

Otsego Preschool



Parent Handbook

Otsego Local Schools

Dear Parents/Guardians:

Welcome to the Otsego Local School District's Preschool Program. Otsego believes we will provide your child with an enjoyable and educational experience. The Otsego School District's Preschool Program is a federally mandated preschool program for children with and without disabilities. The Otsego Preschool Program is a developmentally-appropriate, integrated program providing services to typically-developing children as well as those with disabilities from the ages of 3-5. Children may qualify for free preschool services if they have a documented disability in one or more of the following areas: cognition, communication, or vision impairment. Children enrolled in the program can receive transportation, speech and language therapy, occupational therapy, physical therapy and other services necessary to help them meet their goals. Typically-developing children who are toilet trained will be enrolled based on the vacancy available.

Our curriculum is endorsed by the Ohio Department of Education and is aligned with Ohio's Early Learning and Development Standards. It is a play-based curriculum which supports children's learning in all areas of development and creates a foundation for school-age achievement. Your child will be involved in hands-on learning experiences where children cooperate, talk to peers and adults, make choices, and solve problems in a language-rich learning environment.

Parents are a vital part of our preschool program and we encourage you to help us offer the best learning environment for your child. Working together as partners, we can give your child the best educational beginning. In this handbook, we have tried to anticipate some of the questions that you might ask, but we know that we have not answered all possible questions. Please take time to read this handbook and remember that we have an open-door policy and any questions, comments, or concerns are welcome. We look forward to your child attending our program.

Sincerely,
Preschool Staff

Otsego Preschool Program

School: Otsego Local Schools, Elementary
18505 Tontogany Creek Road, Suite 4
Bowling Green, Ohio 43402

Phone: 419-823-4381, option 4
Fax: 419-823-1703

BUS GARAGE 419-823-4381, option 5

Principal: Katrina Baughman
Assistant Principal: Becky Buchman

Early Childhood Supervisor: Katrina Baughman

Teacher(s): Cassie Marshall
Charissa Cook
Joscelin Reineke
Rachel Koeniger

Classroom Assistants: Amanda Eggenton with Charissa Cook
Megan Asmus with Cassie Marshall
Nicole Schwab with Joscelin Reineke
Crystal Louy with Rachel Koeniger

Transportation Department:
Eva Vasher – Director of Transportation, Custodial, & Maintenance

Preschool Specialists

Psychologist: Stephen Bihary
Speech Pathologist: Taylor Clum
Physical Therapist: Josie Rowe
Occupational Therapist: Melissa Snyder
Intervention Specialists: Ashlynn Digby and Gail Warton
Special Education Director: Lauri Dunham

Board Approved: April 23, 2026

TABLE OF CONTENTS

GENERAL INFORMATION

- Goals and Philosophy
- Standards/Programming
- Curriculum
- Parent Involvement
- Transportation
- School Schedule
- Required Registration Material
- Emergencies or Accidents at School

QUESTIONS PARENTS MAY HAVE

- What should my child wear to school?
- How do I communicate with the teacher?
- Will my child eat at school?
- Will I know the other children in my child's class?
- How will I know how my child is progressing?
- How do I know my child is safe?
- Will my child be going on field trips?
- What do I do if my child is ill?
- What happens when my child becomes ill at school?
- What are the guidelines for determining if my child is well enough to go to school?
- What happens if my child needs medication?
- What type of discipline do you use?
- What are the Quiet Time Procedures?
- How do I know about weather delays and cancellations?
- What do I do if I have questions or concerns?
- How do I pay my tuition?
- How do I withdraw my child?

APPENDIX

- Missing Child Act
- Healthchek

Preschool Philosophy

Otsego Preschool Program

CHILDREN AS LEARNERS: The Otsego Preschool Program upholds the belief that all children are capable of learning, are valuable members of society and are entitled to feelings of self-worth. All children are unique in personality, learning pace, timelines of development, special needs, and learning styles. Children's individual strengths and sense of personal merit form the foundation of learning, while challenges promote growth of self-confidence. Our purpose is to provide all children in our program with developmentally appropriate, child-centered learning experiences designed to educate the whole child. We focus on helping our children with disabilities achieve their individual goals and objectives. We recognize that parents are the primary teachers of their children, and strive to form a partnership with parents in order to enrich the learning experience.

CURRICULUM AS EXPERIENCE: A developmentally appropriate curriculum is based on the philosophy that children, ages three through five, develop skills and understanding of concepts through active, hands-on exploration of their environment. Learning is viewed as a continuous and integrated process. Appropriate curriculum will blend activities and experiences that support the following goals for all children:

- To interact with adults, peers, and the environment
- To develop a system of communication
- To gain knowledge about the world around them
- To improve effective self-help skills

[Based on practices outlined in the Assessment, Evaluation and Programming Systems (AEPS) Curriculum]

The teacher's role is to guide the children in their play and to expand upon their skills and understanding. The role of the support staff, (for example: psychologists, speech therapist, etc.) is to support the teachers in promoting children's development and to provide therapy through an inclusionary approach in the classroom.

PARENTS AS TEACHERS: The program supports the concept of parents and families as children's first and most important teachers. Each child's parent, acting as the child's mentor and advocate, is an integral member of the preschool educational team. Only by establishing partnerships with families can the best developmental programming be attained for children.

LICENSURE: The Otsego Preschool Program is licensed by the Ohio Department of Education and all teachers are certified preschool teachers. Teachers who teach students with disabilities have the appropriate certification. The licensing component requires

compliance to inspections by health, building and fire departments as well as our program evaluation from the Ohio Department of Education. Our license and copies of inspections are posted in each classroom. Please contact the Program Principal to obtain copies.

OVERVIEW OF OTSEGO PRESCHOOL PROGRAM: A certified teacher and assistant are assigned to each classroom. The Otsego Public Preschool Program is operated through an Ohio Department of Education grant and serves typically developing children as well as students with disabilities.

A child with disabilities who is enrolled in our program has met specific eligibility requirements as mandated in the State of Ohio's Operating Standards for the Education of Preschool Children with Disabilities. Children with disabilities will have an Individualized Education Plan (IEP) developed for him/her each year. There is no fee for this program and transportation is provided.

Typically developing students can be enrolled because of benefits of specialized professional support, the focus on the worth of all children and low adult-child ratio. A child without disabilities who is enrolled in the program will be charged tuition. Those families in need of tuition assistance may qualify for attendance based on a sliding fee scale.

Children who live within the school district have first priority for preschool enrollment. If you move outside of the school district, please contact the preschool supervisor for adjustments, if needed. Students on an IEP that move outside of the district are required by law to receive preschool special education services from the district they move to.

PRESCHOOL CURRICULUM: The Otsego Preschool Program uses the Assessment, Evaluation, and Programming System for Children (AEPS) which is aligned with the Ohio Early Learning and Development Standards. This is a comprehensive curriculum-embedded assessment system. AEPS links assessment, intervention, and evaluation for children birth through six who have disabilities or are at risk for developmental delays. This curriculum assesses and monitors six key developmental areas in young children: fine motor, gross motor, cognitive, adaptive, social-communication, and social. AEPS helps identify educational targets tailored for each child's needs and formulates developmentally-appropriate goals. Through a rich environment and play-based learning, children will be exposed to math, language arts, science, social studies, art, music, health and physical education. The curriculum will be presented to children in play-based learning activities, projects and themes. Children's attainment of concepts will be dependent upon their age and developmental levels.

Holidays and cultural celebrations that usually accompany them are an important part of preschool children's lives. Holidays have different meanings and are celebrated in different ways in different families. Holidays are a great time to have family members come in and share family traditions. Some suggestions might be to share a book, tell a favorite story, or teach a favorite family song. Our doors are always open. Please let your child's teacher know if you are interested in sharing a family celebration with your child's class. The Otsego Preschool Program believes that decisions about what holidays to celebrate and how to celebrate them are best determined in each classroom with staff, administration, parents, and children working collaboratively. Celebrations will vary by classroom, depending on the different holidays represented and the ages of the children.

WHY WE TEACH USING A PLAY BASED CHILD CENTERED APPROACH:

Play is the way that children make sense of their world and build on their understanding. Through their play, children are encouraged to actively explore and test out their ideas, discover new relationships about their world, develop their problem solving abilities, expand their imaginations and creativity and learn appropriate ways of interacting with their peers.

Child centered approach describes the process in which teachers and parents identify interests and needs of children and plan experiences designed to match the children's developing abilities.

Developmentally appropriate curriculum can be experienced by children at different stages of developmental growth. There are universal and predictable sequences to children's growth and development. Each child moves through these sequences at his/her own rate and with his/her own personality and learning style. All children in a group are in different states of development at any given time. Developmentally appropriate activities allow for all children, regardless of their developmental level, to be actively and meaningfully involved in all areas of the classroom. Reading and math readiness are informally woven into all activities allowing children to continually expand their knowledge and skills.

PARENT INVOLVEMENT: Our program believes that parents are the first and most important teachers of their children. You are most important!! Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher or any staff member involved with your child's program to share your concerns or suggestions.

Opportunities for the classroom involvement include:

- Classroom volunteer
- Daily communication with the teachers via notebooks, notes, or personal contact
- Assisting with special events, parties, etc.

- Attending parent conferences/IEP meetings
- Participating in parent discussions or parent education programs
- Sharing special skills with us

TRANSPORTATION: The transportation policy for preschool children is determined by the Otsego school district. All transportation questions should be directed to the transportation director responsible for transporting children in your preschool site (listed the first page of this handbook).

For children who are brought to school by their parents, parents are responsible for the safety of their child, both going to and from the school program. The adult must bring the child to the teacher at the preschool playground door. Responsible siblings under the age of 18 years are allowed to pick up or drop off a child. Children may arrive no earlier than ten minutes prior to the start of school (8:45 am) and must be picked up immediately after school (3:25 pm).

For children riding the bus, the following guideline applies: An adult must be there to remove the child from the bus. The bus driver will not allow a preschooler to get off the bus without an adult.

- ALTERNATE TRANSPORTATION ROUTE: Parents need to check with their transportation director regarding a change in pick-up or drop-off locations for their child. Alternate transportation will not begin until approved by the transportation director in your school.

SCHOOL SCHEDULE: Preschool will generally follow the regular school calendar of Otsego Local Schools. Preschool classes are in session from 8:50am until 3:25pm. Tuesday through Friday. Sessions offered are Tuesday/Thursday, or Wednesday/Friday.

- Drop-off: Parents are responsible for escorting their children to the designated drop-off area. For safety reasons, no child is to be dropped off in the parking lot. If for some reason, you arrive to the designated drop off spot and the teacher is not present, you will need to wait with your preschooler.
- Pick-up: Please send a note if there is a transportation change for your child. It is important that each child be picked up promptly at dismissal time. It can be very upsetting to a child for a parent to be late. Since we care about your child's safety and well-being, we are careful about child pick up. Only persons authorized by you may pick up your child. We ask parents to list those authorized to pick up their child on the Registration Form and/or the Emergency Contact Information Form in the office. When an unfamiliar person comes to pick-up your child, his/her name will be checked against your list in the office. Photo identification will be requested from those unfamiliar to the preschool staff.

REQUIRED REGISTRATION MATERIALS: All children must be fully registered before they can attend the Otsego Preschool Program. The following documents are required to fully register a child for attendance prior to the first day of school:

- Registration Forms
 - a. Preschool Registration Form
 - b. Otsego Registration Form (for new students only)
- Medical Evaluation/immunizations
- Dental Evaluation
- Tuition contract
- Deposit of \$210.00
- Emergency Medical Authorization
- Birth Certificate (new students)
- Custody papers (if applicable)
- Medical conditions
- Child History
- Permission for photos/videos, class roster, screening/assessment
- Child and parent interest surveys
- Family Needs Assessment
- Nutrition form
- Transportation List
- Alternate Transportation Form (if applicable)
- Supply fee
- Request for Administration of Medication (if applicable)

EMERGENCIES OR ACCIDENTS AT SCHOOL: If your child becomes ill or involved in an accident at school making it necessary for your child to go home, the parent/legal guardian will be contacted. If you cannot be reached, teachers will use the Emergency Contact Authorization form to contact someone to care for your child.

These emergency contact numbers are very important, as these individuals may be asked to take responsibility of your child in a crisis. Please make sure these people are willing to take this responsibility and have transportation to take the child home, if needed.

If the injury is not serious enough to require immediate medical attention, an incident report will be filled out and sent home informing parents of the incident.

If you are moving during the year it is important to send your new address immediately to your child's teacher. This also applies to a change of telephone numbers and changes of parent's names or emergency contact numbers. Also, if you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

QUESTIONS PARENTS MAY HAVE

WHAT SHOULD MY CHILD WEAR TO SCHOOL? Clothing should be comfortable enough for a child to actively participate in a variety of activities. Clothes should be made simply enough that the child can go to the restroom without adult assistance in fastening and unfastening clothes. Additionally, preschool is a messy place! Please do not send your child to school in clothes that cannot get dirty. Shoes should have enclosed toes to prevent playground material from getting inside and becoming uncomfortable. Children should not wear shoes with very slippery soles, high platform soles, or heels higher than ½ inch. Clog-type shoes without an ankle strap, “flip-flops”, and “roller shoes” with wheels are also unsafe in the school environment. Hats, mittens, warm coats and boots are needed on cold and snowy days. If the wind chill is above 20 degrees Fahrenheit, we will go outside. If you need assistance in obtaining these items, please contact the school and we will do what we can to locate extra outerwear for those in need. Each child should bring a book bag clearly marked with his or her name to school each day. Children should not bring toys, books, or other items from home unless they are requested by the teacher. Guns, light sabers, swords, or weapons of any type are not allowed at preschool.

All parents need to provide a complete change of clothes including underwear and socks to be kept at school for each child attending preschool. Please bring this to the open house along with other required documents and place them in a zip-lock baggie with your child’s name on it.

HOW DO I COMMUNICATE WITH THE TEACHER? Teachers will use daily notes/newsletters, parent/teacher conferences (scheduled in the Fall and Spring,) and IEP conferences to communicate with parents about their child. However, teachers are always happy to discuss a child with his/her parent. It is often difficult to communicate when the teachers are greeting children and helping them separate from the parents; please make arrangements to discuss questions or concerns of an extended nature on the phone, before or after school, send a note in child’s folder, or through email/Remind App. In this way, regular classroom sessions are not interrupted. Please do not call during class time unless it is an emergency.

WILL MY CHILD EAT AT SCHOOL? A healthy snack is served every day in preschool. Teachers carefully select and plan snacks to coordinate with special lessons, as well as to provide students with exposure to a wide variety of tastes, textures, and nutritious choices. If your child has a food allergy or special diet, you may provide an alternate snack for your child. Please see your child’s teacher to discuss these concerns and snack substitutions. Particular nutritional guidelines are set forth by the Ohio Department of Education, by which we must adhere. Lunch will be available to all preschool children. There will be a lunch fee assessed based upon income eligibility. The cost of the lunch is as follows: \$3.00, Reduced \$0.40. You are able to prepay for your child’s lunch ahead of

time (if prepaying, make sure to write your child's name on the check). Prepays are encouraged. Please make checks payable to the Otsego Board of Education. Please let us know through the request for administration of medication signed by your physician if your child has any specific dietary needs, such as diabetes or allergies, which may necessitate a special diet. Also, please notify us if your child has any cultural or religious food restrictions.

Parents can also choose to pack a lunch, but it should contain a protein, a grain, a dairy, and two servings of fruits and/or vegetables. Students can also order a milk to go with their packed lunch. Preschool lunches are served with white milk only.

WILL I KNOW THE OTHER CHILDREN IN MY CHILD'S CLASS? With your permission, a roster of the names of the child and parent/guardian and phone number will be given to you. You must sign a statement if your child's name should not be on the roster. It is for parents' use only. It should not be given to anyone other than the parent/guardian or used for anything other than being able to contact other family members in the program.

HOW WILL I KNOW HOW MY CHILD IS PROGRESSING? Within 60 days of starting preschool, each child will be screened in the areas of vision, hearing, speech & language, cognitive, social/emotional, gross motor skills, fine motor skills, and overall preschool readiness. If there is an issue in any of these areas, we will contact you. Otherwise, the screening information will be used by the teacher for instructional and licensing purposes. Otsego Preschool uses a curriculum adapted progress report twice a year, which will be sent home in January and May. The classroom teacher will periodically update the parent/guardian of the child's progress through telephone calls or e-mails. The progress of the child with special needs will also be formally reviewed at the child's IEP conference. Conferences will be offered twice per year in the fall and spring.

HOW DO I KNOW MY CHILD IS SAFE? Parents or guardians have access to the classroom during the school hours for the purpose of evaluation of the services provided by the staff, observing the program in operation or to evaluate the premises with prior notification. Please make arrangements with the teacher prior to desired visit. All of our staff members have undergone a criminal check and references have been verified. We also need written permission if someone other than persons listed on your child's Emergency Contact Form is to pick up your child. Our staff may also ask for identification of that person. All school personnel are required by law to report any concerns of abuse or neglect to the Department of Human Services.

WHAT DO I DO IF MY CHILD IS ILL? Regular attendance is necessary for learning. The Missing Child Act became a law in Ohio in April 1985 and requires parents to notify school when a child is absent. Please call the school (419-823-4381) each day of your child's

absence. If your child comes to school on a bus, please notify the transportation office. If we do not hear from you, we will be calling you to inquire about your child's absence. Please also send a note with your child following his/her absence verifying the nature of the absence.

WHAT HAPPENS WHEN MY CHILD BECOMES ILL AT SCHOOL? An ill child will be comfortably cared for by an adult in an area of the school not being used for other children. A cot or mat will be provided for an ill child who needs to lie down. The child will be observed carefully for worsening conditions until the child is discharged to his/her parent, guardian or person designated by the parent. Parents will be notified immediately and asked to pick up the child. If the parents cannot be reached, one of the persons listed on the child's records as emergency contacts will be notified and asked to come pick up the child. The child will not be re-admitted to school for 24 hours from onset of symptoms.

WHAT ARE THE GUIDELINES IN DETERMINING IF MY CHILD IS WELL ENOUGH TO GO TO SCHOOL? A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of Rule 3301-37-07 of the Administrative Code.

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

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. If your child has been exposed to a communicable disease in school, a notice will be sent home.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - Diarrhea (three or more abnormally loose stools within a twenty-four-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;
 - Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain;
 - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method

- Untreated infected skin patch(es);
- Unusually dark urine and/or grey or white stool;
- Stiff neck with an elevated temperature;
- Evidence of untreated lice, scabies or other parasitic infestation;
- Sore throat or difficulty swallowing; or
- Vomiting more than one time or when accompanied by any other sign or symptom of illness

4. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the teacher and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in the above section as well as the following:

- Unusual spots or rashes; or
- Elevated temperature.

WHAT HAPPENS IF MY CHILD NEEDS MEDICINE DURING THE DAY? The Otsego Preschool Program has established the following policy concerning prescription medication for children enrolled in the program.

1. Medication that is prescribed by a physician shall not be administered to the child unless:
 - a. The teacher has received a written request signed by the parent or legal guardian.
 - b. The teacher has received a statement by the prescribing physician and parent that includes the following:
 - i. name and address of the child
 - ii. name of the medication and dosage
 - iii. time medication is to be administered
 - iv. date the administration of the medication is to begin
 - v. date the administration of the medication is to cease
 - vi. Precautions of any severe reaction
 - vii. Any special instructions
 - c. Parents agree to submit a revised statement signed by the physician if the previously stated information changes.
2. All medications will be stored in a locked location in the school office except medications that require refrigeration, which will be kept in a refrigerator.

3. Children in the Otsego Preschool Program should NOT carry their own medication. Parents should give the medicines to the bus driver who will then give it to the preschool teacher or teacher assistant.

NOTE: Teachers or office staff will not administer non-prescription medication to children unless prescribed by a physician.

WHAT TYPE OF DISCIPLINE DO YOU USE? The philosophy of the Otsego School District's Otsego Preschool Program requires that guidance and discipline support the total development of children. Guidance techniques are used to lead children toward positive behavior. Discipline, defined as training that is expected to produce a particular character or pattern of behavior, is used when children's actions harm themselves, others, property or the environment. Approaches to guidance and discipline are positive and developmentally appropriate. Specific techniques are listed below and should be implemented according to the age and developmental level of each individual child. All staff is responsible for the guidance, management and discipline of the children in their care and to use the strategies listed below when developmentally and individually appropriate. Teaching staff are responsible for maintaining a partnership with parents regarding guidance and discipline as well as communicating regarding typical and atypical behaviors and successful strategies for guiding the children.

Planned environments that are structured to encourage developmentally appropriate, constructive activity and play while eliminating danger, set children up for positive, successful experiences. The physical environment and daily flow of activities are observed for possible cues or causes, which trigger difficult situations. This proactive approach provides a pathway to prevent discipline situations from occurring. Children are given basic, clear and concise rules to guide their behavior, build self-control, self-esteem and problem solving skills. Boundaries and expectations expand as children develop. All adults respond in a similar way so children know what to expect.

Positive behavior is noticed, encouraged and discussed with children. Conversations are descriptive and personal with the intent to build children's motivation for positive behavior. The use of positive direction includes the following three parts:

- Tell Children what to do instead of what not to do.
- Explain why you are setting a limit while separating the child from the behavior.
- Offer choices when realistic.

Respect for children's feelings and point of view are demonstrated by bending low and giving full attention to the child. Active listening means listening for both verbal and non-verbal messages and reflecting these messages back to the child. Children are given the right to explain their actions and adults respond accordingly. Children learn from the consequences of their choices and behavior. When the behavior has a natural and logical outcome that is undesirable, children begin to learn to change their behavior to prevent

that outcome. Adults are available to talk with children about what happened and why it happened and to help children to become more responsible for their actions. Divert a child's attention away from an undesirable activity with another or turn a child's attention to an appropriate use of a material. Offer alternative choices of equal value to the child. Used only when the behavior causes no danger to the child, others, property or the environment, ignoring inappropriate behavior de-emphasizes its desirability to the child. Do not ignore the child, only the behavior. At all times, adults should model appropriate use of the environment, equipment and materials for the children. The use of modeling serves as a technique for children to learn how to interact appropriately. Objects are only removed from children's choices as a last resort.

Behavior Management/Discipline:

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. The Otsego Preschool'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 any unusual punishments such as, but not limited to, punching, pinching, shaking, and spanking or biting.
 - b. No discipline shall be delegated to any other child.
 - c. No physical restraints shall be used to confine a child by any means. 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.
 - d. No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
 - e. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - f. Techniques of discipline shall not humiliate, shame or frighten a child.
 - g. Discipline shall not include withholding food, rest or toilet use.
 - h. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 - i. The preschool staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool.

program. The parent of a child enrolled in the program shall receive the school's written discipline policy.

NAEYC GUIDELINES:

- Teachers will facilitate the development of self-control in children by using positive guidance techniques such as modeling and encouraging expected behavior, redirecting children to a more acceptable activity, and setting clear classroom rules.
- Teachers expectations need to match and respect children's developing capabilities.
- Children shall be provided many opportunities to develop social skills such as cooperating, helping, negotiating, and talking with the person involved to solve interpersonal problems.
- Teachers shall facilitate the development of these positive social skills at all times.

WHAT ARE THE QUIET TIME PROCEDURES? In support of a child's natural rhythm, there will be a daily resting period. This rest period will range from approximately forty-five (45) minutes to ninety minutes (90), depending on the group of children assembled at rest time. Beginning and end times will depend on the age of the children, the events of the day, and the seasons. Each child will rest on a school-provided mat. Children should bring a favorite blanket to snuggle with. If a child is not asleep after 30 to 45 minutes (depending on the child), he/she will be allowed to play quietly on his/her mat. Children who are sleeping will be allowed to wake up naturally, unless otherwise advised by the parent. Children who are not awake after 1 ½ hours will be gently awakened.

HOW DO I KNOW ABOUT WEATHER DELAYS AND CANCELLATIONS? School delays and cancellations during inclement weather will follow the same procedures as the other grades in your school system. The Instant Alert system brings the news directly to you through phone call, text, e-mail or all three depending on the preferences you set up. The following radio and television stations carry school cancellations and delays between 6a.m. and 7 a.m. for your information.

- WTOL-TOLEDO 11 NEWS
- WTVG- TOLEDO 13 NEWS
- WNWO- TOLEDO 24 NEWS

WHAT DO I DO IF I HAVE QUESTIONS OR CONCERNS ABOUT THE PROGRAM? If you have any questions or concerns, please initially talk to the teacher or the person involved. If the issue is not resolved to your satisfaction, please contact the program supervisor or

the building principal. We want open communication in order to create the best program we can for your child. If we cannot resolve your concerns locally, you may contact the Ohio Department of Education Ombudsman toll-free at 877-644- 6338.

HOW DO I PAY MY TUITION? The Otsego Preschool Program offers a high quality preschool program for children with special needs and typically developing children to have this experience, tuition-based slots have been created.

Tuition is based on a yearly rate following your public school calendar. There will be no refund for illness, calamity days, or family-elected vacation. Your yearly tuition will be adjusted for children enrolled after the beginning of the school year.

If you qualify to pay tuition, we will be automatically billing the card you have on file on the 15th of each month. Credit card fees are the parent's responsibility. However, if you would like to avoid the fees you can pay the full year up front, or have a check to Angie Norman in the Elementary Office by the 10th of each month. Any month that a check is not received by the 10th, the card on file will be charged. You will be emailed a statement once the transaction goes through. If you would like to pay the full tuition up front you can send a check to the Elementary School at the beginning of the school year. Similar to other services a card on file is required for participation in the program.

If you have any questions about your financial account, or if there is a change with your credit card on file, please contact the Elementary Office at 419-823-4381.

HOW DO I WITHDRAW MY CHILD FROM PRESCHOOL? Please notify your child's teacher as soon as you have decided to withdraw your child from school. Transitions are very difficult for little children, and we would like to be able to support your child by having the opportunity to tell them "good-bye" and help prepare them for their next environment.

FOR STUDENTS WITH DISABILITIES: Because parents and the school district has a written agreement (IEP) regarding the provision of services, it will be necessary to formally withdraw your child from preschool. Please notify your child's teacher of your intentions to withdraw your child and she will make the needed arrangements. Please discuss any concerns with your child's teacher, since other programming options may better suit your needs. If you are moving out of district, your child's teacher can provide you with the necessary paperwork to insure that your child will receive special education services in the new location.

FOR TYPICAL CHILDREN: Please contact your child's teacher and the Otsego Preschool Supervisor if you decide to withdraw your child from the program. You will continue to be billed for tuition until you have notified us of your child's withdrawal.

DOES MY CHILD NEED TO BE TOILET TRAINED? All typical children attending must be toilet trained prior to attending preschool. A child is considered toilet trained when he/she

recognizes the need to use the bathroom and is able to access and use the toilet with little to no assistance.

Missing Child Act

The missing child act became a law in April, 1985, and requires parents to notify the school when their child is absent. This also applies to the preschool program.

Please call the school each day of your child's absence. If your child comes to school on a bus, also notify the bus garage. Please send a note with your child following his/her absence verify the nature of the absence.

Thank you for your cooperation.

BUS GARAGE 419-823-4381 Option 5



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.



Healthchek

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

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

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

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

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

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

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

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

For more information about Healthchek services:

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