

CARDINGTON-LINCOLN PRESCHOOL Family Handbook



2026-2027

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Leading ALL Students to College, Career, & Civic Readiness

BOE Approved May 11, 2026

Mission Statement

Supporting the CLLSD mission of leading all students to college, career, and civic readiness; families and preschool staff work together to prepare children for future learning experiences, providing a safe positive environment designed to meet the needs of all children.

Cardington-Lincoln Preschool

CLASSES:

Monday – Thursday

AM: 9:00 a.m. – 11:45 a.m.

PM: 12:30 p.m. – 3:15 p.m.

2-hour late start schedule:

AM: 11:00 a.m. - 12:45 p.m.

PM: 1:30 p.m. - 3:15 p.m.

1-hour early release schedule:

AM: 9:00 a.m. - 10:45 a.m.

PM: 12:30 p.m. - 2:15 p.m.

SCHOOL:

121 Nichols St.

Cardington, OH 43315

419-864-6692

PHILOSOPHY:

We believe that each child is a unique individual with an unlimited capacity for learning. We believe that young children learn optimally through interactions with peers, adults, and their physical environment. Since children learn through play experiences in which they connect past experiences to new experiences, our role as a preschool staff is to provide an environment that is responsive to the children. The focus in early childhood is on the process children use when learning within this environment. Knowledge gained is a result of participation in these processes and will vary according to their needs. Together, with parents and other community resources, the preschool coordinates the efforts for the optimal education of children.

PROGRAM:

The preschool provides an integrated early childhood setting in which children of various backgrounds and needs engage in developmentally appropriate activities and practices. Play serves as a vital learning activity. Self-esteem, socialization and appreciation of differences are valued outcomes.

Classrooms are divided into interest centers, such as art, dramatic play, block building, manipulatives, language, sensory motor, etc. Staff individualizes the materials and activities at each interest center for the children. These materials and activities will alternate and time is set aside for the children to meet as a group with the teacher for planned circle activities. Self-help activities are also addressed.

Through play and self-initiated learning, the children refine the social/emotional, motor, thinking, and language skills necessary for success in school.

GOALS:

Primary goals of the Early Childhood Program are:

- Provide an environment that respects children
- Foster the development of positive self-esteem
- Support and promote positive relationships with peers and adults
- 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 play
- Model and promote opportunities for large motor activities and healthy choices
- Maintain confidentiality surrounding children and their families
- Prepare children for kindergarten through academics, motor control and socialization

CURRICULUM:

Creative Curriculum was adopted as the preschool curriculum in 2013, 2026 version accessed online. Creative Curriculum provides a framework for teachers to structure their lessons and classrooms. It stresses how children develop and learn with emphasis on the importance of the learning environment. The curriculum aligns with the Ohio Department of Education's Early Learning and Developmental Standards. These standards provide the guidelines for what children should know and be able to do by the time they enter kindergarten. Modifications are made for children with special needs based on their Individualized Education Plan (IEP).

Teachers will also use additional resources in addition to the Creative Curriculum to guide their daily planning. They often select projects and topics based on the interest of the children. The day will include circle time for group learning activities, structured play time and large/small motor development.

ELIGIBILITY:

Children are eligible for enrollment in the program if they will be three years of age by August 1st of the current year. All children will go through a screening process prior to entering the program. Eligibility for children with special needs will be determined by the rule for Education of Preschool Children with Disabilities Served by Public Schools (Chapter 3301-31).

ENROLLMENT/ATTENDANCE/WITHDRAW

To be considered for enrollment in the preschool program, parents need to contact the elementary office at 419-864-6692. Students are placed on the waiting list in the order they are received.

ENROLLMENT AND MEDICAL POLICY:

The Ohio Department of Education Rules for Preschool Programs require that each child have the following on file:

1. Application to the program (completed upon initial enrollment)
2. Background Information (completed and updated yearly)
3. Child Release Information (completed yearly)
4. Parent permission for pictures, field trips, and parent roster (completed yearly)
5. Emergency Medical Form (completed yearly)
6. Copy of Birth Certificate (completed upon initial enrollment)

7. Copy of Custody Papers, if applicable (upon initial enrollment and when changes occur)
8. A medical form completed by a licensed physician prior to date of admission or not later than thirty days after admission thirteen months from date of examination thereafter.
9. Physician and dentist authorization and written instructions to administer prescriptions, and over the counter medication to a child enrolled in the program if needed.
10. Immunization record showing all immunizations are current.

CUSTODY AGREEMENTS/GUARDIANS:

Under the law of the State of Ohio, both parents have the right to pick up their child from preschool unless a court document restricts that right.

All enrolled students whose parents operate under the guidance of a custody agreement directed by the courts must provide custody papers to the school. Students who live with guardians or in foster care are required to provide the school with court documents also. These court documents will remain in the student's file for documentation purposes. If at any time a question arises regarding transportation, enrollment, medical issues, etc., the staff will operate under the guidance of the custody papers provided to the school. The school will communicate with the custodial parent. It is the responsibility of the custodial parent to communicate with the non-custodial parent regarding items affecting the enrolled child. If a non-custodial parent would like information sent directly to them, they must provide a written request to the teacher providing what information they would like and contact information.

ABSENCES:

If your child is absent from school, you must call the school to report absence and send a note with the child the next day that includes the date he/she was absent, reason and parent signature.

PRESCHOOL STUDENT ATTENDANCE:

Regular attendance by all students is very important and is strongly encouraged. Please refer to the school calendar. In keeping with compliance with the Missing Child Act, please call to report your child's absence and the reason why. In many cases, irregular attendance is a major reason for poor achievement.

If irregular attendance occurs, the student's parent(s) or guardian(s) shall be contacted and/or counseled. If the child's lack of attendance is the result of an accident/injury or illness, then please contact the preschool, and arrangements will be made for your child. If irregular attendance continues and is at 50 percent (%) or less for two consecutive months, then the child may lose their place in the program.

WITHDRAW FROM PROGRAM:

Parents are asked to notify the principal or director of preschool at 419-864-6692, if they intend to withdraw from class. If the withdrawal is due to moving to another preschool program, records will be transferred as outlined in the transition section.

WAITING LIST:

A student is placed on the waiting list when the classrooms are at capacity. Students will not be placed on the waiting list until they turn three or will turn three prior to August 1st. The students are placed according to the date received. The parents will be contacted when an opening becomes

available during the school year. Parents can choose not to place their child in the program during the current school year and ask to keep their name on the waiting list until the next school year. Their child's name will be moved to the bottom of the waiting list.

TOILETING:

Unless your child is on an IEP, your child must be toilet trained to attend preschool. Your child may still need assistance with buttons or snaps on their clothes. The teachers will assist them with these areas. Your child must be able to recognize the need to use the bathroom and be able to take care of their toileting needs, such as wiping. The teacher recognizes that accidents do happen and request that an extra change of clothes be sent to school. If accidents continue to occur on a regular basis, parents will be notified and a meeting will be arranged to discuss concerns. The child may not be ready to be independent in toileting and may need to wait to continue in preschool.

ARRIVAL TO PRESCHOOL:

School supervision begins at 9:00 a.m. for the morning class and at 12:30 for the afternoon class. The Preschool doors will open at 8:55 am and 12:25 pm for dropping off your child. Staff is not available to monitor students before drop-off time. **Your cooperation in this matter is greatly appreciated.**

FAMILY PARTICIPATION:

The Preschool encourages family visitors and volunteers. Family members are always welcome to share their time, hobbies, or talents in the classroom; and assist on advisory boards. Parent conferences, family workshops, and socials will be planned throughout the year. When you spend time with your children at school, you are demonstrating your interest and commitment to their education.

OPEN DOOR POLICY:

Any parent of a child enrolled in the program will be permitted access to the school during its hours of operation to contact his/her child, to evaluate the program environment, or for other purposes approved by the Principal or Director of Preschool. Upon entering the premises, please sign in.

FOOD PROGRAM:

A healthy snack is provided for both morning and afternoon classes. Snack menus will be posted in your child's classroom. If a menu is not provided to you by staff, you may request one.

PARENT CONFERENCES:

Conferences with parents about their child's educational growth and social development will be held in the evening during the fall and spring. Please consult your child's school calendar for these dates. Additional conferences may be scheduled at the request of the parent or teacher.

NOTICES SENT HOME:

Sending a backpack or book bag (with your child's name written on it) each day will help ensure that children's work and important messages from the teacher get to you safely.

FIELD TRIPS:

Preschool classes may take educational field trips throughout the year. If so, your child's teacher will send permission forms home with your child at that time. Transportation may or may not be provided. Parents are welcome to attend as long as they provide their own transportation.

ILLNESSES AND EMERGENCIES:

If a child becomes sick, runs a temperature at school, or shows signs of a communicable disease or illness, the parents or legal guardian will be called immediately so the child can be picked up and health needs properly met. We do not have the facilities to care for a sick child at school.

If your child is absent because of a contagious illness, please contact the office. A doctor's excuse is required for your child to return to school. We request that you not bring your child to school if he/she is running a temperature or has any condition to which you would not want your own child exposed.

In case of a sudden illness or serious accident, a parent or legal guardian will be notified immediately. Be sure the emergency number is current at all times. **A child may not attend preschool without at least two current emergency numbers.** If a parent, legal guardian or family doctor cannot be located when a severe emergency develops, the child will be taken to the hospital emergency room by ambulance. The Cardington Preschool will not assume responsibility for the payment of hospital, doctor, or ambulance fees.

CURRENT HEALTH PHYSICAL

All students must have on file with the preschool a current Health Physical. The physical may not be more than a year old. If your child's physical comes due in the middle of the year- you will need to provide us with a current physical. This is a state law for preschools. Please keep this up to date with the preschool, you can get a form for your doctor to fill out from your preschool teacher. If your child's physical is not up to date, you will be asked to keep your child at home until we get a current physical. The school nurse can assist you with health and wellness information for you and your child. Just ask your child's teacher for this assistance.

Please refer to the next page for the required preschool physical form.

CARDINGTON-LINCOLN LOCAL PRESCHOOL PROGRAMS

PHYSICAL EXAMINATION for 2026-2027

*State Law Requires That This Form Be Filled Out Every Year by a Physician

Child's Name _____ D.O.B. ____/____/____ Source of Payment _____

SECTION 1 – PHYSICAL ASSESSMENT

Did the examination reveal any abnormalities in the following areas?

General Appearance	YES ()	NO ()
Skin	YES ()	NO ()
Lymph nodes	YES ()	NO ()
Eyes	YES ()	NO ()
Ears	YES ()	NO ()
Nose, Throat	YES ()	NO ()
Teeth Gums, Tongue, Palate	YES ()	NO ()
Heart	YES ()	NO ()
Lungs	YES ()	NO ()
Abdomen	YES ()	NO ()
Genitalia	YES ()	NO ()
Skeletal System	YES ()	NO ()
Neuro Muscular	YES ()	NO ()
Allergies	YES ()	NO ()
Other	YES ()	NO ()

SECTION 2 – SCREENINGS

*Visual Acuity _____

*Hematocrit or Hgb _____ *Lead _____

*Height _____ *Weight _____

*Speech _____ *Hearing _____

Urinalysis _____ Blood Pressure _____

Sickle Cell Anemia _____

Abnormal Handicapping Condition: _____

Medications: _____ Dosage _____ Purpose _____

*Required screenings

SECTION 3 – IMMUNIZATION – Please review documentation provided by parent/guardian and complete this record

Immunization	Date	Date	Date	Date	Date	Date	Comments
DPT							
OT							
IPV							
MMR							
HIBS							
Hepatitis B							
Varicella							
TB Test							

MEDICAL HISTORY

___ Asthma	___ Cystic Fibrosis	___ Ear infection, recurrent	___ Meningitis	___ Tuberculosis
___ Blind	___ Deaf	___ Eczema	___ Seizure Disorder	___ Chicken Pox
___ Diabetes	___ Heart Disease	___ Sickle Cell Anemia	___ Other	

PLEASE IDENTIFY ANY SIGNIFICANT CONCERNS:

Neurologic	Orthopedic
Seizures (Type & Frequency)	Dietary
Allergies	Other

RESTRICTIONS:

RELEVANT FINDINGS:

This is to certify that I have examined _____ on ____/____/____ and have found that this child:

Child's Name

- Has had the immunization required by Section 3313.671 of the revised code for admission to school, or has had the immunizations required by the State Department of Health for Infants and Toddlers, or is to be exempted from these requirements for medical reasons.
- And based upon his/her medical history and physical condition at the time of this examination, is free from apparent communicable disease and is in suitable condition for enrollment in a child day care and/or preschool facility.

Physician's Signature _____ Telephone Number _____

Street Address _____ City, State, Zip _____

MEDICATION:

The Preschool Program discourages the dispensing of medication to students while at school. In those cases where medications must be administered during the school day, the following restrictions apply:

Prescription medications:

By Ohio Law, prescription medicine can only be administered when a physician's order is on file at the school. This form must be signed by both the physician and the parent/guardian. **New medication forms, available from the preschool office, must be submitted each school year, as well as any changes in medication orders.** Please note that inhaled medications, such as those used in the treatment of asthma, are considered prescription medicines and therefore also require a signed form.

Also remember that:

- Students are not allowed to administer medications to themselves. The school nurse, the preschool coordinator, or their designee will perform this task in accordance with physician's instructions.
- Medication must be in the original container with the student's name and directions for administration clearly visible.

Non-prescription medications:

The use of over-the-counter medications is discouraged in the preschool and will only be dispensed by the school nurse, the preschool coordinator, or their designee when a physician's written request is on file in the preschool office. All other requirements outlined under Prescription medication above also apply.

COMMUNICABLE DISEASES:

- oral temperature of 99 degrees or over
- skin rash
- vomiting two or more times in the same day
- evidence of lice
- sore throat
- swollen glands
- abdominal pain
- watery eyes
- cough
- runny nose
- ear aches
- 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 make a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- conjunctivitis (pink eye)
- untreated infected skin patches
- unusually dark urine and/or gray or white stool
- stiff neck

A physician's statement may be required to verify that an illness or condition is not or is no longer contagious.

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Students may return to school when they have been fever-free, and with no vomiting or diarrhea for 24 hours without the use of medication.

LICE POLICY

Periodic head checks are made in the classroom throughout the year. If it is found that your child has head lice then you will need to pick him/her up at the school immediately (Please make sure to have current emergency contact numbers on file at all times). Your child will need to be treated with the appropriate shampoo and all of the live bugs removed from his/her hair. Before your child may return to school, he/she must be brought in and checked by the nurse or designated personnel and found to be lice free.

SUSPECTED CHILD ABUSE:

According to Ohio Law, persons whose duties bring them into contact with children are expressly required to report immediately instances of suspected child abuse or neglect. Some of those persons are teachers, school employees, and school administrators. Failure to report is a fourth degree misdemeanor.

FOR YOUR CHILD'S PROTECTION:

When not riding the school bus, we will only release your child to you or persons who are designated by you on your child's enrollment form. If you desire someone other than these designated persons to pick up your child, you must notify the school in advance in writing. Please have that person present photo I.D. to the teacher. Morning session begins at 9:00 a.m. and is over at 11:45 a.m. Afternoon session begins at 12:30 p.m. and is over at 3:15 p.m. Please do not bring children early and please pick up promptly, as we have no facilities for taking care of children beyond the designated times. If your child is not picked up in a timely fashion, then Children's Services may be contacted. Parents must walk to the door with their child when arriving for class, and make sure contact is made with the teacher.

CLOTHING:

Please dress children appropriately for school and label all clothing to be worn outdoors. Clothing should be comfortable and suitable for playing. It is helpful to the staff and best for your child to have clothing he/she can manage on his/her own. During the day, the child will be running, painting, climbing, etc. Please send your child in play clothes. If you send your child in a dress, please make sure they wears shorts underneath. Your cooperation is asked in making sure your child comes to school with proper footwear. Tennis shoes are best. Please no flip flops. Accidents do happen and therefore parents need to provide a complete extra set of clothing, including pants, shirt, underwear, and socks that are suitable for the season.

OUTDOOR ACTIVITIES:

All children will be expected to participate in outdoor play during the school year. The decision to remain indoors when the weather is inclement will be based on temperature, wind chill factor, and precipitation. In cold weather, please dress students appropriately. Students will not be permitted to remain in the classroom unsupervised.

TOYS AND NOVELTIES:

Students are not to bring balls, toys, and novelties to school unless the teacher permits it for a specific activity and they must remain in the classroom. Such playthings can create classroom disruptions and/or cause serious injury to other students. No toy guns, knives, swords, etc. are

permitted at school. All items brought to school are the sole responsibility of the student and will be confiscated if unallowable or misused. Parents must claim these items. We provide all equipment necessary for your child's enjoyment at outdoor play.

TRANSITIONS:

Transitions happen everyday in a child's life. Children transition from one activity to another in the classroom. A few major transitions happen when a family moves from one school district to another or when a preschooler is ready to go to kindergarten in the fall. We believe in making the transition as smooth as possible. When a family moves from one school district to another, the principal, director, or teacher will assist in the transition process. New students will be introduced to the classroom, students, and staff members. The teacher will share information and routines with the family. Parents will need to provide enrollment paperwork prior to attending. If the child is enrolling from another school a records release request will need to be filled out.

Transitions to kindergarten will begin in January before the child is kindergarten eligible. Preschoolers with special needs will follow the Ohio Department of Education rules. The team, which includes the parents, teacher, therapists, and director of preschool will meet and discuss progress and readiness for kindergarten. If necessary, a re-evaluation and an IEP may be required to ensure a smooth, seamless transition to school age services. Parents of students who are not on an IEP will meet with the classroom teacher during parent teacher conferences to discuss transition and readiness for kindergarten.

Students who move to another district are asked to inform the office. Transfer of school records will be made upon request of parents and the new school district.

The permanent records for preschoolers transitioning to kindergarten will be transferred at the end of the school year.

COSTS:

There is no fee for children under an IEP, whose admission is determined by state and local criteria. Typically developing children pay tuition to Cardington Preschool, the preschool tuition amount during the 2025-2026 school year will be **\$100** per month.

1. The monthly fee is **DUE** on the **first of the month**. Tuition may be paid through the teacher by cash or check. A delinquent account (late one month) may result in your child's exclusion from school. **Parents who pay tuition are required to sign a service contract.**
2. If you choose to pay by check, please make the check payable to: **Cardington-Lincoln Local School District**. The child's name and the month covered should appear on the face of the check. Post-dated checks will not be accepted. Please save your receipts for income tax purposes because we do not give yearly payment reports.
3. Please present the exact amount if you are paying in cash.
We do not keep cash at the school site.
4. There will be no refunds of tuition for early withdrawals or for snow delays or closures.

BUSSED STUDENTS:

Cardington only buses IEP students, and their siblings, who live at the same residence (bus stop).

The times of pick up and drop off are very important in maintaining a schedule convenient for all participants. **Please have your child ready 15 minutes before his/her scheduled pick up and make sure you are available 15 minutes prior to his/her scheduled drop off.**

In the event that there is no response at a designated pick up, drivers have been instructed to sound horn twice (2), wait (1) minute and then proceed with the route.

You may call the bus office directly to cancel the bus in the event of illness or absence of another sort. Do not tell or call the driver asking them to relay messages regarding your child. Please, call the office – 419-864-3691, choose Option 1 and leave a message.

NO WEAPONS POLICY:

Pursuant to the Ohio's Revised Code, no person shall knowingly possess, have under the person's control, convey or attempt to convey a deadly weapon or dangerous ordinance onto the premises. A valid license does not authorize the licensee to carry a weapon onto the premises.

EMERGENCY PRESCHOOL CLOSINGS:

When Cardington-Lincoln Local Schools are delayed, both AM and PM classes will operate on an altered schedule. AM class will attend from 11:00 a.m. - 12:45 p.m. and PM class will attend from 1:30 - 3:15 p.m. When Cardington-Lincoln Local Schools are closed, then the preschool is closed.

OMBUDSMAN:

An ombudsman is a public official appointed to investigate parents' complaints or serious concerns with policy at the school level. The following is the Preschool plan for parent's concerns:

- 1) Classroom
- 2) Cardington Preschool Director, 419-864-3691
- 3) Cardington Board Office, 419-864-3691
- 4) Ohio Department of Education, 614-466-0224

Cardington-Lincoln Preschool Behavior Management Policy

The behavior policy of Cardington-Lincoln Preschool is to consistently reinforce positive social behavior and encourage a spirit of learning. We encourage parents to take an interest in children's efforts to learn in an environment of respect and cooperation. We believe that children expect and want limits. The purpose of behavior support is to promote a safe and healthy environment for the protection of the students and staff. The overall goal is to provide the students an environment conducive for learning.

Within the school environment, the preschool program uses a variety of teaching strategies throughout the day, which act to increase or decrease behaviors. The staffs' first goal is to prevent inappropriate behaviors from occurring by giving the child more choices in his/her setting by providing interesting and meaningful activities in their learning environment. Secondly, the preschool staff wants to develop and maintain appropriate

The preschool program'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 punishment 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 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.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe lighted and well-ventilated 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

At times inappropriate/disruptive behaviors continue and require additional intervention strategies. The purpose of these intervention strategies is to decrease inappropriate behaviors. Sometimes problem behaviors may require highly restrictive procedures because the behavior is a danger to the child or others. These strategies will only be used when other techniques have been ineffective. Some of these strategies include:

1. Time outs in which a staff member has to move the child to another area or room.
2. Withholding of routinely given activities
3. Protective hold

If any of these three strategies are used consistently, the parent will be contacted and a behavior plan will be developed. If you have and any questions or concerns about the preschool behavior management guidelines, please consult with the classroom teacher or preschool director

Please sign below to indicate that you have read and understand the above policy. Thank you

Parent/Guardian Signature

Date

Please note: The parent or caregiver of a child enrolled in this preschool program shall receive the program's written discipline policy. A copy of this policy can also be found in the preschool handbook which every child receives on his/her first day.

All preschool staff members shall receive a copy of the program's discipline policy for review upon employment.

Cardington-Lincoln Local Schools
Family Needs Assessment

Child's Name _____ Parent's Name(s) _____

Preschool would like to help meet the needs of the children and families we serve. Please help us by completing the following survey and returning to your child's preschool teacher.

Do you have any concerns about your child in any of the following areas?

YES	NO		YES	NO	
		Hearing			Learning/Cognitive Development
		Vision			Social Development
		Speech and Language			Physical Development
		Behavior/Emotional Development			Other:

Are you currently receiving services or do you want referrals for any areas marked "Yes"?

Would you like information or referrals for any of the following?

YES	NO		YES	NO	
		Food Assistance			Legal Assistance
		Housing			Family counseling
		Nutrition			Parenting Education or Information
		Health/Immunizations			Dental
		Other:			Other:

What language is spoken at home? ☐ English ☐ Spanish ☐ Other: _____

Parent Signature _____ Date _____

FOR OFFICE USE ONLY			
Date _____			
	Spoke to Parent		re:
	Gave Parent info		re:
	ASQ-SE given		returned on:
	Made referral on		to:
	Made referral on		to:
	Made referral on		to:
	See Supplemental sheet dated		
	Follow-up:		

Cardington Lincoln Local School District (CLLSD) Child Find (OAC 3301-51-03)

Policy

CLLSD ensures all children from birth through age 21 suspected of being a child with a disability and in need of special education, are identified, located, and evaluated. This includes:

- Homeless children or wards of the state
- Highly mobile children, including migrant children
- Children who are advancing from grade to grade
- Children with disabilities attending nonpublic schools, regardless of the severity of their disability, are identified, located, and evaluated as required by the IDEA

Procedure

CLLSD: When aware of a child between the ages of birth to age 3 who has or may have a disability, either:

- Refers the child directly to the county agency responsible for implementing Early Intervention services under Part C of the IDEA, or
- Provides the parents with the referral information to make the referral themselves.

CLLSD: Annually reports data to be examined by the Department to determine if significant disproportionality based on race and ethnicity is occurring in the school district with respect to:

- The identification of children as children with disabilities
- The educational placement of a child with a disability
- The incidence, duration, and type of disciplinary removals from educational placement, including suspensions and expulsions

Child find

Under the Individuals with Disabilities Education Act (IDEA) and the Ohio Operating Standards for the Education of Students with Disabilities, CLLSD has an affirmative obligation to identify, locate and evaluate students with disabilities who reside within the district. This obligation is known as “child find,” and it means that identifying students who may need special education is not a passive obligation for CLLSD. CLLSD does not simply rely on parents or community resources to identify children who may have special education needs. Rather, CLLSD has policies and procedures in place, approved by the Ohio Department of Education (ODE), Office of Exceptional Children, to ensure that these children are identified. Ohio Admin. Code (OAC) 3301-51-03.

This obligation does not apply only to students enrolled in CLLSD—it applies to any child who resides within the geographic bounds of the CLLSD. District policies ensure there is a method in place to identify students who attend nonpublic schools, students experiencing homelessness, students who are wards of the state, migrant and highly mobile children, as well as students who may be homeschooled. CLLSD reports data related to its child find practices to ODE related to disproportionality with regard to race and ethnicity, including data about the identification of such students as students with disabilities, the educational placement of such children and the rates of disciplinary action.