

Delphos City Schools Preschool Handbook



Delphos City Schools Preschool

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Current revisions and the Delphos City School Board approval of this handbook were on June 24, 2024 at their regularly scheduled meeting.

Dear Parents/Guardians,

I would like to welcome you to the Delphos City Schools Preschool program. I am excited that your child will be joining us for their preschool experience. The entire preschool staff is looking forward to working with you to develop your child's full potential by helping your child "Explore, Discover, Create and Grow."

Sincerely,
Stephanie Braun
Preschool Director

Foreword

The preschool handbook was written for the following purposes:

- The handbook was written to answer frequently asked questions that parents of preschool students may have regarding the preschool program.
- The handbook was written to address the requirements of the Ohio Department of Education and Workforce (ODEW) and/or Ohio Department of Children & Youth (DCY) as it pertains to Preschool Program Rules Chapter 3301-37 Administrative Code 1-12.
- The handbook was written to comply with program standards for Step Up to Quality (SUTQ). With the passage of House Bill 487 and Senate Bill 316 in July of 2012, all learning and development programs that receive funding from the Ohio Department of Education and Workforce (ODEW) and/or Ohio Department of Children & Youth (DCY) were required to participate in SUTQ. SUTQ is a tiered quality rating and improvement system.
- If any of the policies or administrative guidelines referenced herein are revised after July 1, 2024, the language of the most current policy or administrative guidelines prevail.

Mission of the School District

"Strong Schools, Strong Students, Strong Community"

Preschool Mission Statement

Develop each child's full potential by helping each child "Explore, Discover, Create, and Grow"

Program Philosophy

The Delphos City Schools Preschool is committed to providing a safe, secure, and nurturing educational setting for young children and their families. We believe all children are capable of learning when provided with developmentally appropriate learning opportunities that utilize research-based, student-focused instruction to enhance the child's social, emotional, physical, and intellectual growth.

We understand that each child is unique and each child has their own pattern of growth and development. We will provide an environment, curriculum, materials, and developmentally appropriate practice to enable each child to reach his/her fullest potential wherever they are on their learning path and based on each child's individual interests and abilities. Sensory, motor, perceptual, and language skills and concepts are developed and enhanced through child-initiated and teacher-initiated activities.

Classroom routines encourage active involvement with schedules designed to balance structure and free choice, as well as active and quiet times. Our goal is to develop each child's full potential by helping each child "Explore, Discover, Create, and Grow" through exploration and discovery; self-expression through music, movement, and art; active listening to reading by adults; organized and independent play; and multi-sensory stimulation. The Delphos City Schools Preschool staff believes that when families are engaged in the child's education, the child's learning is enhanced, increasing school readiness and future academic success.

Program Overview

The Delphos City Schools Preschool is a program for students with disabilities and typical peers/peer models. All public school districts in Ohio are required to provide services for students with disabilities who are three to five years of age. Children with special needs are served through a continuum of program options in the least restrictive environment appropriate for the child. Specialized instruction and intervention services are provided for each child in accordance with a team-developed Individualized Education Program (IEP). Related services could include speech and language therapy, occupational therapy, physical therapy, and transportation. Itinerant services in an early childhood education setting are provided when appropriate based on a child's educational needs.

Eligibility for the Special Education Preschool Program requires that children:

Are three to five years of age and not yet compulsory school age

- Demonstrate a disability/exhibit significant delays
- Students with disabilities demonstrate documented deficits in one or more of the following areas: communication, motor, social-emotional/behavioral functioning, cognitive, adaptive behavior, hearing, or vision as determined by a multidisciplinary team through the Evaluation Team Report (ETR).

The Delphos City Schools Preschool website can be found by going to the Delphos City Schools website and clicking on Schools in the top right corner of the page and selecting Delphos City Schools Preschool or going directly to <https://preschool.delphoscitieschools.org/>. The website includes Quick Links to: preschool information, school forms, newsletters, school links, and the school profile.

Program Descriptions

Itinerant Program (For students with disabilities)

The Delphos City Schools Preschool itinerant program is designed to assist preschool students with identified disabilities in their early childhood setting. The itinerant placement option may include the services of a traveling itinerant teacher and/or related services of speech and language therapy, occupational therapy and/or physical therapy (a minimum of four hours per month). The child's Individualized Education Program (IEP) team will determine goals and objectives and the supports/services needed for the child to make progress on the goals and objectives. The itinerant teacher provides a combination of direct and consultative services to support the child's progress. Itinerant services may be provided at other preschool locations, a daycare, in the home, or another established location through the IEP process.

Early Childhood Classroom (For students with disabilities and typical peers/peer models)

Preschool students with disabilities and peer role models participate in our center-based classrooms. Up to 19 children may participate in the classroom depending on the classroom type. Each room may contain up to 8 students with disabilities and up to 11 peer role models depending on the classroom

type. Each preschool classroom is staffed with a preschool teacher and/or preschool intervention specialist depending on the classroom type, and a minimum of one classroom educational aide who will be responsible for your child. The Delphos City Schools Preschool teachers hold a minimum of a Bachelor's degree and are licensed to provide services for regular education and/or special education students. Additional classroom educational aides may be assigned if the needs of the students in that room necessitate additional staffing. In addition, your child may receive therapy services from a licensed occupational therapist, physical therapist, speech therapist or other related service as prescribed in the Individualized Education Program (IEP).

Complete **confidentiality** of information about your child's program will be strictly maintained. Only your child's teacher and other certified staff involved in your child's program will have access to your child's file. No information will be released without your written permission.

Typical Peer/Peer Model Criteria

Peers serve as models of age-appropriate skills for children demonstrating delays in their development. For this reason, it is critical that peers demonstrate the skills listed below.

- Meet age criteria on peer application
- Completely toilet trained
- Separates easily from parents
- Able to follow rules and routines
- Attends to adult-guided activities
- Plays with a variety of toys appropriately
- Is able to play beside and/or with other children while sharing the same bin of toys
- Verbally interacts with peers in play situations
- Speaks in clear English/Spanish sentences and can comprehend and answer simple questions
- Speech is clear and understandable by unfamiliar adults

ADDITIONAL DETAILS OF TYPICAL PEER/PEER ROLE MODEL PROGRAM

- Parents must complete registration paperwork for a peer model space. Delphos City Schools Preschool has a limited number of peer role model spaces. Acceptance into the program is not guaranteed. Please contact the Delphos City Schools Preschool Director for the peer model registration instructions and registration paperwork.
- Peer role models must pay a monthly tuition and snack fee. Late fees may apply. Please contact the Delphos City Schools Preschool Director for tuition, snack, and late fee costs.

MEDICAID School Program

We attempt to access as much State and Federal grant dollars and special funding as possible. With ongoing budget cuts and increased costs, our school districts vitally need all additional funding possible to help us maintain and improve the quality programs that we offer our students. We owe it to the taxpayers and citizens of this county to bring all available State and Federal dollars into our county that we can.

One such source that we are actively seeking funding from is the Ohio Medicaid School Program, also known as MSP. This program allows Ohio School Districts to receive Federal Medicaid reimbursement for certain therapies that are provided by licensed therapists to students that have Medicaid insurance.

In accordance with the “Individuals with Disabilities Act” (IDEA), we make every attempt to notify parents of our intent to seek this special funding when eligibility requirements are met.

The child’s Protected Health Information (PHI) will only be shared with ODJFS, ODE, and Program Auditors. If you do or do not want to give permission to share your child’s information, the form will need to be completed and returned to the preschool director. If you have any additional questions, please contact the preschool director.

Equal Education Opportunity

Delphos City Schools provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact Delphos City Schools Compliance Officers:

Mr. Chad Brinkman
Jefferson High School Principal
901 Wildcat Lane, Delphos, OH 45833
(419)695-1786
cbrinkman@delphoscitieschools.org

Mr. Robert Hohlbein
Franklin Elementary Principal
310 E. 4th Street, Delphos, OH 45833
(419)692-8766
rhohlbein@delphoscitieschools.org

All Compliance Officers received training through Scott Scriven, LLP. Delphos City School employees have received Title IX training through Safe Schools. Complaints will be investigated in accordance with the procedures described later in this handbook. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officers can provide additional information concerning equal access to educational opportunity.

School Day

The Delphos City Schools Preschool director’s office will open at 7:15 am until 3:30 pm. Students may begin arriving no earlier than 8:30 am. The preschool day begins at 8:30 am and the students are dismissed at 2:00 pm. **The preschool will dismiss at 12:30 pm when the district is running a district 1:30 pm dismissal day. The preschool will follow district delays and/or cancellations; however, the preschool will be cancelled if the district is running on a three-hour delay.** If the district is on a two-hour delay, the preschool will start at 10:30 am.

Student Responsibilities

The rules and procedures at the Delphos City Schools Preschool are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members’ directions and to obey all school rules.

In order to keep parents informed of their student’s progress in school, parents/guardians will be provided information on a regular basis and whenever concerns arise. Many times it will be sent home with the student in his/her folder. The Delphos City Schools Preschool staff, however, may use the U.S. Postal Service, electronic mail, text-messaging or hand delivery when appropriate. Parents/guardians are encouraged to build a two-way link with their student’s teacher and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

Student Well Being

Student safety is the responsibility of the Delphos City Schools Preschool staff. Students are never left alone. Students are under the supervision of a Delphos City Schools Preschool staff member at all times.

All staff members are trained in CPR, First Aid, Communicable Diseases, and Child Abuse. In accordance with Ohio Revised Code 2151.421, all preschool staff are REQUIRED to report any suspicions of child abuse or neglect to the County Department Children's Services.

Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills, and accident reporting procedures. If a student is aware of any dangerous situation or accident, she/he must notify a staff member immediately.

Emergency Medical Authorization

Ohio law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the school office.

A complete *Emergency Medical Authorization Form* must be on file by the first day of school at the Delphos City Schools Preschool in order for a student to participate in any activity on or off school grounds, including field trips, spectator trips, athletic or other extracurricular activities, and co-curricular activities. The *Emergency Medical Authorization Form* is provided at the time of enrollment and at the beginning of each school year. **The form needs to be on file by the first day of the student's attendance or the student will not participate in recess until the form is returned. Please fill out the *Emergency Medical Authorization Form* completely; as this is what will be used to contact you in an emergency situation.**

Parents/guardians of students with specific health care needs should deliver written notice about such needs, along with physician documentation to the preschool director.

Injury and Illness

All injuries must be reported to a teacher or preschool director. If the injuries are minor (superficial cuts, scrapes, bruises) the student will be treated and will return to class. A staff member will communicate this action to the parents/guardians by phone, note, or verbally when you pick up your student. If a serious incident/injury occurs treatment will be administered by the preschool director and an incident/injury report will be completed by the preschool director. The parent/guardian will then be notified by phone, note, or verbally when your student is picked up from school. A copy of the incident/injury report will be given to you and a copy will be kept on file at the school for one year. If medical attention is required, the office or preschool director will follow the school's emergency procedures and attempt to make contact with the student's parents/guardians. In the event that your student would have to be transported to the hospital and you cannot be reached, only the contacts listed on the *Emergency Medical Authorization Form* will be contacted. If necessary, one of the staff members from the Delphos City Schools Preschool will ride along with your child.

A student who becomes ill during the school day will be taken to the preschool office where he/she will be under constant supervision. Every attempt will be made to notify the parents/guardians immediately so the student can be picked up. No student will be released from school without proper parental permission.

In situations where there is a question, medical expertise will be sought from the district nurse or Health Department. The decision to contact you will be based upon your student's teacher and administrative staff based on the medical advice received.

Enrollment and Required Forms

Prior to enrollment at the Delphos City Schools Preschool program, the following is required:

1. **Developmental Screening** – within the first 60 days of entry: Vision, Hearing, cognition, Communication, Motor Skills, Social Emotional Development and Self-Help Skills.
2. **Original Birth Certificate**
3. **Social Security Card**
4. **Parent/Guardian's Driver's License**
5. **Custody Court Documents** - if applicable
6. **Immunization Record or Exemption with Medical Statement**
7. **2 Proofs of Residency**
8. **Annual Medical Diagnostic Screening Form** – The form documents that a physical that meets all licensing requirements has occurred within the last year. The form must be dated and signed by a physician. The form is due annually by September 13th or within 30 business days of entrance to the preschool program and annually – within 13 months of the date of the last physical.
9. **Annual Dental Screening** – The form documents that a dental screening has taken place. The form must be dated and signed by a dentist. The form is due annually by October 11th within 60 business days of entrance to the preschool program and annually – within 13 months of the date of the last dental screening.
10. **Emergency Medical Authorization Form**
11. **Release Form/Picture Taking Permission/Roster Permission Form**
12. **Student Information Form**
13. **Emergency Contact and Child Release Form**
14. **Ethnicity Form**
15. **Home Language Survey**
16. **Internet Access Policy**
17. **Student Registration Worksheet**
18. **Medical Care Plans, such as, allergy, asthma, or epi pen**
19. **Acknowledgement of Handbook including monthly tuition, snack fees, latchkey fees, late fees, harness fees and medical and dental exam due dates**

All preschool students must have a Medical and Dental exam each year and both of these documents must be on file for your child to attend the program. The health/medical forms will be provided to the parents/guardians prior to the child beginning school. Please complete and submit the forms according to the instructions and deadlines on each form. The preschool director, preschool administrative assistant and/or district nurse will track compliance with the medical/health mandates.

Parents/guardians will receive letters requesting completion and submission if forms are not received by mandated deadlines. When forms are about to expire, the parents/guardians will receive a letter with the deadline, new forms for completion and directions for submission. Preference is given to children who reside in the Delphos City School District, however, open enrollment may be available on a case by case basis. Preference will be given to employees of the Delphos City Schools when open enrolling their child for preschool. Students who have been identified as having a disability by state law, are to have their eyes examined by an optometrist within 90 days of signing the initial Evaluation Team Report (ETR) form. This exam is solely the parents/guardians responsibility. Results are then sent to the Delphos City Schools Preschool for their records.

Students enrolling from another school must have an official transcript from their previous school in order to have grades and academic progress transferred. Preschool personnel will assist in obtaining the official transcript by having the parent or legal guardian sign a **Request for Records** form to be mailed or faxed to the student's previous school.

The purpose of the McKinney-Vento Homeless Children and Youth Program is to ensure that all children and youth, including preschoolers, have equal access to the same free and appropriate public education as non-homeless children and youth. Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

Program Licensing Requirements

The program is guided by written policies of the Delphos City Schools that are consistent with the Preschool Licensing & Program Rules 1-12 Ohio Revised Code 3301-37, July 2021 Operating Standards for Education of Children with Disabilities Ohio Revised Code Chapter 3301-51, and the Procedures for the Education of Children with Disabilities. A copy of the Operating Standards and Procedures is also available for viewing at the Delphos City Schools Preschool during regular school hours.

The staff at the Delphos City Schools Preschool request that you contact them immediately if you have any questions or concerns. If after contacting the Delphos City Schools Preschool your questions and concerns have not been addressed parents/guardians are able to call the Ohio Department of Children & Youth at 614-512-7535 or email OELSR.Licensing@childrenandyouth.ohio.gov for concerns regarding the classroom environment, health and safety conditions, the number of children, the care of children, or the copy of inspection reports. If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call toll free: 614-512-7535 or email preschoolspecialeducation@childrenandyouth.ohio.gov

Placement

The preschool director will assign each student to the appropriate classroom. Any questions or concerns regarding academic assignment should be discussed with the director.

Fees and Fines

All students will be charged a \$35 nonrefundable preschool fee. This fee is due at the beginning of the school year. A preschool fee sheet/invoice will be provided to parents. If paying in cash, please place your payment in an envelope and clearly mark with your child's name, teacher's name, and what the payment is for. **Checks can be made out to Delphos City Schools.**

Charges may also be imposed for loss, damage or destruction of school books, school equipment, or any other miscellaneous items belonging to the Delphos City Schools Preschool. Charges may also be imposed for damages to the school building or school property such as school buses and bus harness.

The preschool fee is waived under Ohio Law for those students who qualify for free lunches. However, students who qualify for reduced lunches are required to pay school fees.

Failure to pay tuition, snack, latchkey, late fees, fines, or charges may result in the student not participating in the End of Year Program.

Supplies

Parents/guardians will be given a yearly supply list for their preschool student. Supply lists are available upon request from your student's teacher or are available in the preschool director's office.

Monthly Tuition

Students accepted as typical peers/peer models attending 2 days per week and every other Friday (Group A/Gray attending Mondays, Wednesdays, and every other Friday and Group B/Red attending Tuesdays, Thursdays, and every other Friday) will be charged at a rate of \$100.00 per month. Tuition payments will be due on the 1st of each month for September through and including May. **Checks can be made out to Delphos City Schools.** Payment may be given to the teacher or mailed/dropped off at the Preschool Office, 901 Wildcat Lane. If paying in cash, please place your payment in an envelope and clearly mark with your child's name, teacher's name, and what the payment is for. **Two months of unpaid tuition will result in a child being withdrawn from preschool at the end of the 2nd month of non-payment.** Tuition must be paid in full even if the child misses school due to illness, weather calamity or family vacation. Students with disabilities are not charged tuition.

Snack

Parents of typical peers/peer models and students on IEP's who attend classes in Delphos City Schools Preschool program are charged at a rate of \$10.00 per month. Snack payments will be due on the 1st of each month for September through and including May. **Checks can be made out to Delphos City Schools.** Payment may be given to the teacher or mailed/dropped off at the Preschool Office, 901 Wildcat Lane. If paying in cash, please place your payment in an envelope and clearly mark with your child's name, teacher's name, and what the payment is for.

Latchkey

Latchkey will be provided from 7:30 am until 8:30 am and from 2:10 pm until 3:30 pm. The cost is \$3.75 for morning latchkey and \$3.75 for afternoon latchkey per day per student. **The morning latchkey cost of \$3.75 will be charged for any students who are dropped off prior to 8:30 am. The afternoon latchkey cost of \$3.75 will be charged for any students who are not picked up by 2:10 pm. The latchkey costs will be added to the student's fees. Checks can be made out to Delphos City Schools.** If paying in cash, please place your payment in an envelope and clearly mark with your child's name, teacher's name, and what the payment is for. **One month of unpaid latchkey fees will result in your child not being able to use the latchkey services until the fees are paid in full.** Please pick your student up promptly no longer than 5 minutes after the end of latchkey. **An additional latchkey fee of \$3.75 will be added to your account for every 5 minutes that your student is not picked up after the end of latchkey.**

If the student is not picked up within 30 minutes of the end of latchkey and the teacher is unable to reach persons from the child's emergency contact list, the preschool may notify the police department or children services for further assistance.

Latchkey will also follow the school delay schedule and will not be offered on a three-hour delay due to preschool not being in-session on three-hour delays. The preschool will dismiss at 12:30 pm when the district is running a district 1:30 pm dismissal day and latchkey will only be offered until 1:30 pm on these days.

Late Fee

A late fee of \$10 will be added to the student's fees if the student's tuition, snack, and/or latchkey fees are not paid by the fifth of the month. If there is a circumstance making it impossible to pay tuition on time, please contact the preschool office and we will work with you.

Bus Harness Fee

Students who ride the bus will be required to wear a harness while riding the bus. The harnesses are property of the Delphos City Schools. Should the harness be lost, stolen, or damaged in any way, there will be a fee of \$185 added to the student's fees. The harness will be turned in at the end of the school year. If the harness is not received at the end of the year, the \$185 fee will be applied to the student's fees.

Arrival & Dismissal Procedures

Arrival

Students will be dropped off by their parent or caregiver at the front of the high school building by the cafeteria doors. Parents and caregivers will be asked to stay in their vehicle when dropping off students. Please pull up to the cafeteria doors sidewalk and then exit after dropping off your student. Staff will pick your child up from your car at arrival. Drop off time begins at **8:30 am**.

Dismissal

Students will be walked to the bus from their classroom at approximately 1:55 pm. Students who are being picked up will be brought from the classroom to the cafeteria doors at the front of the high school building by their teacher and/or preschool staff member for pick up by parents or caregivers. Parents and caregivers will be asked to stay in their vehicle when picking up students. Please pull up to the cafeteria doors sidewalk close to the start of the canopy and then exit after picking up your student. Staff will bring your child to your car at dismissal. Pick up time is between 1:55 pm and **2:00 pm**. Please pick your student up promptly no longer than 10 minutes after scheduled departure time. Otherwise, latchkey fees will be applied.

Early Drop Off/Late Pick Up Policy

The morning latchkey cost of \$3.75 will be charged for any students who are dropped off prior to 8:30 am. The afternoon latchkey cost of \$3.75 will be charged for any students who are not picked up by 2:10 pm. The latchkey costs will be added to the student's fees. Checks can be made out to Delphos City Schools. An additional latchkey fee of \$3.75 will be added to your account for every 5 minutes that your student is not picked up after the end of latchkey.

If the student is not picked up within 30 minutes of dismissal and the teacher is unable to reach persons from the child's emergency contact list and/or pick up authorization form, the preschool may notify the police department or children services for further assistance.

Bus Riders

Parents of students who will be bus riders will need to complete the Delphos City Schools Preschool Bus Form. Parents of students who will be bus riders will be notified by their bus driver of approximate pick up and drop off times prior to the start of the school year. Bus routes will leave the Preschool at approximately **1:55 pm**. A Delphos City Schools employee will ride the buses for both the pickup in the morning and drop off in the afternoon. A parent or caregiver must be seen in order for a child to be dropped off by the bus. Preschool is unique because our class sizes grow throughout the school year. We

do not start with our entire class. Instead, as children turn three and/or complete the evaluation process, children are added to the class lists. Route times often change as students are added to the routes. Students who ride the bus will be required to wear a harness while riding the bus. The harnesses are property of the Delphos City Schools. Should the harness be lost, stolen, or damaged in any way, there will be a fee of \$185 added to the student's fees. The harness will be turned in at the end of the school year. If the harness is not received at the end of the year, the \$185 fee will be applied to the student's fees.

Attendance

In order for your child to get the most from his/her preschool experience, it is important that your child come to school regularly. Many educational studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interactions with others in class. Many important lessons are learned through active participation in classroom activities that cannot be replaced by individual study.

Attendance as a preschool peer role model or a student with special needs is not compulsory and therefore, attendance cannot be required for a child ages 3 through 5 years of age. When a child is enrolled in preschool, it is at the discretion of the parent or guardian. It is important to note that regular attendance enables children to receive the maximum benefits of participating in the preschool program. Late arrival/early dismissal and/or irregular attendance prohibit children from participation in all aspects of the preschool instruction. **If a student is arriving late or leaving early, the student must be signed in or signed out in the preschool office before entering the classroom or leaving the building.** Absences for preschool students must be coded as excused or unexcused absences. Reasons for excused absences from school include: personal illness, illness in the family, quarantine of the home, death of a relative, observation of religious holidays/absence for religious reasons, or professional appointments. **A written note from the parent must be turned in when the child returns to school, even though you called or messaged previously.**

Reporting Absence

When a student is absent from school, the parent/guardian should notify the building office of the student's absence and the reason for the absence by **8:45 am. A staff member will attempt to contact parents/guardians by 9:30 am regarding the absence of any student for which the school has not been notified.** If calling before school hours, please make sure you leave your name, your child's name, and the reason why your child will be late or absent. **Please call 419.695.1786 option 9 to report an absence. A written note from the parent must be turned in when the child returns to school, even though you called previously.** In rare situations where prior contact is not possible, the parents/guardians need to provide a written excuse or a phone contact within 24 hours after the student's absence. If an extended absence is planned, parents or guardians should send a note or email to the teacher indicating the dates the student will be absent and the reason for the absence.

Should I keep my child home from school today?

It is important that students are not sent to school if they experience a fever (100 degrees F or above), vomiting, diarrhea, and/or persistent cough within the last 24 hours. Please keep your child home until the child is symptom-free for 24 hours without the benefit of any medication. If a child returns to school and remains ill, parents/guardians will be called. If you and the other people on your emergency contact

list are unavailable and therefore unable to be reached, please designate a person we can call temporarily in the event of an illness or accident and notify the office of this change in writing.

Pick-ups Prior to Dismissal

If your child will be leaving school early, please call or send in a note stating when and who will be picking up your child. Only an authorized adult may pick up a child either regularly or in an emergency. **The name of the person must be written on the “Policy Release Section on the Emergency Medical Authorization Form”, on the “Preschool Authorized Pick-up Form”, or written authorization must be provided to the office.** No child will be released without previous notification.

Vacations during the school year

Parents may take their child(ren) out of school for vacations. However, when a family vacation is scheduled during the school year, parents/guardians should notify the preschool director prior to the vacation so the school is aware of your child’s absence prior to not being at school. Please try to communicate with the preschool director and your child’s teacher about any extended absences.

Withdrawal/Transfer from Preschool

When withdrawing/transferring a preschool student from the Delphos City Schools Preschool, parents/guardians must notify the director, preferably in writing/email. School records, including disciplinary records of suspensions and/or expulsions only, will be transferred to the new school within fourteen (14) days of the parents’/guardians’ notice or request. If the student is receiving special education services, the parent may want to provide information about where the family is moving to and sign the documents needed to transfer the child’s Evaluation Team Report (ETR) and Individualized Education Program (IEP). The family will also need to provide consent when they no longer wish to be served preschool special education services. Should a family move into the district, they will sign a copy of the records release form when they complete their child’s registration. The preschool will fax/email the last school which the child attended to procure appropriate records. Any records received will be sent to the director’s office and the teacher will be notified.

School Closing/Calamity Days

Should inclement weather cause school delays, cancellations or early school day dismissal, the following procedure should be followed:

1. School weather information will be listed on the following websites: Fun107.1 FM and on the WLIO TV station as well as their website Hometownstations.com.
2. You may also sign up to have email or text message alerts sent to you. Sign-up is free but text messaging rates according to your plan apply. You can sign up at <https://www.delphoscitieschools.org/text-alerts-signup> or from the Delphos City Schools home page.
3. School delay schedules should be followed, for example, a one-hour delay means school starts one hour later than normal posted time. **The preschool will be cancelled if the district is running on a three-hour delay. Latchkey will also follow the school delay.**
4. **A family plan should be established for early school dismissal as well as delays. These occurrences are rare but sometimes needed.**
5. **It is the responsibility of the parents/guardians for accessing information regarding closing or delays.**

Safety and Security

In case of an emergency, district personnel will follow the District Safety Plan. This plan specifies steps to be followed should an emergency arise that threatens the well-being of students, staff and/or necessitates the public utilization of school property. In addition to the steps outlined in the District Safety Plan, our staff routinely trains on many of these procedures. The drills include: fire, tornado, evacuation, and lockdown. All visitors must enter through the secured office entrance when they arrive at school. Staff is expected to question people in the building whom they do not recognize and to question people who are “hanging around” the building after hours. Students and staff are expected to immediately report to personnel in the office any suspicious behavior or situation that makes them uncomfortable. As many unneeded outside doors as possible are locked during the school day. Video surveillance is in operation inside the building as well as outside the building.

The Delphos City Schools Preschool complies with all fire safety laws and will conduct fire drills in accordance with Ohio law. Teachers will provide students with specific instructions on how to proceed in the case of fire and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

The Delphos City Schools Preschool conducts tornado drills during tornado season following the procedures prescribed by the state of Ohio. Teachers will provide specific instructions on how to proceed in case of a tornado and will oversee the safe, prompt, and orderly movement of students to locations of safety within the building.

The Delphos City Schools Preschool complies with required safe school drills. Safe school drills involve stay put drills, lockdown drills, and evacuation drills. All classrooms have fire and tornado plans posted, which also contain a diagram of the evacuation route. Each classroom is equipped with a telephone in case of an emergency. A copy of all of the fire, tornado, and safe school drills are kept on file in the office.

Health

Communicable Disease Policy

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The teacher or director will immediately isolate a student from other students who has been ill or who has been exposed to a communicable disease. A student with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parents/guardians:

- A. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
- B. Difficult or rapid breathing
- C. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- D. Yellowish skin or eyes
- E. Conjunctivitis (Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain)
- F. Temperature of 100 degree Fahrenheit when taken using an infrared thermometer in combination with other signs of illness
- G. Untreated infected skin patch(es)
- H. Unusually dark urine and/or gray or white stool
- I. Stiff neck with an elevated temperature
- J. Evidence of untreated head lice, scabies or other parasitic infestation

- K. Sore throat or difficulty swallowing
- L. Vomiting more than one 1 time or when accompanied by any other sign or symptom of illness

A child with any of the above signs or symptoms or illness shall be immediately isolated and discharged to his/her parents/guardians.

While in isolation, the student will be closely monitored for the following symptoms: unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, or vomiting. While the student is isolated due to a communicable disease, the following shall occur:

1. The student will be cared for in a room or portion of a room not being used in the preschool program.
2. The student will be within sight and hearing of an adult at all times.
3. The student should be made comfortable and provided with a cot or a place to rest. After use, the cot/resting place and linens or blankets will be washed and disinfected with an appropriate germicidal agent.
4. The student will be observed closely to check for worsening conditions.
5. The student will be dismissed from school to a parent/guardian or person designated by the parent/guardian as soon as possible.

In the event that a student or group of students has been exposed to a communicable disease a letter will be sent home to the parents/guardians providing notification of the incident. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Allen County Health Department or the Ohio Department of Health. Communicable diseases and conditions, such as encephalitis, hepatitis, infectious mononucleosis, measles, meningitis, mumps, polio, Reye syndrome, ringworm, rubella, scabies, whooping cough, chicken pox, strep throat, conjunctivitis, lice, etc. must be reported to the school.

A physician's release form may be required for re-admittance to school, depending upon the illness of the student. If the preschool recognizes that a student has nits or lice, the parent/guardian will be notified and the student will be sent home. The parent will be required to treat the student with an over the counter or prescription lice kit. The student will be permitted to return to preschool once the parent/guardian provides proof of treatment. A receipt of purchase or the actual box in which the treatment came in can be presented as proof. A student with live lice will not be permitted to attend the preschool setting. It is recommended that the parents refer to the CDC's website at: <http://www.cdc.gov/lice/head/> for fact sheets, treatment recommendations, and cleaning/sanitizing the home environment to reduce infestation.

Staff members are trained and certified in First Aid and in recognizing the signs and symptoms of communicable diseases or other illnesses. Each child is observed daily for communicable diseases upon entrance into the classroom. A communicable disease chart is posted in each classroom and preschool office to help recognize illnesses.

Hand washing and disinfecting procedures are very important in the prevention of the spread of diseases. The students are also reminded to wash their hands on a regular basis and it is also built into their daily routines.

As students arrive at school, a staff member greets and observes each child for possible signs and symptoms of illness. A student should not come to school when he/she is ill. This is also important to prevent further infection. If your child is exhibiting any of the symptoms below, you will be asked to take the student home.

Some guidelines to consider when deciding whether to keep your child home include:

1. A student with a fever should stay home for 24 hours after the fever has subsided.
2. Typical symptoms of illness are sudden onset of rash or skin eruptions, yellow or greenish drainage from the nose (allergic discharge is clear and may persist), wet or hacking cough, vomiting or diarrhea, excessive or unusual tiredness, inexplicable change from a student's normal "feeling good" level of energy or mood, difficult or rapid breathing, yellowish skin or eyes, conjunctivitis (pink eye), unusually dark urine or gray/white stool, stiff neck, sore throat, vomiting, or evidence of lice, scabies, or other parasitic infection.
3. If a student seems too sick to participate in ordinary routines, check with your physician before school attendance is resumed.

Immunizations

Students should be current with all immunizations required by law under the Ohio Revised Code section 3313.671 for the admission to school or, has had the immunizations recommended by the Ohio State Department of Health for infants and toddlers, or is to be exempted from these requirements for medical, philosophical, or religious reasons. Any questions about immunizations or waivers should be directed to the preschool director.

Use of Medication

Students who must take prescribed medication during the school day must comply with the following guidelines:

Prescribed Medications:

- A. Parents or legal guardians should determine with the counsel of their student's prescriber, whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Prescription Authorization form must be completed by a family physician/dentist and also be signed by the parent/guardian before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. In addition, this form needs to be given to the preschool director as documentation before the student can begin taking the medication at school. This form can be picked up in the preschool director's office. *The forms should include the following information: name of student, name of medication, dosage, and time and date that medication is to be administered, precautionary measures or adverse reactions, any special instructions.* Such forms must be filed annually and as necessary for any change in medication.
- C. All medications must be registered with the preschool director and **must be delivered to school in the containers in which they were dispensed** by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, the exact dosage to be administered, time for medication to be administered, and any other special directions that are necessary. Each time medication is administered, a written record or log

including dosage, date, and time shall be made. That record or log shall be kept on file for one year.

- D. Medication that is brought to the preschool director's office will be properly secured. Medication must be delivered to the preschool director's office by the student's parent/guardian or by another responsible adult at the parent/guardian's request. Students may not bring medication to school. In the case of epinephrine auto injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent must provide a back-up dose to the preschool director. Students are strictly prohibited from transferring emergency medication or inhalers to any other students for their use or possession.
 - 1. Medication may be conveyed to school directly by the parent or transported by transportation personnel at parental request and with permission of the Preschool Director. Please give medications to the bus driver/bus aide or preschool director's office staff. This should be arranged in advance with the preschool director's office.
- E. Any unused medication unclaimed by the parent will be destroyed by the preschool director when a prescription is no longer to be administered or at the end of the school year.
- F. The parents or legal guardian shall have sole responsibility to instruct their student to take the medication at the scheduled time.
- G. The preschool director will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that the administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

No staff member, with the exception of the preschool director or employee that has passed the drug administration training, will dispense medication to any student.

If your student requires any food supplements or fluoride supplements, please try to give them to your student at home. However, if it needs to be given at school, please provide the school with the supplement in its original container. If it is necessary to administer a food supplement or fluoride supplement, the preschool must secure the written instructions of a licensed physician or dentist as well as, the written, signed, and dated instructions of the parent/guardian on the form provided by the preschool director for the administration of the food supplement or fluoride supplement. Nonprescription medications will not be administered by the preschool director or employee in any circumstances.

Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to students.

If a student is found using or possessing a non-prescribed medication, the student will be brought to the preschool director while the student's parents/guardians are contacted. The medication will be confiscated until written authorization is received.

Students who have a fever of 100 degrees or higher or illness will be sent home. Students must be fever free for 24 hours **without the use of medication** before returning to school. Parents/guardians or other persons as designated by the parents/guardians and listed on the *Emergency Medical*

Authorization Form will be contacted in the order in which they are written down to provide transportation for the student.

Physician's orders may be faxed to the preschool director at 419.692.2653. Prescription Authorization forms are available from the preschool director.

Homeopathic Medications, Remedies, and Oils

While the school district recognizes and respects parental choice in the use of homeopathic medications, remedies or oil, it is noted that the use of such has contributed to asthmatic or allergic reactions by several district employees and students. As a result, the following guidelines are imposed. District employees are not permitted to administer homeopathic medications, remedies or oils to students in any form – oral consumption as drops or additives to food or drink or in application in the form of oils, creams, or lotions. While at school, students will not be allowed to self-administer homeopathic medications, remedies, or oils; however, parents/guardians are permitted to come to the school to administer such to their student(s). It is the preference of school administration; however, that homeopathic medications, remedies or oils be administered at home before and/or after school. Any questions regarding this guideline should be directed to the preschool director.

Free Appropriate Public Education

FAPE refers to Free Appropriate Public Education for all children in accordance with (Ohio Revised Code Chapter 3301-51-02). This law is part of the Individuals with Disability Education Act 2004. It states that the education for children who have documented disabilities are entitled to educational opportunities and services at no charge. This law is the reason why students on Individual Education Plans (IEPs) do not pay a monthly tuition fee for their preschool experience.

Homeless Students

The purpose of the McKinney-Vento Homeless Children and Youth Program is to ensure that all children and youth, including preschoolers, have equal access to the same free and appropriate public education as non-homeless children and youth. Homeless students will be provided with a free and appropriate public education in the same manner as other students served by Delphos City Schools. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the District's Homeless Liaison.

Healthchek



Healthchek

Early and Periodic Screening, Diagnostic, and Treatment services

- Well-child exams
- Vaccinations
- Lead testing
- Vision, dental, and hearing exams
- Developmental and mental health screenings
- Follow-up services
- Support services like transportation and referrals to other social services
- and more!



Call:
Your county Healthchek Coordinator

Ohio Medicaid Consumer Hotline
(800) 324-8680



Go online:
medicaid.ohio.gov/healthchek



Apply for healthchek:

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

Find your local office at
JFS.Ohio.Gov/County.

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

Additional information is available at
Medicaid.Ohio.Gov.



Healthchek

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

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

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

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

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

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

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

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

For more information about Healthchek services:

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

For additional information contact:
Allen County Department of Job and Family Services
951 Commerce Pkwy, Lima, OH 45804
Phone/Ext: (419) 228-2621
Hours: Mon-Fri 8:00am-4:30pm

Van Wert County Department of Job and Family Services
114 E. Main St., Van Wert, OH 45891
Phone/Ext: (419) 238-5430
Hours: Mon-Fri 9:00am-4:30pm

Student Valuables

Students are discouraged from bringing items of value to school. Items such as jewelry, expensive clothing, electronic equipment, etc. are tempting targets for theft and extortion. **Students are not permitted to have spinners or toys, trading cards, cell phones, CD players, or other electronic devices or games including tablets and/or iPads on themselves during the school day from 8:30 am to 2:00 pm unless approved by the teacher for instructional purposes.** All such items are to be kept in the student's book bag on their hook. The ONLY exception for bringing items from home is when students are participating in show and tell or using transitional objects approved by the teachers. Delphos City Schools will not be liable for any loss or damage to personal valuables.

Student Food Service

The Delphos City Schools Food Service is committed to providing a healthy and nutritious meal for all students daily. The Delphos City Schools participates in the National School Lunch Program and makes lunches available to students. Lunches will be available to students with prices to be determined annually. Student may bring their own lunches to school to be eaten in the student's classroom; **no**

carbonated drinks are permitted in packed student lunches. No student may leave school premises during the lunch period without specific written permission from the preschool director. Applications for Delphos City Schools Free and Reduced-Priced Lunch Program are distributed to all students at the beginning of the school year. If you do not receive an application form for this program and you believe you may be eligible, please contact the preschool director for the appropriate application form. Parents are encouraged to pre-pay for lunches in advance by either the week or month. Students may only charge twice before they are served an alternate lunch. Delphos City Schools cannot guarantee the absence of trace amounts of potential allergens not listed on the food labels for sensitive individuals. Menus are subject to change due to availability of foods or unplanned school closings. A Lent menu will be served during Lent.

In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity. To file a program discrimination complaint, a complainant should complete a [Form AD 3027, USDA Program Discrimination Complaint Form](#) (PDF, 462 KB), which can be obtained online, from any USDA office, by calling **(866) 632-9992**, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed [AD-3027](#) (PDF, 462 KB) form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax: (833) 256-1665 or (202) 690-7442;

email: program.intake@usda.gov for inquiries related to discrimination complaints based on issues with USDA programs, access or equal opportunity.

Academics

Ohio's Early Learning and Development Standards

Ohio's Early Learning and Development Standards guide educators in selecting and developing curriculum to provide appropriate, educationally beneficial opportunities for young children from infancy through the end of preschool. The years between birth and age five are critical to the lifelong success of each child. During this time, a foundation is built which will impact each child's ability to learn, grow, and develop the necessary skills to become an independent, productive, and happy adult. The hope is wherever young children spend their day, they are challenged to discover and learn through play, empowered to become caring and resilient, and prepared for success through meaningful opportunities to practice foundational skills.

Ohio's Early Learning and Development Standards are organized into nine domains: Approaches to Learning, Cognitive Development, Creative Development, Language and Literacy, Mathematics, Physical Development and Wellness, Science, Social and Emotional Development, and Social Studies. The standards within each domain are organized into strands, which are the developmental or conceptual components within the domain. Each strand contains one or more standard statements. For each standard statement there is a developmental continuum of indicators with examples to reflect the learning and development that occurs from infancy through the end of preschool.

Within each developmental continuum, indicators are listed in the order in which the skill or knowledge typically develops, beginning with the earliest indicator on top (infant, in most cases) through the end of preschool at the bottom. Each developmental continuum is unique in both its starting level of development and the relative change from one indicator to the next. In other words, the first indicator in one developmental continuum is not necessarily expected to occur simultaneously with the first indicator in other developmental continua, and the second indicator in one developmental continuum is not necessarily expected to occur simultaneously with the second indicator in another developmental continuum, and so on. The last indicator in each continuum reflects the desired outcome for children at the end of preschool. Also, there are repeated indicators across different standards even across domains. These repeated indicators are designed to illustrate the interrelated nature of development and the branching of skills that occurs. For example, one skill in early infancy, such as *attending to language*, is a precursor to many other skills across domains.

Ohio's Early Learning and Development Standards are designed to be inclusive. Each revised standard is written broadly to describe an essential skill or concept developed or learned in early childhood. The standards and indicators are written so that skills can be demonstrated in a variety of ways to acknowledge and incorporate the diversity of children's cultures, languages, experiences, perspectives, and abilities. Children are not limited to show what they know in a specific way. For example, a child may not be able to express knowledge verbally but may be able to draw a picture to demonstrate their knowledge. Finally, the developmental continuum structure illustrates how skills build from infancy and honors each child's individual pace of development. This is intended to support a strength-based approach for educators to see the foundational skills needed for later development, and to meet children where they are when planning learning experiences.

Teachers use the standards and continuum to help guide curriculum and learning activities, as well as to document for families what their children are learning and how we are laying the foundation for their future learning.

Preschool Curriculum

The Delphos City Schools Preschool uses *The Creative Curriculum*, supported by *Heggerty Phonemic Awareness Curriculum* and *AI's Pals Social Emotional Learning Curriculum*, for their preschool program. Each is research-based and aligned with Ohio's Early Learning and Development Standards. In addition to the four areas of content, (Math, Reading, Social Studies, and Science), the curriculum focuses on all areas of development: cognition, language, motor, social emotional and adaptive skill development. The Delphos City Schools Preschool's curriculum allows for meaningful goal development, interventions, ongoing monitoring and evaluation of each child.

Screening

Typical Peers/Peer Role Models All children must attend a required preschool screening prior to being accepted and placed in our preschool program. At the discretion of the Preschool Director, all inconclusive screenings must be completed within 60 days of entrance to the preschool program.

Delphos City Schools Preschool uses assessments that screen motor, cognitive skills, language, adaptive skills, and social emotional skills. Delphos City Schools Preschool uses a screening that requires parent input for adaptive and social emotional skills. Screenings are held in February/March to fill any openings for the upcoming school year. During the school year, monthly screenings are held the first Wednesday of each month September through April except December to fill any additional openings. After your

child has attended our early childhood screening, results will indicate whether there is a need for further testing. If further testing is not necessary, your child may be a candidate to enroll as a typically developing peer in the preschool classroom. Students accepted as typically developing students in our program pay a nominal tuition fee for participating in the preschool program. Parents/guardians of peers will be asked to complete the Ages and Stages Questionnaire-3 and return to the teacher within the first 60 days of the student's preschool program each year the student is enrolled. The teacher will discuss the outcome with parents during parent teacher conferences, a phone conference or face-to-face meeting. Any student score below the range expected for the age of the student will be referred for additional follow-up/testing. If additional follow-up/testing is not necessary, your child may be a candidate to enroll as a typically developing peer/peer role model in the preschool classroom. Students accepted as typically developing students in our program pay a nominal tuition fee for participating in the preschool program. State law requires that each classroom must include an equal number of typically developing peer role models and students identified with developmental delays.

Additional follow-up/testing

If further testing is recommended, parents/guardians will need to provide written permission for this process to begin. Possible developmental areas that may be assessed are:

- A. Motor skills – movement and use of large and small muscles
- B. Cognitive skills – reasoning and understanding concepts
- C. Language – expressing and understanding what is said
- D. Adaptive – interacting/adapting to various situations/persons
- E. Social/emotional – relating to other children, adults, and surrounding

After the evaluation is complete, an Evaluation Team Report (ETR) meeting will be scheduled. All team members will be invited to this meeting. Team members could include: parents/guardians, preschool teacher, speech pathologist, occupational therapist, physical therapist, school psychologist, and district representative or preschool director. The team will then determine if the student meets the criteria to be eligible for developmental preschool and related services. The eligibility determinations set by the Ohio Department of Education and Workforce (ODEW) are stated in [A Guide to Parent Rights in Special Education](#).

If the student does meet the eligibility determination, a written Individualized Education Program (IEP) will be developed for your child.

All students with disabilities have participated in an Evaluation Team Report (ETR) prior to preschool entry and have been determined eligible for preschool special education services. No additional screening is required upon entry to school, as an evaluation has already identified areas of need for intervention. All students with disabilities receive the supports and services per the student's Individualized Education Program (IEP). Parents/guardians of students with disabilities will be asked to complete the Ages and Stages Questionnaire-3 and return to the teacher within the first 60 days of the student's preschool program each year the student is enrolled.

Assessments/Progress Reports

Ongoing/informal assessment: A variety of informal assessment processes used on an ongoing basis throughout the school year for all students. Ongoing assessment is the process of gathering information

in the context of everyday class activities to obtain a representative picture of student's abilities and progress.

Name of Process	Description and Supporting Evidence
Observation/Anecdotal Notes	Observation information within the context of daily activities can be used for a variety of purposes. Some observational information is recorded on state required assessments (ELA), IEP data collection forms or other curriculum-based assessment forms for the purpose of monitoring progress. Teachers use individual and group observations to inform instruction and adapt/customize learning opportunities within the context of the learning activity and/or for future learning.
Samples of the Student's Work	Samples of the student's work help teachers identify student or group learning strengths and needs. Teachers are able to use artifacts to determine if the child is progressing or needs additional support. Student work samples are a great way to document an individual student's learning progression over time. Teacher date and save sample in a variety of ways (journals, collections, albums, portfolios, files, etc.).
Photos or Videos of Child	Photos or videos are used to document a student's progress and can be used to identify strengths and needs of the individual. The photos and videos are a great way to see how learning is progressing over time.
Anecdotal Verbal Information	Families and other service providers often have informal or formal conversations with teachers/assistants about the student and the student's performance/behavior. The information is valuable and can be used to document progress/inform instruction. The planning process is much more manageable when all those working with a student or group of students can discuss students individually and decide some logical next steps for the student.

State-Mandated Student Assessment: Ohio's Early Learning Assessment (ELA) is a tool for teachers of preschool age student to learn about the current level of each student's skills, knowledge and behaviors in the area of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, as well as the Fine Arts. The ELA is a part of Ohio's Ready for Kindergarten Assessment System, a joint project of Ohio's Department of Education and Department of Job and Family Services.

Early childhood professionals know and use methods of observation and assessment and communicate results to parents and other professionals so that student's growth and development are supported. The process of assessing early learners allows teachers to observe students during the natural course of the student's day. Students will not complete test questions or provide test answers. The ELA is an ongoing process of observations performed by the teacher to gather information on how a student is developing over time. This process allows the teacher to form an understanding of the student's learning and development that will assist them in planning future learning opportunities.

Teachers will be able to share a report with families that explain their findings and provide suggestions on activities families can do at home to continue to support student's growth and development.

Progress Reports: Students in preschool are evaluated in areas of instruction using an individualized assessment system. The system is developmental in nature and is aligned to the Early Learning and Development Standards established by the Ohio Department of Education and Workforce (ODEW) allowing students the opportunity to progress at their own pace and master skills necessary for success as they progress through school.

Parents of students in preschool will receive quarterly progress reports regarding their student's progress including IEP goals and objectives for the students with disabilities. Teachers and related service staff collect weekly data regarding the students with disabilities progress on IEP goals and objectives. When a student appears to be at risk of making progress in specific areas, reasonable efforts will be made to notify the parents/guardians. Parents/guardians are encouraged to participate in conversations with teachers to work together to determine what actions can be taken to help students improve skills in the classroom.

Communication

Conferences: Parents/guardians will have the opportunity to meet with their student's teacher during parent-teacher conferences in November and again in the spring to discuss their student's progress. If parents/guardians wish to meet with the teacher outside of the conference schedule, they are welcome to contact the teacher to schedule a conference/meeting.

Annual IEP Meetings: Annual IEP meetings are held for students with disabilities. If parents wish to request a meeting prior to the annual review of the IEP, parents may contact the child's teacher to make a request for a meeting.

Ongoing Communication: Ongoing communication regarding classroom themes and learning activities occurs through weekly parent newsletters. Ongoing communication regarding program/district updates, important dates, and developmental, social emotional, or learning supports occur through monthly parent newsletters. Ongoing communication will also occur through the Delphos City Schools Preschool Band App and other forms of communication established by the teachers and/or preschool director. Communication specific to your child may occur via notes, notebook exchanges, emails, phone calls, or face-to-face meetings.

Classroom Roster: A class roster of parent/child names, addresses and phone numbers is available to the families in your child's class. It is your choice to be on the roster or not. Parents can be a great support and resource for each other. The roster can also provide contacts for families to get students together outside of school.

Step Up To Quality

Step Up To Quality (SUTQ) is a mandatory quality rating system for preschool programs in the State of Ohio that recognizes and promotes early care and education programs that meet quality benchmarks over and above minimum state licensing standards. The steps are based on national research identifying the key benchmarks that lead to improved outcomes for students. These benchmarks include low child to staff ratios, classroom group size, accreditation, staff education, specialized training, improved workplace characteristics, and early childhood learning standards. The preschool program is assessed

annually by a representative from the Ohio Department of Children & Youth (DCY), specializing in Step Up To Quality (SUTQ). The Step Up To Quality (SUTQ) standards are divided into four domains, which include: learning and development, staff education and professional development, administrative leadership, and family and community partnerships. Upon request, a copy of the SUTQ rating report can be obtained from the preschool director.

Student Activities

Celebrations

Holiday parties will be celebrated with games and fun activities. Birthdays will be celebrated in each individual classroom. Due to the increasing number of severe food allergies, food treats will no longer be allowed to be brought to school for holiday parties and/or birthdays. If you want to send in a treat for a holiday party and/or student's birthday to be passed out to their classmates, please limit it to items such as pencils, small activity books, small toys, stickers, etc.

Invitations/Flyers

A student may pass out invitations/flyers in school or on school property if they are giving one to every student in their class or if a boy, to all the boys or a girl, to all the girls. If a student does not want to invite everyone in the class to their party, then we ask that the invitation/flyer be mailed. A student bringing invitations/flyers to school should make his/her teacher aware that they have them with a note from the parent/guardian and then pass them out under the teacher's supervision. This policy is in place because we do not want students feeling bad because they did not get an invitation/flyer. If you have any questions, contact your student's teacher or call the preschool director.

Clothing

Students are expected to dress appropriately at all times. In order to help your child master self-care tasks of dressing and toileting, clothes should be easy to put on and take off. Students must wear shoes at all times. Tennis shoes are preferred for preschool students.

Please send in a change of seasonally appropriate clothing (including long pants, shirt, socks and underwear) in a large plastic baggie marked with your student's name to use throughout the school year in case of need. Please remember to update for growth and seasonal changes. If your student becomes wet or soiled during the day, our staff will change the student's clothing and send home the original clothes in the child's backpack. Any wet or soiled clothing will be placed in a plastic bag.

Many times preschool students engage in messy activities with paint, water, markers, shaving cream, etc. as a result clothing will often come home with marks or stains. We purchase washable paint, markers, and other school supplies, but parents often report difficulty removing the stain unless the clothing is pre-treated with stain remover. Please do not send your student to school in clothing that you would be upset about if damaged or stained. Preschool is meant to be a messy place for exploration and fun. We will be going outdoors as often as possible so dress your student appropriately for the weather.

Student Discipline Policy

Use of appropriate behavior management/discipline policies and procedures ensure the safety, physical and emotional well-being of all individuals on the premises. Our behavior management/discipline policy adheres to the Delphos City School's behavior/discipline policies and the requirements set forth by our licensing agency, the Ohio Department of Education and Workforce (ODEW) and/or Ohio Department of Children & Youth (DCY).

Constructive, developmentally appropriate student 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 student about the situation and positive reinforcement for appropriate behavior. The preschool staff members in charge of a student or group of students shall be responsible for their discipline. The goal of discipline is to help children make good choices, build self-control and direct their own behavior. At no time are students labeled or threatened. Physical punishment is never used.

Staff follow the Preschool Licensure Rules for Behavior Management/Discipline (Ohio Revised Code 3301-37-10), established by the Ohio Department of Education and Workforce (ODEW) and/or Ohio Department of Children & Youth (DCY). In addition, staff follows these guidelines to promote positive behavior.

1. The best way to handle problems is to prevent them from happening. Therefore, the physical environment for our preschool is set up so that as few problems take place as possible. Rooms are arranged with centers to encourage socialization as well as independence.
2. Establish clear expectations to protect the rights and safety of all students.
3. Remind students of expected behaviors immediately before an activity.
4. Consistently reinforce students who follow expectations.
5. Teach, re-teach and practice social skills.
6. Use stories about the social skills and behaviors that are desired.
7. Redirect children in a positive manner to avoid potential problem situations.
8. Help students think about the outcomes of their behavior and develop.
9. Intervene only when the student may harm him/herself or others.
10. When necessary, develop behavior intervention plans for students in need of individualized behavior and social support.
11. If a student is separated from the group, it is for a regulated period of time appropriated to their developmental age. This technique is used only when a child is exhibiting extreme temper tantrum type behavior; hurting self, others, or equipment. When the student shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the group and try again.

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

12. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
13. No discipline shall be delegated to any other student.
14. No physical restraints shall be used to confine a student by any means other than holding a student for a short period of time, such as in a protective hug, so the student may regain control.
15. No student shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
16. No student shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family, or other verbal abuse.
17. Discipline shall not be imposed on a student for failure to eat, failure to sleep, or for toileting accidents.
18. Techniques of discipline shall not humiliate, shame, or frighten a student.

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

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

The parent/guardian of the student enrolled in the preschool shall be provided access to the program's written discipline policy. The policy is included in the parent handbook provided upon enrollment.

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (IDEIA), and where applicable, the Americans with Disabilities Act (ADA) and/or Section 504 of the Rehabilitation Act of 1973.

Bus Conduct

Students, who are riding to and from school on Delphos City School buses, are required to follow all basic safety rules. The bus driver is required to assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

1. Be on time at the designated loading spot 2-3 minutes ahead of the scheduled buses.
2. Have the bus harness on prior to entering the bus.
3. Stay off the road at all times while walking to and waiting for school buses.
4. Line up off the road or street to enter the bus.
5. Wait until the bus is completely stopped before moving forward to enter.
6. Refrain from crossing a highway/road until the driver signals it is safe to cross.
7. Properly board and depart the bus.
8. Go immediately to a seat and be seated.

If possible, please notify the preschool office and/or preschool bus driver when your child will not be riding the bus. This may be done by writing a note or by telephoning the preschool office or telephoning/messaging the preschool bus driver. **If you are changing your student's end of the day transportation, please contact the preschool office at 419.695.1786 ext. 450 no later than 1:00 pm.**

Drivers will not wait for students who are not at their designated stops on time. During the ride to/from school each student shall:

1. Remain seated while the bus is in motion
2. Keep hands, head, arms, and legs inside the bus at all times
3. Not push, shove or engage in scuffling
4. Not litter in the bus or throw anything in, into, or from a bus
5. Keep books, packages, coats and other objects out of the aisle
6. Be courteous to the driver and other riders
7. Not eat or drink while on the bus
8. Not play games, cards, etc. while on the bus
9. Not use nuisance devices (i.e. laser points) on the bus
10. Not tamper with the bus or any of its equipment (including emergency or safety equipment)

11. Not use profanity or vulgar language

When exiting the school bus, each student shall:

1. Remain seated until the bus has stopped
2. Cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals it is safe
3. Be alert to a possible danger signal from the driver
4. The bus driver will not discharge students at places other than their regular stop at home or at school unless she/he has proper authorization from the preschool director or the superintendent to do so
5. The bus driver must see the child's parent/caregiver before the child will be allowed to exit the bus

Parent/Volunteer Participation Policy

Visitors and volunteers are welcome at the Delphos City Schools Preschool. We encourage you to participate in your child's classroom. The following is a list of some of the many ways for parents/guardians to participate: go on a class field trip, volunteer to help with a family event, share an interest or talent with your child's class, attend a family event, or read to your child's class. There are many ways to get involved and volunteer at the preschool, please discuss this topic with your child's teacher if you would like to volunteer.

Working together to support your child's development depends on clear and frequent communication. Check your child's backpack daily for any notes sent home by the teachers or staff. Visitors and volunteers must report to the preschool office upon entering the school to sign in. Upon entering the premises, the parent shall report to the preschool office (ORC 3301.37.07E). Any visitor or volunteer found in the building without signing in will be asked to report to the office to do so.

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 preschool director.

In addition, **volunteers (more than one-time assistance) must pass a BCI check (Background Criminal Check) prior to volunteering in a classroom; one-time field trip chaperones are not required to pass a BCI check.** BCI checks for volunteers need to be updated once every five years.

If a parent/guardian wishes to confer with a member of the staff he/she should call for an appointment prior to coming to school in order to schedule a mutually convenient meeting time.

Students are not permitted to bring peer-age friends or relatives to school to visit/attend school with them.

Lost and Found

Students who have lost items (lunch boxes, hats, coats, school bags, glasses, jewelry, etc.) should check with their classroom teacher and/or the preschool director. Items will be donated to charity at the end of the semester and year.

Recess

Students in preschool have one assigned recess per day, which is connected to their lunchtime. Supervision is provided during recess time by assigned teachers, paraprofessionals, and administration.

All staff members are aware of indoor/outdoor recess rules and continue to monitor the indoor/outdoor spaces for safety concerns and conditions throughout the school year. Students are expected to follow the directions of adults assigned to recess supervision. In general, the following rules apply during recess:

1. Students may not climb on or over the fences enclosing the outdoor recess area. The preschool staff members will retrieve any balls/toys after recess if they should go over the fence.
2. Students may not play tackle football.
3. Student may not throw or kick stones/mulch/dirt.
4. Balls and playground toys should be returned to the designated area when students are finished playing.

We will be going outdoors as often as possible so dress your student appropriately for the weather. Students are asked to treat others as they would like to be treated. Failure to comply with the directions of the recess supervisor or any of the above rules will result in time-out from recess participation. Repeated failure to comply, inappropriate language, or verbal/physical fighting will be sent to the preschool director.

Daily Schedule

The daily schedule is set to allow ample time for the students to participate in the various learning settings that include both active learning and quiet times.

- A. **Lunch/Snack Time:** Students learn self-help and social skills during lunch and snack time. Lunch and snack menus will be sent home.
- B. **Learning Center Time:** Students 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 coloring in the writing center. Fine motor and gross motor activities are also part of this enjoyable time of the day.
- C. **Literacy and Math Circle Time:** Students join their teacher in their classroom for stories, language activities, music, math, science and social studies lessons.
- D. **Recess:** Gross motor time is planned daily so students can develop large muscle skills and express themselves freely. Tennis shoes are needed on a daily basis.
- E. **Nap/rest Time:** A quiet space and personal mat will be provided for each student to use for rest or nap. Nap/rest time will not be provided on early dismissal days.
- F. **Restroom Time:** Restroom breaks are given throughout the day. Individual restroom use is available whenever needed.

Abbreviated Daily Schedule

Building Opens 8:30 am
Drop Off 8:30 am – 8:45 am
Lunch/Recess 11:00 am – 12:00 pm
Rest Time 12:00 pm – 12:30 pm
Dismissal 2:00 pm

*Times may vary

Field Trips

Field trips are academic activities that are held off school grounds as an extension of learning which occurs in the classroom. Parental help may be requested on field trips. No student may participate in any school-sponsored field trip without written parent/guardian consent and a current Emergency

Medical Authorization Form on file in the preschool office. Medications normally administered at school will be administered while on field trips, if needed. Student should follow the Student Discipline Code while on all field trips. At the discretion of the preschool director, students who violate school rules may lose the privilege to go on field trips. Attendance rules apply to all field trips. While the district encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend. School fees as well as Latchkey fees exceeding 21 days must be paid in order for the student to participate in field trips.

Individualized Education Program (IEP) Process

An IEP is a written document for a student with a disability that is developed and implemented according to federal and state regulations. Parental input, in regards to their student's program needs, is central to the IEP process. This plan will outline and specify the services your student will receive, as well as, who will be providing these services.

This plan includes:

- A. A description of your student's strengths and needs (present levels of performance)
- B. Annual goals and short-term instructional objectives
- C. Criteria and evaluation procedures linked to short-term objectives
- D. Statements of specific special education and related services that will be provided, and the extent to which your student will participate in regular education classes
- E. When these services will start (initiation), how long the services will last (anticipated duration) and the amount of services (frequency)

The IEP meeting should be held at a mutually agreed on time and place. School districts are required to invite parents to attend this meeting. The school district must document all attempts to contact the student's parents. If parents choose not to attend, the IEP meeting may be conducted without them.

If the team agrees with the IEP, then these IEP services will be initiated for your student. If IEP agreement is not reached, then you will be notified about your rights in resolving the issues. Your student's educational status (placement program) will not be changed without notifying you. Parental permission is voluntary and can be revoked at any time.

Your student's IEP must be reviewed at least annually. However, your student's IEP may be reviewed at any time during the school year at your request, or at the school district's request. It is important to understand that your signature on your student's IEP at an annual review is **not** required as a condition for the district to provide your student with a free appropriate public education.

Transition from Early Intervention Services to Preschool

Early Intervention services do not continue past three years of age. At three years of age, your local public school district is responsible for preschool educational services for children who qualify for special education. Planning for transition starts the child's IFSP (Individual Family Service Plan) meeting. Your service coordinator, the early intervention teacher or therapists who currently provide services to your child, public school representative(s) and an advocate (if invited by parents) may be involved in the transition process. You and the professionals make up the multidisciplinary multi-agency team that will work together to ensure a smooth transition for your child. A developmental evaluation and/or other assessments will be completed on your child. The various assessments and program reports will be discussed during the Transition Planning meeting. These assessments need to be done before your

child's third birthday. Once these are completed, the district evaluation team will discuss the results with you.

If your child is eligible for continued services, a meeting will be scheduled to review the results and to develop an IEP to determine what services your child will need during preschool the next year. This meeting will take place before your child's third birthday.

If your child is not eligible, the district evaluation team will discuss recommendations and plans to complete the transition process. You will receive a written notice regarding closure of your child's case. If you disagree with this decision, the district representative can inform you about the appeal process.

Transition Between Classrooms

Preschool students do not generally transfer from one classroom to another. On the occasion this does occur preschool teachers will share important data and documents with the new teacher. Parents and students will have the opportunity to meet the teacher and see the classroom.

Transition from Preschool to Kindergarten

Depending on the student's eligibility category and date of previous evaluation, students who are age appropriate for kindergarten may go through a transition evaluation process. Parents will be invited to participate in this process. Delphos City Schools district policy for kindergarten entrance is Age 5 on or before August 1 of each year. Preschool students may remain in preschool as long as they do not turn 6 years of age on or before December 1 of each year. If they turn 6 years of age on or before December 1, they must go on to kindergarten.

Preschool Contacts

Mrs. Stephanie Braun, Preschool Director
Miss Erika George, Preschool Administrative Assistant
Mrs. Maureen Rentz, Preschool Special Education Officer
Mrs. Myriah Rode, Preschool Speech Pathologist
Miss Jenna Collins, Preschool Intervention Specialist/Teacher
Miss Emily Daniel, Preschool Intervention Specialist/Teacher
Mrs. Alexis Luersman, Preschool Teacher

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