

Edison Local School District

*Little Chargers Preschool*



# **PARENT HANDBOOK**

## **2024 - 2025**

*The Little Chargers Preschool Parent Handbook has been aligned with the Edison Elementary School Handbook for Students and Parents. This Parent Handbook and the Elementary Handbook together identify rules and regulations of the Edison Local School District Little Chargers Preschool Program.*

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\*\*Approved \_\_\_\_\_ by the Edison Local School District Board of Education\*\*

**Edison Local School District  
Little Chargers Preschool**

140 South Main Street  
Milan, Ohio  
419.499.4625

**DIRECTORY**

Mr. Corey Ream	Superintendent	Ext. 1112
Ms. Stephanie Hanna	Treasurer	Ext. 1162
???	Director of Student Services	Ext. 1166
Mr. David Hermes	Principal, Edison Elementary School	Ext. 1102
Mrs. Amber Baehr	Administrative Assistant, Edison Elementary	Ext. 1100
Ms. Kathy Smith	Preschool Administrative Assistant	Ext. 1109
Mrs. Jennifer Gates	Preschool Teacher	Ext. 1174
Mrs. Lisa Ineson	Preschool Teacher	Ext. 1141
Mrs. Brooke Lark	Preschool Teacher	Ext. 1138
Mrs. Sara Stang	Preschool Teacher	Ext. 1140
Ms. Tracy McDaniel	School Psychologist	Ext. 1110
Mrs. Candy Adelman	Speech/Language Therapist	
Ms. Tiffany Righi	Physical Therapy Assistant	Ext. 1124
Mrs. Michelle Ruff	Family Community Liaison	Ext. 1104
Mrs. Christina Schoder	Occupational Therapist	Ext. 1124

**PRESCHOOL PARAPROFESSIONALS**

Ms. Kandy Briggs  
Mrs. Sarah Crandall  
Mrs. Abbey Smith  
Mrs. Kristi Welch  
Ms. Joyce Young

**EDISON BOARD OF EDUCATION**

Mr. Stephen Berry  
Mr. Brian Chase  
Mrs. Patricia Cuthbertson  
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## **PURPOSE**

The purpose of the Little Chargers Preschool Program is to provide a comfortable and enriching environment that respects each child's qualities and nurtures development toward his or her full potential.

## **PHILOSOPHY**

The staff at Little Chargers Preschool believe that young children learn best through carefully planned play experiences. Children need the freedom to explore and be curious about their environments. We believe that play is children's work. For many children, going to preschool is the start of many firsts – first time away from home, first friends, first big accomplishments, and first challenges. Preschool is a celebration of all things that make children special and unique.

## **KEY PRINCIPLES**

- The children are members of a community that celebrates the uniqueness of each child – color, culture, religion, gender, age, and ability. Differing levels of ability, learning styles, and development are expected, appreciated, and used to design appropriate learning activities which are motivated by the child's interests and individual growth.
- Play encourages children to learn by active exploration through hands-on discovery. Learning is the result of interaction between the child's thoughts and experiences with people and with materials and ideas that are real and relevant to their lives. These experiences match the child's developing abilities while also challenging the child's developing interests and understanding.
- A blending of children, families, and staff to create a nurturing environment for those we serve is a major focus throughout the program. The contributions of all are valued as we work together to give children time to fully celebrate childhood.

## **PRESCHOOL CURRICULUM**

The Edison Local School District Board of Education's adopted preschool curriculum consists of The Creative Curriculum® for Preschool.

The Creative Curriculum® for Preschool is a comprehensive, research-based curriculum that promotes exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills.

Edison Local School District's Little Chargers Preschool program strives to provide all the right steps to prepare your child for the next step in his or her education. The philosophy of The Creative Curriculum® is that young children learn best by doing. The Creative Curriculum® is built on theories of development in young children, that all children learn through active exploration of their environment and therefore the environment plays a critical role in learning.

The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive, and enthusiastic learners by actively exploring their environment.

The Creative Curriculum® shows teachers how to integrate learning in literacy, math, science, social studies, the arts, and technology throughout the day. It also gives the teacher a wide range of teaching strategies – from child-initiated learning to teacher-directed approaches – to best respond to children’s learning styles, strengths, and interests.

The curriculum identifies goals in all areas of development: **Social/Emotional, Cognitive, Physical, and Language**. The planned activities for the children, the organization of the environment, the selection of toys and materials, planning the daily schedule, and interacting with the children are all designed to accomplish the goals and objectives of the curriculum and give your child a successful year in school.

These goals and objectives provide a direction for planning the program and a way to determine what children know and how they are developing. This information enables teachers to respond to each child individually, to build on strengths, and target skills that need strengthening. Because our teachers have a holistic approach and focus on the ‘whole child’ to promote learning, the goals interrelate and focus on all areas of development:

- Social/Emotional Development: children’s feelings about themselves, the development of responsibility, and their ability to relate positively to others
- Physical Development: children’s gross and fine motor development
- Cognitive Development: children’s thinking skills, including the development of symbolic and problem-solving skills
- Language Development: children’s ability to communicate through words, both spoken and written

As your child’s most important teacher, and to assist us in establishing independence and developmental growth in your child, we ask that you encourage your child to follow all classroom routines, activities, and expectations. Examples of this might include requiring your child to hang up his/her coat, remove applicable items from book bag, enter the classroom and give those items to teacher, etc. When your child arrives home, he/she should be expected to complete the same or similar routine. By expecting your child to be as independent as possible, we can all do our part to prepare him/her for kindergarten and beyond.

### **PROGRAM DAYS AND HOURS OF OPERATION**

The Little Chargers Preschool Program offers a developmental curriculum for children ages 3 to 5 years. A child will attend 4 days per week, Monday through Thursday. A child on an Individualized Education Program (IEP) attends according to his/her IEP.

The hours of the center-based program will vary during the school year as follows:

Wednesday, August 23rd, 2023 – Thursday, May 30<sup>th</sup>, 2024 from 8:00 a.m. to 11:15 a.m. or 12:15 p.m. to 3:30 p.m.

The regular center-based program is NOT held on Friday. Home visits, parent meetings, staff meetings, facilitating social service linkage for families, etc. are scheduled for these days. The teacher may arrange periodic home visits at a convenient time. Parent-teacher conferences are scheduled two times per year.

### **PROGRAM REQUIREMENTS**

The program is guided by written policies of the Edison Local School District Board of Education that are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio Revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education and Workforce ("DEW"), Division of Early Childhood Education at (614) 466-0224.

While group sizes vary during each half-day session, the preschool maintains a minimum ratio of two staff members per no more than 16 children. Any increase in this number is approved by DEW, and affected families are notified in writing of the change.

The most recent inspection reports are posted in the hallway beside the program license. A copy of the most recent or previous reports will be made available upon request.

### **OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND STATE TESTING**

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

The preschool program participates in Ohio mandated assessments of all enrolled preschoolers and assessed all enrolled children using formal and informal methods on an ongoing basis to inform instruction.

A pre-reading assessment tests for early literacy skills. The test is administered in the fall and spring. Results are shared with parents and reported to DEW.

An additional assessment is administered to preschoolers with disabilities. This is a social-emotional measure called the Ages and Stages Questionnaire: Social-Emotional (ASQ:SE). The ASQ:SE is a survey completed by teachers and parents on the preschooler's ability to independently demonstrate self-regulation, compliance, autonomy, communication of feelings, and interactions with adults and peers. Results of the ASQ:SE will be shared with parents and reported to DEW.

Children with disabilities are also provided a rating using the Early Childhood Outcomes Summary Form (ECOSF). This assessment summary is used to give a rating for 3 federal student outcomes relating to positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs. These ratings, when reviewed based upon child entry into and exit from preschool, provide a way to determine student outcomes after their preschool experience.

As required by DEW, the program ensures that all children receive a vision and hearing screening, as well as comprehensive developmental screening that is valid and reliable within 60 business days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Referrals may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility.

Results of these assessments and screenings are discussed with and shared with parents/guardians.

### **TRANSITION PLAN**

Edison Local School District believes communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to, preschool to kindergarten/school-age programs, home, and out-of-home care programs to community programs, within programs to new classrooms, and 0-2 programs to preschool.

Activities provided to support children and their parents will include, at a minimum, opportunities for parents and children to visit potential preschool, kindergarten, or other school-age classrooms; open house visits prior to the start of school and at the beginning of each school year; spending time in another classroom in the same program prior to a formal transition; written information regarding registration and screening dates; choosing a cubby or name symbol to decorate and identify their space; classroom activities such as books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers to visit toddler or preschool classrooms. Each child transitioning from one program to another shall have a written transition plan in place which will involve input from parents, teachers, and other members of a child's team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

Information about registration and screening will also be shared with the community through the use of media such as press releases, social media, and flyers. Sending and receiving staff shall communicate to determine the student information that shall be shared after receipt of any required parental consent.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental

choice. Due to a limited number of spaces for typically developing students entering the preschool program, typical students may attend the Little Chargers preschool program for a maximum of two years. Exceptions to the two-year maximum number of years must be approved by the Building Principal and Director of Student Services based upon extra-ordinary circumstances.

The above activities will assist children, parents, and staff in achieving a seamless transition as young children move from one program to the next.

A child's team, including the parents, may meet to complete a transition planning form when a planned transition is coming (to another classroom, site, program) to detail the activities that will be completed in order to assist and support the child and family in the next environment as well as the party responsible for completion. The completed form is signed, dated by all applicable team members present, and copies made for all team members.

### **NON-DISCRIMINATION STATEMENT**

It is the policy of the Edison Local School District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, gender, sexual orientation, religion, handicap, age, place of residence, or social or economic background, or an individual's status as a member of any other class protected under federal law.

### **PARENT COMPLAINTS**

Resolving parent questions and complaints in a timely manner is a priority for our preschool staff. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

- First, discuss the concern or complaint with the preschool staff.
- If you have not received a satisfactory response from the preschool staff, schedule a meeting with the Edison Elementary Principal and/or Director of Student Services.
- Continuing concerns can be brought to the Edison Local Schools Superintendent for consideration.
- DEW offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

### **SUPPLY FEE**

There is no supply fee required for the preschool program. Parents will be provided with a list of suggested supplies each school year and as needed that may be donated to the program.



## **TUITION**

Tuition charges will be as follows:

- 4 half days per week = \$215.00 each month

Note: Tuition assistance is available based on completion of application and acceptable documentation of need. Please contact the preschool office for more information. Children on an IEP do not pay tuition.

## **BILLING PROCEDURES**

Payment must be received by the date indicated on the tuition invoice for the upcoming month. Payments may be made electronically via the Procure app. Those wishing to pay by cash or check can mail or deliver payment to the Edison Local School District Board of Education.

Please mail or deliver payments to:

Edison Local Schools Board of Education  
Attn: Preschool Tuition  
140 S. Main St.  
Milan, OH 44846

The preschool office is able to accept payments from 7:15 a.m. to 3:30 p.m., but not during arrival and dismissal times. Parents may choose to send payments to school with their child. Edison Local Schools and the Little Chargers Preschool are not responsible for any payments sent with a child which are not ultimately received by the District. After arrival, preschool staff will check backpacks and folders and will submit any payments to the preschool office.

Payments not received by due date of each month may result in your child's enrollment being restricted or terminated, and the next child on the waiting list may be enrolled in his/her place.

Invoices are sent electronically via the Procure app at the beginning of each month to charge for the upcoming month. For example, billing will be sent in the first week of August for the months of August/September. Your child will not be permitted to attend until the August/September fee has been paid.

The second monthly payment must be received by the end of September, and so on. The exact amount on the invoice must be paid in full.

Tuition is charged monthly, whether or not the student is present. There will be no credit given for sick, vacation, or calamity days. Days missed may not be made up due to daily attendance limits imposed by licensing rules.

## **ENROLLMENT/WITHDRAWAL PROCEDURES**

Enrollment includes students from Edison Local School District, or from any school district within the state of Ohio per District open enrollment policy, who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities, as established under Ohio law.

Enrollment for children not meeting the eligibility criteria is available to residents of the Edison Local School District, or from any school district within the state of Ohio per District open enrollment policy. Parents must complete an application for enrollment. Students who are not residents of the Edison Local School District must also complete an application for open-enrollment per District policy. Applications are dated as they are received, and children are accepted by age\* and date of application. In the event that the program has reached its capacity, your child's name will be placed on a waiting list until such time as there is an opening in the program.

*\*Tuition students need to be age 3 or 4 by August 1st.*

We will not enroll any tuition students after December 31. Any exceptions must be approved by the Director of Student Services.

The enrollment packet and Emergency Medical Authorization must be completed before your child may begin attending the preschool. The Child's Medical Statement must be completed within 30 days of enrollment and completed by a physician, physician's assistant, clinical nurse specialist, or certified nurse. A new physical form is required for returning students every 13 months from the date of the most recent examination.

If you need to withdraw your tuition student, please call the Little Chargers Preschool office at 419-499-3000 ext. 1109 to officially withdraw your child from the Little Chargers Preschool Program. If we do not receive a call, you will be charged for each month the office is not notified.

If you need to withdraw your IEP student, please contact the Director of Student Services at 419-499-3000 ext. 1166 to withdraw your child from the Little Chargers Preschool Program. If transferring to another district, please provide the new district's contact information so that records can be transferred.

Tuition Students – In the event that the program has reached its capacity, your child's name will be placed on a waiting list until such time as there is an opening for your child in the program.

## **MISSING CHILDREN**

The following information will be required for any new student enrolling in the Edison Local Schools Little Chargers Preschool program:

- Academic records/report card from the school most recently attended
- Immunization records
- Birth Certificate
- Social Security Number
- Certified copy of a court-ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if such order exists)
- Name, address, and telephone number of the school most recently attended
- The address and telephone number of the parent/guardian's residence

Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearing House and the proper law enforcement agency.

## **PROGRAM CALENDAR AND WEATHER CLOSINGS**

Little Chargers Preschool follows the same academic calendar as Edison Elementary School.

When inclement weather forces the DELAY or CLOSING of our program, an announcement will identify Edison Local School District. The following radio and television stations broadcast the delay or closing:

WLEC (1450 AM)	WNCO (1340 AM / 101.3 FM)
WCPZ (102.7 FM)	WOBL (1320 AM)
WLKR (95.3 FM)	WNCG (100.9 FM)
WWWE (1100 AM)	WXKR (94.5 FM)
WTOL-TV (Channel 11)	WJW-TV (Channel 8)

In the event that Edison Local Schools close, dismiss early, or experience a delay in opening time due to weather or other emergencies, you will receive a "One Call." This is an automated notification system, and a primary phone number will be used as obtained from family registration information on Final Forms. Through Final Forms, you also have the ability to add additional phone numbers for notification. A message will also be sent via Procure to all preschool families notifying them of a closing or delay.

If Edison Local School District announces a two-hour delay, the AM session of preschool will be CLOSED. The PM session of preschool will remain open unless Edison Local Schools announces a closure.

In the event that Little Chargers Preschool cancels more than three (3) sessions during the school year, additional sessions will be made up as designated on the school calendar. In the event that more than six (6) sessions are cancelled, additional sessions will be scheduled on dates in April

and May. Please note that only those sessions missed will be made up. For example, if the AM session reaches three (3) cancellations due to two-hour delays, but the PM session does not, only the AM session will attend on the designated make-up days.

On the designated make-up days, sessions will run at their regularly scheduled times, with drop-off and pick-up times and locations remaining the same for each session. The program will make all efforts to communicate with families regarding make-up dates as early as possible in order to allow ample time for arrangements to be made. No changes will be made to monthly billing due to cancelled or made-up sessions.

At times, it may become necessary to close the school during the day due to weather conditions, such as snow, fog, flooding, etc. We will attempt to contact all parents/guardians in this situation. It is not always possible to get in touch with everyone, so we are asking that you please listen to the above stations for information regarding times of closing.

### **ATTENDANCE, ARRIVAL AND DEPARTURE PROCEDURES**

Parents transporting their children to the Little Chargers Preschool for the morning session are asked to drop off the children at the front entrance Elementary School facing Main Street at 8:00 a.m. At the end of the morning session, parents may pick up their child at the Main Street entrance no later than 11:15 a.m. For the afternoon session, parents are asked to drop off the children at the front entrance Elementary School facing Main Street at 12:15 p.m. At the end of the afternoon session, parents may pick up their child at the Main Street entrance no later than 3:30 p.m.

Students arriving outside of the designated drop-off time must enter the building through the Edison Elementary School office in order to sign the student in. Students who are not picked up within 10 minutes of dismissal will be sent to the preschool office to contact a parent or guardian.

Please avoid late arrivals and pickups so that staff may attend to their additional responsibilities.

If your child arrives or departs at other than the regularly scheduled time, the adult accompanying the child must report and sign in/out at the school office.

If your child will not be attending on a regularly scheduled day, please notify Edison Elementary School in advance by calling 419-499-4625 ext. 1100. When your child is absent, please send a note explaining the absence on the day of his/her return.

**A CHILD WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON!** A note written and signed by the parent/guardian must be sent to the preschool teacher if someone other than the parent/guardian is picking up the child. The preschool office will contact parents to verify permission for anyone not listed on the transportation list as authorized to pick up.

Parents/Guardians are asked annually to provide written approval of having their name, phone number, and child's name on any group/program roster. This roster is not furnished to any person other than parents/guardians.

## **DAILY PROGRAM SCHEDULE**

The Little Chargers Preschool Program is based on the open learning center concept. The daily schedule is set up to allow ample time for the children to participate in the various learning centers, be a part of a group of children working together, explore the outdoors, and prepare and consume a daily snack.

### ***Learning Center Time***

Children are free to choose a learning center activity such as role-playing in the dramatic play center, experimenting in the science and nature center, working on puzzles in the manipulative center, painting in the creative art center, building in the block center, or experimenting with movement in the gross motor center.

The teacher/assistant use this time to work with individual children on skill development or with small groups of children on a particular activity. Children are offered new challenges, asked thought-provoking questions, and encouraged to try new things.

### ***Small Group Time***

Children join their teacher for a story time that includes movement and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. The teacher also uses this time to present activities that are developmentally appropriate for the children in the group. These activities evolve around themes for the week and might include math concepts, language activities, learning about ourselves, etc.

### ***Outdoor Play Time***

Outdoor activity is planned daily so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. Preschool staff monitors weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet. If you feel your child is too ill to participate in the outdoor playtime, then possibly he/she should not be in attendance. A student restricted from outdoor play will require a physician's note.

### ***Snack Time***

An important part of the children's day is snack time, not only for their eating enjoyment, but also because nutrition affects their mental functioning and physical well-being.

The daily snack is provided by the program. A snack schedule will be sent home to families each month to inform parents/guardians what snacks will be offered each day. Snacks are selected in consideration of the children's nutritional needs and dental health.

No child is forced to prepare or consume any snack. Alternatives will be provided if needed. If your child has special dietary needs or food allergies, please notify us in writing.

### **SNACK GUIDELINES**

According to our licensing rules issued by DEW and the Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups: meat/meat equivalent, bread/bread alternative, milk, and fruit/vegetable.

Some suggestions for a nutritious snack are:

- cream cheese or cheese cubes with crackers
- apples, celery, or bananas
- popcorn and orange slices or pineapple chunks or grapes (must be halved)
- carrot sticks, celery, cauliflower, broccoli with dip
- other fruits
- fruit juices – 100% real fruit juice
- milk

Suggestions for foods with Vitamin C and A follow:

#### ***Vitamin C***

Vitamin C has several important functions in the body, such as helping to form bones and teeth and healthy skin and tissue. Vitamin C also plays a significant role in wound healing and maintaining strong blood vessels.

Since our bodies do not make Vitamin C, we must eat foods which provide us with it. It is a good idea to eat foods with Vitamin C every day. (\*indicates a very good source)

Important food sources of Vitamin C:

asparagus	*greens (collards, kale, beet, mustard, turnip)	*raspberries
avocado	lemon or lemon juice	*spinach
*broccoli	lima beans	squash
*brussels sprouts	mangos	*strawberries
*cabbage, raw	*orange or orange juice	*tomato or tomato juice
*cantaloupe	*papaya	turnips
*cauliflower	peas	*pineapple
*grapefruit	*potatoes	*Vitamin C fortified cereal
*green pepper		*grapefruit juice

## ***Vitamin A***

Vitamin A is important for normal growth, healthy skin and tissues, and proper bone development. Vitamin A is also important for good vision, especially in dim light or darkness. Since our bodies store Vitamin A, including a good source of this vitamin at least every other day will insure an adequate intake. (\*indicates a very good source)

Important food sources of Vitamin A:

*kidney beans	*apricots	*mangos
*liver	asparagus	nectarines
cheese	*broccoli	papayas
*enriched corn grits	*cantaloupe	prunes
egg	*carrots	*pumpkin
fortified butter/margarine	*greens (beet, chard, collard, dandelion, kale, mustard, turnip)	*spinach
fortified milk	tomatoes or tomato juice	cabbage (bok choy)
*Vitamin A fortified cereal		*sweet potato
ice cream		*winter squash

## **CLOTHING**

When selecting your child's clothing, please keep in mind that many of the daily classroom activities involve work with paints, clay, sand, water, food, etc. Staff is not responsible for clothing that becomes stained or extremely soiled.

Staff members encourage children to help themselves whenever they can. This gives them a sense of accomplishment and control over their environment. It would be helpful if parents would select coats, pants, sweaters, Velcro closure shoes, boots, etc. that the children can manipulate themselves. For children who are working on toilet training, easy clothing is a must. Clothes that can easily be pulled off/on, such as sweatpants, are ideal for toilet training purposes. Clothes with tight fasteners, such as jeans and overalls, or other clothing items that are hard to manipulate, such as belts, are not suitable for children learning to use the toilet. Please buy mittens for your children as they are easier for little hands than gloves.

**ALL CLOTHING MUST BE LABELED!** Many times, children do not recognize their own belongings. This includes coats, hats, mittens, extra clothing, etc.

By the first day of school, it will be necessary for parents to send an extra pair of underpants, socks, pants, shirt, slippers, or shoes for your child. If your child's clothing becomes extremely soiled or wet, we will change the child into the extra set of clothing, and the wet or soiled clothes will be sent home in a bag. Please wash and return the extra set of clothes to the class as soon as possible.

Diapers – If your child is not yet toilet trained, please send diapers and wet wipes with his/her name marked on the bag and container. (Only pull-ups with tabs will be accepted.)

Shoes – Please do not send your child with backless shoes.

### **BIRTHDAY CELEBRATIONS**

Every child's birthday is a big event at the preschool. Even birthdays that fall in the summer or during breaks will be celebrated. Parents are welcome to come and celebrate the child's birthday with us. You are welcome to send a nutritious snack for a birthday treat. Please notify the teacher in advance if you plan to do this.

### **ITEMS FROM HOME**

If your child is having difficulty making the transition from home to the class, it may be helpful to bring a favorite toy from home. It is very easy to lose or break a child's toy in a group setting, so once your child has adjusted, he/she will be encouraged to leave the item in his/her cubby/book bag.

On special occasions, toys from home will be encouraged in order to promote a certain theme. At these times, a note will be sent home beforehand. Please do not send weapon toys to the preschool.

### **FIELD TRIPS**

Field trips that enrich the preschool curriculum may be organized occasionally. Children will be transported in approved child-restraint systems as required by law. **PARENTAL PERMISSION IS REQUIRED FOR INDIVIDUAL FIELD TRIP PARTICIPATION.** Parents are welcome to join in the outing.

### **SAFETY OF CHILDREN**

We are very concerned about the safety of the children attending Little Chargers Preschool program. The following safety procedures are in effect at all times:

- No child is left alone or unsupervised at any time.
- A telephone is located in the classroom and is available for use in the event of an emergency.
- Fire drills are held in conjunction with the elementary schedule and the school staff and children practice threatening weather drills. A record of these drills is kept in the school's office.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
- The use of spray aerosols is prohibited when children are in attendance.
- If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid while another school staff member contacts the local



rescue squad and the child's parents. Remaining staff members will care for the other children. If the parents cannot be reached, only the people listed as emergency contacts on the child's Emergency Medical Authorization form will be notified. A staff member will accompany the child to the hospital, if necessary.

- In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
- When an accident or injury occurs, staff will complete the injury report form provided by the Edison Local School District. A copy of this form will be given to the parent, and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
- In accordance with Section 2151.421 of the Ohio Revised Code, all Edison Local School District staff are required to report any suspicions of child Abuse or Neglect to the Erie County Department of Human Services or an Erie County peace officer. At least one preschool staff member has completed an approved course in recognizing signs of child abuse and neglect.
- All staff members are aware of the safety rules for both indoor and outdoor activities, and the class and playground areas are surveyed continuously for possible safety hazards.
- At least one (1) preschool staff member is trained in first aid, infant and child CPR, and recognition of communicable diseases. A first aid kit is always on site.
- Preschool staff members shall have a medical statement as required upon employment/assignment to preschool and every three (3) years thereafter.
- Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- Preschool staff members shall have three (3) references that have been checked prior to employment and on file. References may be written or received through documented phone discussion.
- Preschool teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.

### **PARENT PARTICIPATION POLICY**

According to DEW Preschool Licensing Rules, parents/guardians of children enrolled in the class have unlimited access to the class during class hours for the purposes of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. Parents/Guardians must report to the school office, sign in and receive a visitor's badge before going to your child's classroom/play area.

While parents can observe at any time, they are not permitted to hinder the learning process.

Parents are also welcome to participate in the daily program as often as they wish. Please notify your child's teacher prior to the day you want to volunteer. Volunteers are often asked to read stories, assist in the art center, or play games with the children. Any parent wishing to volunteer must have a BCI/FBI check on file with the school office. Payment of BCI and FBI background checks will be paid at the volunteer's expense.

If you need assistance with a problem or have a complaint related to the class or its program, you are welcome to take your concerns to your child's teacher, Edison Elementary School Principal, or the Director of Student Services. Staff members are always open to suggestions for improving the program.

A calendar is sent home at the beginning of each school year identifying important dates throughout the school year. Information helpful to parents will be sent home periodically. If you would like to contribute to the newsletter, please let us know!

Parent meetings, information regarding local/regional workshops, book fairs, parties, and other special events may also be provided for parents. Parents are encouraged to make suggestions for meetings/workshops, daily schedule, curricular topics, and activities. Parents are also encouraged to share any special appropriate talents with the students (play an instrument, art skills, etc.).

A formal progress report on each child is sent home at least three times per school year. Parent-teacher conferences are scheduled in the fall and spring. Informal and formal parent-teacher conferences are held as needed. Parents may request a conference with any staff member at any time.

## **DISCIPLINE POLICY**

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child's feelings of self-worth. A well-planned and supervised classroom will prevent many behavior problems. Clear and responsible rules are established for each child's safety. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom, during which time the staff often acts as facilitators, helping young children express feelings and generate solutions as well as redirecting a child's interest/frustrations to another activity. These problem-solving techniques are also used if a preschool child exhibits any act of bullying. Additional guidance will be provided through separating the child from problem situations, talking with the child about the situation, and praising the child for appropriate behavior.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

Based on ODE Preschool Licensing Rules and Edison Local School District policies, staff members follow these discipline guidelines:

- Preschool staff member(s) in charge of child(ren) are responsible for discipline. Policies are in effect for all staff in all preschool areas, including playground, field trips, or other school-sponsored activities.
- All preschool staff members shall be informed of and receive a copy of the Edison Local School District's discipline policies upon employment and annually in the handbook.
- The preschool staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - There shall be no cruel, corporal punishment or any unusual punishments or any punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - No discipline shall be delegated to any other child.
  - No physical restraints shall be used to confine a child by any means other than holding for a short period of time, such as in a protective hug, so the child may regain control.
  - No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a small cubicle.
  - No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
  - Discipline shall not be imposed on a child for failure to eat, 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.
  - Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Edison Local School District's staff members are offered annual training in Crisis Prevention Institute's Non-Violent Crisis Intervention© to ensure the care, welfare, safety, and security of all individuals on the premises.

### **RELEASE OF NAMES, PICTURES, AND ACHIEVEMENTS**

On occasion, student names, pictures, and achievements may be published in newspapers, programs, school websites, and other forms of publications. Permission forms permitting the release of this information must be returned to the appropriate staff member.

When you are taking pictures or video of your child at school, be aware that not all parents/guardians have granted permission for the release of their child's image. Please be sensitive to the rights and expectation of privacy of your child's classmates when displaying the images on social networking sites and other public venues.

## **RECORDING – VIDEO/AUDIO**

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of Edison Local School District activities is not permitted unless permission has been granted by the parent. Said permission will be in the form of a signed authorized statement as included in your child's enrollment packet. Upon signed permission from a parent, Edison Local Schools has permission to publish in print, electronic, or video format the likeness or image of your child. This may be published in formats such as activity programs, yearbooks, newspapers, or other school-related publications, websites, and video announcements.

## **FERPA – CONFIDENTIALITY POLICY**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Edison Local School District receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - Edison Local School District may disclose appropriately designated "directory information" without consent, unless the parent has submitted a written refusal by the end of the second full week of school.
  - Directory information is defined by Edison Local School District as the student's name; student's address; student's home phone number; student's email address; student's major field of study; dates of attendance at District; grade level; date of graduation; most recent previous educational agency or institution attended; student photographs; date and place of birth; participation in officially recognized activities and sports; student's achievement awards or honors; and student's weight and height if a member of an athletic team.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Edison Local School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202

## **RECORDS TRANSFER POLICY**

As it pertains to Little Chargers Preschool, parents/guardians of students transferring into Edison Local Schools from another preschool program are asked to provide relevant school records. Parents are provided with the District's Records Release form, with an explanation of the consent being requested from the previous program or service provider.

For students transferring from Little Chargers Preschool to another program, the District releases records only upon receipt of a signed records release from the parent/guardian or new program or service provider. Upon notification that a student will be withdrawing from the program to enroll in a new program, the classroom teacher or preschool administrative assistant will provide the parent with the Preschool Records Release form in order to obtain consent to release records to the new program. Following receipt of consent, the preschool administrative assistant will contact the new program in order to verify enrollment before releasing the student's records. In the event that consent to release records is not obtained prior to the student withdrawing, the program will continue to contact the parent/guardian to obtain a release of records for the new program. In addition, if a new program is requesting records on a former student, the District requires written consent prior to releasing records.

## **TOILET TRAINING**

Students are expected to be potty-trained by their first day in Little Chargers Preschool. The program does acknowledge that accidents do happen and that some students may still need assistance with toileting during the preschool years. Program staff will work cooperatively with the parent to accomplish this, as consistency between home and school is critical for a child's success. Staff members prefer that you keep your "trainee" in pull-ups to assist in accomplishing this task.

Edison Local Schools does acknowledge that students may have special needs that prevent toilet training from happening at the same time and rate as same-age peers. Parents should communicate with their child's teacher regarding any special needs or concerns for toilet training so that a toileting plan can be developed.

## **MANAGEMENT OF COMMUNICABLE DISEASE**

The preschool staff is trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases. The "Child Day Care Center Communicable Disease Chart" is posted to help staff in recognizing illnesses. Parents are welcome to view this chart at any time.

Staff is very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are also reminded to wash their hands on a regular basis.

As children arrive, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms listed below, you will be asked to take the child home.

### **SIGNS AND SYMPTOMS OF COMMUNICABLE DISEASE**

Any one of the following symptoms is cause for immediate dismissal:

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (“pink eye”)
- Temperature of 100° F (or more) taken under the arm, or temperature of 101° F (or more) taken with an ear thermometer, especially in combination with any other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unusual spots or rash
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, lice nits (eggs), scabies, or other parasitic infestation. Upon occasion, students may be found to have head lice. Because of this condition, students must be excluded from school. Your child will be readmitted to school after having head lice if she/he is nit-free as determined after an examination by the school nurse. There will be no exceptions to this procedure.

### **REMOVAL OF SICK CHILD**

If your child becomes ill while at school and exhibits any of the symptoms listed in the previous section, he/she will be cared for by a staff member in an area not being used by other children. You will be contacted immediately to come and pick up your child. If you cannot be reached, only the people listed as emergency contacts on your child’s Emergency Medical Authorization form will be notified and asked to come to pick up your child. Your child will not be readmitted until symptoms are no longer present. In some cases of illness, a written note from your child’s physician confirming that the illness has been resolved and/or is not contagious may be required before the child may return to the classroom.

Children must be free from diarrhea and fever for 24 hours before they will be readmitted to school.

A child with minor cold symptoms or a child in the final stages of recovery from an illness may attend if the child has seen a physician and has been diagnosed as non-contagious and/or is on medication. The child shall be carefully observed for signs and symptoms of a worsening condition. Should any of the symptoms listed occur, you will be notified immediately and be asked to pick up your child.

In the event that your child is exposed to another with a communicable disease, you will be notified in writing that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms.

The preschool staff will not administer any medication to children enrolled without the required Physician's Request for the Administration of Medication in School form completed by your physician and on file at Edison Elementary School.

When a staff member is ill, the staff member will not be in attendance, and a qualified substitute will be called to assume the responsibilities of that person.

### **MEDICATIONS AT SCHOOL**

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would seriously jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication.

Before any medication or treatment may be administered to any student during school hours, a written authorization from the child's physician and parent is required on the Edison Local School District adopted form. This form shall be kept on file in the student's cumulative records.

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered. Medication must be transported to the school by the parents or by giving it to the bus driver and delivered to the school's main office or nurse's office, where it will be stored in a locked area. Medication cannot be transported in the child's book bag.

A parent/guardian wishing to discontinue the administration of medication at school must send a signed note to the office/nurse requesting the medication be stopped.

### **MEDICAID SCHOOL PROGRAM BILLING STATEMENT**

The Edison Local School District participates in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. The Edison Local School

District uses a third party billing agency to submit MSP claims. This agency is in compliance with all federal privacy laws including the Health Insurance Portability Accountability Act (HIPAA) established in 1996.

The following is a list of personally identifiable information shared with the billing agency: student's name, date of birth, social security number, district of residence, school of attendance, and professional services documentation. Professional services include screenings and assessments to determine eligibility for and the provision of services such as speech, occupational therapy, physical therapy, nursing, counseling, case management, and psychological evaluations.

It is the parents'/guardians' right to deny access to personally identifiable information or to revoke the use of it for purposes of MSP billing. Services will be provided regardless of disclosure of personally identifiable information. Copies of the billing agency's privacy policy are available upon request. Please contact the Edison Local School District Student Services office for more information.

### **PROGRAM STAFF**

All staff in the Little Chargers Preschool program are hired in accordance with Edison Local Schools Board Policy GDC (Certificated/Licensed Professional Staff Hiring) and GDCA/GDD (Classified Staff Recruiting/Posting of Vacancies/Hiring). The following guidelines are used in the selection of personnel for the preschool program:

1. There is no unlawful discrimination in the hiring process.
2. The quality of instruction is enhanced by a staff with widely varied backgrounds, educational preparation, and previous experience. Concerted efforts are made to maintain a variation in the staff.
3. Interviewing and selection procedures ensure that the administrator who is directly responsible for the work of a staff member has an opportunity to aid in the selection process. The final recommendation to the Board is made by the Superintendent or by another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract.
4. No candidate is hired without an interview and a criminal record check. References are carefully checked. At least two references will be contacted prior to a recommendation for hire for any preschool staff position.
5. All candidates are considered on the basis of their merits, qualifications, and the needs of the District. In each instance, the Superintendent and others having a role in the selection process seek to recommend the best qualified applicant for the job.
6. All candidates for teaching positions must be properly certified or licensed.



While the Board may accept or reject a nomination, an appointment will be valid only if made with the recommendation of the Superintendent or another individual designated by the Board in the event that the Superintendent's nomination of a teacher would create an unlawful interest in a public contract. In the case of a rejection, it is the duty of the Superintendent to make another nomination.

## **HEALTHCHEK INFORMATION**

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. See below for more information.



Apply for healthcare:

- online at [Benefits.Ohio.Gov](https://Benefits.Ohio.Gov),
- by phone at (800) 324-8680, or
- in-person at your County Department of Job and Family Services.

Find your local office at [JFS.Ohio.Gov/County](https://JFS.Ohio.Gov/County).

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing an application or other questions.

Additional information is available at [Medicaid.Ohio.Gov](https://Medicaid.Ohio.Gov).

**Ohio** | Department of  
Medicaid

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### **Healthchek**

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Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit.

Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday.

Children should have Healthchek exams at 15, 18, 24 and 30 months.

One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at [Medicaid.Ohio.Gov/Healthchek](https://Medicaid.Ohio.Gov/Healthchek),
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline (800) 324-8680.