

# **2025-2026 LITTLE FALCONS PRESCHOOL HANDBOOK**



**479 Township Rd. 1902  
Jeromesville, Ohio 44840  
419-368-4364**

This Preschool Parent/Guardian Handbook was developed to share program and district procedures and answer many commonly asked questions parents/guardians may have during the school year. Please take time to familiarize yourself with the information in this handbook.

If you have any questions not addressed in this handbook, contact your child's teacher or the preschool office at 419-368-8512.

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Hillsdale Local School District Little Falcons Preschool

479 Township Rd. 1902, Jeromesville, Ohio 44840

Preschool Phone: 419-368-8512

Classes are held Monday through Thursday.

AM Class 7:45-11:00

PM Class 11:45-3:00

Dear Parents/Guardians:

Welcome to Little Falcons Preschool! We are pleased to offer the Hillsdale community an outstanding early childhood experience for our youngest learners. Your child has approximately 1,892 days from the day he or she is born until kindergarten. Our program offers an integrated program serving students with and without disabilities. Our classrooms are staffed with dual-licensed early childhood teachers licensed for preschool instruction and early intervention, classroom assistants with specialized skills in meeting the needs of young children in an integrated preschool environment, and related service providers, including a speech and language pathologist, occupational therapist, and physical therapist.

Our preschool classes serve students between the ages of three and five. Classes are scheduled Monday-Thursday. Children must be at least 3 years of age to start preschool, and all students must be potty trained before starting preschool unless the student is identified with special needs through a multi-factored evaluation process.

This handbook provides an overview of the Little Falcons Preschool Program. You are invited and encouraged to participate actively in your child's preschool experience. We look forward to working with you and your child this year. Please reach out with any questions or comments that you may have.

Sincerely,

The Little Falcons Preschool Staff

### **Our Motto**

Building Character, Expecting Excellence

### **Our Mission**

Hillsdale: focused on success through innovation, empowerment, and collaboration

### **Our Vision**

The Hillsdale Local Schools, in partnership with the community, will build character and expect excellence by providing a safe and challenging environment that prepares students to be successful in life.

### **Our Beliefs**

- Children are at the center of everything we do, and our actions should reflect their best interests.
- Learning thrives in a safe, welcoming, and nurturing environment.
- Learning is optimized when staff and students partner with parent/guardian and the community.
- We must prepare our students so they can successfully face the challenges unique to their future.
- Good teachers positively impact students' lives.
- Sound decision-making and fiscal stewardship is a priority for today and in the future.
- Innovative instructional practices promote a culture of inclusive excellence and alleviates barriers to learning.

### **Introduction**

The Ohio Department of Children and Youth licenses Hillsdale Local Schools preschool program. The licensing component requires inspections by the health, building, and fire departments and licensing evaluations from the Ohio Department of Children and Youth. The preschool also participates in the Step Up to Quality preschool improvement program.

All staff at Little Falcons Preschool are certified and licensed and participate in continuous child development professional learning opportunities. Our staff includes preschool teachers and classroom assistants, a school psychologist, a school nurse, a speech and language pathologist, an occupational therapist, and a physical therapist. These specialists address the needs of children with disabilities but may work with small groups of children, including those without disabilities.

### **Philosophy**

Consistent with the belief statements in this handbook, building a positive, supportive connection between home and preschool sets the foundation for and influences future success in school and life. We will strive to promote positive relationships between children and adults. Through interaction with materials, we will foster the whole child's development by providing natural experiences relevant to the child's world. We will accommodate and support individual differences as we strive to help each child become an observer, investigator, explorer, discoverer, problem-solver, and life-long learner.

### **Developmentally Appropriate Practices**

A developmentally appropriate curriculum is one that can be experienced by children at different stages of developmental growth. There are predictable sequences in children's growth and development, yet each child moves through these stages at their own pace and with their own learning style. All children in a group are at different stages of development at any given time. Developmentally appropriate activities allow all children to actively and meaningfully participate in all classroom areas. All materials and equipment are developmentally age-appropriate and inspected to ensure safety within the school setting so that children can develop their intellectual, physical, social, and emotional needs with these resources.

### **Preschool Program and Curriculum**

Hillsdale's Preschool Program currently implements the FrogStreet PreK Curriculum. This curriculum is a research-based curriculum and is approved by Step Up to Quality requirements. FrogStreet addresses all of the Early Learning and Development Standards, including communication, motor, social, adaptive, and cognitive skills. The Hillsdale Preschool Program has also adopted the Heggerty curriculum. The instructional focus is on the phonemes or sounds we hear in words. Lessons are oral, and students isolate, blend, segment, and manipulate sounds in spoken words.

The preschool program includes individual, small group, and whole class instruction that is developmentally and chronologically age-appropriate. With a balance of quiet and active play for both indoor and outdoor activities, the daily schedule reflects a preschool program that promotes developmental growth in learning for children. The selection of preschool equipment, materials, resources, and activities is based on child development stages and with a focus on the needs and interests of the children. Through the use of equipment, materials, resources, and activities, children are observed in their developmental stages during play and assessed along a continuum of progress. The teachers utilize the results to improve their instruction and their students' learning, thus meeting the individual child's intellectual, physical, social, and emotional needs.

### Preschool Program Goals

- Promote children's initiative, curiosity, and motivation to participate in new experiences and challenges.
- Help develop attention, engagement, and persistence while involved in developmentally appropriate activities and tasks.
- Develop relationships of mutual trust and respect with adults and peers.
- Develop an increased awareness and acceptance of individual differences.
- Encourage each child to care for their own personal needs.
- Support children in developing comprehension and expressing thoughts, ideas, needs, and feelings to communicate effectively with others.
- Encourage children's innate sense of curiosity and construction of knowledge.
- Encourage the development of critical thinking and problem-solving skills.
- Strengthen the development of each child's acquisition of gross and fine motor skills.

### A Typical Day

**Arrival:** Children arrive and follow a daily routine to begin their day.

**Skill Work:** Children are given tasks to target different skill development.

**Class Meeting:** Children sit together and do opening activities that have been planned. (movement/music, shared reading, interactive learning activities, etc.)

**Snack:** The children enjoy snacks together, working on manners, social conversations, and communication.

**Centers:** The children make choices to work with specific materials in the classroom and/or work in small groups or individually with the teacher.

**Circle:** This usually focuses on a specific activity for the children to target certain skills or content.

**Gross Motor:** Children go outside to the playground for movement and exercise (weather permitting). Children move and exercise in the classroom or the gym if the weather isn't cooperating.

**Closing:** The children gather with their class to end the day with a small activity, reflection of the day, and/or song.

**Dismissal:** Children are taken to their bus or families for pick up.

### **Registration/Enrollment Requirements**

The Hillsdale Little Falcons Preschool enrolls children who are three to five years of age. Unless the child qualifies for an Individual Education Plan (IEP), he/she must be three years old and potty trained to attend.

Enrollment begins by filling out a pre-enrollment [application](#) online under the preschool link or calling 419-368-8512 to be added to the pre-enrollment/screening list.

Once an application has been submitted, along with the required documents (photo ID, birth certificate, proof of residency, immunization record, and custodial agreements), your child will be placed on a waitlist for the school year selected, and you will be contacted to schedule a screening. Initial screenings primarily occur in the spring unless a parent/guardian requests a screening sooner due to developmental concerns. Those students who reside within the district and qualify for special education services will be prioritized for enrollment.

Once your child has completed the screening process and enrollment has been confirmed, you will be given information to finalize all enrollment paperwork through Final Forms. All forms within Final Forms must be completed, along with a physical form completed and signed by your child's physician prior to the first day of school. The physical form must be completed every 13 months from the examination date.

If an immunization exemption has been requested for a child, the child may be excluded from school at the order of the Ashland County Health Department in the event of a communicable disease outbreak.

### Required Registration Forms

Prior to the child's first day in the preschool program, all forms in each child's electronic file on Final Forms need to be completed along with any additional forms.

The following are additional forms required for enrollment:

- Completed Application
- Copy of Birth Certificate
- Two proofs of residency
- Custody Agreement (if applicable)
- Current Immunization Record - all of the child's immunizations must be up to date
- Immunization Exemption Form (if applicable)
- Medical Statement
- Permission Form - pictures and class roster
- Proof of Income (if applying for tuition assistance)
- Medication Form (if applicable)
- Family Needs Survey
- Tuition Contract (students paying tuition)

### Program Tuition

Hillsdale Preschool Program is provided at no cost for preschool children who qualify for an IEP and whose admission is determined by state and local criteria. Tuition is \$1,260. Nine monthly payments of \$140. Each month (August - April), the monthly tuition is due on or before the 15th of each month, with the first payment due at the time of enrollment. Children who are enrolled as typically developing and wish to receive a tuition reduction must submit income verification. There will be no tuition refunds for early withdrawals, weather delays, or closures.

1. The first payment is due at the time of enrollment. Monthly payments are due on the 15th of each month, payable online through PaySchools.

2. A delinquent account (late one month) could result in your child's exclusion from school. **Parent/Guardian who pay tuition are required to sign a tuition contract.**

### Licensure

The Ohio Department of Children and Youth inspects our preschool program at least once annually. Compliance reports are received from DCY following each inspection. Our license certificate and compliance report are posted within the preschool classrooms.

Parent/Guardian are welcome to request a copy of compliance reports.

### Illness, Emergencies, and Communicable Diseases

#### **Illness and Emergencies**

We desire to keep children and school staff as healthy as possible. We need your cooperation. If your child has symptoms of illness such as a runny nose, red or runny eyes, fever, vomiting, and/or diarrhea, we ask you to keep your child at home. Home rest will help your child regain his/her health and prevent illness from spreading to others. Please call the PreK-6 office at 419-368-4364 if your child will be absent from preschool.

A parent/guardian or legal guardian will be notified immediately of a sudden illness or serious accident. Be sure the emergency numbers are current at all times. **A child may not attend preschool without at least two current emergency numbers.** In case of a severe injury or illness, and we cannot contact the parent/guardian, we will follow the emergency medical form procedures.

#### **Communicable Disease**

A person trained to recognize the common signs of communicable diseases or other illnesses shall observe each child daily. A "person trained to recognize the common signs of communicable disease" means any person trained in preventing, recognizing, and managing communicable diseases.

The following precautions shall be taken for children suspected of having a communicable disease:

- A. The program shall immediately notify the parent/guardian of the child's condition when a child has been observed with signs or symptoms of illness or has been exposed to a communicable disease.

B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent/guardian:

- diarrhea (more than one (1) abnormally loose stool within a 24 hour period;
- severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- difficult or rapid breathing
- yellowish skin or eyes
- conjunctivitis
- temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- untreated infected skin patch(es)
- unusually dark urine and/or gray or white stool
- stiff neck
- evidence of lice, scabies, or other parasitic infestation

C. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The school nurse will determine whether the child should be discharged immediately or at another time during the day. The child, while isolated at the program, shall be carefully watched for symptoms listed in section B, as well as the following:

- unusual spots or rashes
- sore throat or difficulty in swallowing
- elevated temperature
- vomiting

D. Programs shall follow the Ohio Department of Health Communicable Disease Chart to manage suspected illnesses appropriately.

E. A child isolated due to suspected communicable diseases shall be:

- Cared for in a room or portion of a room not being used in the preschool program.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or if soiled

with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.

- Observed carefully for worsening condition.
- Discharged to the parent/guardian, or person designated by the parent/guardian as soon as possible.

Training shall be provided for all preschool staff in signs and symptoms of illness and in handwashing and disinfection procedures. In each building in which a program is operated, there shall be readily available at all times at least one preschool staff member who has completed a course approved by the State Department of Health in (1) first aid and (2) prevention, recognition, and management of communicable diseases.

### **Lice Policy**

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

### **Medication**

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

#### **Prescription Medication**

According to Ohio law, prescription medicine can only be administered when a physician's order is on file at the school. This form must be signed by both the physician and the parent/guardian. New medication forms, available from the Preschool office or school nurse, must be submitted each school year, as well as any changes in medication orders.

Please note that inhaled medications, such as those used to treat asthma, are considered prescription medicines and require a signed form. Also, remember that:

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

### **Non-Prescription Medication**

Over-the-counter medications are discouraged in the preschool and will only be dispensed upon completion of appropriate paperwork (see above).

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

- Before administration, secure written instructions from a licensed prescriber as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement, and
- Each time medication is administered, a written record or log, including dosage, date, and time, shall be made. That record or log shall be kept on file for one (1) year.

### **Handwashing**

All preschool staff members shall wash their hands with soap and running water after each diaper change or after assisting a child with toileting, after cleaning, after toileting before preparing or eating food, before feeding any child, and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

### **Preschool Health and Safety**

Your child's safety is our top priority. The health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children. The program shall adhere to Governing Board policies and administrative guidelines concerning immunization; emergency medical authorization requirements; providing and posting procedures for emergencies, including fire drills, rapid dismissals, and tornado drills (including keeping records of such drills or dismissals); and providing procedures for

written notification to parent/guardian in the event of a child being injured and maintaining a log of injury reports. Medical and dental emergency procedures will be posted in each preschool classroom and by each telephone and shall be made available to school personnel, children, and parent/guardian. Emergency numbers shall be posted by each telephone. Grounds, play areas, and other facilities shall be supervised when scheduled for use by children. First aid facilities and materials shall be provided.

- At least one faculty member supervises children at all times throughout the day.
- Fire, tornado, and lockdown drills are held according to the Ohio Department of Education and Workforce (ODEW) guidelines.
- Procedures for emergencies are provided and posted in the classrooms and by each telephone in the event of a tornado, fire, or medical/dental emergency.
- Emergency numbers are posted by each telephone.
- A faculty member trained in first aid, CPR, and recognition of communicable diseases is always available.
- A first aid kit is kept on-site at all times.
- The preschool provides written notification to parent/guardian if a child is injured. A log of injury reports is maintained.
- In each building in which a program is operated, there shall be at least one (1) preschool staff member who has completed a course in child abuse recognition and prevention based on an approved curriculum readily available at all times.
- If an employee suspects that a child has been abused or neglected, they are required by law to report concerns to Children's Services.

### **Diapering/Toileting**

All students must be potty trained before starting preschool unless the student is identified with special needs through a multi-factored evaluation process. The changing of diapers shall be handled in conformity with the following methods:

- The changing of diapers for all non-potty-trained children shall occur in a space that contains a hand-washing facility.
- The program shall provide disposable gloves for diapering; however, using gloves or hand sanitizer does not dismiss requirements for proper hand washing.
- If diapers are changed at a central changing station, there shall be some separation material between the child and the changing surface. The material shall be discarded and replaced after each change.

- The central diaper-changing station shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with the manufacturer's guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Any product used during diaper changing on more than one (1) child shall be used so that the container does not touch the child.
- Any product applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- For the purpose of diapering, topical ointments and creams provided by parent/guardian shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion, the name of the child, the birth date of the child, the date, and the signature. Written instructions shall be valid for no longer than three (3) months. Authorization for administration of the ointment, cream, or lotion may be canceled by written request of the parent/guardian at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- A clean supply of diapers stored in a designated area shall always be available.
- Diapers or clothing used during diaper changing and brought from the child's home shall be stored in a space assigned exclusively for each child's belongings. Soiled clothing shall be sent home daily.

Storage and laundering of soiled clothing shall be handled in accordance with the following methods:

- Clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings, and out of the reach of children.
- Soiled diapers shall be placed in a common plastic-lined covered container, emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed.

### **Food Allergy Awareness**

The incidence of food allergies in our student body continues to increase. Every year, we enroll more students with peanut, nuts, and other severe allergies that may be life-threatening. Therefore, please contact your child's teacher before sending food items to school for birthdays, parties, etc. The teacher can give you allergy information relevant to your child's class.

**If you have a child who has food allergies, it is very important that you contact your child's teacher and the preschool director.**

### **Snacks**

Snacks are provided weekly by children through a rotation. When it is your child's turn to provide snacks, we ask that they send in a drink and snack item for each day of the week. Families will receive a monthly snack calendar and guidelines for what to provide to ensure healthy snacks are being served. We ask that all snacks come in manufacturers' packaging (no homemade items) with ingredient labels listed. This helps to ensure the safety of our children with food allergies.

### **Water Play**

A water table is in the classroom for children to stand and play with their hands in the water. During water play, children are in active experiences with science and math concepts. Children with sores on their hands are not permitted to participate to ensure that no infectious diseases are spread. When the activity is complete, the water table is drained, cleaned, and refilled with fresh water before a new group of children participates. Outdoor water play is limited to tubs, buckets, containers, and the water table. We do not participate in swimming pool activities. Staff will supervise all children in all areas with access to water in tubs and water tables.

### **Toys From Home**

Students are not to bring balls, toys, and novelties to school unless the teacher permits it for a specific activity, and they must remain in the classroom. Such playthings can create classroom disruptions and/or cause serious injury to other students. No toy guns, knives, swords, etc., are permitted at school. All items brought to school are the student's sole responsibility and will be confiscated if unallowable or misused. Parent/Guardian must claim these items. We provide all equipment necessary for your child's enjoyment at school.

### **Dress Code**

Preschool is an active environment, so please dress your child in play clothes. The children will be exploring all kinds of art and other materials that may be messy. Children wear protective smocks for art, but accidents and spills still happen. The children will be climbing on play equipment that can be slippery, so gym shoes are recommended for safety. Please provide your child an extra set of clothing - including undergarments and socks - in case of accidents, spills, etc. Place the clothes in a Ziploc bag labeled with your child's name that can be kept at school. Should your child need to change clothes at school, please remember to return an extra set for the next day.

**Outdoor play will be provided as often as weather permits.**

**\* Please remember to dress your child for the weather each day. \***

### **Parent/Guardian Participation**

#### **Family Participation/Volunteers**

The preschool encourages volunteers. Parents/Guardians will be invited to volunteer for different events at different times throughout the year. If you wish to be a volunteer, you must obtain a BCI and FBI background check prior to volunteering. Information on how to obtain these can be obtained at the Elementary Office. Parent/Guardian conferences, family events, and field trips will be planned throughout the year.

#### **Field Trips**

Throughout the year there will be days when we will meet at a different location for a field trip. Field trips allow children to learn new skills, thoughts, and ideas and make connections within their learning to the world around them. All children attending field trips must be transported to and from the field trip and must be accompanied by an adult throughout the field trip.

### **Attendance**

Regular attendance by all students is very important and is strongly encouraged. Please refer to the school calendar. In keeping with compliance with the Missing Child Act, please call to report your child's absence and the reason why. In many cases, irregular attendance is the major reason for poor achievement. If irregular attendance occurs, the student's parent/guardian shall be contacted. If the child's lack of attendance results from an accident/injury or illness, please contact the preschool and arrangements will be made for your child.

### **Drop Off /Pick Up**

**Drop Off: AM: 7:45-7:55 PM: 11:45-11:55**

Children riding the bus to school will be greeted and taken into the building by preschool staff. Families bringing their child to school, please arrive no earlier than 7:45 for the AM class and 11:45 for the PM class. You will stay in the car line, and a staff member will report to your car to get your child.

**Pick Up: AM: 11:00 PM: 3:00**

Children riding the bus home will be taken to the bus by a preschool staff member. Families picking up their children will use the side entrance at the PreK-6 building for the AM class and the main entrance for the PM class. Children will be brought to families at the end of their day.

If you need to pick up your child before the end of the day, you must report to the PreK-6 main office to sign your child out of school. Your child will then be brought to the office to meet you. Only those individuals listed on the "Pick Up Permissions" can pick up your child. This form is included in Final Forms.

### **Notices Sent Home**

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

### **Parent/Guardian Conferences**

Conferences with parent/guardian about their child's educational growth and social development will be held during the evenings in the fall and spring. Please consult your child's school calendar for these dates. If you require a day conference, please speak with your child's teacher to schedule. Additional conferences may be scheduled at the request of the parent/guardian or teacher. IEP conferences for children with special needs will be scheduled at least annually.

### **Release Policy**

When not riding the school bus, we will only release your child to you or persons you designate on your child's Pick-Up Permissions Form. If you desire someone other than these designated persons to pick up your child, you must inform the school.

Please do not bring children early, and please pick up your child promptly. We do not have staff or facilities to care for children beyond the designated times.

## Transportation

### **Hillsdale Local Schools Transportation: 419-368-8519**

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

In the event that there is no response at a designated pick-up, drivers will only wait a few seconds and look for a signal from the adult at home. Bus drivers cannot wait longer at each home to remain on schedule.

Children are required to follow local school district policy on bus behavior. A few basic rules are stated below:

- Children must wait for the bus in a location clear of traffic. Children must go directly to assigned seats.
- Children need to remain seated to keep aisles and exits clear.
- Children must observe appropriate conduct and obey the driver.
- Children must not throw or pass objects into, on, or from the bus.

In addition, the following rules apply to parent/guardian, etc.

- An adult must accompany the child to the bus stop and remain with him/her until the child boards the bus.
- An adult must also meet the child at the bus stop when the child exits the bus at the end of the school day.

## School Closings or Delays

Due to inclement weather, schools sometimes need to be closed. The preschool will also be closed whenever Hillsdale Local School District is closed. If there is a two-hour delay, the morning class will be in session from 9:45-12, and the afternoon class will be in session from 12:45-3.

Closing and delays for Hillsdale Local Schools will be shared with local media outlets. Please watch for your school district's closures or check the district's website.

## Behavior Management Policy

### **Purpose**

The behavior policy of the Hillsdale Local Schools Preschool Program is to consistently reinforce positive social behavior and encourage a spirit of learning. We encourage parent/guardian to take an interest in children's efforts to learn in an environment of respect and cooperation. We believe that children expect and want limits. Behavior support promotes a safe and healthy environment to protect the students and staff. The overall goal is to provide the students with an environment conducive to learning.

### **General Intervention Strategies**

Within the school environment, the Hillsdale Local Schools Preschool Program will use various teaching strategies throughout the day to increase or decrease behaviors. The staff's first goal is to prevent inappropriate behaviors by giving the child more choices in his/her setting and providing interesting and meaningful activities in their learning environment. Secondly, the preschool staff wants to develop and maintain appropriate behaviors using positive approaches.

The Hillsdale Local Schools' Preschool Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so that the child may regain control.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food or using toilets.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall see and hear a preschool staff member in a safe, lighted, and well-ventilated space.

- The school shall not abuse or neglect children and shall protect children from abuse and neglect while attending the preschool program.

At times, inappropriate/disruptive behaviors continue and require additional intervention strategies. The purpose of these intervention strategies is to decrease inappropriate behaviors. Sometimes problem behaviors may require highly restrictive procedures because the behavior is dangerous to the child or others. Some of these strategies include:

- Time outs in which a staff member moves the child to another area or room
- Withholding of routinely given activities
- Protective hold, which could consist of picking a child up

If these three restrictive strategies are used consistently, the parent/guardian will be contacted, and a behavior plan will be developed. Please consult the classroom teacher or preschool director if you have questions or concerns about Hillsdale Local Schools' Preschool Program's behavior management guidelines.

### **Nondiscrimination**

The Governing Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Further, it is the policy of Hillsdale Local Schools to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the school, or social or economic background, to learn through the curriculum offered in this school.

### **Parent/Guardian Comment and Concern Procedure**

We welcome your comments and/or concerns. Please contact Becky Hartsel at 419-368-8512 or [bhartsel@hillsdalelocalschools.org](mailto:bhartsel@hillsdalelocalschools.org) if you have any concerns or questions regarding our preschool program.

### **Complaint Procedure:**

If any person has a complaint regarding policy, curriculum, services, or procedures, contact can be made to the preschool director at [bhartsel@hillsdalelocalschools.org](mailto:bhartsel@hillsdalelocalschools.org).

Any person who believes that she/he has been discriminated against or denied equal opportunity or access to programs or services may file a written complaint with the Superintendent for Hillsdale Local Schools and may be reached at

[ctrevathan@hillsdalelocalschools.org](mailto:ctrevathan@hillsdalelocalschools.org)

### **Privacy/Confidentiality**

The School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be confidential to the extent law permits.

### **Preschool Policies and Procedures**

Preschool policies and procedures are consistent with applicable statutory requirements in the Ohio Revised Code and Rules that the State Board of Education adopts. The Hillsdale Local Board of Education is the governing body that approves all district policies and procedures. Parent/Guardian may access a copy of the district policies by visiting the district website: <http://www.hillsdale.k12.oh.us>.

### **Ohio Department of Children and Youth**

This preschool program is licensed by the Ohio Department of Children and Youth and follows Ohio's Early Learning and Development Standards.

<https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards>

Department personnel are available to discuss any concerns or complaints you have as a parent/guardian. If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children, or similar matters, please call (614) 466-0224 or toll-free (877) 644-6338. Ask for Preschool Program Licensing.

If your child has an IEP and you have concerns about your parental/guardian rights or your child's program, please call (614) 466-0224 or toll-free (877) 644-6338 and indicate you have a concern about your child's Individualized Education Program.

### **Child Find**

Federal and State Laws require school districts to evaluate children with suspected disabilities. These laws affect all preschool and school-aged children throughout the school district. Hillsdale Local Schools continuously participate in "Child Find" activities, striving to help support children not currently being served by the district for delays or difficulties in:

- Speech and language
- Motor skills
- Social-emotional behavior
- Cognitive development
- Adaptive/self-help skills

If you have concerns about your child's ability or skills, and suspect there may be disability, please contact the Hillsdale Local Schools' preschool director, Becky Hartsel, at [bhartsel@hillsdalelocalschools.org](mailto:bhartsel@hillsdalelocalschools.org) or (419) 368-8512.

### **Health Check Services for Children Younger than Age 21**

Health check is Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service package for babies, kids, and adults younger than 21 enrolled in Ohio Medicaid. A Health check aims to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Health check covers 10 check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes: • medical history • complete unclothed exam (with parent/guardian approval) • developmental screening (to assess if the child's physical and mental abilities are age appropriate) • vision screening • dental screening • hearing assessment • immunization assessment (making sure child receives them on time) • lead screening; and • other services or screenings as needed If your children are enrolled in Ohio Medicaid, health check services are available to them. If you are younger than age 21 and are also enrolled, you can receive Health check services, too. For more information, visit <https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthcheck>.

### **Equal Educational Opportunities**

The Hillsdale School District is an equal opportunity employer and does not discriminate with regard to its employment policies, personnel practices, or education programs, regardless of race, color, religion, national origin, handicap, sex, ancestry, or age.

### **McKinney-Vento Act**

The McKinney-Vento Act provides resources for children of families that are experiencing homelessness. Preschool students experiencing homelessness are eligible for immediate enrollment in programs with Title 1 funding. Homelessness is defined as individuals who lack a fixed, regular, or adequate nighttime residence and includes: 1. Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals; 2. Children with a primary nighttime residence, a public or private place not designed for or ordinarily used as a regular sleeping accommodation; 3. Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and 4. Migratory children qualify as homeless because they are living in circumstances described in 1-3 above.

Dear Preschool Families,

It is with great joy and excitement that the Hillsdale School Family extends a warm and heartfelt welcome to you and your little ones as we embark on this wonderful journey together. We are thrilled to have your family join our preschool community, and we look forward to nurturing and fostering your children's growth, development, and curiosity during their early years of learning. Our dedicated team of educators is committed to creating a safe, nurturing, and enriching environment where your child can flourish, explore, and thrive. These formative years are essential in shaping a love for learning, and we are honored to be a part of this precious chapter in your child's life. We can't wait to get to know you and your little ones and create lasting memories filled with laughter, growth, and discovery.

Warm regards,

Tom Williams, PreK-6 Principal