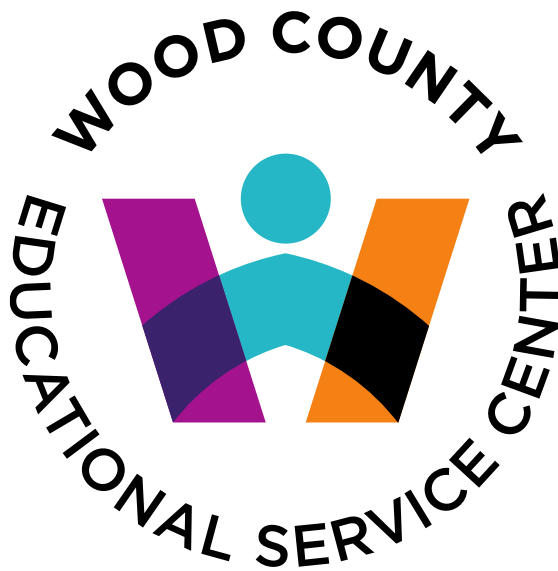


**Wood County
Early Childhood Services**

2021-2022

Northwood 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. Rules, policies and/or procedures are subject to change at any time due to Covid. The program will follow all district, county, and state guidelines. 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.

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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: **Northwood Elementary**
600 Lemoyne Road
Northwood, Oh 43619

Phone: 419-691-3888

Principal/Preschool Supervisor: Lindsey Krontz

Teachers: Hilary Burch
Melissa Owens

Paraprofessionals: **As of 6/21/21**
Ashlyn Jordan
Samantha Managhan
Elizabeth Niederkorn

Transportation Director: Trudy Foster — 419-261-4947
(Follow Northwood schedule and closings)

Program Hours: AM Class: 8:50 – 11:30 am
PM Class: 12:30 – 3:10 pm
Full-Day Class: 8:50 – 3:10 pm

Preschool Specialists **As of 6/21/21**

Psychologist: Danielle McDowell

Physical Therapist: Krista Varner

Occupational Therapist: Ken Kosanovich

Speech Pathologist: Shelby Strayer

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

Northwood Local Schools
2021-2022 School Calendar

August	12 (Th)	Teacher Orientation/Inservice No School for Students Open House 5:30 pm- 7:00 pm
	13 (F)	Teacher Orientation/Workday (1/2 Day AM) No School for Students
	16 (M)	Teacher Orientation/Inservice No School for Students
	17 (T)	First Day of School for Students
September	6 (M)	Labor Day Holiday: No School
October	15 (F)	End of First Quarter (43 Student Days)
	20 (W)	Evening Parent Conferences
	21 (TH)	Evening Parent Conferences
	22 (F)	No School for Elementary Students for Parent Conferences High School is in Session
November	2 (T)	Teacher Inservice: No School for Students (Election Day)
	24-26 (W-F)	Thanksgiving Break- No School
	29 (M)	School Resumes
December	21 (T)	End of Second Quarter/First Semester (44/87 Student Days)
	22-1/4/21	Holiday Break- No School
January	5 (W)	Records Day- No School for Students
	6 (Th)	School Resumes
	17 (M)	Martin Luther King Holiday- No School
February	21 (M)	President's Day Holiday- No School
	22 (T)	Teacher Inservice- No School
March	11 (F)	End of Third Quarter (46/133 Student Days)
	28-Apr 1	Spring Break
April	4 (M)	School Resumes
	15-18 (F/M)	No school (Easter weekend)
	19 (T)	Teacher Inservice- No School
May	22 (S)	Graduation
	26 (Th)	End of Fourth Quarter/Last Day for Students (48/181 Student Days)
	27 (F)	Records Day- No School for Students (1/2 Day AM)
	30 (M)	Memorial Day

School Cancellations will be handled as follows:

- Days 1-5 will not be made up.
- Days 6 and beyond will be handled through virtual days.

181 Student Days/185 Staff Days

Board Adopted 2/15/2021

**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 Creative Curriculum] The Creative 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. 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, adult/child ratio follows Ohio licensing standards. A certified teacher and an assistant are assigned to each classroom. Students in the preschool program attend either half- or full-days Monday-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 toilet-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 Northwood Preschool location uses the Creative Curriculum. This is a comprehensive curriculum-embedded assessment system which 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 key developmental areas in young children: fine motor, gross motor, cognitive, adaptive, social-communication, and social. The curriculum helps identify educational targets tailored for each child's needs and formulates developmentally-appropriate goals. Through a rich environment and play-based learning, children will be exposed to math, language arts, science, social studies, art, foreign language, health and physical education. The curriculum will be 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 Wood County 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 informally woven into all activities allowing children to continually expand their knowledge and skills.

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 may include:

- Co-op parenting
- Assisting with special events, parties, etc.
- Participating in field trips
- Participating in parent discussions or parent education programs
- Daily communication with the teachers via notebooks, notes, personal contact
- **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.
- Classroom volunteer
- Sharing special skills with us
- Attending parent conferences/IEP meetings

To receive a copy of the Inspection Report, please contact program supervisor Lindsey Krontz at 419-691-3888.

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 Preschool invites 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. However, 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. 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 five 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 Northwood 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 MATERIALS: 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 may provide basic income info)
2. Copy of Birth Certificate (new students only)
3. Copy of Social Security Card (requested for new students only)
4. Parent/Child Interest Form
5. Family Needs Assessment
6. Family Information Form for Step Up to Quality
7. Medical Assessment—signed by your physician (updated every 13 months)
8. Dental Evaluation—signed by your dentist (updated every 13 months)
9. If child is not living with both biological parents listed on the birth certificate, separation/custody/child support/divorce, etc. paperwork is required

In addition to the above documentation, parents will register their preschooler using Northwood School’s Final Forms online registration system. In Final Forms, parents will provide information including:
Permissions for field trips, pictures, parent roster, screenings
Emergency medical authorization
Health history and medical profile information

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 information 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 information 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 INCLUDES 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 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 or email the teachers at hburch@northwoodschoools.org or mowens@northwoodschoools.org. 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. Children who attend all day will also receive lunch; breakfast is also available. Particular nutritional guidelines are set forth by the Ohio Department of Education, by which Northwood Schools must adhere. The school district will provide a lunch to all full-day preschool children. There will be a lunch fee assessed based upon income eligibility. The cost of breakfast is as follows: \$1.25; Reduced .30. The cost of lunch is as follows: \$3.00; Reduced .40. You are able to prepay for your child's breakfast and lunch ahead of time (if prepaying, make sure to write your child's name on the check). Prepays are encouraged. Free and Reduced forms will be available in the office/cafeteria/online. Please make checks payable to Northwood Food Service. 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 child and parent 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 used, 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 the 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? Parents or guardians have unlimited access to 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. If possible, please make arrangements with the teacher or supervisor.

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 Wood County 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. A limited number of parents will be allowed to attend field trips. Your child's teacher will determine the number of parents needed and notify parents who are requested to attend. Please return permission slips promptly so teachers will know if you are available. 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 rapid 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 Program 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 	<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 be kept in a refrigerator.
3. Children in the 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. (Which is printed above.)

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 Northwood Local School District is delayed, we will use the following system:

Two-Hour Delay: A.M. class will be cancelled; P.M. class will come EARLY on the delay bus route with the school-age students.

Parents will be notified through social media and One Call, a mass communication system used by Northwood Schools. This system will be used for announcements for everything the district needs to share, including delays and closings.

The following radio and television stations carry school cancellations and 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 | •WTVG – Toledo 13 News |
| •WXKR – 94.5 FM, Toledo | •WNWO – Toledo 24 News |
| •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 |

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 your 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 Fiscal 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 the Preschool Secretary 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 below:

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)

**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	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

Computer/iPad Usage Agreement Local Network and Internet Acceptable Use Policy

Purpose

Northwood Local School District (the District) has created and maintains a computer system connected to the Internet for staff and student use. Its purpose is to enhance teaching and learning, prepare students for life in a digitally connected world and promotes communication between stakeholders in the education the District provides. The District finds great value in the use of the local network and the Internet. However, dangers can arise and the potential for abuse and misuse is great. It is not the intention for the District to limit the use of the local network or Internet on any device, or violate the privacy of any user. However, because of the unrestricted nature of the Internet, the District's leadership will make any and all efforts to protect its students and staff from all abuse and danger, from internal and external sources. The purpose of this policy is to identify limitations of acceptable use of the District's computer system, and identify the limitations of privacy of information and communication sent or received while using the District's computer system.

Privacy and Rights

The District makes no effort to intercept, scan, filter, or pre-read, any communication or information that is sent or received from any device used to access the local network or Internet. However, the District has the means and the ability to do so, should the need arise due to the perception of threat or abuse of the local network or Internet. The District maintains the right to include outside sources when dealing with threat and abuse, including communicating with law enforcement and other legal action. The Internet is a global computer network. Information is gathered, and viewed for both benign and malicious intent. It should be considered that anything sent through the Internet is visible by anyone at any time. In addition, it should be considered that information sent through the Internet can be tracked to its source. No privacy should be expected when using the District's computer system, even from a personal device. The District did not intend the local network or its connection to the Internet to be used as public forum. Therefore, all communications will be viewed outside of any rights, explicit or implied, that a public forum may provide. The District has made all effort to assure the Internet is filtered for obscene or threatening material as outlined by CIPA requirements. The district maintains the right to further block, filter and monitor any material it finds to be detrimental to student and staff wellbeing.

Usage Guidelines

Use of the computer system, local network or Internet provided by the District should be used within the purpose stated above. All other use is subject to the guidelines that follow. The computers, network equipment, network cabling (inside and outside of the building) make up, and are members of the "computer system"

1. Students and faculty should not alter the hardware or software of any equipment at any time.
2. Students and faculty should not utilize the local network or Internet with the purpose of hindering others the same privilege.
3. Students and faculty should accept the responsibility of preserving the computer system to the best of their ability. This includes preventing physical damage as well as damage to software and configurations installed.
4. Any and all guidelines, rules, codes of conduct and other policies that apply to student or faculty life also apply to their presence while using the computer system, including but not limited to: bullying, libel or threatening speech.

5. Any and all local, state or federal laws apply to use of the computer system.
6. Any passwords, user IDs, codes or other identifier that allow access to services on the local network or Internet are intended for a single person and should remain secret to the individual to whom it was given. Use of another users ID, code, password or other identifier is strictly prohibited.
7. Any and all material obtained from the Internet should be considered under copyright and protected by law unless explicitly stated otherwise.
8. No material will be downloaded, viewed, printed or listened to that does not have educational value. No inappropriate material will be uploaded to any host. The leadership of the District will decide what material has educational value. Willful acquisition of inappropriate material is a direct violation of this policy. Accidental acquisition of inappropriate material should be reported to the nearest district authority.
9. Personally owned devices may be used on the District's computer system, but all usage policies will remain in effect. All responsibility for the device rests on the owner.

Violations

The District reserves the right to deny any and all access to any part of the computer system, based on the infraction of this agreement. All other rules, and policy found throughout the District, from Board Policy to Classroom Rules apply to the use of the computer system.

Healthchek

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for persons younger than age 21 who are enrolled on Ohio Medicaid.

Who is eligible? Individuals younger than age 21

How often? 13 well-child visits by age 3 and then one every 12 months.

Info: Comprehensive health and developmental history; diagnosis and treatment identified as necessary during screening examinations.

Copay: \$0

Did you know Ohio's Medicaid program includes Healthchek services for children up to 21 years of age? (These services are also called EPSDT sometimes.) Healthchek services help children stay healthy and reduce the chances of sickness by treating health problems early. All Healthchek services are free. You can get help and information by contacting your county Healthchek Coordinator, or your managed care plan, and by going to: <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx>

Screening Services

Doctors want children to have well-child check-ups (exams or screenings) while they are growing up so that health problems can be found early. Check-ups covered by Healthchek include:

- * Dental exams
- * Developmental screenings
- * Hearing exams
- * Immunizations, if needed
- * Mental health screenings
- * Physical exams
- * Vision exams
- * Nutrition screenings

Mothers should have prenatal exams and children should have exams at: birth, 3 to 5 days of age, and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

Treatment Services

If the doctor finds a problem during a check-up, the doctor may provide the treatment, or may refer you to another doctor. Healthchek covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchek Coordinator for more information.

Support Services

The names, addresses and phone numbers of Healthchek Coordinators for all counties can be found at <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchek Coordinator can give you a list. Your Healthchek Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchek Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchek Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <https://www.odjfs.state.oh.us/healthchek/index.asp>

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.

Northwood Elementary

419-691-3888

Transportation

419-261-4947