



PAULDING EXEMPTED VILLAGE SCHOOLS

EARLY LEARNING AND SCHOOL READINESS

PROGRAM PARENT HANDBOOK

2024-2025



Board Approved 8/20/2024

Dear Parents and Guardians,

I would like to take this opportunity to welcome you to our Panther Preschool program.

We are excited that your child will join us in one of our developmental preschool classrooms for a wonderful start to their educational career!

Our classrooms are a fun and busy place to be! Each day provides a new experience for your child to explore, learn, and grow. The day balances child-directed activities, including whole-group, small-group, and individual interactions. Children enjoy circle time and hands-on learning and exploration in each of the classroom centers.

We view you, the caregiver, as the most important person in your child's life. We aim to work with you to help your child reach their full potential. We welcome your support and participation.

This parent handbook provides more information about our Panther Preschool program. Please read through it carefully, and feel free to contact your child's teacher or myself if you have any questions or concerns.

Sincerely,

 *Deedi Miller*

Deedi Miller
Preschool Coordinator



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PURPOSE

The Paulding Exempted Village Schools Early Learning and School Readiness Program aims to provide a comfortable, enriching environment for children between 3 and 5 years of age. In this environment, we respect each child's unique and individual qualities. Therefore, we strive to nurture development toward their full potential with our educational programs through direct instruction, enriching experiences, and developmentally appropriate activities.

PHILOSOPHY

We believe:

- Parents and guardians are important partners in the child's development, making them an integral part of school activities and decisions.
- Each child is unique, capable, and full of potential.
- Children learn actively through play and meaningful interactions with others in stimulating environments.
- Children need time to explore their interests, refine and express their ideas, and build relationships.
- The role of the teacher is to support each child's growth and development by expanding their environment through new experiences, helping children express their ideas, and guiding appropriate social interactions.

PROGRAMS: DAYS AND HOURS OF OPERATION

The Early Learning Program is center-based, consisting of half days throughout the school year. Preschool is in session Monday, Tuesday, Thursday, and Friday. The location of residence determines if your child attends the morning or afternoon session. The morning session is from 7:50-11:05, while the afternoon session is from 11:45-3:00.

Our school calendar runs in conjunction with the students in grades K-12 regarding scheduling absences due to holidays and inclement weather. The first day of school for the preschool is a delayed start to allow for orientation appointments.

The Ohio Department of Children and Youth licenses all preschool classrooms at PEVS under the Division of Early Childhood licensing requirements. Each program is inspected annually to meet all safety and education requirements outlined in Preschool Licensing.

Panther Preschool is a Gold rated preschool (formerly rated Five Stars) based on the ranking system in Ohio's Step Up to Quality. It is a tiered quality and improvement system monitored by the Ohio Department of Children and Youth. SUTQ recognizes and promotes learning and development programs that meet quality program standards that exceed licensing health and safety regulations.

DAILY PROGRAM SCHEDULE

Paulding Exempted Village School's Developmental Preschool program is based on the open learning center concept. The daily schedule allows ample time for the children to participate in the various learning centers, eat a daily snack, explore the outdoors, and be part of a group of children working together.

Learning Center Time

- ★ During this time, children are free to choose activities around the classroom. The different areas include role-playing in the dramatic play center, experimenting in the science and nature center, working on puzzles in the manipulative center, painting in the creative art center, building in the block center, or experimenting with movement in the gross motor center. Centers including activities to advance phonemic and math are also available during center time.

Snack Time

- ★ An essential part of your child's day is snack time, not only for their eating enjoyment but also because nutrition affects their mental functioning and physical well-being. Please notify us in writing if your child has special dietary needs (doctor ordered).

Large and Small Group Time

- ★ Children join their teachers in their classroom for a storytime that includes movements and/or musical activities that promote social skill development, enjoyment, and fine and large motor development. These activities are aligned to Ohio's Early Learning standards and include math concepts, language activities, social development, and motor skills, etc. The teacher also uses this time to present developmentally appropriate activities for the children in the group.

Outdoor Play Time

- ★ Daily outdoor activity is planned so children can develop large muscle skills, learn about outdoor environments, and express themselves freely and loudly. The preschool staff monitors weather and playground conditions. Dress your child appropriately for the weather. If you feel your child is too ill to participate in outdoor playtime, they should not be in attendance at school. Students restricted from outdoor play require a physician's note.

TEACHER AND STAFF QUALIFICATIONS

Panther Preschool teachers have training in Early Childhood Education from accredited universities. The teachers are certified, according to the Ohio Department of Education. The developmental classroom teachers also have certification in special education or preschool special education.

The District employs licensed paraprofessionals to assist in the preschool classrooms. The paras in the classrooms must have 45 hours of training in early childhood education within the first three years of employment.

All preschool staff have at least three references on file and have been checked by the administration.

All preschool staff members have certifications for first aid, child abuse, communicable diseases, and CPR. In addition, each staff member must have at least 10 hours of mandatory professional development each year.

DEVELOPMENTAL SCREENINGS

The District offers developmental screenings to all children ages 3-5. The screenings are provided in collaboration with the Paulding County Early Learning Collaborative to reach all children living in Paulding County from birth to age 5. The partnership is in conjunction with Early Intervention, Paulding County Family and Children First Council, Head Start, Antwerp Local Schools, and Wayne Trace Local Schools.

The Developmental Screenings are set for two screening dates during the school year, one in the fall and one in the spring. Parents and guardians can contact the Special Education and Early Learning Office for specific concerns about the child's development throughout the year. A separate screening can occur. Please contact the Special Education Office (419-399-4656 Ext 1228) to schedule an appointment.

PRESCHOOL SCREENINGS

The District will conduct developmental screenings for incoming preschool students. The screening is completed after the registration process has been completed. The child is assessed for cognitive, communication, social/emotional, adaptive, gross motor, fine motor skills, vision, and hearing screening. After the screening, the staff member will share the results with the parents.

After the Screening:

The teacher will meet with you after your child is screened to let you know if there are any concerns.

If your child is determined to be a typical student, the District will keep your child's information on file. We accept typically developing 3, 4, and 5-year-old students who are potty-trained on a tuition basis in our Early Learning Developmental Preschool Programs. Applications for typical children are dated as they are received in the office. Children are accepted by age, date of the application, and all required documents upon completion.

If your child displays an area of concern, licensed staff will provide interventions within the preschool classroom. In addition, the preschool teacher will monitor the child's progress for growth. If concerns are still noted, the District will schedule a multi-factored evaluation.

If it is determined that your child has a significant delay, your child will qualify for the Developmental Early Learning program services. The continuum of services ranges from itinerant services to center-based programming, including speech therapy, occupational therapy, and physical therapy. The center-based programs are located in the Oakwood and Paulding Elementary Schools. These services are provided at no cost.

REGISTRATION & ENROLLMENT PROCEDURES

Enrollment in all Paulding Exempted Village Schools Early Learning Programs is available to children living within the boundaries of Paulding Exempted Village School District. Children attend Oakwood Elementary or Paulding Elementary based on residence. Parents or Guardians must complete all parts of the enrollment process before acceptance into the program.

Enrollment in any PEVS preschool program consists of the following steps:

1. Contact the Special Education and Preschool Secretary - Angel Schroeder
2. Turn in all required documents to the registration secretary - Angel Schroeder
3. Complete the ECE Grant application for free or reduced tuition
 - a. Requires proof of income (if applying)
4. A screening will be scheduled for the next available screening date
 - a. Screenings will be held at Oakwood and Paulding Elementary Buildings
5. Complete Final Forms (accessible on the District website)
6. Parents will be notified of acceptance and tuition determination

Required Documents:

- Birth certificate
- Social Security Card
- Immunization records
- Proof of Residency
- Parent Identification (Driver's License)
- Preschool Physical Assessment signed by the doctor (due within 30 days of enrollment)
- Custody Documents (if applicable)



Registration Notes:

- ★ If registration is completed after August 1 of the current year, the start date MAY be delayed.
- ★ Preschool screening or orientation appointments will be scheduled once the registration process is completed.
- ★ The teacher will contact parents in early August to schedule Orientation appointments - prior to school starting in August.

TUITION

- Full tuition is \$900/ school year or \$100/ month. The first payment is due September 1.
- Financial assistance is available to qualified students and families based on the 2024 Federal Poverty Income Guidelines.
 - ◆ The Early Childhood Education Grant through the Ohio Department of Children and Youth allows three and four-year-olds to attend preschool tuition-free.
 - ◆ The District provides local assistance for reduced or free tuition for three, four, and five-year-olds based on family income.
 - ◆ To apply for financial aid, you must complete an application and submit proof of your family's income.
 - ◆ Once the application has been processed, the Preschool Office will notify you whether you have qualified for reduced or free tuition.
- Tuition Agreements are sent to parents or guardians. The agreement must be signed and returned to the Preschool Office.
 - ◆ Payments are due on the first day of each month.
 - ◆ Parents or guardians must pay tuition whether their child attends class or not.
 - ◆ Checks should be made payable to Paulding Exempted Village Schools. The District provides tuition payment envelopes to parents and guardians.
- **Your child's enrollment will be terminated if the account becomes 2 months delinquent.**
- If you want to set up a payment plan, please notify the Special Education & Preschool Services office at 419-399-4656, ext. 1228.

ATTENDANCE, ARRIVAL, AND DEPARTURE PROCEDURES

Paulding Elementary: Parents who transport their children to the Early Learning Programs are asked to bring them to the drop-off point in the circle drive (Water Street) and remain with their child until the child's teacher/aide arrives. Students can arrive at **7:50 AM and be picked up at 11:05 AM for the morning class. PM students may be dropped off at 11:45 AM and picked up at 3:00 PM.**

Oakwood Elementary: Parents who transport their children to the Early Learning Programs are asked to bring them to the drop-off point in the back of the school and remain with them until the child's teacher/aide meets them. Students can arrive at **7:50 AM and be picked up at 11:05 AM. In the PM, parents and guardians may drop off their students at 11:45 AM and meet their child at the preschool playground doors at 3:00 PM.**

Please refrain from late arrivals and pickups - If your child arrives or departs other than the regularly scheduled time, the adult accompanying the child **must** report and sign in/out at the elementary school office.

Parents and guardians must report all absences to the elementary office. All absences must be called in within 30 minutes of their session. Attendance cannot be shared with the classroom teacher only.

Call 419-399-4656 - Paulding Elementary - 1312 / Oakwood Elementary - 1412

The District is not allowed to release any child to an unauthorized person. Therefore, if someone not listed picks up your child, the parent or guardian must notify the school.

Poor attendance will result in removal from the preschool program, including irregular attendance, weekly or monthly or non-attendance for more than three weeks.

WEATHER CLOSINGS AND DELAYS

Paulding Exempted Village Schools use an instant alert system to notify parents and guardians of delays, cancellations, and other school-related events or information. Notifications can be received by phone, text, or email. Parents and guardians may also find weather delays and closings on our website (www.pauldingschools.org). Please contact any building office for details on setting up your account.

Delay Times

On days with a two-hour delay, morning students will begin at **10:00 A.M.** and dismiss at **noon.** The afternoon students will start at **1:00 P.M.** and dismiss at **3:00 P.M.**

Closing the Preschool programs during the day may become necessary due to weather conditions, such as snow, fog, flooding, etc. If this happens, the District will notify parents and guardians through the Instant Alert System.

SCHOOL SUPPLIES

A supply list will be available on the school website or in the elementary office. The teacher might request additional items during the school year.

PERSONAL BELONGINGS

Toys, books, games, blankets, or other possessions brought from home are discouraged. However, if your child is having difficulty transitioning from home to school, you can send a favorite toy or blanket from home. In addition, on special occasions, your child may be asked to bring in a special toy for a classroom theme. At these times, the teacher will send a note home beforehand.

School policy prohibits toy guns or weapons at school.

CLOTHING

When selecting your child's clothing, daily classroom activities involve paints, clay, sand, water, food, etc. We are not responsible for clothing that is stained or extremely soiled. Please send your child in play clothes. We encourage children to help themselves whenever they can. This gives children a sense of accomplishment and control over their environment. It would be helpful to select coats, pants, sweaters, boots, etc.; the child can manipulate themselves. **Please label jackets and book bags.** Many times children do not recognize their belongings.

RESTROOM INDEPENDENCE

Students must be potty trained to attend programming as typical children. (Potty trained means - wearing cloth underwear, remaining accident-free, and communicating when they need to use the toilet.)

For students identified as having a disability, if your child is not yet potty trained, please send diapers, pull-ups, and wet wipes with their name marked on the bag and container.

RESTROOMS

Restrooms are located in or near each classroom for easy access for students attending the early learning program.

SNACKS

We aim to provide healthy snacks to enrich your child's learning experience. The program offers daily milk from the cafeteria; therefore, we require parents to supply classroom snacks on a rotation basis, set up by the classroom teacher. We ask that snacks provided by parents and guardians come prepackaged and are conscious of allergens. Snacks high in Vitamins D and A are essential. Vitamin A can be found in milk, cheese, eggs, chicken, turkey, carrots, red and green peppers, sweet potatoes, romaine lettuce, tomatoes, broccoli, cantaloupe, mangoes, apricots, and oranges. Children should receive 2000 IU daily in fortified Cow's milk, Orange juice with D, fortified cereals, egg yolks, and other foods.

TRANSITION ACTIVITIES

The following activities facilitate a smooth and orderly transition into and out of the preschool program.

Transitioning into the preschool program:

- Parents and children are active participants during screening & registration.
- Families are encouraged to attend Open House before school starts each Fall.
- Individual orientation appointments are scheduled with each child and their parents and guardians. At this time, Parent interviews are conducted. As a result, the child meets their teacher and can become more comfortable in the classroom.

Transitioning to Kindergarten:

- Kindergarten teachers visit preschool classrooms.
- The preschoolers are taken to see the kindergarten classrooms.
- Kindergarten Screening is held in the spring.

Transitioning between Preschool rooms:

- The Preschool classes interact throughout the school year through joint activities.

PARENT PARTICIPATION POLICY

ALL ADULTS ENTERING THE SCHOOL MUST REGISTER AT THE OFFICE EVERY TIME.

The parents and guardians of children enrolled in the preschool program are permitted to visit the program during school hours to observe the program's operation or evaluate the premises. If you wish to talk with the teacher about your child, you must schedule a time before or after school. School hours are to be used as instruction time. **Please report to the office before going to your child's classroom area.**

Parents are encouraged to volunteer in preschool classrooms. Volunteers are often asked to read stories, assist in the art center, and play games with children. Unfortunately, daily help is not permitted due to liability issues. Please notify your child's teacher if you would like to volunteer.

Suppose you need assistance with a problem or have a complaint about the Early Learning Program. In that case, you can take your concerns to your child's teacher, the preschool coordinator, the building principal, or the Director of Special Education & Early Learning. We are always open to suggestions for improving the program. However, if the concern or problem is not addressed in a reasonable amount of time, please contact the Program Director.

A school newsletter is sent home every month by the building principal. It highlights special events and important dates. In addition, Preschool teachers will send newsletters home weekly (unless it is a short week!). Please let us know if you would like to contribute to the newsletter. Preschool teachers will also communicate via an online tool such as SeeSaw. Parent meetings/workshops, and other special events are also provided for families. Family days are held periodically throughout the school year. Parents are encouraged to suggest topics for meetings, workshops, and family days.

SAFETY OF CHILDREN

We are very concerned about the safety of the children attending Preschool. Therefore, the following safety procedures are in effect at all times:

1. No child is left alone or unsupervised at any time.
2. A telephone is located in the classroom and is available in an emergency.
3. Fire drills are held monthly, and the Preschool staff and children practice threatening weather drills. A record of these drills is kept in the school's office.
4. Fire emergency and weather alert plans, including diagrams showing evacuation routes, are posted in the classrooms.
5. The use of spray aerosols is prohibited while children are in attendance at Preschool.
6. All Preschool staff members are trained in First Aid.
7. If your child has a serious accident or becomes injured at Preschool, a staff member will administer First Aid while another staff member contacts the local rescue squad and you. A staff member will accompany your child to the hospital if necessary. The remaining staff members will care for the other children. If the staff members cannot reach you, school personnel will notify only those listed as emergency contacts on your child's Emergency Medical Form.
8. If there is a non-serious accident (superficial cuts, scrapes, bruises), staff will administer First Aid, if necessary, and alert you by note or when you pick up your child.
9. When an accident or injury occurs, we will complete the incident report form provided by the school nurse. The staff member will copy this form to you, and a copy will remain on file at the Preschool for at least one year.
10. Under Section 2151.421 of the Ohio Revised Code, all preschool staff is REQUIRED to report any child ABUSE or NEGLECT suspicions to the Paulding County Department of Job and Family Services. In addition, all staff is trained in recognizing signs of child abuse and neglect.
11. All staff members know the safety rules for indoor and outdoor activities, and the Preschool and playground areas are surveyed continuously for possible safety hazards.

DISCIPLINE POLICY

Young children need guidance and supervision. They also need rules and limits as they develop self-control. PEVS Preschool uses Conscious Discipline in our classrooms. Conscious Discipline teaches children to manage their feelings and emotions. The strategies used in Conscious Discipline teach individuals to cope with their emotions, which can be overwhelming. The techniques are used to teach respect, trust, honesty, and caring for others. Children are encouraged to work out problems among themselves with decreasing levels of adult support.

The following methods may be used by preschool staff to guide behaviors in the classroom: anticipating a challenging behavior and redirecting the child to a positive model, offering choices; utilizing logical consequences; utilizing a Safe Place/Calm Down Corner to help the child regulate emotions; utilizing social stories to help the child choose same, positive behaviors; and similar techniques.

If a child's behavior repeatedly requires disciplinary attention and the staff member cannot effectively redirect the child's behavior, we may need to remove the child from the activity temporarily. The decision to go back to the group or activity will be made jointly by the child and the staff member in charge. The building principal may send your child home in a severe behavior case.

ORC 3301-37-10

- A. A preschool staff member in charge of a child or group of children shall be responsible for their discipline.
- B. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include redirection, separation from the problem, talking with the child about the situation, and praise for appropriate behavior. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods used at the center. This written policy shall be on file at the center for review.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 - a. There shall be no cruel, harsh, corporal punishment or unusual punishments such as, but not limited to, biting, punching, pinching, shaking, or spanking.
 - b. Staff members shall delegate no discipline to any other child.
 - c. Staff members shall use no physical restraints to confine a child by any means other than holding a child for a short period, such as in a protective hug, so that the child may regain control.

- d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a cubicle.
- e. No child shall be subjected to profane language, threats, or derogatory remarks about themselves, their family, or other verbal abuse.
- f. Staff members shall not impose discipline on a child for failure to eat, sleep, or toileting accidents.
- g. Techniques of discipline shall not humiliate, shame, or frighten a child.
- h. Techniques of discipline shall not include withholding food, rest, or toilet use.
- i. When used as a discipline, separation shall be brief 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.
- j. The center shall not abuse or neglect children and protect children from abuse and neglect while attending the preschool program.
- k. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.

MANAGEMENT OF COMMUNICABLE DISEASE

The program staff is trained and certified in First Aid and recognizes the signs and symptoms of communicable diseases. The “Child Day Care Center Communicable Disease Chart” is posted to help us identify illnesses. You are welcome to view this chart at any time.

We are very conscientious about the importance of handwashing and disinfecting procedures to prevent the spread of diseases. The children are also reminded to wash their hands regularly.

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

SIGNS AND SYMPTOMS OF COMMUNICABLE DISEASE

Any one of the following symptoms is cause for discharge from the Preschool:

- a. Diarrhea (more than three (3) abnormal loose stool within 24 hours)
- b. Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- c. Difficult or rapid breathing
- d. Yellowish skin or eyes
- e. Conjunctivitis (pink eye)
- f. The temperature of 100°F (or more) taken under the arm or 101°F (or more) taken with an ear thermometer, especially in combination with any other signs of illness.
- g. Untreated infected skin patches
- h. Unusually dark urine and/or gray or white stool
- i. Stiff neck with elevated temperature
- j. Unusual spots or rash
- k. Sore throat or difficulty in swallowing
- l. Vomiting
- m. Evidence of lice, scabies, or other parasitic infestation

REMOVAL OF A SICK CHILD

If your child becomes ill while at Preschool and exhibits any of the symptoms listed above, they will be cared for by a staff member in an area not used by other children. Staff members will contact you immediately to come and pick up your child. If the school cannot reach you, only the people listed as emergency contacts on your child’s Emergency Medical Form will be notified and asked to pick up your child. Your child will not be readmitted to Preschool until symptoms are no longer present. **Parents and guardians must provide the school with names and phone numbers of emergency contacts.**

CHILDREN MUST BE FREE FROM FEVER FOR 24 HOURS WITHOUT FEVER-REDUCING MEDICINE BEFORE THEY WILL BE READMITTED TO THE CENTER.

Children with minor cold symptoms or in the final stages of recovery from an illness may attend as long as a physician has cleared the child. A staff member shall carefully observe the child for signs and symptoms of a worsening condition. Should any of the symptoms listed occur, you will be notified immediately and be asked to pick up your child.

When a child is exposed to a contagious disease, the parents and guardians will be notified by a note to make them aware of its symptoms.

The preschool staff will not administer medication to children enrolled in the program without the required "Administration of Medication" form completed by your physician and on file at the Preschool. The school nurse or certified staff will administer medication when on the premises.

When a staff member is ill, the staff member will not attend the program, and the District will call a qualified substitute to assume that person's responsibilities.

MEDICATIONS AT SCHOOL

The District follows the Ohio Administrative Code 3301-32-06 Health and Safety for administering and distributing medication at school.

The administration of prescribed medication and/or medically prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the student's health. Or if the student would not attend school unless the medication or treatment were not made available during school hours.

Before the school nurse may administer any medication or treatment to any student during school hours, written authorization from the child's physician and parent is required on the Board adopted form. The school nurse shall keep this form in the student's cumulative records.

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

Medication will be transported to the school office by parents and guardians. Students cannot transport medicine in the their book bag.

HEALTH

Comprehensive Health Screenings

Upon enrollment and annually after that, you are required at your own expense to see your child's doctor or medical practitioner (a chiropractor is unacceptable) for a physical examination. This annual examination is important to monitor your child's health. During this examination, your doctor or health practitioner should complete vision, hearing, and other health screenings, including (height/weight, dental health, lead, and hemoglobin levels). Further

screening or assessment may be necessary to gain more information or rule out additional concerns if a concern is identified.

We recommend having your child's vision and teeth examined by a licensed professional before entering school. By state law, children identified as having a disability must have their eyes examined by an optometrist within 90 days of signing an evaluation team report. The Paulding Exempted Village Schools Early Learning and School Readiness Staff must record the dates of the examinations. The exam is solely a parent's responsibility.

RECORDS RETENTION

We follow the Family Educational Rights and Privacy Act (FERPA) guidelines for five-year record retention. Your child's record will be destroyed five years after their exit date from preschool.

PROGRAM REQUIREMENTS

The District program is guided by Paulding Exempted Village School policies, based on the Ohio Preschool Licensing Rules, the Operating Standards for Ohio's Schools Serving Children with Disabilities, effective July 1, 2014 (Ohio Revised Code Chapter 3301-51), and the Procedures for the Education of Children with Disabilities. Although group sizes vary with each classroom, the District maintains the adult-to-student ratio per the Operating Standards.

The Paulding Exempted Village Schools and the Early Learning and School Readiness program operate per Title VI-VII of the 1964 Civil Rights Act, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. The Acts prohibit discrimination because of race, color, national origin, disability, age (40 years or more), sex (including sexual harassment and orientation), religion, creed, and political affiliation in any facet of the operation, except where such discrimination is a bonafide documented business necessity.

GRIEVANCE PROCEDURE

Public COMPLAINTS About Facilities and/or Services

A person who complains about District facilities or services may register such complaints with the site administrator or the District's Section 504 Compliance Office. Such complaints should be filed within thirty (30) calendar days of the circumstances or event giving rise to the grievance.

- A. The complaint must contain the following information:
 1. Name(s) of person(s) filing complaint.
 2. Whether the person(s) represents an individual or group.
 3. Whether the person(s) making the complaint has discussed the problem with the site administrator and/or the District's Section 504 Compliance Office.
 4. A written summary of the complaint and a proposed solution.

B. The site administrator or the District's Section 504 Compliance Officer will respond to the complaint within five (5) business days.

C. If a satisfactory response is not received within five (5) business days, the person should forward a copy of the complaint to the Superintendent, who will respond within ten (10) business days.

D. If a satisfactory response is not received within ten (10) business days, the person may forward a copy of the complaint to the Board of Education. The Board will consider the complaint and respond within forty (40) calendar days.

E. If a satisfactory response is not received from the Board of Education, parents and guardians may further inquire to the U. S. Department of Education Office for Civil Rights.

Board Approved: 8/20/2024

CONTACT INFORMATION

Paulding Exempted Village Schools
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