



## Parent Handbook



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New Phila, OH 44663  
(330) 308-9939

**Belmont County**  
7400 Betty Lee Way  
St. Clairsville, OH 4395  
(740) 695-9773

**Guernsey County**  
7077 Glenn Highway  
Cambridge, OH 43725  
(740) 695-9773

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## Program Philosophy and Goals

The East Central Ohio Educational Service Center (ECOESC) is the fiscal agent for classroom and itinerant preschool special education services in Belmont, Guernsey, and Tuscarawas Counties. All classrooms/students served by ECOESC are served by ECOESC personnel.

Providing appropriate early learning programs significantly improves children's educational potential and can substantially decrease the need for later interventions. Because early childhood programs play a growing role in children's lives, it is more important than ever that early learning services promote children's health, safety, and development.

The philosophy of the East Central Ohio Educational Service Center (ECOESC) preschool program is to provide a high-quality education for preschool children. We believe that preschool activities should be positive, enjoyable, rewarding, and engaging for young children and their families. The goals of the ECOESC preschool program are:

- To provide developmentally appropriate learning activities and materials for all children
- To engage children in active exploration and interaction with adults, other children, and materials
- To teach children to respect and take delight in individual differences
- To enable children to develop across the physical, social, emotional, self-help, language, and aesthetic developmental domains
- To encourage the development of good self-concept and positive self-esteem
- To include a balance of active and quiet play during individual, small group, and large group activities
- To recognize the uniqueness of each child by working creatively to develop a plan to guide each child's progress
- To involve children's families in the program and to make educational resources available to them
- To include parents in transition planning as the children enter and/or leave the preschool program
- To review children's progress and the program, and to report to their parents through curriculum-based assessment results, progress reports, personal conferences, and individual student Individual Education Programs (IEPs) based on district policy

# Early Childhood Programs Overview

## **General Education Preschool**

General Education classrooms provide comprehensive preschool services for children who are 3-5 years old. Students with disabilities may be included within the general education classroom and receive special education services through related service personnel and/or an itinerant teacher.

## **Early Childhood Education (ECE)**

ECE preschool classrooms provide comprehensive preschool services for children who are four years old by September 30 and not age-eligible to attend Kindergarten. Family income must fall below 200 percent of the federal poverty level.

## **Integrated Preschool**

Integrated preschool classrooms are available to children ages 3-5 years who are identified as being delayed in one or more areas of development. Each integrated classroom accommodates up to eight children with disabilities and up to eight typical developing peers.

## **Special Education Preschool**

Special education classrooms provide more intensive support with integration into the general education environment, as tolerated.

## **Itinerant Services**

Itinerant services are a combination of direct and consultative interventions that are tailored to meet the individual needs of preschoolers with developmental delays. These individualized services are determined by the IEP team and are provided in the most effective environment.

# Early Childhood Related Services

Related services are services that are required to assist a child identified with a disability to benefit from special education. Related services include, but are not limited to, speech/language therapy, occupational therapy, and physical therapy. Therapists participate in developmental screening, referral, evaluation, and development of an Individual Education Plan (IEP) for qualifying children. The individualized services are determined by the IEP team and are provided in the most effective environment.

School Psychologists assist teachers, related service providers, and parents by evaluating children to determine eligibility for special education services. Other services provided by school psychologists include consulting with parents and teachers to develop plans to address the child's behavior, learning needs, and social/emotional development.

### **Confidentiality of Student Information**

Student records, educational and personal, are maintained confidentially in compliance with the *Family and Education Rights and Privacy Act: 20 USC 1232g*. These procedures follow the Ohio Revised Code and protect the integrity of each student's personal information.

## **Admission and Withdrawal Policies**

### **Admission**

Registration for each ECOESC Rising Stars preschool program is held in the spring. Children are enrolled based on district residency and completion of required paperwork.

Screenings are conducted monthly during the school year based on referrals from parents or educational partners to identify children who are eligible for special education services in the areas of:

- Communication
- Fine or gross motor
- Social and emotional skills
- Self-care
- Hearing
- Vision
- Thinking and problem-solving

Eligibility criteria for the special needs preschool program is a child who is at least three years of age but not of compulsory school age and has a developmental delay as demonstrated by a documented deficit in one or more areas of development. Determination of eligibility for children with special needs shall be based on the Operating Standards for Ohio's Schools Serving Children with Disabilities. Individualized educational plans (IEPs) are written and carried out throughout the school year for eligible children by the teacher and related service personnel.

## **Withdrawal**

A preschool child accepted into the preschool program will be enrolled for the entire school year. If you wish to withdraw your child from the preschool program at any time, please contact your child's teacher.

## **Tuition Policy**

The preschool program enrolls and plans daily activities with typically developing children to establish an integrated class setting. There is a tuition fee charged for typically developing children enrolled in the program.

Tuition is based on a total of 9 months of attendance as per the established school calendar, which includes regularly scheduled holidays and breaks. Tuition is not adjusted for months that include holiday breaks.

### **Tuition Options**

1. Private pay
2. Free Preschool based on the Early Childhood Education grant (based on the child's age, family income, and district eligibility)
3. Free preschool for children identified with a disability
4. Sliding fee scale for families that reside within a cooperating school district

### **Monthly Tuition Cost by Program**

#### **Belmont County**

Bellaire E. School ECOESC Bridgeport ECOESC Shadyside	4-Day Programming - \$175/month, \$1575/year 2-Day Programming - \$125/month, \$1125/year
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#### **Tuscarawas County**

Baltic School - Garaway	2 full-day Programming - \$150.00/month, \$1350/year
ECOESC Sharon Moravian - Indian Valley	4- ½ Day Programming - \$150/month, \$1350/year
Tusky Valley	4- ½ Day Programming - \$150/month, \$1350/year

## Holmes County

Millersburg Elementary	4 ½ Day Programming-\$125/month \$1125/year
Holmes County Training Center	4 ½ Day Programming-\$125/month \$1125/year

### Tuition Due Date

**Tuition is due on or before the 1st day** of each month, September through May (a total of 9 payments), regardless of the number of days attended. Failure to pay your child's tuition may result in your child being withdrawn from the program. If a problem with the monthly payment arises, please contact Allison Rice at 740-695-9773. For Tuscarawas County tuition questions, please contact Missy Gibbs at 330-308-9939 ext. 8235.

### Payment Options

Tuition should be paid online at [ecoesc.org](http://ecoesc.org) by clicking "Make a Payment" on the top toolbar. Please include your child's name and where they attend preschool in the notes section. Tuition may also be sent to school with your child or mailed to East Central Ohio ESC Attn: Allison Rice 67400 Betty Lee Way St. Clarendon, Ohio 43950, however, **payment must be paid by check or money order**. Checks and money orders must be made out to East Central Ohio ESC (ECOESC). Online payments are the preferred method of payment.

### Tusky Valley Tuition

**Tuition is due on or before the 1st day** of each month, September through May (a total of 9 payments), regardless of the number of days attended. Failure to pay your child's tuition may result in your child being withdrawn from the program. Tuition may be paid by cash, check, or credit card at the school office. There is no online payment option for Tuscarawas Valley.

### School Closure

In the event of a long-term school closure related to an Epidemic or natural disaster, the ECOESC may consider possible tuition reductions, if deemed appropriate. If this occurs, parents will be individually notified of any tuition adjustments.

Long-term school closure is defined as the following:

- 6 consecutive attendance days for 2 days per week of programming
- 12 consecutive attendance days for 4 days per week of programming

In the event of short-term school closure (i.e., calamity day due to weather) and student absence due to illness or other reasons, the family will be required to pay regular tuition.

## Enrollment Packet/Student Records

### Enrollment Packet

Each family will receive an enrollment packet, which includes the following items:

1. Student & Family Information Form
2. Emergency Medical Form – completed annually.  
Each student must have an emergency medical form on file. This form stipulates at least four (4) people to contact in case of an illness or an accident, in addition to your doctor, dentist, and hospital of preference. It is very important to complete this form in case we are unable to reach you in the event of an accident or emergency.
3. Dentist's Report Form
4. Child's Health Information Form (Evaluation by a Physician) – completed annually (must be on file the first day of school).
5. Request for Administration of Medication Form – completed anytime a child is taking a prescription or over-the-counter medication.
6. Multi-Purpose Authorization Form
7. Language Usage Survey
8. Payment Plan for Typical Children
9. School Calendar
10. Preschool Handbook Signature Page

### Student Records

Before beginning the program, each child must have the following information on file. This is considered the cumulative record and shall include, but not be limited to:

1. Birth Certificate
2. Immunization Records
3. Previous educational/medical records
4. Custody/Adoption papers, if applicable
5. Proof of Residency

# Developmental Screening and Referral

Developmental screening will occur during the following times:

1. Annual March/April Registration
  - The Speed DIAL is the screening tool used during registration to identify suspected disability referrals.
2. Monthly Screening
  - The full DIAL or the Hawthorne Screening Tool, or the ASQ-3/SE are screening tools that may be used during monthly screenings for referrals that occur during the school year. Referrals are accepted from a parent/guardian, any community-based or public preschool program staff, including Head Start, and Part C service providers.
3. Annual August Screening
  - The ASQ- 3/SE or the Hawthorne Screening Tool is the screening tool used for all children enrolled in preschool center-based programs to identify suspected disability referrals.
4. Screening for new, typically developing children within 60 days of enrollment
  - The ASQ-3, Speed Dial, or the Hawthorne is the screening tool used for children as they enroll throughout the year in preschool center-based programs to identify suspected disability referrals.

Referral for Evaluation may result from the developmental screening, or when a concern is expressed from any of the following:

1. Early Intervention or Help Me Grow service providers
2. Parent or Guardian
3. Community-based public or private preschool providers, including Head Start

If you have a concern regarding your child's development, please contact your child's teacher or a preschool supervisor.

# Curriculum

Children enrolled in an East Central Ohio ESC Preschool will engage in active learning to facilitate their individual progress in the following areas of development:

- Language and Literacy Development
- Social and Emotional Development
- Physical Well-Being
- Motor Development
- Approaches Toward Learning
- Cognition and General Knowledge

The Ohio Department of Education has established Early Learning and Development Standards that tell what young children should know and be able to do in the areas of Language Arts, Math, Science, and Social Studies by the end of their preschool experience.

A written curriculum has been adopted that describes developmentally appropriate activities, learning environments, and approaches that meet the individual needs of the children and are aligned with the early learning content standards.

The Creative Curriculum is used in all preschool programs operated by the East Central Ohio Educational Service Center. This curriculum is aligned with the Ohio Early Learning Development Standards and is our blueprint for planning and implementing a developmentally appropriate program based on theory and research. This curriculum is used as a guide in developing the structure of the day, which includes a balance of quiet/active, small/ large group, and child-initiated/teacher-directed activities.

Research and experience tell us that to be effective with young children, instructional practices need to be “developmentally appropriate”. Educators need to think first about what young children are like and then create an environment and experiences that are in tune with children’s characteristics. Children ages three through six learn best through direct interactive experiences that include play and exploration. This research-based curriculum focuses on several interest areas (learning centers), such as blocks, dramatic play, toys & games, art, library, discovery, sand & water, music & movement, cooking, computers, and outdoors. These centers are incorporated into the daily schedule and meet children’s developmental needs so that they may become independent and confident learners.

In addition to the Creative Curriculum, the preschool program also implements Heggerty Phonological Awareness lessons.

Heggerty Phonological Awareness allows children to recognize and work with the sounds of language. These activities are sometimes called ear exercises because the focus is on hearing the parts or sounds in words. Your child will not be seeing these words in print during phonological awareness instruction. Towards the second half of the year, your student will be working primarily on phonemic awareness, a subset of phonological awareness focused specifically on hearing individual sounds in words.

# Transitioning Information

## Transitioning to Preschool

Transitioning to preschool can be a stressful time for both parents/guardians and children. The East Central Ohio ESC preschool staff members strive to make the transition to preschool as smooth as possible. The preschool programs offer several opportunities for families to experience the preschool program before school starts. Some of the transitioning activities that the preschool program offers include:

- Transition Conference Meetings - Help Me Grow/Early Intervention
- Developmental Screening
- Parent Visit
- August Registration / Parent Meeting
- Staggered Start for Students
- Open house

## Transitioning from One Preschool Room to Another

There are times when children may have a preschool teacher for one year, but when they return for their second or third year of preschool, they may be assigned to another teacher. When children transition from one classroom teacher and/or setting to another, the preschool staff members work together to ensure that the transition is smooth. The following activities are provided by the preschool program:

- Work with families to develop individual transition plans at the Spring Parent/Teacher conference
- The student visits the new classroom for a designated period of time (beginning with a half hour to an hour) for a week or two, with time increasing gradually before the end of the school year, or as needed throughout the school year

## Transitioning to Kindergarten

The preschool staff at East Central Ohio ESC strives to ensure all children transitioning to kindergarten are prepared to their maximum ability. The preschool program works closely with kindergarten teachers to ensure expectations of kindergarten are experienced throughout the preschool programming. The preschool staff members will work with families to help streamline the kindergarten transition. Some of the activities that the preschool program offers to help prepare children for kindergarten include:

- Working with families to develop individual transition plans at the Spring Parent/Teacher conference
- Providing information to parents regarding kindergarten screening/registration

- Scheduling visits to the kindergarten classroom in the spring, so students meet the kindergarten teachers and staff
- Activities are sent home at the end of May that will reinforce pre-academic skills over the summer

## What Does a Preschool Day Look Like?

### Programming Activities

**Your child's daily routine will include the following activities:**

**Table Work** – This is time devoted to working in a group on a variety of fine motor, cognitive, and listening skills.

**Circle Time** – This is a shared experience in which the teacher listens to the children and the children interact with one another. Language development is highly emphasized during this time through stories, games, music, and other planned activities.

**Snack Time** – The children participate in making snacks during many of the sessions. Be sure to alert staff to any food allergies or special dietary considerations on the medical information sheet.

**Free Time/Creative Play** – The children choose the activities that interest them. They are free to move from one activity to another. Suggestions may be given to children who are having difficulty making a decision.

**Individual Work** – The child and the teacher work one-on-one on the areas in which he/she needs additional help.

**Weekly/Monthly Units** – This is also a part of your child's preschool experience. Your child will learn about and explore topics such as Community Helpers, Your Five Senses, My Family, etc.

### Daily Schedule

The daily schedule may consist of small group, large group, free play, centers, read-aloud, and quiet activities to develop skills such as:

- Basic skills like language, reading, math, and writing
- Arts, crafts, and other practical skills

- Work with others/Independent Work
- Dramatic Play
- Sensory Table
- Develop self-control

### Sample Full-Day Schedule

8:20 – 9:00	Arrive, Unpack, Breakfast, Limited Choice Time
9:00 – 9:20	Restroom
9:20 – 9:40	Morning Circle Time (Read aloud)
9:40 – 10:40	Free Choice Time (Clean-up Time)
10:40 – 11:00	Centers (Small Group)
11:00 – 11:30	Lunch
11:30 – 12:00	Outdoor (Gross Motor)
12:00 – 12:15	Restroom
12:15 – 12:35	Afternoon Circle Time (Read Aloud)
12:35 – 1:15	Rest Time
1:15 – 1:30	Restroom
1:30 – 1:50	Centers (Small Group)
1:50 – 2:05	Restroom
2:05 – 2:25	Snack (group meeting)
2:25 – 2:45	Outdoor (Gross Motor)
2:45 – 3:00	Dismissal

### Sample Half-Day Schedule

7:30 - 8:00	Arrive, Unpack, Breakfast
8:00 - 8:10	Welcome, Morning Circle Time
8:10 - 8:20	Large Group
8:20 - 9:20	Free Choice Time (Clean-up Time)
9:20 - 9:40	Small Group
9:40 - 10:00	Restroom/Mighty Minutes
10:00 - 10:30	Outdoor (Gross Motor)
10:30 - 10:40	Large Group (Read Aloud)
10:40 - 10:55	Snack and Large Group Round-Up
10:55 - 11:00	Prepare for Dismissal
11:00	Dismissal

### Nap Time

Children who attend a preschool program for 4 or more hours are required to be provided a nap. Children will be provided a mat or cot that is labeled for his/her use only. Please send in a blanket and a small pillow (if desired) for your child. The bedding will be sent home regularly or anytime it becomes soiled for cleaning. The preschool staff will sanitize the mats/cots daily and any time they are soiled.

### Snack

Children in a preschool program are required to have a snack. The snack must consist of at least 2 of the following food groups:

- Protein/Meat group;
- Bread group;
- Dairy/Milk group;
- Fruit/vegetable group
  - 100% fruit juice counts as a fruit

A snack calendar will be sent home monthly and will list your child's snack day. Please be sure to adhere to the requirements listed above.

Please try to avoid sugary snacks and candy. Special Birthday / Holiday treats are welcome for the entire class. Please notify the teacher before bringing any special treats. He/She will be able to let you know if there are any food allergies in the class.

### Extra Clothes

Please send an extra set of clothing labeled with your child's name in case of an accident. Include underwear, pants, a shirt, and socks. Keep in mind to change the clothes with the seasons. Clothes that are easy to get on and off without complicated snaps, buttons, or fasteners are best.

## Progress Reporting/Parental Involvement

### Child Progress Reporting

The ECOESC Shining Stars Preschool is pleased to be able to provide an Early Childhood Education Preschool program for those parents interested in early learning experiences for their children. In many ways, school is an extension of the home. To ensure that our students are successful, we encourage you to discuss your child's progress regularly with the teacher.

Developmental reports will be sent home four times per school year, and in addition, children with special needs will receive progress reports every 9 weeks. Home visits may also be scheduled. Daily reflections of your child's day may be sent home in his/her book bag. A notebook may also be sent back and forth in book bags to stay in contact with one another. Please check your child's book bag daily for notes, newsletters, and your child's work.

In addition to progress reports, preschool programs will offer at least two parent-teacher conferences during the school year. Families are strongly encouraged to attend conferences.

### Parent Involvement

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

Parents are welcome to visit their child's class anytime. Prior arrangement with the teacher is requested to facilitate scheduling and to avoid disruption of the class on any given day. It is recommended that you wait until school has been in session for two to

three weeks before visiting to allow everyone time to adjust to the schedule and establish a routine. As always, if you ever have any questions or concerns, please feel free to contact your child's teacher at school.

### Classroom Volunteering

If you wish to volunteer in your child's classroom, please express your interest so that a scheduled time may be arranged.

Proper volunteer paperwork must be completed with the teacher prior to volunteering in your child's classroom.

## Preschool Programming

### Program Schedule

The ECOESC preschool program offers preschool classes in Belmont, Guernsey, Holmes, and Tuscarawas Counties. Class days and times will vary based on the school building your child attends. Children should arrive five minutes prior to the beginning of the session and may be picked up five minutes prior to the end of the session. This allows the preschool teachers the opportunity to talk with the parents and to discuss any concerns or questions parents might have.

Below is a list of programming times by building. It is very important to adhere to these times. Any other transportation arrangements and/or times should be discussed with your child's teacher.

### Belmont County

#### Bellaire Elementary School Preschool

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
4-5 Year Olds	Tuesday through Friday	
3 and Young 4-Year-Olds	Tuesday/Thursday OR Wednesday/Friday	8:50 AM - 2:50 PM

#### Jefferson Ave. Elementary

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
4-5 Year Olds	Tuesday through Friday	
3 and Young 4-Year-Olds	Tuesday/Thursday OR Wednesday/Friday	7:45 AM - 2:35 PM

### The Learning Center - Bridgeport

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
4-5 Year Olds	Tuesday through Friday	
3 and Young 4-Year-Olds	Tuesday/Wednesday OR Thursday/Friday	8:15 AM - 3:30 PM

### **Tuscarawas County**

#### Baltic School

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
3-4-5-Year-Olds	Tuesday/ Thursday Wednesday/Friday	8:30 am - 3:45 pm

#### Sharon Moravian ECOESC

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
3-4-5-Year-Olds	Tuesday through Friday	8:00 am - 11:20 am or 12:00 pm - 3:20 pm

#### Tuscarawas Valley Primary

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
4-5 Year Olds	Tuesday through Friday	7:30 am - 10:50 am or 11:40 am - 3:00 pm

### **Holmes County**

#### Millersburg Elementary

<b>Age Group</b>	<b>Days of Operation</b>	<b>Hours of Operation</b>
3-5 Year Olds	Tuesday through Friday	<b>(AM session)</b> 8:15 am - 11:15 am <b>(PM session)</b> 12:15 pm. - 3:15 pm

## Holmes County Training Center

Age Group	Days of Operation	Hours of Operation
3-5 Year Olds	Tuesday through Friday	<b>(AM session)</b> 8:15 am - 11:15 am <b>(PM session)</b> 12:00 pm - 3:00 pm

If you need to pick up your child during the session time, please contact the teacher. No child will be released during the day to anyone but the legal guardian without prior authorization. If your child is to be picked up by someone other than you, their name must be on the release form, and they must bring their ID. NO EXCEPTIONS WILL BE MADE. THIS IS FOR THE SAFETY OF YOUR CHILD.

### Attendance

Anytime a student does not attend school, leaves early, or arrives late, the parent or guardian must give a written or verbal explanation to the teacher. Any illness beyond five (5) days may require an excuse from the student's doctor stating the student is free of disease, not contagious, and capable of attending school. All communicable diseases that a student contracts should be made known to the school immediately, so other parents/guardians or pregnant women can be notified.

Attendance is a basic and integral part of education. Frequent absences disrupt the continuity of the instructional process. As a result, the benefit of regular instruction is lost.

Alianna's Alert law requires schools to call parents within 120 minutes of the start of the school day if a child is marked absent and parents have not provided prior notification to the school. Your child's teacher is required to submit a list of absent children's names 30 minutes after the school start time for any child for whom they have not received notification from the family. The ECOESC receptionist will contact families to check the status of absent children. Parents should notify their child's teacher as soon as possible if their child will not be in attendance to avoid unnecessary calls.

## School Calendar/Delay and Cancellations

The preschool program follows the calendar enclosed in the enrollment packet. In case of bad weather, please listen to radio stations or watch the local TV stations. Depending on the location of your child's classroom, some families will also receive a telephone call from an automated system informing you of any delays or closings. If your child attends a half-day class and there is a two-hour delay, there will be no morning preschool program. Class will begin with the afternoon session.

If you live in a school district other than the district where your child attends class, you need to make a note of their decision to delay or close school, too. When the district in which your child lives closes for the day, s/he will not report to school.

## Health and Safety

### Supervision

ECO ESC takes pride in ensuring your children are safe while attending the preschool program. Children will be supervised at all times, and state-mandated ratios will be followed.

### Safety

Practice important information with your child so he/she can tell it to others who he/she knows can be trusted to help. This may include his/her:

- First and last name
- Street address
- Parents' or guardians' names
- Phone number

Choose the safest route to and from school or the bus stop. Walk it several times together. Point out: lights, crosswalks, driveways, bus stops, and sidewalks.

### Immunizations

Before school starts, visit your child's healthcare provider or a preschool clinic to ensure all records are up to date.

The required immunizations:

- DTaP/DT – Four doses of DTaP or DT, or any combination
- POLIO – Three (3) doses of OPV or IPV, or any combination of OPV or IPV.

- MMR – One (1) dose of MMR on or after the first birthday
- HIB – (1) to (4) doses depending on the age given
- HEP B – Three (3) doses of Hepatitis B
- VARICELLA – One (1) dose on or after the first birthday

### Incident/Injuries

If your child encounters an incident or injury while under the auspices of the preschool program, a preschool staff member will complete an Incident/Injury Report Form to be given to parents/guardians on the same day the incident occurred. Parents/guardians will need to sign and return a copy of the report. Parents/guardians shall be contacted via phone if the incident/injury needs to be immediately communicated.

### Child Abuse Reporting

State law requires all preschool employees to report any suspected abuse to their local Children Services Board. Strict confidentiality will be followed in this matter.

### Healthchek

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

<https://medicaid.ohio.gov/wps/portal/gov/medicaid/families-and-individuals/citizen-programs-and-initiatives/healthchek1/healthchek>

### **Screening Services**

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

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

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

## **Treatment Services**

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

## **Support Services**

The names, addresses, and phone numbers of Healthchek Coordinators for all counties can be found at

<https://medicaid.ohio.gov/static/Families%2C+Individuals/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist, or other health care provider, your county Healthchek Coordinator can give you a list. Your Healthchek Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

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

<https://www.odjfs.state.oh.us/healthchek/index.asp>

## **Transportation and Field Trips**

Transportation to and from the preschool program site shall be the responsibility of the parent. Some districts offer busing to preschool students if there is already an established pick-up/drop-off location. Please contact the building that your child attends to see if busing is available.

Requests for field trips must be approved by the preschool director and/or the site director in conjunction with the district/building administration. If the field trip is approved, appropriate permission forms must be completed and kept on file until the conclusion of the event.

Transportation shall be listed as a related service on a preschooler's IEP if the IEP team determines that transportation is required for the child to access and benefit from special education. In this case, transportation shall be the responsibility of the district of residence.

## Management of Communicable Diseases

A trained staff member is available at all times to observe children for any signs of a communicable disease as he/she enter the classroom daily. The following precautions shall be taken for children suspected of having a communicable disease:

Immediately remove the child from the presence of other children and notify the parent or guardian of the child's condition when a child has been observed with any of the following signs or symptoms, so that a joint decision may be reached regarding discharge of the child:

- Diarrhea (three or more abnormally loose stools within a twenty-four-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;
- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain;
- A temperature of one hundred degrees Fahrenheit taken by the auxiliary method, when in combination with other signs of illness;
- Untreated infected skin patch(es);
- Unusually dark urine and/or gray or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies, or other parasitic infestation;
- Sore throat or difficulty swallowing; or
- Vomiting more than once or when accompanied by any other sign or symptom of illness.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule, as well as the following:

- Unusual spots or rashes; or
- Elevated temperature

A child isolated due to a suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program;
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening conditions; and
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

The teacher shall follow the Ohio Department of Health's "communicable disease chart" for appropriate management of suspected illnesses. A child isolated due to suspected communicable disease shall be cared for in a room not being used in the preschool program; within sight of an adult at all times; no child shall ever be left alone or unsupervised; made comfortable and provided with a cot or mat; observed carefully for worsening condition; and discharged to parent, guardian, or person designated by the parent or guardian as soon as practical. After use, cots will be disinfected and cleaned with soap and water; linens will be laundered. Parents of all enrolled children will be notified in writing when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice. To return to preschool after an illness, a child should be without a fever for 24 hours.

## SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

Yes, IF SHE/HE HAS:

- DIARRHEA WITHIN THE LAST 24 HOURS
- SEVERE COUGH
- SEVERE COLD (Yellow or Green Nasal Discharge)
- UNDETERMINED RASH
- TEMPERATURE OF 100 OR HIGHER WITHIN THE LAST 24 HOURS
- SORE THROAT – DIFFICULTY SWALLOWING
- RED, WATERY, BURNING, ITCHING EYES
- VOMITING WITHIN PAST 24 HOURS
- NITS IN HAIR

## Medication Policy

If medication is required to be administered to a child while attending the preschool program, the following must be obtained prior to administration. Only preschool staff who are health professionals or who have completed drug administration training may administer medication

- Written instructions signed by a licensed dentist or doctor must be secured by the parent or guardian to administer medication - both prescription and over-the-counter medications.
- A prescription label shall contain the child's name, current date, and exact dosage to be given, and the route of administration. The prescription label shall be attached to the original container for each medication and food supplement.
- Prescription labels that do not contain a specified number of dosages to be given per day, but "as needed," shall be accompanied by written instructions from the parent or guardian.
- Parents must sign the written permission form for the teacher to administer medication.
- The written instructions from the doctor/dentist and the parents'/guardians' signed permission form will be kept in the classroom. Documentation will be kept on the medication given.

## Discipline Policy

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or 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, and food shall not be used as a reward for behavior.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the 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.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency, and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.

## Student Conduct (Zero Tolerance Policy)

A student who fails to comply with established school rules or with any reasonable request made by ESC personnel in accordance with Board policy is subject to approved student discipline regulations.

The Board will not tolerate violent, disruptive, or inappropriate behavior. The Superintendent or designee shall develop strategies ranging from prevention to intervention to address such misbehavior.

If a student violates this policy or the code of conduct, ESC personnel, students, or parents should report the student to the appropriate principal. The Administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

A student in any of the grades, pre-kindergarten through three, may be removed from school only for the remainder of the school day and shall be permitted to return to curricular and extracurricular activities on the school day following the day on which the student was removed.

## Inspections/Compliance

The preschool programs operated by East Central Ohio ESC are licensed and monitored by the Ohio Department of Children and Youth. At least once per school year, someone from the Ohio Department of Children and Youth conducts an unannounced inspection to ensure the health and safety rules are being enforced and followed. Copies of the inspection reports are located in each preschool classroom. Families may view the reports at any time. Families may also obtain the reports online by going to <http://childcarenresearch.ohio.gov/> and searching for the program name.

## Preschool Staff

A list of preschool staff can be found on the ECOESC website, <https://www.ecoesc.org/preschool-staff/>

# Contacts

*Education is what remains after one has forgotten what one has learned in school. -*  
*Albert Einstein*

## **East Central Ohio Education Service Center**

Randy Lucas, Superintendent

Matt King, Treasurer

Chase Rosser, Executive Director of Student Services

Terri Sestina, Early Childhood Education Coordinator (Belmont, Tuscarawas, Holmes)

Kim Burge, Preschool Supervisor (Belmont County)

Jackie Triplett, Preschool Supervisor (Tuscarawas County)

Laurie Hall, Preschool Supervisor (Holmes County)

### **Belmont County ESC Office:**

67400 Betty Lee Way  
St. Clairsville, Ohio 43950

Phone: (740) 695-9773, ext. 8401  
Fax: (740) 695-2177

### **Guernsey County ESC Office:**

7077 Glenn Highway  
Cambridge, Ohio 43725  
Phone: (740) 695-9773, ext. 8401  
Fax: (740) 695-2177

### **Tuscarawas County ESC Office:**

834 East High Avenue  
New Philadelphia, Ohio 44663  
Phone: (330) 308-9939, ext. 8205  
Fax: (866) 422-3216

### **DCY Contact Information**

This preschool program is licensed by the Ohio Department of Children and Youth. Department personnel are available to discuss any concerns or complaints you have as a parent. If you 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 and 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.