

Olmsted Falls City Schools Early Childhood Center
Home of the "Itty Bitty" Bulldogs

PRESCHOOL HANDBOOK

7105 FITCH ROAD, OLMSTED FALLS OH 44138



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MISSION STATEMENT

Olmsted Falls City Schools Vision Statement

We inspire and empower students to achieve their full potential and become meaningful contributors in a global society.

The Early Childhood Center Mission Statement

The mission of The Early Childhood Center is to provide students with skills and promote attitudes necessary for them to become lifelong learners and productive members of their community.

We accomplish our goals through:

- Fostering a joy of learning
- Working in partnership with home and community
- Providing a safe and secure environment
- Individualizing instruction to maximize student potential
- Allowing students the freedom to experiment, take risks, and express their individuality

The Early Childhood Center believes...

- All children can learn.
- All people deserve respect.
- Children deserve a positive, safe, and nurturing learning environment.
- Learning is an ongoing, individual process.
- Professional collaboration among staff members is essential to ensure student learning.
- Partnerships among school, family, and community are necessary for student success.

Non-Discrimination Statement

The Olmsted Falls School District seeks to maintain an educational environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all school district operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the board.



PROGRAM DESCRIPTION

Our Preschool Program

Daily Schedule:

Half day class sessions:

Monday-Thursdays

AM Session:

8:00-10:30am

PM Session:

11:40- 2:10pm

The Olmsted Falls Early Childhood Center (ECC) Preschool Program serves children, ages three through five, who demonstrate developmental delays or disabilities in language development, motor skills, cognition, socialization, behavioral/emotional growth, and/or adaptive behaviors.

Our preschool classes meet for two and a half hour sessions (either AM or PM) four days per week, Monday through Thursday. There are no preschool classes on Fridays. AM sessions run from 8:00-10:30am and PM sessions run from 11:40- 2:10pm. Children are assigned to either the AM or the PM session for the duration of each school year. Class assignments are provided to families before the start of each new school year for children who are registered to start in August. For students with special needs who are found eligible for special education services throughout the school year, class assignments will be decided during the IEP meeting.

A component of our program is the integration of peer model preschoolers alongside children with special needs. Opportunities for interaction are developed for the benefit of all children.

The preschool curriculum, Get Set for School, is aligned with Ohio's Early Learning and Development Standards. These state standards include language and literacy, math, science, social studies, physical development, social emotional development, and approaches towards learning. Our classrooms are specially designed for children of all ability levels, so modifications and adaptations are utilized to maximize learning. Developmentally appropriate activities are implemented, peer relations are encouraged, and compassion for others is discovered throughout each day.

This program will provide opportunities to:

- Acquire self-help skills and independence
- Explore art, music, literature and movement
- Assist in the development of pre-academic problem-solving and critical thinking skills
- Promote the development of communication skills
- Develop sensory-motor skills
- Encourage the child in developing appropriate social/emotional capabilities

Preschool Curriculum: Get Set for School

Our preschool program uses the comprehensive curriculum Get Set for School. This curriculum uses a multi-sensory approach with hands on manipulatives to incorporate developmentally appropriate activities throughout the day. Get Set for School utilizes three components into the curriculum including: Readiness and Writing, Language and Literacy, and Numbers and Math.

- **The Readiness and Writing Program:** Focuses on body awareness, cooperation, taking turns, listening, crayon grip, drawing, building, letter and number recognition, capital letter and number formation.
- **Language and Literacy Program:** Focuses on building a rich vocabulary while children also learn to identify letter symbols, both capital and lowercase, by letter names. They learn how these “symbols” work together to form printed words and how printed words relate to spoken language.
- **Numbers and Math Program:** Using playful manipulatives and music, this component of the program teaches counting, comparisons, spatial awareness, patterning, sequencing, matching, sorting, problem solving and even Pre-K geometry skills

Get Set for School is incorporated into our daily routines, classroom environment, and planned experiences throughout the school day. All activities are aligned with the Ohio Early Learning Standards which guide instruction and interactions with the children.

Ohio’s Early Learning and Development Standards

Ohio's Early Learning and Development Standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well-being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children’s development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children.

The five developmental domains include:

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

Assessments

Early Learning Assessment (ELA): Ohio's Early Learning Assessment is a tool for teachers of preschool age children to learn about the current level of each child's skills, knowledge and behaviors in the areas of:

- **Social Foundations:** The Social Foundations domain focuses on children's personal and social development, including their engagement in learning and interactions with others.
- **Language and Literacy:** The Language and Literacy domain focuses on children's language development and is the foundation for early literacy skills in speaking and listening, reading, and writing.
- **Mathematics:** The Mathematics domain focuses on children's foundational understanding of numeracy, measurement, shapes, and classification.
- **Science:** The Science domain focuses on children's capacity to observe and investigate their surroundings.
- **Social Studies:** The Social Studies domain addresses children's relationships with various people in their communities and the contexts in which different people interact. This domain also includes children's basic understanding of the concepts of past, present, and future in the context of their lives.
- **Physical Well-Being and Motor Development:** The Physical Well-Being and Motor Development domain addresses children's awareness of their coordination and movement and of healthy lifestyles, including personal care and awareness of safety for themselves and others.

This assessment requires teachers to observe children during the natural course of the child's day. The ELA is a continuous process of knowing about the child's learning as the learning is happening throughout the year. Children 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 child is developing over time. This process allows the teacher to form an understanding of the child's learning and development that will assist them in planning future learning opportunities.

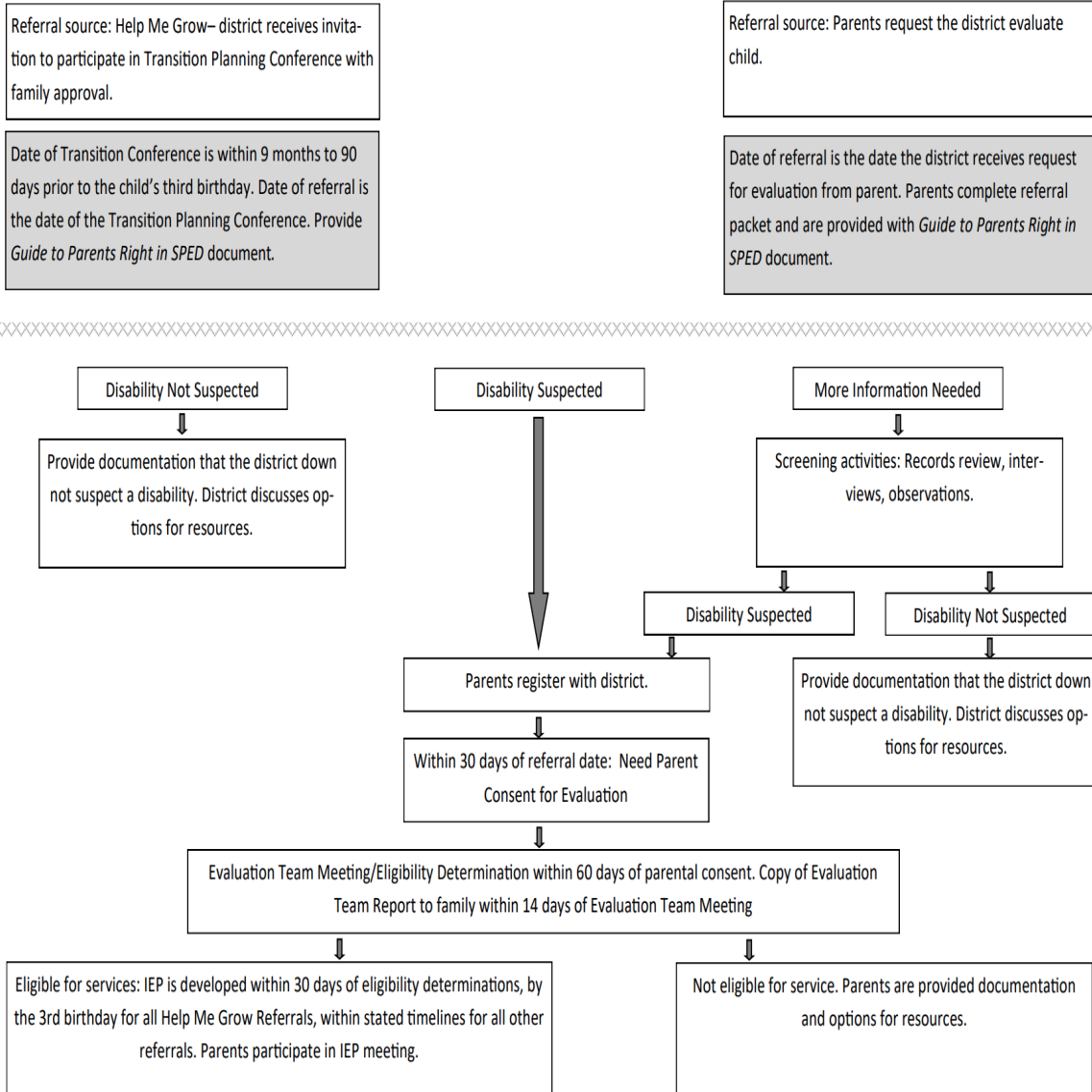
Teachers will share a report with families in the fall and spring that explains their findings.

In addition to the ELA, teachers will complete a variety of informal assessments throughout the school year as well. This may include, but is not limited to developmental checklist, anecdotal records, work sampling, and child portfolios. Students who are on IEPs will also have IEP progress data collected and shared as well as the Child Outcome Summary Form completed at least annually.

Ages & Stages Questionnaire (ASQ): Comprehensive Screener completed by the parents. The ASQ is completed annually. This screener helps the teacher identify your child's areas of strength and areas of need. ASQ results will be shared with parents and families during parent/teacher conferences in the fall and the spring.

EVALUATION PROCESS

Preschool Referral/ Evaluation Timeline



IEP Evaluation

The Olmsted Falls Early Childhood Center (ECC) Preschool Program is designed to provide special education services to eligible children ages 3 to 5 with identified special needs, in accordance with state mandates. Eligibility for children residing within Olmsted Falls City School District boundaries is determined through a multi-step assessment process that begins with a call to the Olmsted Falls Early Childhood Center office at 440-427-6360. By law, eligible children with identified special needs receive special education services at no charge. Special education services fall on a continuum, ranging from community-based (i.e., itinerant) to on-site, center-based services at the ECC.

Admissions Process

Children with Identified Special Needs, ages 3 to 5: Our Preschool Program provides services for children ages 3-5 with identified developmental delays or developmental disabilities. Parents and legal caregivers are encouraged to contact the ECC to initiate a referral of their preschool-age children if they are concerned about any area of development including communication, cognition, social/emotional and behavioral functioning, and fine or gross motor skills. Many of the children who are referred are invited to attend a monthly play-based assessment session, during which information is gathered to help determine whether a child is eligible for special education services. Play-based assessment sessions generally begin in August and take place monthly throughout the duration of the school year. Preschool enrollment increases over the course of the year as children are referred, assessed, and found eligible for special education services. There is no waiting list.

Children who are receiving Early Intervention Services, approaching age 3: With parental consent, children who are receiving early intervention services and reside in the Olmsted Falls City School District are referred for an assessment at the ECC as part of the transition process as the early intervention providers (Bright Beginnings in Cuyahoga County) plan to terminate services on the child's third birthday. The Early Intervention Services Coordinators facilitate the referrals of children receiving EI services, so it is not necessary for parents to contact the ECC to initiate a referral.

Classroom Descriptions

The Olmsted Falls City Schools Preschool Program services children from ages three to five. The program offers morning classes from 8:00 to 10:30 am and afternoon classes from 11:40 to 2:10pm. Classes are in session Monday through Thursday in accordance with the Olmsted Falls City Schools academic calendar. The preschool program offers a wide Least Restrictive Environment (LRE) continuum to best meet the needs of our students with disabilities. The settings include: General Education, Integrated, Special Education, and Self-Contained. All classroom types have Peer Models with the exception of the Self-Contained classroom. All classrooms have one certified teacher and at least one paraprofessional to allow for low staff to student ratios. Students identified with special needs demonstrate delays in one or more of the following areas: speech and language, cognitive, fine motor, gross motor, socialization, adaptive, and/or behavior/social/emotional growth.

ROLE OF A PEER MODEL

What is a Peer Model?

With a commitment to provide an inclusionary educational setting for our students with special needs, the practice of including “peer models” in our preschool classrooms is used and recommended by the Ohio Department of Education. Peer models provide an excellent learning example for our students with special needs. Peer models also benefit from a rich, developmentally appropriate preschool experience with exposure to children with differences.

In order to create an optimal learning environment, we are looking for the following:

- Children between the ages of 3 and 5 who are toilet trained.
- Children who reside in Olmsted Falls attendance boundaries.
- Children who are able to serve as leaders/role models.
- Children who demonstrate behavior within the typical range.
- Children who have a strength in communication skills.

If your child meets the listed criteria, he/she may be an excellent candidate for our program. Please contact our office after Thanksgiving if you would like your child to be considered for participation as a peer model. Candidates will be invited to participate in a one-two house peer model screening. This provides us an opportunity to observe specific developmental skills that are essential for our program.

Peer Model Tuition

Peer Models need to pay a monthly fee of \$150 for our 4 day a week program.

- Tuition is due monthly.
- Preschool tuition is payable on PaySchools Central or through cash/check in the main office.
- Failure to pay tuition in a timely fashion may result in parents being asked to withdraw their child from our preschool program.

POLICIES AND PROCEDURES

Preschool Classes (Monday-Thursday)

AM Session 8:00-10:30

Arrival: 7:55-8:05

Dismissal: 10:25-10:35

PM Session 11:40-2:10

Arrival: 11:35-11:45

Dismissal: 2:05-2:15

School Hours

School Hours: 7:55 AM - 2:25 PM

Office Hours: 7:30 AM - 3:30 PM

Arrival and Dismissal - Transportation

Preschool children will assemble by class on the benches in the front hallway of the ECC for both arrival and dismissal time. Please review the procedures below for arrival and dismissal procedures, requesting a change in dismissal, bus transportation and visitor parking information.

Arrival

- Children **must** be dropped off during their arrival window (AM 7:55-8:05 & PM 11:35-11:45). Students are not to arrive before 7:55am. *There is no supervision for the students prior to the arrival window.*
- All children arriving by car must be walked by their parent or guardian into their designated arrival door, where he/she will be greeted by an assistant or teacher and escorted to the classroom. It is imperative that children be dropped off and picked up within their arrival and dismissal times.

- We understand that arrival and dismissal times are especially delicate for some young children. Please feel free to schedule a meeting to discuss and plan with your child's teacher if your child needs extra adult attention at this time. It is our intention to offer each child a warm greeting and welcome to school each day, and to provide the same loving exchange at the end of the day.
- Students will enter the building escorted by a member of our preschool team, and sit in their assigned area with their teachers and classmates.
- AM Students are not permitted to be dropped off with kindergarten students.
- Parents are not permitted to walk their children to their classrooms to drop them off.
- Parents/visitors will need to sign in and wear a Visitor Badge when entering the building or volunteering in classrooms.
- Please do not travel in the Bus Lane for student drop-off or pick-up.
- Preschool children who arrive on a bus will walk into the building, ECC staff will assist students when necessary.

Dismissal

- Children *must* be picked up during their dismissal window (AM 10:25-10:35 & PM 2:05-2:15)
- Please note, a child can only be picked up by the adults who are listed on their Emergency Medical Forms. Please make prior arrangements with the secretary if someone new is going to be picking up your child from school.
- Bus riders will be escorted to the bus by a member of the ECC preschool team.
- Please do not travel in the Bus Lane for student drop-off or pick-up.

Request a Change in Dismissal

Any change in dismissal procedure, such as picking up a child during or after school, must be stated in writing to the child's teacher daily or called in one hour prior to dismissal (9:30am for AM classes and 1:10pm for PM classes).

Parents/guardians picking up their child early or dropping their child off later to school must report to the school office. Children will meet their parents/guardians in the office for early pick-up.

- If another person is picking up your child, a note of authorization signed by a parent or guardian must be presented to the office. No student will be released to a person other than a custodial parent without a note signed by the custodial parent or other legal authorization.
- Parents/Visitors will need photo identification when signing in at the school office.

Bus Transportation

Preschool special education buses provide door-to-door transportation for preschoolers with IEPs whose parents request it. Peer models must provide their own transportation. In addition

to a trained District bus driver, additional safety precautions are taken because of the age of the children who are riding, including the presence of an ECC paraprofessional on the bus and seat belts, harnesses, or car seats as needed.

If an adult is not at the drop off site when a preschooler arrives, the Bus Garage will attempt to contact the parent/caregiver. If no one is available, the child will be transported back to the ECC to await pickup by an adult on the emergency contact list. Again, the secretary may ask for identification before releasing the child.

New preschool students are enrolled at the ECC throughout the school year. Adding a bus stop for a new student may change the pick-up and drop off times of the other children already riding that bus.

General Bus Safety:

- Children are to only ride the bus to which they have been assigned.
- While they are waiting, students should not be playing games, chasing, and name calling. They are expected to keep hands and feet and mean words to themselves, both on and off the bus.
- Students are to approach the bus only after it has stopped and remain in seats while the bus is in motion.
- Students are to remain seated during their bus rides and are permitted to talk quietly to their immediate neighbors except at railroad crossings, where everyone must be quiet.
- Pets, toys, glass items, electronics, food, candy, or weapons of any type are NOT permitted on the bus.
- Inappropriate bus behavior will be addressed as part of school behavior.

Visitor Parking, additional drop-off & pick-up info.

If dropping off or picking up your child, refer to the following procedures:

- *There is no visitor parking/parking/drop-off/pick-up in the bus lane.*
- Each vehicle should be parked in a designated parking spot within the parking lot.

Attendance

Parents are required to notify the attendance line prior to their child's absence.

- To report a child's absence, please call the Early Childhood Center Attendance Line at **(440) 427-6363**. Parents can call the Attendance Line 24 hours a day.
- All attendance needs to be verified by 9:00 AM (Morning Class) and 2:30 PM (Afternoon Class).



- Attendance Secretary will manually trigger the PowerSchool automated phone system for calling unexcused absences.
- *All student absences are unexcused in PowerSchool until changed to excused by the attendance secretary based on parent contact. Unexcused absences will be reported to parents with our automated calling system.*

Please note: Regular school attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from high school prepared for higher education and the workforce. To support academic success for all students, the district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will utilize a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absence to parent or guardian;
- Development and implementation of an absence intervention plan, which may include supportive services for students and families;
- Counseling;
- Parent education and parenting programs;
- Mediation;
- Intervention programs available through juvenile authorities; and
- Referral for truancy if applicable

Attendance is tracked in terms of hours and minutes of lost instructional time. This time is calculated based upon the time in / time out entries for a student during the school day.

The following are the only reasons for being absent as defined by law and adopted by this Board:

- Personal illness (a written physician's statement verifying the illness may be required after reaching excessive absence thresholds of 38 hours in a month or 65 hours in a year)
- Illness in the family necessitates the presence of the child at home
- Quarantine of the home
- Death in the family
- Necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- Out of state travel (up to a maximum twenty four (24) hours per school year that the student's school is open for instruction) to participate in a District approved enrichment or extracurricular activity
- Observance of religious holidays
- Emergency or other set of circumstances in which the judgment of the Superintendent/designee constitutes a good and sufficient cause for absence from school
- Medically necessary leave for a pregnant student in accordance with [Policy 5751](#)

- Service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Withdrawal

Olmsted Falls City Schools strives to be accurate and thorough in tracking student residency, attendance and enrollment status. As such, parents are asked to notify the classroom teacher and the school office in the event that they need to withdraw their children from the Olmsted Falls Preschool Program. The District will be required to withdraw students under the following circumstances:

- Receipt of a written request for records from another school district indicating the student is seeking enrollment or has enrolled in another school district
- Receipt of signed, written notification from the student's parent/guardian requesting a records transfer to a designated school for the purpose of enrolling in that school
- Accumulation excessive hours of unexcused absences without documented rationale for those absences despite district staff members' efforts to contact the parent/guardian/student to remedy attendance.
- No refunds will be issued to parents of peer models who withdraw after payment of tuition.

Change of Address, Withdrawals: If you anticipate a move to another school district, please notify the school stating the date of the move, the new home address, and the new school district.

- The parent or guardian must sign the proper release forms before records can be sent to or received from another school.
- Should you change your address within the district, place of business, telephone number, emergency contact, or legal custody, please notify the school immediately. It is imperative that our records are up-to-date and accurate.

Transitions

The Preschool Staff hope to make a child's preschool experiences as positive as possible. In order to help with transitions into or within the preschool program and transitioning to kindergarten or out of the program the preschool team has put the following experiences in place:

- Kindergarten Information Night: Parents are able to learn more about the process of transitioning their child to kindergarten and general kindergarten information.
- ECC Preschool to Kindergarten: Staff tours the preschoolers through the building, visiting various kindergarten classrooms. Students see the rooms their kindergarten specials will be in the following year. Teachers lead students through the cafeteria and

practice going through the lunch line. Kindergarten staff are encouraged to visit the preschool classrooms.

- Individualized Transition Plans & Meetings: Transition meetings are held with the child's parents and teachers will meet together to create individual transition plans to meet the needs of the students. These meetings and plans will take place when students transition into, within, and out of our preschool program.
- ETR and IEP Meetings: Typically, when preparing for transition to kindergarten, the case manager initiates conversation and planning in November the year before the child is age-eligible to enter kindergarten at Parent-Teacher conferences.
- Additional specific transition activities are initiated by the teacher and are facilitated by either the teacher or the Principal of the receiving school.

Kindergarten Eligibility/Registration

Kindergarten attendance is required by law. Registration for kindergarten occurs in the spring. Registration notification is advertised in the local newspapers, the school report, preschool bulletins, and area churches/business in January. The only portal for kindergarten registration generally opens in early February. As they complete the online portion of the registration process, parents are prompted to make an appointment to complete the in-house portion of registration. At that time, the parent must provide the child's birth certificate, some proof of residency, a picture ID, and custody papers, if applicable.

Children must be five years of age on or before August 1st to enroll in kindergarten.

Building Safety

Building Safety: In accordance with school rules, students must: **Be Safe, Be Responsible, Be Respectful, and Be Kind** in the hallways. This means that each student will do the following: [ECC PBIS Matrix](#) (See next page)

1. Walk at all times.
2. Stay on voice meter level 0 (quiet) while walking in the hallways.
3. Keep hands, feet, objects and unkind words to yourself.
4. Keep hands off walls and artwork.

Items Brought to School: Children are not allowed to carry matches, guns of any type, gun caps, knives, rubber bands, sling shots, etc. Such articles will be confiscated and not returned.

- Children are not allowed to sell or trade anything among themselves at school, on the school grounds, or on the school bus.
- Pets should not be brought to school without the permission of the teacher. Some children are allergic to animals.
- Items should not be brought in glass containers because of the danger of breakage.

- **NO TOYS** SHOULD BE BROUGHT TO SCHOOL WITHOUT TEACHER APPROVAL. THE SCHOOL IS NOT RESPONSIBLE FOR BROKEN OR LOST TOYS BROUGHT TO SCHOOL.

NON-EDUCATIONAL ELECTRONIC DEVICES ARE NOT PERMITTED IN SCHOOL WITHOUT TEACHER/ADMINISTRATOR APPROVAL.

Safety Drills/Intruders/Lockdowns

The ECC has tornado, fire, and lockdown drills in accordance with the law of the Revised Code of Ohio. During these drills, students are expected to be silent and follow adult direction.

- **Tornado drills:** Children and adults are to go to areas designated in each hallway and stay there until the all clear is sounded. All visitors are expected to participate in this drill.
- **Fire drills:** During a fire drill, children should stay with their teacher and follow to the nearest exit where they will stay in their assigned place. Visitors to the building are expected to leave the building whenever the fire alarm is sounded.
- **Lockdown drills:** Procedures imply that all staff and students remain in the confines of their appropriate classroom with windows and doors closed and locked. The district School Resource Officer supports the staff and students at the ECC in the proper implementation of ALICE training appropriate for young children.

Emergency Procedures

Emergency Closing of School: If our schools are to be closed during the school year for severe weather or other emergency conditions, announcements will be made via radio and TV stations in Cleveland.

- Announcements concerning school closings will be made during the 11:00 P.M. and/or 7:00 A.M. (or earlier) newscasts. No statement will be carried when schools are to remain open.
- Please do not call the school. It is essential that official school telephone lines remain open during inclement weather.
- Please do not call the Bus Garage.
- When Olmsted Falls City Schools are closed, the Olmsted Falls Early Childhood Program will also be closed.

Emergency Dismissal

Please make plans with your child about what to do in case of an early dismissal from school. The goal will be to dismiss students as close to the regular dismissal time as possible.

Dismissal Delay

During emergency situations, such as a severe storm, children may be kept at school until the emergency is over.

Emergency Pick Up of Individual Students

If your child exhibits one or more of the symptoms that is listed on the inside back cover of the handbook while s/he is at school, you will be called to pick him/her up ASAP. If you are not available by phone, we will call the numbers on your child's Emergency Medical Authorization sheet until we reach someone. For that reason, please be sure the emergency

Automated Parent Communications: Power Announcement

- Olmsted Falls School District utilizes an automated communication system, called Power Announcement, to regularly and effectively communicate with parents via email, text and automated phone messages. Power Announcement is used at both the District and building levels to communicate with parents about school news and event information. Automated attendance calls are also made through Power Announcement. Additionally, the Power Announcement notification system is used, as needed, to communicate important information about building safety and security issues (i.e. evacuations, lockdowns).
- Power Announcement is integrated within the existing PowerSchool Parent Portal. Parents have the ability to set their own communication preferences for various types of messages through the PowerSchool Parent Portal. Email and phone communications are automatically activated by default. Parents must opt-in to begin receiving text messages. To view and customize all parent communication settings, log-in to the PowerSchool Parent Portal (<https://psf.nccohio.org/public>) with your PowerSchool parent account information and click on the "Power Announcement" link located on the left-hand side of the screen. PowerSchool account information is provided to parents for each student enrolled in Olmsted Falls School District (grades PreK – 12). Parents will need to set communication preferences separately for each student.
- For additional information on customizing your parent communication preferences, please visit www.ofcs.net and click the PowerSchool link to access the "Power Announcement Parent Guide." Parents may also contact your child's school building for assistance in setting parent communication preferences.

Dress Code

The Board of Education believes that student dress has an important influence on the educational process. It is the intent of the Board that the students of the District appear clean, neat, and well groomed, both at school and at all school sponsored activities.

Dress can be regulated when said attire is bizarre, offensive, disruptive, or is distracting to the educational process. The final decision on the appropriateness of attire shall rest with the school administration. In all cases of questionable attire, administrators reserve the right to make judgments and decisions regarding "appropriateness and acceptability" of such clothing. A student must change/cover clothing. Any student who refuses to change/cover the offending clothing will be considered insubordinate.

- All students must wear shoes or sandals. Flip-flops are not acceptable.
- Dark glasses cannot be worn in school except under doctor's orders.
- Hats shall not be worn in the building.
- Clothing which exposes the midriff and backless attire are violations of the dress code.
- Any item containing offensive language or gang, or cult related symbols are prohibited.

The administration may waive specific areas of the dress code for spirit days and special events.

In general, school dress should be such that it ensures the health, welfare, and safety of the student, and enhances a positive image of our students and school. Appropriate school clothing should fit properly and be without tears or rips. Inappropriate attire includes flip flops, high heels, platform or wedge shoes, high heeled boots, clothing with inappropriate language or that shows undergarments, and swimwear. We recommend comfortable play clothes, socks and closed toe shoes be worn daily. Crocs are discouraged due to playground mulch.

Clothing should be easy enough for children to manage by themselves. "Onesies", bodysuits, suspenders, etc. are difficult to fasten and should not be worn to school. When sending your child to school in a dress or skirt, please consider having them wear a pair of shorts underneath as preschoolers spend a lot of time on the floor during play and circle time activities.

Whenever possible, preschool students will be taken outside for gross motor activities. Please dress your child with appropriate outdoor clothing as the weather dictates. If it begins to rain, snow heavily, or the wind chill and temperature drop below 25 degrees, gross motor activities will take place indoors.

Back Packs: On many days your child may have various items to bring home from school. A large book bag, labeled with your child's name, would be an easy enjoyable way for your child to independently and safely take items home. This is also a convenient and safe way of



delivering newsletters and notes from school or from home. Please check your child's bag every day and encourage him or her to share with you about the items inside.

Food Service

Prior to preschool students starting school, parents must inform the school nurse and the child's preschool teacher of any foods your child cannot eat and any food allergies.

- Please use doctor's form, in the registration packet, to indicate your child's food allergies and any food supplements your child will need during the school day.
- Parents are to provide one, single serving of a nutritious snack for their child each day. Please make sure to only send in one snack/one serving per day. If a child forgets a snack, we will have a limited variety of snacks to offer. Your Parent Provided Snack should be healthy and can include items such as: fruits, vegetables, applesauce, cheese sticks, yogurt, multi-grain crackers, whole grain pretzels, etc.

Birthdays

Birthdays are special to children, their classmates and their teachers. Celebrating a student's birthday should not be a "surprise" event. Birthday celebrations should be pre-planned with the child's teacher prior to the child's birthday. When planning your child's birthday with your child's teacher, please be aware of the following:

- Due to the increase in the amount of attention on nutrition, wellness and in the frequency of severe allergies, **we ask that you do not send any "edible" items into school for birthdays.** You are welcome to send in non-edible items for your child to pass out to their friends.
- **If an edible item does come to school, we are required to send it back home with the child**
- Following these rules will allow us to accommodate the nutrition and health/wellness of our students and any allergy concerns.
- Birthday celebrations can be scheduled on the school day closest to the actual date. Please check with the classroom teacher to avoid double celebrations.
- Summer birthdays may be celebrated anytime during the school year, including the child's half birthday. Contact the teacher to make arrangements.

Class Parties

Classroom parties provide a wonderful opportunity for parents to enjoy their child's classroom with their child and his/her classmates. The following class parties take place in all preschool classrooms during the school year: Fall Fest, winter break, Valentines' Day, graduation/end-of-the-year celebration. Additional classroom parties are up to the discretion of



each preschool teacher. When attending a classroom party, please be aware of the following rules:

- Parents must sign up for a classroom party prior to the day of the event. Sign-ups will be set up with your child's classroom teacher.
- All class parties are listed in the "important dates" handout given to parents at the beginning of the school year. If a party has been canceled or moved to another date, the child's preschool teacher will inform parents of the correct date/time.
- **Siblings, cousins, family friends, etc. are not permitted to attend classroom parties.** Classroom parties are created for the students in the classroom. It is important to honor and respect these children and give them the opportunities to participate in their classroom party to the fullest extent.

Field Trips

Preschoolers typically attend one field trip per month. Field trips provide students with a wonderful opportunity to enrich their learning with real-life experiences relating to the current preschool theme and curriculum. All field trips take place within the Olmsted Falls Community and almost all field trips are free to the students. PTA will sponsor preschool field trips, so students and parents are all able to enjoy these trips. Parents chaperones are required for some preschool field trips. Please read through the field trip policies carefully.

- **Closed Field Trips:** On closed field trips, parents do not attend, only the students, teachers, and paraprofessionals.
- **Limited Field Trips:** These field trips limit each preschool classroom to three parent chaperones per classroom. In order to ensure our students, get the most out of their field trip experiences, limited field trips allow for students to learn and explore in the small spaces where many of our field trips take place.
- **Open Field Trips:** Open field trips allow unlimited parent chaperones in each classroom. Up to three parent chaperones are permitted to ride the bus with the teachers and students. The rest of the parents should be prepared to provide their own transportation to and from the field trip.
- Students *must* ride the bus to and from field trips. Parents who provided their own transportation may sign their child out at the end of the trip, therefore, opting out of bus transportation home from the field trip.
- **Siblings, cousins, family friends, etc. are not permitted to attend any preschool field trips.** *These field trips should be focused on the learning experiences of the preschoolers within the program.*
- **Background Checks:** Any parent/grandparent or other adult who would like to attend a field trip *must* have a background check on file with the school prior to the field trip. Olmsted Falls City School District is requiring all field trip chaperones to complete a background screener prior to service. The district has partnered with Background Investigation Bureau (BIB) to complete this online screener at no cost to the volunteer.

Please access the link by going to the Human Resources page of the district site: www.ofcs.net (under Administration/Depts. tab) and clicking on the “Field Trip Volunteer” link; or you can go directly to the BIB site using the following link: <https://bit.ly/2LnUN0K> . Processing can take up to 5 business days. Once completed you will get an email notification from BIB. The school building offices will also receive notice of those approved to chaperone. Please plan to complete this process well in advance of the scheduled field trip so an adequate number of approved chaperons will be available to volunteer. Final chaperone confirmation notices will be provided by your child’s teacher. Thank you for your time and cooperation.

Parent Access Policy

Any parent of a child enrolled in this program will be permitted access to the program during its hours of operation at Olmsted Falls Early Childhood Center from 8:10-2:15pm. You must *sign in* at the office prior to coming to the classroom. Non-custodial parent visits need to be arranged through the custodial parent and program staff. Due to the need for minimal distraction and maximum instructional time, observations must be planned in advance. We ask that you provide your child’s classroom teacher with 24 hours’ notice. In order to limit disruption to instructional time, we prefer to limit classroom observations to 60 minutes in duration. We request no more than two observers be present at any given time. Observations are to be scheduled with the classroom teacher & approved by the building principal and/or program supervisor.

Parents may request copies of this program’s compliance report.

FEES

Peer Model Fees

Peer Models need to pay a monthly fee of \$150 for our 4 day a week program. Tuition is due monthly. Preschool tuition is payable on PaySchools Central or through cash/check in the main office. Failure to pay tuition in a timely fashion may result in parents being asked to withdraw their child from our preschool program.

Preschool Instructional Fees

A fee is charged for preschool instructional materials and snack foods. This fee is \$30.00 per semester, payable in September and January. A reminder will be sent home. This fee is included in the tuition paid by peer models.

Field Trip Fees

Certain field trips require fees to account for snacks or items for students to take home. Parents will be notified in advance and all fees will be collected prior to attending the field trip.

FAMILY AND CLASSROOM INFORMATION

SeeSaw - Parent Communication App

Regular communication between home and school, whether via our weekly school newsletter, classroom newsletter, phone conversations, emails, or our Prek-3 online communication platform; SeeSaw, is vital to a child's success in school. Please be sure you are registered with SeeSaw prior to the first day of school.

Parent Teacher Conferences

Preschool holds two formal parent teacher conferences, one in the fall and one in the spring. However, either a parent or a teacher is encouraged to request a conference at any time during



the school year when a face-to-face conversation about a concern is preferred to an email or a phone call. During parent teacher conferences, teachers and parents will be reviewing portfolios, sharing progress, and collaborating to create and update goals for each child.

PTA/Classroom Volunteers

All parents interested in being a classroom volunteer must complete a BCI/FBI background check through the online portal. The district has partnered with Background Investigation Bureau (BIB) to complete this online screener at no cost to the volunteer.

Please access the link by going to the Human Resources page of the district site: www.ofcs.net (under Administration/Depts. tab) and clicking on the “Field Trip Volunteer” link; or you can go directly to the BIB site using the following link: <https://bit.ly/2LnUN0K>.

Processing can take up to 5 business days. Once completed you will get an email notification from BIB. The school building offices will also receive notice of those approved to chaperone. Please plan to complete this process well in advance of the scheduled field trip so an adequate number of approved chaperons will be available to volunteer. Final chaperone confirmation notices will be provided by your child’s teacher.

Community Resources

The Olmsted Falls Early Childhood Program strives to support our students and families. If you should ever need a referral or information on services outside of the school setting, please do not hesitate to contact your child’s teacher, the ECC school counselor or school psychologist. Your request will be handled in a confidential manner. Some of our local resources are listed below:

Child Development Services

Connecting for Kids

- Description: A non-profit educational and resource agency for families concerned about childhood development.
- Phone number: 440-250-5563
- Email: info@connectingforkids.org

Cuyahoga County Public Libraries

- Description: Programming for students with special needs
- Website: www.cuyahogalibrary.org

Cuyahoga County Board of Developmental Disabilities



- Description: Early Intervention services for children with developmental delays
- Phone number: 216-241-8230
- Website: <http://www.cuyahogabdd.org>

Positive Education Program

- Description: Providing family centered programming for children with mental health and behavioral issues
- Phone number: 216-361-4400
- Email: info@pepcleve.org

Family Services

GRASP: Grandparents and Relatives as Second Parents

- Description: Monthly support group for individuals
- Address: 17400 Northwood Avenue, Lakewood, Ohio
- Phone number: 216-529-6870

Olmsted Community Church

- Description: Food Pantry Distributions
- Phone number: 440-235-3326

Parenting Education

Berea Children's Home

- Address: 303 East Bagley Road, Berea, Ohio 44017
- Phone number: 440-234-2006

Community Challenge

- Description: Systematic Training for Effective Parenting (STEP)
- Address: 19120 Detroit Road #10 Rocky River, Ohio 44116
- Phone number: 440-331-3838

Hotlines

- Children's Services Child Abuse Hotline: 1-800-799-7233
- American Association of Poison Control: 800-222-1222
- Center for Prevention Domestic Violence: 1-800-799-7233
- Ohio Guidestone: 440-260-8300

MEDICAL INFORMATION

Health and Wellness Procedures

Like you, we want every child to be safe, secure and feeling well while they are with us during their time in our preschool classroom. The Early Childhood Center student should have at least ten hours of sleep every night and a good breakfast each morning. A well-rested and well-fed child will function best at school. No matter how proactive we are, there are times when our students may not be well. Keep your child at home and consult your physician should the following symptoms persist:

- Diarrhea or Vomiting in the past 24 hours
- Severe Cough
- New onset significant coughing/sneezing
- Undetermined Rash
- Nits in Hair
- Sore throat & difficulty swallowing
- Temperature 100° or higher
- Red, watery, burning, itching eyes

The Staff at the ECC will be proactive in trying to keep all children healthy. Our staff is trained to recognize the common signs of communicable diseases and other illnesses. The staff also has the aid and support of our District Nurse to help recognize signs of common communicable diseases and illnesses.

The following measures will be taken:

1. Parents will be notified of a child's condition when a child has been observed with signs or symptoms of illness or communicable disease.
2. A child with any of the following signs or symptoms of illness/communicable disease shall be isolated in a room not being used in the preschool program, within sight and hearing of an adult at all times until s/he can be sent home.

- o Diarrhea or vomiting.
- o Temperature above 100 degrees, stiff neck, severe coughing, sore throat.
- o Difficult/rapid breathing, difficulty swallowing, significant coughing or sneezing.
- o Dark urine and/or gray or white stool.
- o Yellowish skin or eyes, unusual spots or rashes, untreated infected skin.
- o Conjunctivitis, lice, scabies, or other parasitic infestation.

No child shall ever be left alone or unsupervised. A daily log of all students sent home is kept by the District Nurse. All parents will be notified in writing when their child has been exposed to a communicable disease.

3. If a child is injured at school, the parent will be notified immediately. A log is kept of all injuries and an injury report is completed by the party witnessing the injury, signed by that party, the Nurse, and Director.
4. If your child needs the administration of prescription or non-prescription medication, and/or food supplement, fluoride supplement, or modified diet, a physician/dentist must complete the proper forms. A log of the medication or supplement will be kept by the District Nurse administering the medication or supplement.
5. The school can admit and care for a **“mildly” ill child** (such as minor cold symptoms or teething) as long as the child does not exhibit any symptoms specified in the section on communicable diseases. If any of the symptoms do occur during careful observations, the child will be isolated and discharged from the school.

School Nurse

The District’s Nurse and health aide are housed in the ECC and generally is available during the hours school is in session. If not in the building, a school nurse is available within the school district at all times.

Medications

Before any prescribed medication may be administered to any student during school hours, the Board shall require a signed prescription or order from the child’s physician, and the written authorization of the parent. Before any over the counter medication may be administered, the Board shall require the prior written authorization of the parent along with a waiver of liability of the District for the administration of medication. It is the parent’s responsibility to have the forms completed and on file in the school clinic before medication can be distributed.

1. Physicians and parents should complete a “Medication Form” for all prescription medication orders. Forms are available online or in the office and may be faxed or hand delivered by an adult. All medication must be delivered by a parent or responsible adult in the container provided by the pharmacy. All pharmacy labels must

be visible on prescription medications. ***Please do not send in medications with your child.***

2. Over the counter medications will be given per package directions and dosages unless a signed order from a physician is received; only a parent signature is required for over the counter medications. Forms may be faxed, or hand delivered by an adult. All medication must be delivered by a parent or responsible adult in original packaging, and must be unopened, labeled, and unexpired. ***Please do not send in medications with your child.***
3. All medications that a student needs will be locked in the clinic or in a secure location, except for asthma inhalers and EpiPens.
4. When new medications are started for your child, please give the first dose on a weekend or a non-school day to make sure there is no allergic reaction or serious side effects.
5. Medications for chronic conditions are included in the Health Care Plan. For example, inhalers and EpiPen authorizations are included in the asthma/allergy Health Care Plans. No additional forms are necessary.
6. Any leftover medications need to be picked up within the last two weeks after school is out or they will be discarded.
7. No student is allowed to provide or sell any type of over-the-counter medication to another student. Violations of this rule will be considered violations of Policy 5530-Drug Prevention and of the Student Code of Conduct.

Special medical conditions (including life-threatening allergies)

The ECC staff, the District Nurse, and the Office of Pupil Personnel work together to develop health plans and 504 plans when necessary to keep students with serious health issues safe while they are in school. The District's allergy protocols are implemented carefully, with the input and feedback of the parent, and may involve placement in one of our "allergy aware" classrooms, where special precautions are taken to keep students safe. Questions about these procedures may be directed to the Department of Student Services.

Immunizations (shots) required for Preschool

According to the Ohio Revised Code 5104.014, Division B: Each child's caretaker/parent shall provide to the center, home, or in-home aide a medical statement, as described in division



(D) of this section, indicating that the child has been immunized against or is in the process of being immunized against all of the following diseases: **Chicken Pox, Diphtheria, Haemophilus influenzae type b; Hepatitis A; Hepatitis B; Influenza; Measles; Mumps; Pertussis; Pneumococcal disease; Poliomyelitis; Rotavirus; Rubella; Tetanus.**

According to Ohio Revised Code 5104.014, Division C: A child is not required to be immunized against a disease specified in Division (B) of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child;
2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

More information on Immunization Schedules for Infants and Children can be found at;
<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

Waivers are available in the school clinic and on the health clinic website. Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

According to Ohio Revised Code 5104.014, Division D:

The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

The Ohio Department of Jobs and Family Services' Child Medical Statement can be found at:
<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305>

Immunizations for Child Care, Head Start and Pre-School Attendance:

Please follow the following link to the ACIP Easy-to-read Immunization Schedule for Infants and Children^{1,2}

<http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf>

Ohio Revised Code 5104.014, Division B:

Each child's³ caretaker parent shall provide to the center, home, or in-home aide a medical statement, as described in division (D) of this section, indicating that the child has been immunized against or is in the process⁴ of being immunized against all of the following diseases:

- | | | |
|---|--|--|
| 1. Chicken pox;
2. Diphtheria;
3. Haemophilus influenzae type b;
4. Hepatitis A;
5. Hepatitis B; | 6. Influenza;
7. Measles;
8. Mumps;
9. Pertussis;
10. Pneumococcal disease; | 11. Poliomyelitis;
12. Rotavirus;
13. Rubella;
14. Tetanus. |
|---|--|--|

Ohio Revised Code 5104.014, Division C:

A child is not required to be immunized against a disease specified in **Division (B)** of this section if any of the following is the case:

1. Immunization against the disease is medically contraindicated for the child;
2. The child's parent or guardian has declined to have the child immunized against the disease for reasons of conscience, including religious convictions;
3. Immunization against the disease is not medically appropriate for the child's age.

In the case of influenza, a child is not required to be immunized against the disease if the seasonal vaccine is not available.

Ohio Revised Code 5104.014, Division D:

The medical statement shall include all of the following information:

1. The dates that a child received immunizations against each of the diseases specified in division (B) of this section;
2. Whether a child is subject to any of the exceptions specified in division (C) of this section.
3. The medical statement shall include a component where a parent or guardian may indicate that the parent or guardian has declined to have the child immunized.

Follow the link below to the Ohio Department of Jobs and Family Services' Child Medical Statement:

<http://www.odjfs.state.oh.us/forms/findform.asp?formnum=01305>

¹ Vaccine doses are only considered **valid** if administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices.

² Vaccine doses administered **≤ 4 days** before the minimum interval or age are **valid** (grace period). Doses administered **≥ 5 days earlier** than the minimum interval or age are **not valid** doses and should be repeated as age-appropriate. **If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.**

³ "Child" includes both of the following: 1) An infant, toddler, or preschool age child; and 2) A school-age child who is not enrolled in a public or nonpublic school but is enrolled in a child day-care center, type A family day-care home, or licensed type B family day-care home or receives child care from a certified in-home aide.

⁴ "In the process of being immunized" means having received at least the first dose of an immunization sequence and complying with the immunization intervals or catch-up schedule prescribed by the director of health (in accordance with the ACIP catch-up schedule).



Healthchek services keep babies, kids and young adults healthy by finding and treating health problems early.

➔ **Prevention services - like these - are very important:**

- Physicals
- Hearing, vision, and dental check
- Nutritional screenings
- Mental health screenings
- Developmental screenings
- Vaccinations (if needed)

➔ **Looking for more information? Go Online:**
<http://medicaid.ohio.gov/Healthchek>

Healthchek

➔ **Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) service package.**

These services include a comprehensive health and developmental history to assess physical and mental health, and screenings for potential health problems - including vision, hearing, and dental screenings.

Babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid can receive Healthchek services.

➔ **When to schedule a Healthchek exam:**

Babies: Should have at least 8 Healthchek exams by their first birthday. **Children:** should have Healthchek exams at 15, 18, 24, and 30 months. **After 30 months old until age 21:** one exam per year is recommended.

➔ **Where to get Healthchek services:**

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor at your next appointment for Healthchek services. Sometimes, a provider may refer a patient to a another doctor for specialized care. Some services require prior approval.

➔ **Covered by a Managed Care Plan?**

Contact your plan for more information about Healthchek services.

➔ **Learn more:**

Get in touch with your county's Healthchek Coordinator - call the Ohio Medicaid Consumer Hotline and ask for the Coordinator's contact information.



Get Better. Stay Well.

5/14



Apply for healthcare:

- 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.

Ohio | Department of Medicaid

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,
- Medicaid managed care plan, or
- Medicaid Consumer Hotline (800) 324-8680.



GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS

**** PLEASE KEEP THESE GUIDELINES FOR FUTURE REFERENCE****

The following are guidelines for deciding whether or not to keep your child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illnesses while his/her resistance is lowered.

FEVER: If your child's temperature is 100 degrees or greater, **he/she should remain home until they have been fever-free for a full 24 hours without medication.** Remember, a fever is a symptom indicating the presence of an illness.

FLU: The flu is abrupt onset of fever, chills, headache, sore muscles, runny nose, sore throat, and cough are common. **Your child should remain at home until symptoms are gone and the child is fever-free for a full 24 hours.**

PINK EYE like SYMPTOMS: Pink eye is a viral or bacterial eye infection causing redness and swelling of the membranes of the eye with burning or itching, watery or thick drainage, and/or crusting on the eyelids. **Your child should remain home from school until receiving 24 hours of antibiotic therapy and until discharge from the eye has stopped.** In the case that your physician believes it to be a viral infection and no antibiotic therapy is prescribed, your child is still contagious and should remain at home until drainage has ceased. Spread of infection can be minimized by keeping hands away from the face, good hand washing practices, and not touching any part of the eye with the tip of the medication applicator.

RASHES: Rashes can be a sign of a contagious condition such as chicken pox, bacterial meningitis, impetigo, or other bacterial or fungal infections. Children should be kept home from school until the rash resolves and until the rash is evaluated by a doctor who provides written authorization that the child can return to school. **Children with an undiagnosed rash and no doctor's note will be sent home.**

STREP THROAT and SCARLET FEVER: Strep throat usually begins with a fever, sore/red throat, pus spots on the back of the throat, and tender/swollen glands of the neck. Scarlet fever is indicated when a red rash and/or strawberry appearance of the tongue are present along with the other symptoms of strep throat. High fever, nausea, and vomiting may also occur. **Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until he/she has been fever-free with no vomiting for a 24 hours.** Most physicians will advise rest at home for 1-2 days after a strep infection.

VOMITING AND DIARRHEA (INTESTINAL VIRAL INFECTIONS): Stomachache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches. **Your child should remain home until they stop vomiting, having diarrhea, and are fever-free for a full 24 hours without medication.**

If your child has had vomiting, diarrhea, or a fever during the night, he/she should not be sent to school the following day.

COMMON COLD: A cold presents as an irritated throat, cough, watery discharge from the eyes and nose, sneezing, chills, and general discomfort. **Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn.** Medical care should be obtained if symptoms persist beyond 7-10 days, if fever develops, or if the discharge becomes yellow to green.

SHOULD I KEEP MY CHILD HOME FROM SCHOOL TODAY?

Yes, IF SHE/HE HAS:

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

The above symptoms/conditions may mean the start of a communicable disease or condition that could affect any of the other children in your child's classroom, as well as the teachers. Also, your child may be too sick to learn in school that day.

In fairness to ALL children, keep your child home until you can determine what else may be developing. Communicable diseases spread quickly in a preschool classroom.

Contact the school nurse if you have any questions. If both parents are employed, please make arrangements to have a caregiver available in case your child becomes ill while in school. Include names on your emergency forms.

Please call the absent hotline at the ECC at 440 427-6363, available 24/7, when your child will not be in school.



DISCIPLINE POLICY

Positive Behavior Interventions and Supports (PBIS)

PBIS is a systemic approach to teaching important social and behavior skills while preventing problem behaviors. PBIS encompasses a wide range of systemic and individualized positive strategies to reinforce desired behaviors, diminish recurrences of challenging behaviors, and teach appropriate behaviors to students. As part of a District-wide initiative, all buildings have the same three expectations: *Be Safe, Be Respectful, Be Responsible and Be Kind*.

At the ECC, we instruct students on positive behaviors relating to these expectations in all school settings (classroom, hallway, cafeteria, bus). Student recognition and rewards for exhibiting these expectations are provided to support the instruction and learning.

The teacher has the right and responsibility to define and explain how each of the rules will be implemented in the classroom and to develop a classroom management plan. The students and staff at the ECC work together to build classroom communities where respect for one another is fostered and the behavior plan is enforced for the good of all.

Discipline

Our goal is to help all children learn to live with themselves and others. To achieve this, we encourage each child to develop self-control; that is to manage their emotions appropriately and to be responsible for their own actions. There are many ways that we help the young child recognize alternatives and consequences which affect him and others. Some of the ways we guide children to more appropriate behavior are as follows:

1. We practice preventative discipline by recognizing the age level characteristics and needs of individual children in planning programs to meet these needs. Most problems can be prevented by being observant and redirecting a child to a more appropriate activity.
2. We provide many choices of play equipment and activities.
3. We try to clearly define limits and consistently and fairly maintain them.
4. We see the health and safety of the children as a primary concern at all times.
5. We allow children time and opportunities to solve problems for themselves.
6. We state suggestions or directions in a positive manner.
7. We use words and tone of voice which help the child feel confident and self-assured.
8. Redirection is immediate and is most effective when it is consistent with the child's own motives or interests.

9. We provide safe, appropriate outlets for releasing feelings of tension or overwhelming sensory stimulation.
10. If behavior continues to be out of bounds, it may be necessary to remove a child from the group or area for a limited time out or to a “safe space.”
11. Communication with parents about student behavior will be on-going and collaborative. Parents and teachers will strive to work together to devise interventions and various approaches that will help our preschool students achieve a positive, effective sense of control.

In compliance with the Office of Early Learning and School Readiness and the Ohio Department of Education, each preschool program shall follow and have the following written discipline policy adopted by the State of Ohio. Each preschool teacher will have her own classroom behavior management plan which she will share with parents. In addition, the preschoolers are expected to comply with the school rules:

1. Be safe.
2. Be respectful.
3. Be responsible.
4. Be kind.

In addition to the classroom behavior management plans, all of our preschool classrooms implement the following policies:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
2. Appropriate negative consequences shall apply to individual children. For example, a teacher will not punish an entire class for one student’s misbehavior.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame, or frighten a child.
8. Discipline shall not include withholding food, rest, or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child’s age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, well-ventilated space.
10. The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while they are in attendance in the preschool program.

Student Discipline Code

It is the intent of Olmsted Falls City School to provide an environment conducive to a positive educational experience for all students and staff. In order to accomplish this end, it is necessary to implement rules of order for the people that it serves. No institution or organization can endure or operate effectively without some rules of order for the people that it serves. This control is usually in the form of "rules and regulations."

The rules and regulations set forth herein have been developed with the help of students, parents, teachers, and administrators over a long period of time. It is in regard for the health and welfare of all, the benefit of the institution, the safeguard of each individual that these rules are set forth.

The administration reserves the right to exercise flexibility in the administration of all disciplinary action. Individuality of the student infractions and other considerations may necessitate disciplinary action other than that specifically listed. The administration reserves the right to incorporate such actions. Olmsted Falls City Schools operates on the assumption that all disciplinary action functions on the philosophy of progression. Therefore, as referrals to the office mount, more severe penalties will be progressively implemented. The intent of this philosophy is to modify, perhaps eliminate undesirable student behavior.

Unless otherwise indicated, the penalty for the violation of any of the following rules may be detention, Saturday School, suspension, expulsion, and/or permanent exclusion from school pursuant to O.R.C. Sections 3313.66 and 3313.661. Furthermore, it should be noted that the consequences of the violations of these rules could result in not only school related discipline, but also in criminal and/or civil actions.

Rule 1: Disruption of School

A student shall not by use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or any other conduct cause the disruption or obstruction of any lawful mission, process, or function of the school. Neither shall he/she engage in such conduct for the purpose of causing the disruption or obstruction of any lawful mission, process, or function of the school if a substantial and material disruption or obstruction reasonably certain to result from his urging.

While this list is not intended to be all inclusive, the following acts, illustrate the kinds of offenses encompassed in this rule:

- A. Preventing or attempting to prevent by physical act the convening or continuing functioning of any school, class, or activity, or of any lawful meeting or assembly on the school campus.
- B. Except under the direct instruction of the building administrator, blocking normal pedestrian or vehicular traffic on a school campus. Blocking the entrance or exit of any school building, corridor, or room therein.
- C. Occupying any school building, school grounds, or parts thereof with intent to deprive others of its use.
- D. Unauthorized use of fire, attempting to set fire, damaging or attempting to damage any school building or property. Activating or attempting to activate the alarm system in the absence of a fire or tampering with fire equipment. Bomb threats are prohibited.
- E. Unauthorized presence in any school building, school grounds, or part thereof.

- F. Unauthorized use of cell phones and non-educational electronic devices in the school building or on school property during identified school operating hours as determined by the principal.
- G. Unauthorized use of cell phones in locker rooms and restrooms at any time.

Rule 2 : Damage to School or Private Property

A student shall not intentionally cause or attempt to cause damage to school property or private property or steal or attempt to steal school property or private property, either on the school grounds or during a school activity function or event off school grounds.

Damage or theft involving private property, or any school property may be a basis for long term suspension or expulsion from school. A student who accidentally defaces or damages school property or the property of another is obliged to notify the office of this damage and is liable to pay expenses. Failure to report such damage may entail serious disciplinary action.

Rule 3: Physical Abuse/Threatening Harassment/Threatening Behavior/Sexual Harassment/Hate Speech

A student shall not cause physical injury, verbally harass, taunt, bully, or behave in such a way which threatens or causes physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Those found guilty of fighting, harassing, or provoking a fight may be suspended, expelled, or permanently excluded. An individual, whose deliberate behavior directly leads to a fight between other parties, shall be considered a participant. Fighting is defined as hostile bodily contact.

Sexual harassment is defined as unwanted sexual advances, or unwanted verbal, visual or physical conduct of a sexual nature. A student who feels he/she has been a victim of sexual harassment should file a sexual harassment complaint with the building administrator, who will then forward the complaint to the district complain coordinator who will advise administrators of further action.

Conduct constituting harassment may take different forms, including but not limited to the following:

SEXUAL HARASSMENT

- A. Verbal: The making of written or oral sexual innuendos, suggestive comments, and jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the district.
- B. Nonverbal: Causing the placement of sexually suggestive pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the district.
- C. Physical Contact: Threatening or causing unwanted touching, contact, or attempts at same, including patting, pinching, pushing the body, or coerced sexual behavior/acts, with a fellow student, staff member, or other person associated with the District.

GENDER, ETHNIC, RELIGIOUS, DISABILITY, HEIGHT, WEIGHT HARASSMENT



- A. Verbal: Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, appearance, etc. toward a fellow student, staff member, or other person associated with the district. (Hate speech). Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the district by refusing to have any form of social interaction with the person.
- B. Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the district.
- C. Physical: Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the district.
- D. Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the district should promptly take the following steps:
 - a. If the alleged harasser is a student, staff member, or other person associated with the district other than the student's building administrator, the affected student should, as soon as possible after the incident, contact his/her building administrator.
 - b. If the alleged harasser is the student's building administrator, the affected student should, as soon as possible after the incident, contact the superintendent.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly and forwarded to the building administrator.

The district recognizes that determining whether a particular action or incident is harassment or, conversely, is reflective of an action without a discriminatory or intimidating intent or effect must be based on all of the facts in the matter. Given the nature of harassing behavior the district recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment allegations or charges against fellow students, a staff member, or others associated with the district.

This guideline does not negate the requirements for reporting suspected child abuse to the proper authorities in compliance with board policy. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student abuser be reported to proper authorities in compliance with State law.

Rule 4: Weapons and Dangerous Instruments

A student shall not possess, handle, or transmit a knife, razor, ice pick, electronic stunning devices, explosive, sword, cane, machete, firearms, fireworks, pellet or air rifle, pistol or another object that reasonably can be considered a weapon. Included in this prohibition is the use of chemicals and gases, such as mace or stink bombs. A student shall not fire, display, or threaten the use of firearms, explosives or other weapons on school premises. This rule does not apply to normal school supplies such as pencils or compasses unless they are used as weapons. School supplies that cause injury will be treated under Rule 3 and may result in suspension, expulsion, or permanent exclusion.



Rule 5: Narcotics, Alcohol, Drugs, Counterfeit Controlled Substances, Sale or Distribution and Drug Paraphernalia

To promote an alcohol and drug free school, Olmsted Falls City School enforces regulations, which prohibit student contact with alcoholic beverages, intoxicants, and drugs-of-abuse prior to (same calendar day) and during times the student is subject to the authority of the school. A student shall not possess, use, show evidence of use, transmit, sell, conceal or consume an alcoholic beverage or intoxicant or any drug-of-abuse. This provision shall be applicable to any conduct on school grounds, during and before or after school hours; on school grounds at any time when the school is being used by a group; off school grounds at a school sponsored activity, function, or event; on a school bus or conveyance; or at any other time during the same calendar day when the student is or will be subject to the authority of the school.

Moreover, the student shall not consume any alcoholic beverages or intoxicants or drugs-of-abuse at any time before the student's arrival at school or at a school sponsored or related event or activity or manifest evidence of such use, such as odor, reddened eyes, or other similar characteristics. Examples of drugs-of abuse include, but are not limited to: narcotic drugs, hallucinogenic drugs, generic drugs, amphetamines, steroids, barbiturates, marijuana, glue, cocaine, as well as look-alike substances, synthetics, or other substances that could modify behavior. Students shall not possess, use, transmit, sell or conceal any drug-of abuse instrument or paraphernalia.

If there is, in the opinion of the administration, reasonable cause to believe that a student has consumed an alcoholic beverage in violation of the above rule, the student may be requested to submit to a chemical analysis of breath to determine the presence or absence of alcohol.

Use of drugs in accordance with a medical prescription from a licensed physician shall not be considered in violation of this rule. However, all such drugs must be maintained in their original container and submitted to the office.

Students found in violation of this rule may be suspended, expelled, and/or permanently excluded, may be referred to the Registrar of Motor Vehicles and to the Juvenile Court recommending a suspension of the student's driver's license/permit. Additionally, depending upon the nature of the offense, criminal charges may be filed.

Rule 6: Insubordination, Inappropriate Behavior, and Repeated Misconduct

A. Insubordination.

A student shall comply with directives and the reasonable requests of teachers, student teachers, substitute teachers, educational aides, bus drivers, or other appropriate school personnel.

Failing to serve Saturday School or discipline procedure shall also constitute insubordination. Severe or repeated noncompliance may result in suspension, expulsion, or permanent exclusion.

B. Inappropriate Behavior.

A student shall not behave in a disrespectful, belligerent, or in an otherwise inappropriate manner toward any individual mentioned in Part A.

C. Repeated Acts of Misconduct.

A student shall comply with all school rules and regulations. Repeated acts of misconduct include but are not limited to, disruption of class, repeated violations of rules, and impudent behavior.

Rule 7: Profanity and/or Obscene Language

A student shall not use profanity or obscene language, either written or verbal, in communicating with any other person. Included in this prohibition is the use of obscene gestures, signs, pictures, or publications.

Rule 8 : Truancy/Unexcused Absence/Tardiness to School

Students are not to be truant from or tardy to school. Students who are absent or tardy but the reason for the absence or tardy is not valid are considered "unexcused". See the attendance policy in this handbook for more information.

Rule 9: Theft/Extortion

A student shall not cause or attempt to take into possession the public property or equipment of the school district or the personal property of another person while under the jurisdiction of the school. No student shall obtain money, items of value, or special favors from anyone by implied force.

Rule 10: Tobacco

Students are not permitted to smoke in any building or on school property at any time under any conditions. A student shall not possess or use tobacco, matches, lighters or other smoking related items (including cigarette-wrapping paper) on school property.

Rule 11: Falsification

A student shall not lie about, fabricate, distort or misrepresent in verbal or written form, information given to school employees. A student shall not forge the writing of another or falsely use the name of another person or falsify times, dates, or other data on school forms or school related correspondence.

Rule 12: Cafeteria

Throwing food, intentional abuse of the cafeteria, or other such inappropriate behavior is prohibited.

Rule 13: Hazing

It is the policy of the Olmsted Falls City Board of Education and School District that hazing activities of any type is inconsistent with the educational process and shall be prohibited at all times. No



administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any persons. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Rule 14: Bus Conduct

According to Section 3319.41 O.R.C., the school bus driver has the authority and responsibility to maintain control over students on the school bus.

Rule 15: Other School Violations

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, may also serve as grounds for Saturday School assignments, suspension, expulsion, or permanent exclusion as provided by law. "The Olmsted Falls School District seeks to maintain an educational environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The District will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify the problems. The District will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; the District will take immediate steps to end the harassment. For a copy of the Olmsted Falls School District's policy and procedures on harassment either contact the Board Office at 427.6000 or go to <http://www.neola.com/olmstedfalls-oh/search/policies/po4362.htm>.

Student Conduct Code

(Discipline Policy applies to all people on the premises of Olmsted City Schools District)

To file a complaint:

ODE has instituted effective complaint investigation procedures, allowing issues to be resolved in a timely manner. ODE reviews written and signed allegations concerning violations of state or federal special education law. Below are links for information and the necessary forms for filing a complaint.

- [Formal Written Complaint Information Sheet](#)
- [Complaint Form](#)
- [Complaint and/or Due Process Withdrawal Form](#)
- [Additional guidance and procedures about formal written complaint](#)



STOPit! Anonymous Reporting System™



If you See Something, Say Something! Olmsted Falls City School District has a 24/7 anonymous reporting system powered by STOPit Solutions. The **STOPit Anonymous Reporting System™** allows individuals (students, families, staff members) to anonymously report safety, security, or misconduct concerns to help others, or to connect with a Crisis Counselor from the Crisis Text Line™ to help themselves.

The system features a 24/7/365 Incident Response Center to monitor, manage and immediately escalate life-threatening concerns and incidents to our local district administrators and/or local safety forces. A Crisis Text Line™ is also integrated into the app and website for fast, easy access to trained mental health counselors.

3 Ways to Access STOPit! Anonymous Reporting System



- **Download STOPit! App**

Download the “STOPit App” for free from Apple App Store or Google Play. Then click “Search for Your Organization” and enter the school building name to initiate a report.

- **Visit STOPit! Website**

Visit the STOPit website portal at: <https://appweb.stopitsolutions.com/directory>. Then click “Search for Your Organization” and enter the school building name to initiate a report.

- **Call STOPit! Phone Line**

Call the STOPit phone line at **#440-581-7333** to speak anonymously with the 24/7 incident response center.

