

*NEW LONDON
PRESCHOOL
PARENT HANDBOOK*

*** 5 STAR RATED PROGRAM ***



*1 Wildcat Drive
New London, Ohio 44851
(419) 929-8117*

This Program is licensed by the Ohio Department of Education and follows the requirements of Chapter 3301-37 of the Ohio Administrative Code. The program's current license and most recent compliance report, and the program's corrective action plan, if applicable, are posted in or near your child's classroom.

GENERAL INFORMATION

Our preschool program serves children ages 3-5 with and without special needs. The children attend school Monday through Thursdays in either the morning or afternoon. During their session, families will provide a nutritional snack for children to eat at school. Other food may be distributed according to classroom activities. **Please let your child's teacher know about any food allergies.**

Teachers work on skills that are developmentally appropriate for each child attending the program. Children entering the program on an Individualized Education Program (IEP) will have their goals and objectives included throughout the daily schedule. Related services such as speech therapy, occupational therapy, and physical therapy are provided to students with IEP's as determined by the multi-factored evaluation process.

Regular conferences are scheduled throughout the year with all parents to discuss progress.

We have an open door policy which means parents are welcome as visitors at any time. Please sign in at the office. We encourage active participation in the classroom as well as child observations. Parents are encouraged to use the New London Preschool as a contact between community resource organizations and families. We also encourage parents to participate as members on the Parent Teacher Organization (PTO).

ADMISSION

Children are eligible for enrollment in the preschool program if they are 3 or 4 years of age. According to the preschool grant, priority is given to income eligible families. Parents must complete the registration yearly by **completing an application packet**

- **Application Form Online**
- **Verification of Income Forms (returned to the district or uploaded online)**

All spots are filled on a first come first served basis and timeliness of paperwork can be important to your registration. Informational letters are sent home in the August with classroom information packets. Each family will be charged tuition on a monthly basis beginning in September. All students need to complete

- **Health/Physical Information* (sent home in August)**
- **Immunization Records (Completed from your Doctor)**

All children must have a current physical exam on file **within 30 days of the first day of school. Parents, at their own cost, must secure for their children a physical examination and a dental examination by a licensed physician/dentist prior to the date of admission or not later than 30 calendar days after the child's first day of school. Please note that both lead and hematocrit screenings are now required as part of the physical examination. A new physical form is required for returning students every 13 months from the date of the most recent examination. A physician, a physician's assistant, a clinical nurse specialist, or certified nurse may complete this form.*

TUITION/SUPPLY FEE PAYMENT POLICY

Tuition is due the **first of each month** September- May and if it is **not received** by the second Friday of the month your child **may not be able to return to school or may be excluded from program field trips until payment has been received.** Payments can be made by check, money order, credit cards or our online EZPay System. EZPay information is found on the district website. If you pay by check or money order please send the monthly tuition payment stub with your check in a sealed envelope including your child's name and room on the envelope. Your child's name should appear on the memo part of the check to

insure proper credit. If you pay by credit card, you can call the elementary office and someone will assist you in processing your payment over the phone or in person. The 2019-20 tuition is \$120.00 a month. Families who fall into the poverty level guidelines will be eligible for tuition at the corresponding rate. Please contact the treasurer's office for an updated Poverty Level Guidelines PreK information.

FY 2017-18: Poverty Level Guidelines Preschool Program

Family Size	100%	Monthly Tuition	125%	Monthly Tuition	150%	Monthly Tuition	200%	Monthly Tuition
2	\$16,240	\$0	\$20,300	\$30.00	\$24,360	\$45.00	\$32,480	\$60.00
3	\$20,420	\$0	\$25,525	\$30.00	\$30,630	\$45.00	\$40,840	\$60.00
4	\$24,600	\$0	\$30,750	\$30.00	\$36,900	\$45.00	\$49,200	\$60.00
5	\$28,780	\$0	\$35,975	\$30.00	\$43,170	\$45.00	\$57,560	\$60.00
6	\$32,960	\$0	\$41,200	\$30.00	\$49,440	\$45.00	\$65,920	\$60.00
7	\$37,140	\$0	\$46,425	\$30.00	\$55,710	\$45.00	\$74,280	\$60.00
8	\$41,320	\$0	\$51,650	\$30.00	\$61,980	\$45.00	\$82,640	\$60.00
9	\$45,500	\$0	\$56,875	\$30.00	\$68,250	\$45.00	\$91,000	\$60.00
10	\$49,680	\$0	\$62,100	\$30.00	\$74,520	\$45.00	\$99,360	\$60.00
11	\$53,860	\$0	\$67,325	\$30.00	\$80,790	\$45.00	\$107,720	\$60.00
12	\$58,040	\$0	\$72,550	\$30.00	\$87,060	\$45.00	\$116,080	\$60.00

PRESCHOOL PHILOSOPHY

These are the beliefs, supported by professional research, upon which our developmental program is based:

- * Children grow and develop at different rates and each child's rate is separate and distinct from that of any other child. This rate is often unrelated to chronological age.
- * Children are naturally curious and eager to learn, and they learn best when they are able to follow many of their own interests and desires to learn.
- * Learning is something a child does, rather than something that is done to him/her.
- * Play is a child's "job" and way of learning.
- * Children learn from each other. They learn responsibility and achievement, they learn to respect themselves and others, and they learn how to learn!
- * A rich learning environment, one deliberately designed with much to explore and discover, is essential in helping young children learn basic skills. Concrete and sensory materials are important in this environment, as they are basic learning devices for the young child.
- * Basic skill development is considered essential in an open, educational, learning environment. However, a variety of creative approaches to teaching and learning, including an integrated day, is suggested.
- * The development of initiative and self-reliance is encouraged in an atmosphere of trust and structured freedom.
- * Each child, including those with multicultural backgrounds and exceptional needs, is a unique individual and must be appreciated and valued for his/her individuality in all areas.
- * The most important variable in a young child's learning is the educator. Our program provides for development of the whole child - physically, emotionally, socially, and intellectually. We provide activities to encourage learning in the way that children learn best - in play, with other children. Activities are planned to meet the needs and abilities of each child in the class.

Our basic goal is to give your child and family a positive first school experience. We will help your child learn how to learn - and most importantly, to enjoy learning. We know that with your help, "together we can make it happen" for a lifetime of learning!

EARLY CHILDHOOD PROGRAM GOALS

The primary goals of the Early Childhood Program are to:

- * provide an environment that respects children.
- * foster the development of positive self-esteem.

- * support and promote positive relationships with peers and adults.
- * facilitate and encourage the construction of knowledge within an integrated curriculum.
- * plan and implement a wide variety of multi-age, multi-level materials and activities.
- * offer opportunities for children's active exploration of their environment through activities appropriate to their development.
- * model and promote opportunities for large motor activities and healthy nutritional choices.
- * maintain confidentiality surrounding children and their families.
- * strengthen the relationship between families and school.

THE MAJOR COMPONENTS OF THE EARLY CHILDHOOD EDUCATION

These are the four major components in the preschool program:

1. **Education** - The program is designed to meet each child's individual needs. It also aims to meet the needs of the community served and its ethnic and cultural characteristics.
2. **Health** - The preschool program emphasizes the importance of early identification of health problems. Comprehensive health care includes medical and dental, nutrition, and mental health services.
3. **Parent Involvement** - Parent(s)/guardian(s) are encouraged to be involved in parent education and enrichment, program planning, and operating activities.
4. **Social Services** - Social Services represents an organized method of assisting families to assess their needs, and then providing information about available community resources to meet identified needs.

FAMILY

We believe that family involvement in education is critical to a child's growth. Parents are important partners in their child's learning and development. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities, expectations, and available agency services through periodic progress reports, newsletters, notes home, and/or telephone contacts from the preschool teacher. Parents of qualifying children will participate in an Individualized Education Program (IEP) meeting.

BOOKS

We encourage parents to read to your child every day. Come to school and share your child's favorite stories with other children in the class.

SHARING INFORMATION

Young children are often affected by events and changes in their environment. Children may not be able to express their feelings or relay significant information. In order to help your child deal with changes, please keep us informed of any events such as, but not limited to:

- Illness or hospitalization of family members
- Pregnancies and births
- Deaths of family members or close friends
- Changes in family structure within the home
- Plans for moving
- Extra stimulation such as visitors or celebrations

CONFERENCES

Two parent/teacher conferences will be scheduled- one in the fall and one in the spring to discuss your child's progress. Additional conferences may be scheduled at the request of the parent/guardian or the teacher. We are striving to include parents in the educational process and look forward to sharing this special time with your family.

DISCIPLINE POLICY

The goal of discipline is to help children 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 and rights. 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.

Physical punishment and verbal abuse will not be used. Discipline will not be imposed on a child for failure to eat, sleep, or for toileting accidents.

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 the school district policies, staff follow these discipline guidelines:

- A) 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.
- B) All preschool staff members shall be informed of and receive a copy of the center's discipline policies upon employment and annually in the handbook.
- C) The preschool staff's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - 1) There shall be no cruel, corporal punishment, or any unusual punishments, or any punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
 - 2) No discipline shall be delegated to any other child.
 - 3) No physical restraints shall be used to confine a child by any means other than holding for a short period of time, such as in a protective hug so the child may regain control.
 - 4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or small cubicle.
 - 5) No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
 - 6) Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents.
 - 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
 - 8) Discipline shall not include withholding food, rest, or toilet use.
 - 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and development ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space.
 - 10) Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

WEAPONS, TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND COUNTERFEIT CONTROLLED SUBSTANCES

A student shall not possess, use, transmit, conceal or show evidence of consuming or using tobacco, narcotics, alcoholic beverages, drugs or weapons. The methods of correcting student behavior in such cases are as follows: District administrators will be notified immediately if a child's behavior poses a danger to persons or property. An emergency removal of the child for the rest of the day from the

preschool classroom will occur and an immediate conference with parent/guardian will be held.

CURRICULUM

We follow the Ohio Department of Education (ODE) Early Learning content standards when developing lesson plans. These standards lead directly into the ODE Elementary content standards. Currently we have standards for language, math, social studies and science. These standards can be found on the ODE website at www.ode.state.oh.us. Creative Curriculum is used as a foundation for classroom learning and is aligned with the Ohio Department of Education Early Learning Content Standards.

ASSESSMENT

Teachers assess students in a variety of ways, which may include the following formal assessments:

-Early Learning Assessment-The Ohio Department of Education requires preschool students to be assessed on early learning skills.

-Ages & Stages-Social Emotional-Students' social and emotional growth are monitored through a questionnaire completed by parents & staff as needed.

-Ages & Stages Questionnaire 3 (ASQ:3) - Students are screened in the areas of: communication, gross and fine motor, problem solving and personal-social at the beginning of the year through a parent completed questionnaire. If concerns are noted, a follow-up date for rescreening is scheduled.

-Early Childhood Outcomes (ECO)-Students' cognitive, language, and social skills are assessed by teachers twice a school year using this format for students on IEPs (as well as other methods).

STAFF

Our preschool staff meets or exceeds state standards for certification and licensure as teachers and instructional aides. We continue to gain knowledge through in-services and continuing education

MATERIALS

Our materials are developmentally appropriate for use with preschool children. Safety is a main consideration for toy selection. Toys are routinely washed, disinfected and checked for safety. **TOYS FROM HOME ARE NOT PERMITTED**, except for days designated by your child's teacher (ex.-Show and Tell).

CLOTHING

We are very active in our classroom, and often use paints and other "messy" materials. We spend time outside when the temperature (considering wind chill) is above 20 degrees Fahrenheit, and it is not raining or otherwise threatening. Please dress your child for play both indoors and outdoors - including sweaters, jackets, mittens, coats, boots, hats, etc. We are not responsible for clothing that becomes stained or extremely soiled. **ALL CLOTHING MUST BE LABELED**. Many times children do not recognize their own belongings.

SNACKS

Parents will provide healthful snacks - drink and food - for their child's class on a rotating basis with other parents. Your child will serve as "Snack Helper" on the day that he/she brings snacks. Since we are not a licensed food service, we are not allowed to cut or prepare food or to serve foods prepared at preschoolers home. All snacks must be individually packaged by the manufacturer. The health department will allow us to distribute food that comes to school sealed. For example, we may serve graham crackers, teddy grahams, pretzels, cheese crackers from the box, as long as the box is sealed. Drinks must 100% juice or milk. You may bring in gallon containers of juice/milk or individual containers of juice/milk. Some snack suggestions for a nutritious snack are:

- Any type of boxed crackers - Ritz, cheese, graham crackers
- Individually wrapped portions - pretzel/cheese, breadsticks/cheese, or cheese crackers
- Popcorn
- Baby carrots, already cut and packaged
- Gogurt
- String cheese
- Individually wrapped portions of pudding, fruit, applesauce
- 100% fruit juice (not Hi-C, Capri Sun or Kool-aid)
- Milk

Please furnish paper napkins and cups. Please, do not bring cookies, cupcakes, candy, sugared drinks or sodas! Your child will be learning what foods help him/her grow and stay healthy - we want to set good examples.

According to our licensing rules issued by the Ohio Department of Education and Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups:

- Meat/meat equivalent
- Bread/bread alternative
- Milk
- Fruit/vegetable

Please be sure to let us know of any food allergies.

BIRTHDAY CELEBRATIONS

Your child may bring a sugary treat to pass out to friends as they depart for home. You may wish to notify the teacher that you would like to be assigned to furnish snacks on or near your child's birthday so that he or she may bring a favorite healthy food.

ATTENDANCE

Children attending the New London Preschool half-day session will be in class from 7:30 a.m. to 11:00 a.m. (morning session) or 11:30 a.m. to 3:00 p.m. (afternoon session). Classes are held Monday through Thursdays following the calendar adopted by the New London Local Schools. Please try to be prompt when dropping your child off for school. Late arrivals are disruptive to the class and are counterproductive to the lessons being taught.

Children shall only leave with a parent or persons designated on the enrollment paperwork. If someone other than a designated person will be picking up your child, please follow the procedure as stated in the Child Release Policy section of this handbook.

Attendance is taken daily. Please call the office if your child will be absent. A phone call home will be made in your child's absence if no notification has been received. We need a note on the day that he/she returns to school explaining the reason for absence.

If your child is absent for five days in a row without notifying the school, parents will be asked if they plan to continue the child's enrollment in our program.

ARRIVAL/DISMISSAL PROCEDURES

At arrival, parents should park and bring their child into the building. Classroom doors will open at 7:30 am for morning classes and 11:30 am for the afternoon session. Parents should wait in the lobby area in front of the office for the preschool staff member to check in students. For safety we ask that if parents will be accompanying their child beyond the lobby doors, they please sign in at the office.

At dismissal, parents should park in the parking lot and wait for a staff member to bring their child to them outside of the preschool doors on the exterior of the building. Parents who come in the building must sign in and out in the office. ***Please note: For the safety and security of all the children in our program, we encourage all parents to park and pick up your child. The carline and cul-de-sac will be in use for students K-5 only during the morning and afternoon dismissal times.***

Parents are required to pick up and drop off their child from preschool at the appropriate time of the preschool day. While we do understand that there may be times when emergencies occur and you might be slightly delayed, we ask that you contact the school office as soon as possible so that arrangements can be made.

You are responsible to see that your child is picked up at the appropriate time by someone who is listed on the school paperwork for emergencies and non-emergency pick up. A child will be released only to adults, 18 or older, designated by prior written permission of the parent or guardian. A picture ID is required at the time of pick-up. Staff is unable to remain with the child after dismissal as they have additional responsibilities during mid-day and after school. Late arrivals are disruptive to the class and do not allow your child to complete their arrival routine .

Failure to pick up your child when school dismisses may result in your child being unable to attend the preschool. Consistent late arrivals can also incur further action.

SAFETY OF CHILDREN

- * In accordance with Section 2151.421 of the Ohio Revised Code, all preschool staff are REQUIRED to report any suspicions of abuse or neglect. At least one (1) preschool staff member has completed an approved course in recognizing signs of child abuse and neglect.
- * Children will be supervised by a preschool staff member at all times throughout the day.
- * The outside play area will be supervised so that all children are visible to a member of the teaching staff at all times. Children will be supervised going to and coming from the outside play area and the classroom.
- * Written notification from the parent is required when a change (i.e. time, driver) occurs in your child's regular transportation plan. No exceptions will be made. We require picture identification from a driver's license for anyone picking up the child that is not listed on the transportation authorization form.
- * A monthly fire drill will be held. During the months of March through June monthly tornado drills are also practiced.
- * Emergency plans are posted in each classroom in the event of a tornado or fire.
- * At least one (1) preschool staff is trained in first aid, infant and child CPR, recognition of child abuse 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. Updates are recommended every three (3) years but are not required.
- * Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- * Preschool staff shall notify parents in writing when their child is injured by providing a copy of the accident report. The program shall maintain a log of injury reports.

Health

The preschool staff is trained and certified in First Aid, infant and child CPR, recognition of child abuse and recognition of communicable diseases. A First Aid kit is always on site.

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

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

Information about Early and Periodic Screening, Diagnostic and Treatment for your child. While children enrolled in Medicaid are required to participate in this program, you must provide information to all families. Here is [more information](#).

MEDICAL EMERGENCY PLAN

Each child is required to have a current Emergency Medical Authorization Form on file. This form must be completed and returned by the first day of school.

Any child without this form will not be permitted to attend class.

In the event of an emergency, the following procedures will be taken: Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called before attempting to reach the parents.

If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Authorization Form.

SUNSCREEN POLICY

To promote good health, safety and protect all students from harmful ultraviolet rays, the New London Preschool encourages the regular use of sunscreen on students during all outside events and activities.

During the summer months, or when necessary, *it is recommended that all children in the program have sunscreen applied by the parent prior to arriving at school.*

MILDLY ILL CHILDREN IN THE PRESCHOOL CLASSROOM

A mildly ill child in the preschool classroom will be isolated on a cot from other children. The cot will be in full view of a staff member at all times. Parents will receive a written review/update of their child's condition when they pick their child up.

SICK CHILD PICK-UP POLICY

Safety of the other students and staff is a priority. Once you or one of your emergency contacts has been notified of your child's illness, he or she must be picked up promptly.

CHILD RELEASE POLICY

If your child should need to be sent home early due to illness, etc., every effort will be made to reach a parent or guardian. If the parent or guardian is unavailable, the emergency contact persons on the enrollment form will be contacted. If you are having your child picked up by someone else, that person and their relationship to your child must be included on the enrollment form.

If someone other than the approved contacts should need to pick up your child, the parent/guardian must send a note to the teacher stating the name of the person who will be picking up the child. The note must be signed and dated by the parent/guardian. The person picking up your child will be required to sign in at the office. That person may also be asked to show a photo ID to verify identification. This procedure is in place for the protection of your child.

GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the Huron County General Health District.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions about the child remaining at school or discharged to home shall be determined by the director and the parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellow skin or eyes
5. Conjunctivitis
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or grey or white stool
9. Evidence of lice, scabies, or other parasitic

While isolated, the child shall be carefully watched for the symptoms listed above as well as the following:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting

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

Chicken Pox: A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters. Cases of chickenpox are reported to the Health Department.

Common Cold: Irritated throat, water discharge from the nose and eyes, sneezing, chilliness and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days or discharge becomes yellow to green.

Fever: If your child's temperature is 100 F or greater (or 1 degree above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember that fever is a symptom indicating the presence of an illness.

Flu: Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

Head Lice: Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. Nits are small white specks that are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, and all nits have been removed.

Impetigo: Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

Pain: If your child complains, or behavior indicates that he/she is experiencing pain, he/she should be evaluated by a physician before your child is sent to school.

Pinkeye: Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped.

Spread of infection can be minimized by keeping the hands away from the face, following good hand washing practices, using individual washcloths and towels, and not touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

Skin Rashes: A physician should evaluate skin rashes of unknown origin before your child is sent to school.

Strep Throat and Scarlet Fever: Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection.

Antibiotics ordered for strep infections are to be taken until all medication is gone. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

Vomiting and Diarrhea (Intestinal Viral Infections): Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches indicate an intestinal infection. If your child has had any of these symptoms during the night he/she should not be sent to school the next day. Children must be free from diarrhea for 24 hours before they attend the preschool.

ADMINISTERING MEDICATIONS

The medications and/or treatments that may be administered are defined in Board Policy. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication. In those circumstances where a student must take medication during the preschool session, the following guidelines are to be observed.

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the preschool teacher before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include: student's name; medication and dosage and procedure required; special instructions including storage and sterility requirements; date

prescribed medication will be started; date prescribed medication will no longer be needed; physician's name, address, and telephone number; probable side effects; authorization by both the physician and the parent for a student to self-administer the medication but only in the presence of an authorized staff member or parent; authorization for school personnel to administer the prescribed medication, if necessary; agreement/satisfactory arrangement to deliver medication to/from school; and an agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.

- C. All medication to be administered during school hours must be registered with the preschool teacher. Upon receipt of the medication, the teacher shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- D. Medication that is brought to the classroom will be properly secured in a locked area. Medication may be conveyed to school directly by the parent or designated person transporting the child. Two to four (2-4) week supply of medication is recommended.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information: student's name, physician's name, date, pharmacy name and telephone number, name of medication, prescribed dosage and frequency, and special handling and storage directions.
- F. Any unused medication unclaimed by the parent will be destroyed by the preschool teacher when a prescription is no longer to be administered or at the end of a school year.
- G. The staff member administering the medication shall ensure that the student takes the medication properly.
- H. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication.
- I. All medications are to be administered in such a way as to not unduly embarrass the student.
- J. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

IMMUNIZATIONS REQUIRED FOR PRESCHOOL

The Ohio Department of Health requires that all children enrolled in preschool follow the required immunization schedule. Please visit the Ohio Department of Health's website at <http://www.odh.ohio.gov> for the current immunization [schedule](#).

The State of Ohio mandates that school children not in compliance within fifteen calendar days after admission be excluded from school. You may obtain immunizations at your family physician's office or at the Huron County General Health District immunization clinics offered throughout Huron County. Call for times and places of clinics at 419-668-1652 or 1-888-694-2443.

SCHOOL CLOSING POLICY

When New London school district is closed, then the preschool is closed. Parents should listen for the New London Schools cancellation or delay announcement. The preschool sessions will be canceled or dismissed early if the building is closed for any reason. Emergency closings are announced by radio stations: WERE (1100 AM), WLKR (1510 AM or 95.3 FM), WSWR (100 FM), WNCO (1340 AM or 101.3 FM), WOBL (1320 AM), also television station channels 3, 5 and 8. Your phone number will also be added to our notification call system and your family will be notified of cancellations or delays through the call system. If your

number changes, please notify your child's teacher or the elementary office. If New London school system is not closed, but the weather is inclement or threatening, preschool is not mandatory and the decision to bring your child to school will be yours. If you decide not to bring your child to school, please call and notify the preschool teacher. When preschool is closed, any planned activities will also be canceled.

DELAYS

Preschool sessions will be delayed if New London Local Schools are delayed. New London only does two-hour delays. In the event of a delay, the morning session will begin at 9:30 a.m. and run until 12:00 pm. The afternoon session will begin at 12:30 p.m. and run until 3:0 p.m.

GRIEVANCE POLICY

This preschool is licensed by the Ohio Department of Education. Ohio Department of Education personnel are available to discuss any concerns or complaints you have as a parent. However, it is recommended that you attempt to solve the matter internally with the Principal or Governing Board before filing a formal complaint.

Elementary Principal: Amanda Accavallo
Program Director: Amy St. Marie
Governing Board: New London Board of Education

If you still have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call: 614-466-0224 or toll free 877-644-6338 Ask for Preschool Program Licensing.

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

MEDICAID SCHOOL PROGRAM BILLING STATEMENT

North Point Educational Service Center participates in the Medicaid School Program (MSP) or a similar program. MSP is a federally funded reimbursement program. We use 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, work study, case management, and psychological evaluations.

It is your 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 North Point Treasurer's office for more information.

2019-20 Early Childhood Education (ECE) Entitlement Program

North Point Educational Service Center (NPESC) serves as the local agent for fiscal and programmatic oversight of the Huron County Early Childhood Educational Consortium. NPESC and the consortium districts receive entitlement dollars from the Ohio Department of Education to help fund the ECE

classroom your child attends.