



NPESC-FCS PRESCHOOL PARENT HANDBOOK

2025 - 2026



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Approved 8/4/2025 by the North Point Educational Service Center Governing Board

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PURPOSE

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

PHILOSOPHY

Childhood is a series of firsts – first experiences, first friendships, first challenges, first hopes, first dreams, first surprises, and first successes – to be celebrated by everyone. We believe parents and families are their child's first and primary teachers who work with other educators as partners. Children need time to be children to explore their environment with curiosity and discovery. Play is children's work. Without play, there is no childhood.

KEY PRINCIPLES

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

PRESCHOOL CURRICULUM

The Governing Board has adopted The Creative Curriculum for preschool. Based in theory and research, The Creative Curriculum provides the background, strategies, and teaching approaches in how children develop and learn, the learning environment, what children learn, the teacher's role, and the family's role. There is also a focus on the social and emotional skills children need to succeed in school and life and guidance on the teacher's role in addressing content in literacy, math, science, social studies, the arts, and technology. The curriculum also provides a range of instructional strategies, from child-initiated to teacher-directed learning and incorporates activities to use with children of all ability levels.

This curriculum, along with additional supports provided in our early childhood environments, allow for individualized instruction and modifications to meet each learner's needs. The combination of the curriculum activities and teaching strategies align with all of the Ohio Department of Education Early Learning and Development Standards for preschool children.

The materials and resources support our belief in how children learn and the importance and responsibility of staff and parents in their children's development. They provide early childhood

staff with the knowledge and resources to create opportunities and environments for children to be active participants in their own learning.

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

PROGRAM DAYS AND HOURS OF OPERATION

The NPESC Preschool Program offers a developmental curriculum for children ages 3 to 5 years. Children attend Monday/Wednesday or Tuesday/Thursday. A child on an Individualized Education Program (IEP) attends according to his/her IEP.

The hours of the center-based program are 4 half days **8:55 a.m. to 11:45 a.m. or 12:25 p.m. to 3:15 p.m.** Full day times are **9:00 a.m. to 3:30 p.m.** The regular center-based program is NOT held on Fridays. Playgroups, field trips, facilitating social service linkage for families, etc. are scheduled for Fridays. Parent-teacher conferences are scheduled two times per year.

PROGRAM REQUIREMENTS

The program is guided by written policies of the North Point Educational Service Center Governing Board which are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio Revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education, Division of Early Childhood Education. The phone number is (614) 466-0224.

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

The most recent inspection reports are posted in the classroom beside the program license. A copy of the most recent or previous reports will be made available upon request. The most recent written compliance report shall remain posted in a conspicuous place near the posted program license until the next compliance report is received from the department. Inspections may be viewed on-line via the childcare search website. An individual may submit a written request to the department for a copy of the program's licensing record. A request for review of a licensing non-compliance may be filed with the department within seven business days of receiving a compliance report.

OHIO EARLY LEARNING AND DEVELOPMENT STANDARDS AND STATE TESTING

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

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

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

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

Ohio's Early Learning Assessment is a tool that teachers use with preschool age children to learn about the current level of each child's skills, knowledge, and behaviors. The tool assesses each child in the areas of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts.

Teachers use the tool to observe children in the classroom and on the playground, in the natural course of the child's day. The Early Learning Assessment is not a test. Your child will not have to complete questions or provide test answers. Teachers use the information they collect to plan activities and opportunities that will support the continued growth of each individual child. They will also use the information to see how a child is growing and changing over time.

The Early Learning Assessment is used multiple times throughout the year. Teachers will be able to share a report with families that explains their findings and provide suggestions on activities families can do at home to continue to support children's growth and development.

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

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

TRANSITION PLAN

Early childhood staff believe communication and knowledge are crucial components in successful transitions for children, parents, and staff. These transitions include, but are not limited to, preschool to kindergarten/school-age programs, home, and out-of-home care programs to community programs, within programs to new classroom and 0-2 programs to preschool.

Activities provided to support children and their parents which might include, but not be limited to:

- opportunities for parents and children to visit potential preschool classrooms during a school day, open house/classroom visit prior to start of school, kindergarten, or other school-age classrooms; spending time in another classroom in same program prior to a formal transition
- written information regarding registration and screening dates; classroom activities such as “all about me” for all/new students
- choosing a cubby/locker and/or a name symbol to decorate and identify their space
- books and videos relating to starting preschool or school; and opportunities for receiving preschool or kindergarten teachers visit toddler programs or preschool classrooms
- children leaving a program may receive cards, pictures, letters from peers wishing them good luck, etc.
- visiting the elementary school cafeteria, exploring a school bus, enrolling in a safety town, visiting with a school principal, cooking, etc.

Each child transitioning from one program to another shall have a written transition plan (IFSP or preschool transition plan) in place which will involve input from parents, teachers, and other members of a child’s team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

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

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

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

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

NON-DISCRIMINATION STATEMENT

It is the policy of the North Point Educational Service Center that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, sexual orientation, religion, handicap, age, place of residence or social or economic background. We are an equal opportunity employer.

PARENT COMPLAINTS

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

- First, discuss the concern or complaint with the preschool staff.
- If you have not received a satisfactory response from the preschool staff, schedule a meeting with the Preschool Supervisor or designee.
- Continuing concerns can be brought to the NPESC Assistant Superintendent – Programs & Personnel then Superintendent for consideration.
- The Ohio Department of Education and Workforce offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 877-644-6338.

TUITION

Tuition charges will be:

- 2 full days per week/Sept through May = \$900 a year or \$100 each month

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

Note: Children on an IEP do not pay tuition.

BILLING PROCEDURES

Payment must be received by the 10th of each month. **Payments will be processed through Brightwheel.**

Please do NOT give tuition payments to your child's teacher.

Payments not received by the 10th day of each month will result in your child's enrollment being terminated and the next child on the waiting list will be enrolled in his/her place.

Invoices are mailed on the 20th for the upcoming month. For example, billing will be sent August 20th for the month of September. Your child will not be permitted to attend until September tuition has been paid.

Please pay the exact amount on the invoice.

ENROLLMENT/WITHDRAWAL PROCEDURES

Enrollment includes students from Fremont City Schools who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities (Chapter 3301.31).

Enrollment for children not meeting the eligibility criteria is available to Fremont City Schools residents and staff of the Fremont City Schools. Parents must complete an application for enrollment. Applications are dated as they are received and children are accepted by age* and date of application. In the event that the program has reached its capacity, your child's name will be placed on a waiting list until such time there is an opening in the program.

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

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

If you need to withdraw your tuition student, please call the Fremont City Schools Board of Education Office at 419-334-6738 to officially withdraw your child from the NPESC Preschool Program. **If we do not receive a call, you will be charged for each month the office is not notified.**

If you need to withdraw your IEP student, please contact the Special Education Office at 419-334-6738 to withdraw your child from the NPESC Preschool Program. If transferring to another district, please provide the new district's contact information so that records can be transferred. Your child's teacher will contact the NPESC preschool office.

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

ENROLLMENT REQUIREMENTS

The following information will be required for any new student enrolling in any NPESC program:

- Academic records/report card from the school most recently attended
- Immunization records
- Birth Certificate
- Certified copy of a court-ordered decree allocating parental rights and responsibility for the care of the child and identifying a residential parent and legal custodian of the child (if appropriate)
- Name, address, and telephone number of the school most recently attended
- The address and telephone number of the new residence within the service district

MISSING CHILDREN

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

PROGRAM CALENDAR AND WEATHER CLOSINGS

The program calendar has been included with this packet.

When inclement weather forces the DELAY or CLOSING of our program, an announcement will identify **Fremont City Schools**. If there is a 2 hour delay, morning preschool will be canceled. The following radio and television stations broadcast the delay or closing:

WFRO 99.1 FM
WTVG Channel 13

WTOL Channel 11
WNWO Channel 24

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

ATTENDANCE, ARRIVAL AND DEPARTURE PROCEDURES

Please remain with your child until met by a staff member at 9:00 a.m. at the front entrance of the building. At the end of the day, please meet back at the same entrance at 3:10 for pickup.

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

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

If your child will not be absent or late, please notify us via Brightwheel.

A CHILD WILL NOT BE RELEASED TO AN UNAUTHORIZED PERSON! A note written and signed by the parent/guardian must be sent to the Preschool Teacher if someone other than the parent/guardian is picking up the child.

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

DAILY PROGRAM SCHEDULE

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

Learning Center Time

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

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

Small Group Time

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

Outdoor Play Time

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

Snack Time

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

The daily snack is provided jointly by the program and families. Snacks are selected in consideration of the children's nutritional needs and dental health.

No child is forced to prepare or consume any snack. Families will be asked to send in snacks on a scheduled basis during the school year. If your child has special dietary needs or food allergies, please notify us in writing.

SNACK GUIDELINES

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, and fruit/vegetable.

Some suggestions for a nutritious snack are:

- cream cheese or cheese cubes with crackers

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

Suggestions for foods with Vitamin C and A follow:

Vitamin C

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

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

Important food sources of Vitamin C:

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

Vitamin A

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

Important food sources of Vitamin A:

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

CLOTHING

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

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

ALL CLOTHING MUST BE LABELED! Many times children do not recognize their own belongings.

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

Diapers – If your child is not yet toilet trained, please send diapers and wet wipes with his/her name marked on the bag and container.

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

BIRTHDAY CELEBRATIONS

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

TOYS, BOOKS, GAMES, BLANKETS, OR OTHER POSSESSIONS BROUGHT FROM HOME

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

FIELD TRIPS

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

SAFETY OF CHILDREN

We are very concerned about the safety of the children attending the NPESC's preschool program. The following safety procedures are in effect at all times:

- No child is left alone or unsupervised at any time.
- A telephone or intercom is located in the classroom and is available for use in the event of an emergency.
- Fire drills are held in conjunction with the elementary schedule and the school staff and children practice threatening weather drills. A record of these drills is kept in the school's office.
- Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
- The use of spray aerosols is prohibited when children are in attendance.
- If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid while another school staff member contacts the local rescue squad and the child's parents. Remaining staff members will care for the other children. If the parents cannot be reached, only the people listed as emergency contacts on the child's Emergency Transportation Authorization form will be notified. A staff member will accompany the child to the hospital, if necessary.
- In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
- When an accident or injury occurs, staff will complete the injury report form provided by the NPESC. A copy of this form will be given to the parent and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
- In accordance with Section 2151.421 of the Ohio Revised Code, all NPESC staff are required to report any suspicions of child Abuse or Neglect to the Sandusky County Department of Job and Family Services. Preschool staff members have completed an approved course in recognizing signs of child abuse and neglect.
- All staff members are aware of the safety rules for both indoor and outdoor activities and the class and playground areas are surveyed continuously for possible safety hazards.
- Preschool staff members are trained in first aid, infant and child CPR, and recognition of communicable diseases. A first aid kit is always on site.
- Preschool staff members shall have a medical statement as required upon employment/assignment to preschool. 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 teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.
- It is North Point ESC's policy that all employees have three references checked before employment.

PARENT PARTICIPATION POLICY

According to the Ohio Department of Children and Youth Preschool Licensing Rules, parents/guardians of children enrolled in the class have unlimited access to the class during class hours for the purposes of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. Please report to the school office before going to your child's classroom/play area.

We have an open door policy and would love for you to visit! Please be sure to contact your classroom teacher to set up a time and date that would be the least disruptive to our classroom setting. While parents can observe at any time, they are not permitted to hinder the learning process. Parents would need to report and sign in at the office as required.

Parents have unlimited access to the classroom. Volunteers are often asked to read stories, assist in the art center, or play games with the children. Any parent wishing to volunteer more than once every nine weeks must adhere to the North Point ESC Volunteer Policy. This policy requires a completed application, BCI and FBI background checks paid at the volunteer's expense, and NPESC Governing Board approval before any volunteering occurs.

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

A calendar is sent home every month. The calendar highlights themes, snacks, special events, and important dates. Information helpful to parents will be sent home periodically. If you would like to contribute to the newsletter, please let us know!

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

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

Community activities may also be scheduled by your child's teacher. The students, their parents (or responsible adult if parents are not available), and staff meet at a community site (example – farm, bowling, pizza, etc.) for learning and social activities.

DISCIPLINE POLICY

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

each child's safety 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.

Based on DCY Preschool Licensing Rules and NPESC policies, staff follow these discipline guidelines:

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

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

NPESC preschool staff members receive on-going training in Crisis Prevention Institute's Non-Violent Crisis Intervention© to ensure the care, welfare, safety, and security of all individuals on the premises.

RELEASE OF NAMES, PICTURES, AND ACHIEVEMENTS

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

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

RECORDING – VIDEO/AUDIO

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of Center activities are not permitted unless permission has been granted by the Program Director. Said permission will be in the form of a signed authorized statement on the Center letterhead. Again, any distribution or posting of an approved recording is prohibited in order to protect the privacy rights of NPESC students and staff.

FERPA – CONFIDENTIALITY POLICY

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

1. The right to inspect and review the student's education records within 45 days after the day the student's home district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

- NPESC may disclose appropriately designated “directory information” without consent, unless the parent has submitted a written refusal by the end of the second full week of school.
 - Directory information is defined by NPESC as the student’s name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NPESC to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

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

TOILET TRAINING

All students enrolled in the program must be toilet trained. We understand that students of this age have the occasional accident, and with your cooperation we can deal with these issues as they arise. In some instances non-toilet-trained children will be permitted to enroll in the program. Parents are to provide an adequate supply of disposable diapers and diaper wipes for use by your child when in school. These supplies are stored in a space assigned exclusively to your child’s belongings.

Diaper changing in school takes place in a space that contains a hand washing facility. Soiled diapers are disposed of daily. Any soiled clothing will be placed directly in a plastic bag, sealed tightly and sent home with your child. If your child requires topical ointments or creams, written instructions must be provided to the preschool in order for them to be administered. These instructions should include the name of the ointment, cream or lotion, name of the child, birth date of the child; parent signature and date of signature. These written instructions are valid for three months only. Parents can cancel their authorization by submitting a request to do so at any time to your child’s teacher.

MANAGEMENT OF COMMUNICABLE DISEASE

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

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

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

SIGNS AND SYMPTOMS OF COMMUNICABLE DISEASE

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

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis ("pink eye")
- Temperature of 100° F (or more) taken under the arm, or temperature of 101° F (or more) taken with an ear thermometer, especially in combination with any other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unusual spots or rash
- Sore throat or difficulty in swallowing
- Vomiting
- Evidence of lice, lice nits (eggs), scabies, or other parasitic infestation. The NPESC has adopted a “nit free” policy. Students cannot return if there is evidence of nits (lice eggs).

REMOVAL OF SICK CHILD

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

A child isolated due to suspected communicable disease shall be: (a) cared for in a room or portion of a room not being used in the preschool program; (b) within sight and hearing of an adult at all times. No child should ever be left alone or unsupervised; (c) made comfortable and provided with a cot. All linens and blankets used by the ill child should be laundered before being used by another child. After use, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent; (d) observed carefully for worsening condition; and (e) discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

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

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

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

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

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

MEDICATIONS AT SCHOOL

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

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

Only medication in its original prescription bottle, labeled with the date of prescription, student's name, and exact dosage will be administered.

Medication will be transported to school by parents or by giving it to the bus driver. Parents must give the medication to the bus driver in a marked container. At school, the driver will give the container to appropriate staff where it shall be stored in a locked area. **Medication cannot be transported in the child's bookbag.**

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

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

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

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



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**FREMONT CITY SCHOOLS
2025-2026 CALENDAR**

July 2025						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

July	
4	Independence Day

January 2026						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January (18)	
1	New Year's Day
5	School Resumes
16	Professional Day - No School
19	Martin Luther King Jr. Day

August 2025						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

August (4)	
20	District In-Service
21	Professional/Teacher Work Day*
22	Building In-Service
25	Teacher Work/Professional Day*
26	Grades 1-5, 6, 9 First Day
27	Grades PS, KG*, 7-8, 10-12 First Day

February 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

February (18)	
12	FMS Parent Conf. 3:15-6:45
12	Ross Parent Conf. 3:15-6:45
13	District Parent Conf. - No School
16	Presidents' Day

September 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September (21)	
1	Labor Day
25	FMS Parent Conf. 3:15-6:45
25	Ross Parent Conf. 3:15-6:45

March 2026						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

March (21)	
9	Professional Day - No School
20	3rd Nine Weeks End (50 Days)

October 2025						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October (22)	
16	1st Nine Weeks End (37 Days)
17	Professional Day - No School

April 2026						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

April (16)	
3	Spring Break Begins / Good Friday
5	Easter Day
13	School Resumes

November 2025						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

November (16)	
4	Elem Parent Confs. 3:45-7:15
6	Elem Parent Confs. 3:45-7:15
7	District Parent Conf. - No School
26	Thanksgiving Break Begins
27	Thanksgiving Day

May 2026						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May (20)	
25	Memorial Day
28	Preschool Last Day
29	Mandatory Graduation Practice
29	Senior Last Day
31	Graduation 2:00 p.m.

December 2025						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

December (14)	
1	School Resumes
18	2nd Nine Weeks End (40 Days)
19	Teacher Work Day - No School
22	Christmas Break Begins
24	Christmas Eve / 25 Christmas Day
31	New Year's Eve

June 2026						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

June (3)	
3	Grades K-11 Last Day
3	4th Nine Weeks End (46 Days)
4	Teacher Work Day
19	Juneteenth Day

- In-Service Day - No School
- Professional Day - No School
- Teacher Work Day - No School
- First/Last Day for Students
- No School/Holiday Break

- Nine Weeks End:
- 10/16/25 37 Days
 - 12/18/25 40 Days
 - 03/20/26 50 Days
 - 06/03/26 46 Days

* 08/21/25 Teacher Work Day for Grades K-5, Professional Day all other Staff

* 08/25/25 Professional Day for Grades K-5, Teacher Work Day all other Staff

* KG Students will start on August 27th or August 28th. More information will be sent to families before the first day of school.

Makeup hours, if applicable, will be determined by the Superintendent

**Adopted: 01/13/2025
Revised: 05/27/2025**