

PUTNAM COUNTY Educational Service Center

Preschool Policy Manual

Board Adopted-February 1993

Revised: June 2006

Addendum: September 30, 2010

Revised: August, 2018

Acknowledgments:

The Putnam County Educational Service Center Early Childhood Education Policy Manual reflects requirements of Ohio Department of Education Rules for Preschool Programs (Administrative Revised Code, Chapter 3301-37). In addition, policies and procedures outlined are consistent with those adopted by the Putnam County Governing Board. The developmentally appropriate approach incorporated herein is based on current research findings with regard to quality programming for children of preschool age.

The consultation and consideration of Putnam County Governing Board members in adopting this manual is recognized as an essential component for implementation of the specified policies and procedures. We express sincere appreciation to this board and to the persons, noted below, who assisted in the development and review of this document.

Putnam County Educational Service Center

- Superintendent, Dr. Jan L. Osborn

Putnam County Educational Service Center

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1. Preschool-3301-37-02
Compliance and Investigation

The preschool programs operated by the Putnam County Educational Service Center, shall operate its preschool programs with a license issued under sections 3301.52 to 3301.59 of the Revised Code and the chapters of the Administrative Code. They shall operate under Preschool Licensing Rules ¹. They shall also comply with operating standards for children with Disabilities Administrative Code 3301-51 ². A copy of the rules is located at the Educational Service Center.

The Putnam County Educational Service Center Governing Board will be responsible for the preschool programs operation and shall be responsible for securing a license for the facility in which the preschool operates.

If in the event that the preschool moves its location or facility, the governing Board is responsible for notifying the Department of Education on prescribed forms.

1. If the new facility is not currently licensed by the Department for preschool or school-age childcare, a new license will be issued in accordance with sections 3301.52 to 3301.59 of the Revised Code and this chapter of the Administrative Code;

If the new facility is currently licensed by the Department for preschool or school-age childcare, the existing license will be amended in accordance with paragraph (F) (3) of this rule.

2. If the program is transferred to another board of education or governing body to operate the program but remains in the same facility, both boards of education or governing bodies are responsible for notifying the Department. The current license will be transferred to the new entity responsible for the program.
3. If a school-age childcare program is added to an existing licensed preschool program or a preschool program is added to an existing licensed school-age childcare program, a six-month provisional license shall be obtained for the new program. After the six-month provisional period, the license will adhere to the renewal timelines of the pre-existing license.

The most recent compliance reports shall be posted in a conspicuous place near the posted program license, until the next compliance report arrives. The name and phone number of the Ohio Department of Education ombudsman and the Office of Early Childhood Education shall also be posted.

1. **Preschool Licensing Rules, Ohio Department of Education Center for Students, Families and Communities Columbus, Ohio 43215-4183.**

2. **Operating Standards for Ohio's Schools serving Children With Disabilities, Ohio Department of Education Center for Students, Families and Communities Columbus, Ohio 43215-4183**

2. Preschool-3301-37-03 Program

A. Philosophy and Goals

Putnam County Educational Service Center's philosophy is based on a developmentally appropriate learning environment, which supports children with the best opportunity for success. The Putnam County Educational Service Centers' preschool program is founded on policies and operating principles described in the National Association for the Education of Young Children (N.A.E.Y.C.) policy statement with regard to providing developmentally appropriate programs¹; information contained in the Ohio Early Childhood Curriculum Guide²; the Early Learning Content Standards³ and the Early Learning Program Guidelines⁴.

B. Curriculum

Our curriculum framework is based upon written research on the developmental approach to education. We create opportunities for a variety of active learning experiences, which nurture the child's intellectual, physical, social/emotional, and artistic development.

The following beliefs form the basis of the curriculum:

- Children and their families who are from diverse backgrounds, abilities and cultures deserve respect and recognition;
- Teachers are facilitators of the learning environment;
- Parent involvement is viewed as a partnership and is accepted at the level the parents choose;
- A safe, nurturing, and enriching environment should be provided.

The process of promoting learning in young children involves:

- providing developmentally appropriate practices (providing for age appropriateness and respect of individuality);
- Utilizing play and guided active learning as a primary vehicle to enhance growth and development;
- providing an integrated curriculum which includes the components of physical, emotional, social, cognitive and language development;
- The encouragement of the child as an initiator of active learning;
- providing an environment rich in concrete materials and events, which are relative to the lives of young children.
- providing an environment that promotes universal design for learning with the principles of multiple means of representation, engagement, and expression.

Based on our philosophy and beliefs the goals of our program are to:

- Promote feelings of self-confidence and self-worth in the young child;
- Promote acquisition of skills in decision-making problem solving, critical thinking, reasoning, and communicating;
- Promote active learners who assume responsibility for their own learning;
- Promote partnerships with families;
- Foster development of responsibility towards society and feelings of belonging to a community.

The curriculum alignment process is based upon a clear understanding of the early learning content standards and an understanding of what children should be learning. Based upon this understanding, the teacher then designs daily lesson plans and opportunities for the students. Curriculum materials and activities are purposely and meaningfully provided in the learning centers in order for children to obtain specific knowledge and skills. Teachers will also utilize two curriculum resources; the Assessment, Evaluation, and Programming System for Infants and Children (AEPS)⁵ and the Creative Curriculum for Preschool⁶, as guidance tools. Use of the AEPS system, observation, work samples, screenings and parent report will be used to adjust and re-design the curriculum. Teachers will modify daily plans in order to strengthen and adapt learning opportunities in early learning content areas. In addition, the curriculum will address the ethnicity, culture, language and family traditions of children. **Assessment is the process of gathering information about children from several forms of evidence and then organizing and interpreting that information, individually and as a group. With the knowledge gained from the information we have gathered, we can then begin to plan appropriate curriculum and effective instructional strategies to help children develop and learn, and monitor their progress along the way. Our program uses multiple sources of evidence, including those listed above. We view assessment as an on-going cycle. We collect evidence of performance through checklist, running records, work samples, photos, the Early Learning Assessment then analyze and evaluate the data collected. Information is then reported to the family through written progress notes. Program plans for individual children and the whole group is based upon the evidence gathered.**

C. Environment

The Educational Service Center's preschool programs are set up in learning centers designed to facilitate the child's thinking abilities, learning processes, social competencies and development. The centers will be furnished with equipment, materials and resources suitable for preschool children and will be responsive to the needs of the children as it relates to their skill level. The classroom will be organized so that they naturally assist children to develop self-control, conflict resolution, and social interaction skills. The learning centers provide a system of organization that encourages children to make choices and take initiative. Teachers will be supported to

obtain appropriate continuing education related to the needs of the young child and be given opportunities for reflective supervision, on a regular basis.

The indoor and outdoor physical environments shall be accessible and appropriate to the needs of each preschool child's age, developmental ability and disability. The equipment and materials selected, and their arrangement and placement are clearly organized, clean, and accessible and offer children many interesting choices.

Staff will be involved in the selection of materials. Criteria for selection will include the following:

- materials will be clean, durable and have all parts (i.e. no missing pieces);
- materials will be able to be used safely by children in this age group;
- materials will be open-ended and lend themselves to a variety of activities and content areas;
- materials will be adaptable for use by children with special needs;
- materials will be age appropriate;
- materials will be interesting to children in this age group and will change as children's interests change;
- materials will be culturally non-biased.

- 1., Bredekamp, Sue, Developmentally Appropriate Practice in Early Childhood Programs Serving Children From Birth Through Age 8, National Association of Young Children, Washington, D.C. 1987.
2. Stark County Department of Education, The Ohio Early Childhood Curriculum Guide, , Louisville, OH, 1991.
3. Ohio Department of Education, Center for Students, Families, and Communities, Early Learning Content Standards, , Columbus, Ohio.
4. Ohio Department of Education, Center for Students, families and Commnities, Early Learning Program Guidelines, Columbus, Ohio.
5. Bricker, Diane, Assessment, Evaluation and Programming System for Infants and Children,, Brookes Publishing Co 2002.
6. Dodge, Diane et. al, Creative Curriculum, Teaching Strategies Publishing Co. , Washington, D.C., 2002.

A key consideration for managing the environment concerns scheduling changes of materials in the centers. Staff members assume responsibility for making these changes on a regular basis. The preschool teacher makes staff assignments and supervises activities related to this task. A language and literacy checklist will be utilized to monitor such things as the design of spaces, the use of time, and the selection of materials. The checklist will be utilized as a self-assessment tool and completed annually, by the classroom teacher and/or program supervisor.

Interactions with children will reflect an atmosphere of respect and acceptance. Staff will:

- focus on what children are doing that is expected and appropriate;
- provide a balance of quiet and active play;
- expect children to do for themselves all that they are capable of doing;

- keeping in mind their wide range of skills;
- set a tone for the children to model behavior;
- expect children to problem-solve;
- never talk about children in front of children;
- attend to opportunities for children to interact with each other;
- engage in nondirective (modeling), meditative/supportive/ and directive (demonstrative) approaches.
- foster different modes of communication unique to the needs of the child (language, dialect, style).
- provide opportunities for use of technology to support learning

D. Instructional Approach

The preschool schedule, will reflect best practices in early childhood programs. Minor changes to this schedule may be necessary to allow flexibility for teaching purposes, children's needs, special events, or because of program variances. Changes will be noted and posted on lesson plans.

Preschool teachers will assume responsibility for developing lesson plans. Time will be allowed in the teacher's schedule for this purpose.

These plans will include:

- a balance of activities which meet intellectual, physical, and social/emotional needs of children
- an overview of learning center focus, equipment, and materials needed
- specifications for group and individual activities, quiet and active play
- individual needs of children
- alignment to the Early Learning Content Standards of the State of Ohio.

E. Teaching Strategies

Staff will use a variety of teaching strategies depending on the developmental levels of the children. The focus of instruction will be on the process of learning rather than the outcome of a project. The preschool staff's role will include:

- arranging the environment to give children many opportunities to explore
- planning activities that provide experiential and concrete learning, and provide multiple means of engagement
- fostering decision making and problem solving skills
- presenting information in multiple means of representation
- using conversational and questioning techniques to stimulate thinking, and enabling children to use multiple means of expression
- using positive guidance methods to promote responsibility and self-esteem
- providing daily individual and small group free choice activities with opportunities to participate in: English, Language, Arts, Science, Social Studies, Math and physical development

- providing a supportive climate which promotes feelings of self worth
- activities for health/safety and community involvement

F. Accommodating Children with Special Needs

The program for children with disabilities shall comply with Ohio Administrative Code 3301-51-01-11. The environment, materials, activities, and schedules can be adapted to accommodate the diverse needs of all children enrolled in the program, addressing developmental age and individual exceptionalities. Specialists from the Putnam County Educational Service Center will collaborate with staff members to ensure related services and individualized instruction is appropriate for children with special needs. The special education teacher assigned to the program by the Educational Service Center, in cooperation with other preschool staff, will assume responsibility for planning and monitoring programs for children with special needs. The following developmental domains will be included in the program:

- creative arts
- motor
- social-emotional
- cognitive – (English, Language Arts, Science, Social Studies, Math)
- communication

G. Child Progress

Structured observations of children's skills and behaviors over time and in a variety of situations will be the basis for determining child progress. The AEPS system will be used as a tool to measure student progress towards meeting specific indicators of the early learning content standards. Teachers will also use the State recommended tool for screening literacy skills and utilize teacher prepared checklist and progress reports with each child enrolled in the program. At least two conferences per year will be held with parents to discuss children's progress. For children with IEP's, written quarterly progress reports will be sent to parents. Children without an IEP will receive progress reports **two** times per year. Upon request from the parents, staff will be available for home visits.

H. Parent Education/Involvement

Parents are integral to program operation and effectiveness. The Preschool Program may incorporate the following activities, options, and communication, for parents.

- weekly schedules outlining focus for week, activities and special events
- regularly scheduled conferences, at least twice a year and open door visitation policy (upon reporting to school office)
- family needs survey, individual needs and family goals for children
- parent involvement survey
- parent education opportunities
- opportunities for individual meetings with staff
- annual IEP meetings (for children with disabilities)

- transition planning
- participation in program evaluation activities
- sharing special family events, history or culture
- participation in activities that could be done in the classroom or at home
- program handbooks for parents
- linkage with family support services and resources
- Children's developmental progress shall be reviewed and reported to parent(s) at established intervals. For children with disabilities, teachers shall report to the parents every nine (9) weeks, during the school year. For children who are not enrolled as a student with a disability, developmental progress shall be reported to the parent at least two (2) times per school year, as established by the Governing Board of the Putnam County Educational Service Center. A conference involving the teacher and parent shall be held at least twice a year according to the Program Rules preschool program licensing is in Sections 3301.52 to 3301.59 of the Ohio Revised Code.

Each classroom will distribute a Parent Handbook, which will encourage parental participation and keeps parents informed about the program and services. The parent handbook will contain information which advises parents how to obtain copies of inspection reports of the programs.

3. Preschool-3301-37-04 Staff

A. Requirements

The recruitment, employment, assignment, and evaluation of program staff, including head teacher will be in accordance with basic requirements as specified in Ohio Department of Education Preschool Rules 3301-37-04. Preschool special education teachers shall hold a valid Ohio Special Education Licensure, with validation in Early Education of Handicapped Children (EEH), following Ohio Department of Education Rules for the Education of Preschool Children with Disabilities operating standards section 3301-51.

Staff will be required to complete in-service training and/or acquire continuing education units based on their educational/training status as specified in section 3301-37-04 and 3301-51 C. **Please note the new requirement for teacher qualifications as referenced in the Early Learning Program section of House Bill 66 and found in the Ohio Revised Code 3301.311. Reporting of teacher credentials will be made through EMIS and will be monitored by the ESC.**

Also, an in-service requirement states that teachers, except teachers enrolled and working to obtain a degree pursuant to section 3301.311 of the revised code, attend a minimum of twenty hours per year of approved professional development as prescribed by the Ohio Department of Education focused on the Early Learning Content

Standards. The program will provide staff with information regarding continuing education opportunities. In addition, staff will have access to staff development resources including media presentations and written materials. For staff who do not hold a two year degree or higher in child development, 15 hours of in-service will be completed and documented in their file until they reach 45 hours. Preschool staff that has met the 45 clock hours, shall complete 15 annual hours.

Each director and preschool staff member shall be examined by a licensed physician not more than thirty days before employment. An employee medical statement shall be on file and be available for review by the department. Employee medical statements shall be updated every three years, according to the program policies adopted by the Putnam County Educational Service Center Governing Board. The medical statement shall be provided either by a physician, physician's assistant, clinical nurse specialist, or certified nurse.

Staff will conform with policies and schedules set by the Putnam County Educational Service Center for certificated and non-certificated personnel related to attendance and/or time reports. Non-certified staff should use time sheet report forms. Supervision and evaluation of teachers and aides will be the responsibility of the Superintendent and Preschool Supervisor, per negotiated agreement. Supervision and evaluation of the Supervisor will be the responsibility of the Superintendent. The on-site preschool head teacher and staff member shall provide evidence of a BCI investigation, as required by 3301.541 of the Ohio Revised Code.

B. Early Childhood Special Education and Related Services Staff

The Putnam County Educational Service Center will provide education and related services for children with special needs who are enrolled in the Putnam County early childhood program. The preschool special education teacher assigned to the program will meet the requirements of the Ohio Department of Education Rules for the Education of Preschool Children with Disabilities (Chapter 3301-51-09). Verification of staff qualifications and certifications are on file at the Putnam County Educational Service Center and the school in which the program is housed.

C. Staff Supervision

Assignments of the special education teacher, teachers' aide, and substitutes for this teacher will be the responsibility of the Putnam County Educational Service Center. Supervision and evaluation of all staff assigned to the Putnam County Public School Preschools under the auspices of the County Educational Service Center will be the responsibility of the County Educational Service Center. The program supervisor will supervise activities and assist teachers in meeting requirements of policies and procedures of both the Educational Service Center and the Ohio Department of Education. In addition the supervisor will provide training and professional development, guide teachers to adjust and enhance curriculum, provide support and

information related to early childhood education early learning guidelines, and be a member of the leadership team, as defined by Ohio Department of Education.

D. On-Site Head Teacher

The on-site head teacher and staff shall be recruited, employed, assigned, evaluated, and provided in-service education in accordance with adopted board policies and without discrimination on the basis of age, color, national origin, race, sex or handicap. The on-site head teacher and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their licensure and qualifications, respectively. On-site head teacher shall be onsite at the preschool program during operating hours and shall meet the minimum requirements of ODE preschool rules 3301-37-04 (F). Child/staff ratios shall be maintained at all times and a head teacher assigned and shall maintain compliance with ODE Preschool rules 3301-37-04.

All children will rest or sleep on cots and at least one staff member shall be present at all times to supervise, no more than twice the maximum number of children the rules allow. This period shall not exceed 1 and 1/2 hours.

New staff members will need to be examined by a licensed physician not more than 30 days prior to employment. A medical statement shall be on file and available for review.

E. Substitutes

In the event that the Local School District which houses the preschool, does not contact qualified substitutes, the Putnam County ESC will assume responsibility for contacting and providing qualified substitutes for staff who are absent.

F. Qualifications of Preschool Service Providers for Children with Disabilities

1. **Head teachers employed in center-based preschool programs serving children with disabilities may serve as program directors/head teacher as required under Chapter 3301-37 of the Administrative Code.**
2. Head teacher in center-based and itinerant teachers shall hold one of the following credentials:
 - A valid Ohio special education teaching license with validation in Early Education of Handicapped Children (EEH);
 - A valid pre-kindergarten teaching license with validation in EEH;
 - A valid early childhood intervention specialist license in accordance with paragraph (C) (6) of rule 3301-24-05 of the Administrative Code;
 - A valid intervention specialist license in accordance with paragraph (C) (5) (b) or (C) (5) (c) of rule 3301-24-05 the Administrative Code if the only children served are preschool children with disabilities who are at least five years of age;

- A valid intervention specialist license in accordance with paragraph (C)(5)(d) or rule 3301-24-05 of the Administrative Code if the children served are preschool children with visual impairments;
 - A valid intervention specialist license in accordance with paragraph (C)(5)(e) of rule 3301-24-05 of the Administrative Code if the children served are preschool children with hearing impairments; or
3. The requirements of paragraph (E) of this rule shall apply to preschool staff and may include the in-service requirements of rule 3301-37-03 of the Administrative Code.

4. Preschool 3301-37-05

Facility

The program shall be located in a safe and convenient facility that accommodates the enrollment, supports child growth and development according to program objectives, and meets the requirements of section 3301.55 of the Revised Code. The facility shall be for the exclusive use of the children enrolled in the preschool program when that program is in session. An annual fire inspection and approval of the facility, will be conducted and posted in the classroom. A phone shall be available, while program is in session.

The facility shall include not less than thirty-five square feet of usable, wall-to-wall indoor floor space for each child. Such floor space shall not include hallways, kitchens, storage areas, or any other areas not available for the care of children. Bathrooms shall be included only if they are used exclusively by children enrolled in the program. The square footage will determine the maximum group size at each program.

Safe play space, including both indoor and outdoor play space, totaling not less than sixty square feet for each child using the space at any one time, shall be regularly available and scheduled for use, following rules for preschool program, Chapter 3301-37 (E).

Non-toilet trained children enrolled who are permanently assigned to a group of non-toilet trained children shall receive care in a space or spaces apart from all spaces used to care for toilet-trained children enrolled in the programs.

When children in diapers use space also used by other children, the space shall be for the exclusive use of said children in diapers while they are within the space except where the diapered children are enrolled in a preschool special education program.

When non-toilet trained children are enrolled, there shall be hand washing facilities available within the space or spaces where the non-toilet-trained children receive care. When using washing facilities that are located elsewhere staff will follow rules for preschool programs 3301-37-05.

Non ambulatory children shall receive care in rooms on the first story with grade-level exits to the outside unless approved by a certified fire safety inspector or state fire marshal. Care on a story other than the first story shall be annually approved by a certified fire safety inspector or the State Fire Marshal. If other than the first story, the annual fire approval form prescribed by the Department shall indicate the story approved for care of non-ambulatory children.

5. Preschool 3301-37-06 Equipment and Supplies

Indoor and outdoor play space shall contain furniture, materials and equipment of appropriate size and type to meet the intellectual, physical, social and emotional needs of the preschool children enrolled in the program. Materials and equipment shall be maintained in a safe and sanitary condition and provided in quantities proportionate to the enrollment.

Furniture, materials and equipment shall meet safety and sanitation guidelines, the following shall be met:

- Protective mats shall be placed under climbers;
- Electrical outlets shall be covered when not in use;
- Space heater shall not be used in any preschool program unless approved in writing by the building and/or fire official having jurisdiction in the area
- Electrical fans if used, shall have protective coverings and shall be placed so that they are not hazardous or can be knocked over easily.

Play materials to be used in the program shall be arranged so that children may select, remove, and replace play materials with a minimum of assistance. First aid supplies shall be readily available at all times the program is in operation as described by the American Red Cross. One cot shall be available for each child who remains more than five consecutive hours in the program. Each cot, with individual bedding, shall be labeled in some manner as to who is assigned to use the cot and shall be for the exclusive use of each child between sanitation procedures. Cots shall be thoroughly cleaned with an appropriate germicidal detergent and regularly sanitized before assignment for use by another child.

Potty chairs in the program shall be provided in accordance with all of the following:

1. Potty chairs shall not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting.
2. Potties shall be emptied, cleaned disinfected and rinsed with water after each use. The rinsing solution shall be disposed of into a toilet, not a sink.
3. Disposable cloths used for cleaning potties shall be used once and disposed of in a plastic-lined covered receptacle. Reusable cloths shall be stored in an appropriate germicidal solution and held for laundering for no longer than one day.

6. Preschool 3301-3707

Policies and Procedures

The program shall be guided by written policies of the board, which are consistent with applicable statutory requirements contained in the Revised Code and Rules adopted by the State Board of Education.

Policies shall be in accordance with policies and procedures established by the governing body or board of education and approved by said governing body.

The Educational Service Center shall assign responsibilities for implementing policies and procedures, through the Preschool Supervisor.

The following policies and procedures shall be addressed:

1. Staff which at a minimum meets the requirements of rule 3301-37-05 of the Administrative Code;
 - a. Address staff awareness of each enrolled child's cumulative and health records required in Rule 3301-37-05 of the Administrative Code;
2. Cumulative records which at a minimum meets the requirements of Rule 3301-37-08 of the Administrative Code;
3. Developmentally appropriate program planning which at a minimum meets the requirements of rule 3301-37-03 of the Administrative Code;
 - a. Addresses developmentally appropriate materials and equipment;
 - b. Addresses selection and use of developmentally appropriate materials, equipment and resources that meet the intellectual, physical, social and emotional needs of the preschool child.
4. Health and safety which at a minimum meets the requirements of 3301-37-11 and 3301-37-12 of the Administrative Code; and provides for the following:
 - a. Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children, as evidenced by but not limited to:
 - I. Requiring immunization and compliance with emergency medical authorization requirements in accordance with rules adopted by the State Board of Education under section 3301.53 of the Revised Code;
 - II. Providing procedures for emergency situations, including fire drills rapid dismissals and tornado drills in accordance with section 3737.73 of the revised Code and keeping records of such drills or dismissals;
 - III. Posting medical and dental emergency procedures in each preschool room and by each telephone and making such available to school personnel, children and parents;
 - IV. Posting emergency numbers by each telephone;

- V. Supervising grounds, play areas and other facilities when scheduled for use by children; and
 - VI. Procedures for notifying parents in the event of a child being injured.
- b. Providing first aid facilities and materials.
 - c. When administering a medication, food supplement, modified diet or fluoride supplement, the program shall:
 - I. Prior to administration secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet or fluoride supplement; and
 - II. Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year.
 - III. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.73 of the Revised Code.
 - IV. Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.
 - d. All preschool staff members shall wash their hands with soap and running water after each diaper change or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucus secretions. Disposable towels or an air hand dryer shall be available at all times.
 - e. Preschool program with swimming and water play activities in bodies of water two or more feet in depth, shall:
 - I. Have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. The written permission shall be signed and dated and shall include the following:
 - a. The child's name;
 - b. A statement indicating whether or not the child is a swimmer; and
 - c. That the parent or guardian grants permission for the child to participate in water activities.
 - II. The program shall provide enough preschool staff members to meet the requirements of Rule 3301-37-04 of the Administrative Code at all times during swimming and water play activities.
 - f. Swimming activities at sites other than the preschool program location, shall:

- I. Have preschool staff members always accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools, lakes or rivers.
 - II. Swimming sites removed from the program shall be approved and supervised by local authorities.
 - III. Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the American Red Cross or an equivalent water safety program.
 - IV. The program shall provide enough preschool staff members to meet the requirements of rule 3301-37-04 of the Administrative Code at all times during swimming and water play activities.
5. Admissions and attendance which at a minimum meets the requirements of:
 - a. Supervising each child's admission, placement and withdrawal according to established procedures.
 - b. Annually a roster of the name and telephone number of the child and of the child's parent, on request, this roster will be furnished for each parent. If a parent does not desire their child's name to be included, the parent will indicate by checking "no" on the enrollment form. The classroom roster will not be furnished to any person other than a parent who is currently enrolled in the program.
 - c. Preparing a similar roster of all children in the program and, on request, make it available to each parent with a child in the program.
 - I. Securing from each parent a signed statement indicating whether such individual desires to be included in rosters prepared in accordance with this paragraph.
 - II. Ensuring that a roster is not furnished to any person other than a parent.
 6. Behavior management/discipline which at a minimum meets the requirements of Rule 3301-37-10 of the Administrative Code;
 7. Management of communicable diseases which at a minimum meets the requirements of rule 3301-37-11 of the Administrative Code; and
 - a. In each building in which a program is operated there shall be readily available at all times at least one preschool staff member who has completed a course approved by the state Department of Health or the approved American Red Cross training program in:
 - I. First aid; and
 - II. Prevention, recognition and management of communicable diseases.
 - b. In each building in which a program is operated, there shall be readily available at all times at least one preschool staff member who has completed a course approved by the Department of Education, in child abuse recognition and prevention.
 8. Transportation and field trips.

- a. Parents are responsible for transporting their children to and from the preschool program. Children with disabilities are eligible for transportation services to be provided by the school district of residence.
- b. A permission slip will be sent home for parent/guardian to sign prior to any field trip. Transportation for field trips will need authorization by the parent for school districts to provide transportation.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

A preschool program serving a handicapped child in a public school shall do so in accordance with chapter 3301-51 of the Administrative Code concerning education of the handicapped and a preschool program serving a child in an eligible nonpublic school shall do so in accordance with Rules 5101:2-12-21, 5101:2-12-22 and 5101:2-12-38 of the Administrative Code concerning care of children with handicapping conditions or health conditions.

7. Preschool 3301-37-08 **Child Information**

Cumulative Records

Records for all children enrolled in the Preschool program will include information specified in 3301-37-08 of Ohio Department of Education preschool rules. The following information will be on file prior to children's first day in the program and will be maintained by the school of attendance unless otherwise stated.

- Child History Form and Individual Needs
- Emergency Medical Authorization Form
- Emergency Transportation Authorization Form
- Completed Enrollment Form
- Annual Physical Examination Form
- Copy of Immunization Record
- Copy of Child's Birth Certificate
- Sliding Fee Scale application (if applicable) to maintained in central office

The parent shall provide, prior to the date of admission or not later than thirty days after date of admission and annually from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means:

1. For children younger than three years old at the time of admission, the examination shall occur within six months prior to the date of admission;
2. For children three years old or older at the time of admission, the examination shall occur within twelve months prior to the date of admission.

3. Prior to administration: Teacher's shall secure written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet or fluoride supplement; and Each time medication is administered, a written record or log including dosage, date and time shall be made. That record or log shall be kept on file for one year.

The program shall secure and have on file, all required information no later than the first day of attendance unless otherwise required.

1. The cumulative record of each child shall include but not be limited to:
 - a. Name and date of birth;
 - b. Name, address (home and/or business) and telephone number of parent(s)
 - c. Names, addresses and telephone numbers of two persons to contact in an emergency if the parent cannot be located;
 - d. Name of person(s) to whom the child can be released; and
 - e. Parent authorization for transportation related to the program.
2. The health record of each child shall include but not be limited to:
 - a. A statement signed by a licensed physician as required by paragraph (A) of the rule;
 - b. Physician's and dentist's authorization and written instructions to administer prescription medication to a child enrolled in the program;
 - c. Immunization records as required by section 3313.67 of the Revised Code, which record shall include immunizations required by section 3313.671 of the Revised Code;
 - d. A list of any allergies and treatment for said allergies;
 - e. A list of any medications, food supplements, modified diets or fluoride supplements currently being administered to the child;
 - f. A list of any chronic physical problems and any history of hospitalization;
 - g. A list of any diseases;
 - h. Names, addresses and telephone numbers of physician and dentist in case of emergency;
 - i. Permission of parent for emergency medical and dental care as required by section 3313.712 of the revised Code; and
 - j. Permission of parent for emergency transportation.
3. The program shall maintain daily attendance records including admission and withdrawal.

A child with any of the following signs or symptoms of illness shall be isolated immediately 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 watched carefully for symptoms such as:

- (a) Diarrhea (more than one abnormally loose stool within a 24-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 100 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;
- (i) Stiff neck; or
- (j) Evidence of lice, scabies or other parasitic infestation.

As well as the following:

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

4.

Putnam County Early Discovery Preschool Health and Developmental Screenings

Developmental Screenings

The Putnam County Early Discovery Preschools use the Ages & Stages Questionnaires, 3rd edition (ASQ-3) as a screening instrument. The ASQ-3 is a valid and reliable standardized tool used to identify any concerns in the areas of communication, gross motor, fine motor, problem solving, personal –social and social-emotional development. The developmental screenings as well as health screenings which include vision and hearing will be completed within 60 days of enrollment and annually thereafter.

Results of the health and developmental screenings, which include the child's name, date of screening and date of referral (if necessary) will be placed in each child's file.

The ASQ 3 is used to complete the comprehensive developmental screenings and are completed by parent/teacher upon enrollment. If necessary, referrals are completed within 90 days of identification of a need, and all results are communicated with the parents.

- Results are given to parents using ASQ Result form.
- A score in the gray shaded area results in handouts from the ASQ-3 Activity Booklet or other source, given to parents to work on at home.
- A score in the black area results in discussion with the parents regarding a possible referral for multi-factored evaluation through the child's school district. If the teacher and parents both agree that a referral for a formal evaluation is needed, then a Putnam County Educational Service Center Student Referral Form is completed noting the area of concern and submitted to the Early Childhood Coordinator at the Educational Service Center on behalf of the child's local school to initiate preschool special education referral for evaluation.
- Preschool staff will review overall class results to assist in developing lesson plans and activities that may help the areas of need identified for the children are developed to support children's learning.

Comprehensive Health Screenings

Vision Screening – Completed by physician or information will be provided to parents on the importance of comprehensive health screenings and resources to obtain them.

If a child fails the screening, a referral to the family eye doctor may be recommended.

Resources to parents seeking financial assistance will be offered.

Hearing Screening – Completed by physician or information will be provided to parents on the importance of comprehensive health screenings and resources to obtain them.

If a child fails the screening, a referral may be recommended to a local physician or ENT.

Resources to parents seeking financial assistance will be offered.

Lead Test

Completed by physician or information will be provided to parents on the importance of comprehensive health screenings and resources to obtain them.

If a child fails the lead screening, a referral may be recommended to family physician.

Resources to parents seeking financial assistance will be offered.

Hemoglobin- Completed by physician or information will be provided to parents on the importance of comprehensive health screenings and resources to obtain them.

If a child fails the hemoglobin screening, a referral may be recommended to family physician.

Resources to parents seeking financial assistance will be offered.

Height/Weight

Completed by physician or information will be provided to parents on the importance of comprehensive health screenings and resources to obtain them.

If a child fails the screening, a referral to the may be recommended. Resources to parents seeking financial assistance will be offered.

Dental Health Screening

Completed by physician/dentist or information will be provided to parents on the importance of comprehensive health screenings and resources to obtain them.

If a child screening shows concerns, a referral may be recommended to family physician or dentist and resources to seek financial assistance will be offered.

8. Preschool 3301-37-09

School Food Service

The preschool program shall be in compliance with sections 3318.81 and 3313.813 of the Revised Code.

The program shall provide meals and snacks of quantity and quality to supplement food served at home so that the daily nutritional needs for the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns:

- a. A food source of Vitamin C shall be served daily and food source of Vitamin A shall be served three times per week either with meal or snack required by this rule;
- b. Fluid milk shall be Vitamin D fortified. Low-fat, skim, or dry powdered skim milk shall be Vitamin A and Vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.

Lunch shall be served to a preschool child who is in attendance entirely through the hours of eleven a.m. and one-thirty p.m., inclusively.

The snack shall be served during the longest period between meals. A choice from two of the groups listed below must be served for snack:

- Meat/meat-equivalent group
- Bread/bread-alternatives group
- Milk group
- Fruit/vegetable group

If snacks are provided by parents, information on nutritious snack choices shall be provided. Current menus will be posted and reflect all meals and substitutions made.

9. Preschool 3301-37-10

Behavior Management/Discipline

Philosophy of Discipline: The goal of discipline is to help children build self-control and direct their own behavior. Staff will provide developmentally appropriate child guidance and management techniques such as praise for positive behaviors. We recognize the important role that self-esteem plays in this process and respect the emotional needs and feeling of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. In addition, the preschool staff member or members in charge of a child(ren) shall be responsible for their discipline. No discipline shall be delegated to any other child.

All staff shall follow the policies of the Putnam County Educational Service Center section 5600 through 5630 student discipline.

Methods of Discipline: Our staff will follow the procedures below:

- There shall be no cruel, harsh, corporal punishment or any unusual or physical punishment;
- 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;
- 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;
- No child shall be subjected to profane language, threats, derogatory remarks about them or their family or other verbal abuse;
- Discipline shall not be imposed on a child for failure to eat and sleep, or for toileting accidents, techniques of discipline shall not humiliate, shame or frighten a child;
- Discipline shall not include withholding food, rest or toilet use;

- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space;
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Procedures for Discipline

Staff will make every effort to help children manage their behavior in a constructive and positive manner, at all times. Prevention, rather than intervention, is the program goal.

The goal of discipline is to help children build self-control and direct their own behavior. We recognize the important role self-esteem plays in this process and respect the emotional needs and feeling of children in behavior management strategies. At no time are children labeled or threatened. Physical punishment is never used. Staff will follow these guidelines to promote positive behavior:

- Establishing clear and reasonable ground rules to protect the rights and safety of all children. These are discussed frequently in the classroom.
- Accepting children's ideas in the establishment of classroom rules.
- Restating these rules, clearly and firmly, when they are not followed.
- Helping children verbalize anger, feelings or concerns when they are in conflict situations and generate their own solutions to the problem.
- Redirecting children in a positive manner to avoid potential problem situations.
- Intervening only when the child may harm him or herself or others.
- Helping children think about outcomes of their behavior and develop better solutions for problem-solving.

If behavior problems persist, parents will be contacted to review, with staff, possible solutions and alternatives. On-going communications between staff and the parent will occur.

However, when children do misbehave the program will follow the procedures outlined below:

- Level One: Staff will talk with the child explain the situation and attempt to redirect by encouraging the child to become involved in another activity.
- Level Two: If the child's behavior repeatedly requires disciplinary attention and cannot be effectively redirected, he/she will be asked to sit in a "time-out" chair. Staff will let the child know that he/she may rejoin the activity whenever he/she is ready to follow the preschool rules. The child will remain on the "time-out" chair no longer than 5 minutes.
- Level Three: If the disruptive behavior becomes chronic, staff will document incidents, and request a team which may include specialists from the Putnam County Educational Service Center and/or an elementary principal, to observe the child and

make recommendations for an intervention plan. The parents will be contacted. The problem, and how it is being handled by the preschool will be explained to them. Parents will be asked for their ideas so that preschool staff can work together with them to solve the problem. Parents will be sent written materials regarding behavior management.

•Level Four: If the child is still disruptive after implementation of an intervention plan, the parents will be asked to attend a conference. At this time, referral for evaluation by the county Educational Service Center preschool evaluation team may be made.

•Level Five: If the problem persists and the child's behavior is deemed to be a threat to himself and the safety of others, the parents will be asked to withdraw the child from the preschool program.

In the case of a child with a disability, the procedures of the Putnam County Educational Service Center will be followed policy 5610.

10. Preschool 3301-37-11 **Management of Communicable Disease**

The procedures outlined in 3301-37-11 of rules will be followed with regard to the recognition and management of communicable disease, as well as policy 8450 and **8453** of the Putnam County Educational Service Center policy book. Staff orientation will include information about these requirements.

Preschool staff will be trained upon orientation to the program and every three years in the management of communicable disease. The training shall include:

- Signs and symptoms of illness
- Hand washing and disinfection procedures
- Procedures for isolating and discharging an ill child
- Policy for re-admitting an ill child
- Policy for notifying the parent or guardian when a child is exhibiting signs/symptoms of illness/exposure to a communicable disease
- Procedures for the care of the mildly ill child.

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she 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.

Programs shall follow the Department of Health "child day care communicable disease chart" for appropriate management of suspected illnesses.

Preschools will post an emergency medical and dental plan, that specifies:

- Location of first aid kits and children's medical records
- Names of staff trained to administer first aid
- Instructions to staff in case of emergencies and illnesses.

Children who exhibit any of the following symptoms will be isolated from the other children in the program and discharged to a parent or guardian.

- Diarrhea (more than one abnormally loose stool in 24 hours)
- Severe coughing
- Difficultly and rapid breathing
- Yellowish skin/eyes
- Conjunctivitis
- Stiff neck
- Untreated infected skin patches
- Unusually dark urine/gray or white stool
- Fever of over 100 degrees taken by the axillary method and in combination with other signs of illness.
- Evidence of lice, scabies, or other parasitic infestation.

The parent or guardian will be contacted immediately by telephone when their child is exhibiting signs of illness. If unable to contact a parent, the person listed on the Emergency Medical Form will be called. Staff members will care for the child until the parent or guardian arrives. Notes will be sent home with children who have been exposed to a communicable disease. Re-admittance after discharge will occur upon presentation of a note from or verbal conversation with the parent or guardian.

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal.
- Observed carefully for worsening condition.
- Discharged to parent, guardian or person designated by the parent or guardian, as soon as practical.

Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of a communicable disease or who does not feel well enough to participate in activities.

- Mildly ill children will not be expected to participate in classroom activities if they so choose.
- Parents will be contacted by telephone in the event that the symptoms of a mildly ill child, worsen.
- A note will be written to parents informing them of the child's condition.

11. Preschool 3301-37-12

Diapering

Staff will conform to the following:

The changing of diapers for all non-toilet trained children shall be handled in conformity with the following methods (only children on IEP's can attend school not toilet trained all other children must be independent with toileting and free of on-going toileting accidents):

- Diaper changing shall occur in a space that contains a hand washing facility;
- The diaper-changing area shall be disinfected after each diaper change with an appropriate germicidal agent. Soiled stations shall be cleansed with soap and water and then disinfected with an appropriate germicidal agent;
- Any product used during diaper changing on more than one child shall be used so that the container does not touch the child. Any product obtained from a common container (such as wipe cloths) shall be used in such a way so that contamination of the product or the container does not occur. If soiled, the container shall be cleaned with a germicidal agent.
- All topical ointments and creams provided by parents shall include written instructions, which include: name of the item, name of the child, birth date of the child, date and signature. Written instructions shall be valid not longer than 3 months. Parents must notify staff in writing if they desire the item to be no longer administered.

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

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

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
- Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container, which shall be emptied, cleaned and disinfected with an appropriate germicidal solution until laundered.
- Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven days.
- Diapers to be laundered at home or by the program shall be held for laundering for no longer than one day.
- Soiled disposable diapers shall be discarded daily.

Potty Chair Policy

- Potty chairs will be located in specific area for diapering and/or toileting;

- Potty chairs will not be located near food preparation area;
- Potty chairs will be emptied, cleaned, disinfected, and rinsed after each use;
- Rinsing solution will be disposed into toilet, not sink;
- Disposable cloths will be used once and disposed of in plastic lined covered containers;
- Reusable cloths will be stored in germicidal solution for no longer than one day.

Children who attend the Preschool Program s a typical child (without an IEP in place) are required to be potty trained, in order to attend the preschool program.

Parent or Community Complaint Resolution Process

It is the desire of the ESC Governing Board to rectify any misunderstandings between the public, parents and the preschool program by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions or complaints reaching the ESC Governing Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member or program

First Level

If it is a matter specifically directed toward a professional staff member or preschool program, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority.

Second Level

If a satisfactory solution is not achieved by discussion with the professional staff member, a request for a phone or personal conference shall be submitted to the Preschool Supervisor.

This request should include:

- 1.the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- 3.the action that the complainant wishes taken and the reasons why it is felt that such action is taken.

4. Should the matter be resolved in conference with the Preschool Supervisor, the Superintendent shall be advised of the resolution.

Third Level

Should the matter still not be resolved, or if it is one beyond the Supervisor's authority and requires Superintendent or ESC Governing Board decision or action, the complainant shall request, a meeting with the Superintendent.

Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires ESC Governing Board decision or action, the complainant shall request, in writing a meeting to discuss the matter.

The ESC Governing Board, after reviewing all material relating to the case, shall provide the complainant with its written decision or grant a meeting before the ESC Governing Board.

The complainant shall be advised, in writing, of the ESC Governing Board's decision. The ESC Governing Board's decision will be final on the matter and it will not provide a meeting to other complainants on the same issue.

If the complainant contacts an individual ESC Governing Board member to discuss the matter, the ESC Governing Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Program Evaluation

Program evaluation activities shall be conducted for the purpose of making decisions regarding program maintenance and improvement. Program evaluation will include both external and internal activities. External evaluation will involve:

- Reports from parents
- Licensure reviews
- Recommendations from Putnam County Educational Service Center Staff

Internal evaluations will include the use of a program/staff self study scale based on developmentally appropriate practices. Information from this type of evaluation will be used to promote individualized staff development activities, document progress, and guide decision making at instructional and management levels.

The preschool supervisor will assume responsibility for monitoring and evaluating the overall instructional approach and staff effectiveness on at least a monthly basis. The Superintendent or his designee shall monitor: record keeping, funding, facilities, and administration of this program. The information from monthly reports shall be aggregated and submitted to the Department on an annual basis.

Program Admission

Qualifications

Children must be no older than 5 years of age by May 31st of the approaching school year and at least 3 years of age and toilet trained (unless on an IEP) to be considered eligible. Three and four year old children will have priority of days of attendance.

In accordance with State of Ohio Department of Education guidelines, children with disabilities and children 3 and 4 years of age from families with limited income will be given priority. Children living within the school district of school location will be given priority, as well as 4 year olds.

Registration for the next school year will begin in February of the previous school year. Children with disabilities will be admitted as they are identified and have an IEP and all required forms in place in accordance with the Ohio Administrative Code. In the case of a suspected disability a multi-factored evaluation will be conducted, with prior parental consent, in accordance with the Ohio Administrative Code and following model procedures for the Education of Children with Disabilities. Enrollment is open to all children regardless of race, color, religion, sex or national origin. The Preschool program will accept children with disabilities. Compliance reports are available upon request at the school.

If a parent desires that their children withdrawal from a preschool program the parents should contact the program's head teacher, either verbally or in writing. In the case of a child with an IEP, documentation shall be made on the IEP as to the reasons why the child has withdrawn. Parents will be encouraged to sign off on the IEP at the time they withdraw their child.

Absences

Parents will call the school of attendance on days children will not be attending preschool. Each classroom will follow the policies on absences of the school in which they are housed. An attendance record shall be maintained which indicates attendance, admission and withdrawal. Parents should contact their school's preschool program no later than one hour after the child's scheduled time of arrival.

Arrival and Departure

Parents will adhere to scheduled arrival and departure times. With the exception of children on an IEP, chronic failure to do so may result in dismissal of the child from the program. An additional charge may be assessed for early arrivals or later than scheduled departures. All children shall have an enrollment form on file, which designates to whom the child may be released.

Fee Payment

Fees for the month are payable to the Putnam County Educational Service Center and will follow procedures for payment set up in the parent handbook. Exceptions for excused absences will be made at the discretion of the superintendent. (Examples: child has surgery, chicken pox, measles or extended illness). A full day will be charged for children attending five or more hours per day. There will be an additional charge for lunch. Parents will be asked to complete a Preschool Sliding Fee Scale Application Form, in order to encourage participation of all children. Children with disabilities having an IEP will not be charged tuition if they are attending a special education preschool unit (Continental, Leipsic, Ottawa-Glandorf, Columbus Grove or Ft. Jennings sites).

Late Fees

If fees due from the current month are not received in the timeline outlined in the parent handbook, these steps will be taken:

- Parents will be notified of past due balance.
- If balance is left unpaid for one month, the child may be unable to attend preschool until past due account is paid in full.
- In the event that fees including the late/overdue payment and service charge are not received, action will be taken with the Putnam County Small Claims Court.

Records

Confidentiality

Child and family information will be maintained at the Educational Service Center and/or the local preschool program. Access to individual records will be limited to parents or guardians and staff directly involved with the child. Records may be released to others upon request with the written authorization of the parent or guardian.

Records for Children with Special Needs

In addition to child information required by the 3301-37-08 of preschool rules, program records for children identified as having disabilities with an IEP will include documentation and information as outlined in Rules for Preschool Children with Disabilities (3301-51). The Putnam County Educational Service Center will assume responsibility for compiling and managing these records, and EMIS data. Information will include, but not be limited to:

- Multi-factored Evaluation Report
- Individual Educational Program
- Teacher and therapist reports

- Other reports and documentation as required
- EMIS data

Records for these children may be maintained at the preschool program as well as the Educational Service Center.

Community Linkages

Early Discovery Preschools is represented as part of an early childhood collaborative that meets monthly and is organized by staff at the Educational Service Center. The program is committed to community outreach activities in order to share information about the program, the instructional approach, and the importance of early education.

In addition, the preschool program will assist families with information and resources that could help families in improving the quality of family life. The ESC will also keep updated information about community resources and information that families may use.