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MADISON – CHAMPAIGN ESC

PRESCHOOL HANDBOOK

2026 - 2027

MADISON CHAMPAIGN ESC

We Work to Serve



Welcome Letter

Program Administration and Contacts

Vision and Mission

Welcome to the Madison-Champaign Educational Service Center Preschool Programs!

Dear Families,

Welcome to the Madison-Champaign Educational Service Center Preschool Programs! We are excited to partner with you and your child as they begin a year filled with learning, growth, and discovery.

Our preschool programs are designed to provide a safe, nurturing, and engaging environment where children can develop important social, emotional, communication, and academic skills through meaningful play and hands-on experiences. We believe that every child is unique and capable, and we are committed to helping each child reach their full potential.

Throughout the school year, our dedicated staff will work closely with families to create positive learning experiences that support children's individual strengths and needs. We value the important role families play in their child's education and encourage open communication and collaboration.

In our classrooms, children will have opportunities to:

- Build friendships and develop social skills.
- Strengthen language and communication abilities.
- Explore early literacy and math concepts.
- Engage in creative play and problem-solving activities.
- Develop independence and self-confidence.
- Participate in hands-on learning experiences that foster curiosity and a love of learning.

We are honored that you have chosen Madison-Champaign ESC Preschool Programs and look forward to sharing in your child's successes throughout the year. Together, we can create a positive foundation for lifelong learning.

If you have any questions or need assistance, please do not hesitate to reach out to our staff. We are here to support you and your child every step of the way.

Welcome to our preschool family! We look forward to an exciting and successful year ahead.

Sincerely,

Nannette Mentzer

Preschool Supervisor

Madison-Champaign ESC Preschool Programs

Contact Information

ESC Preschool Office Address	2200 US-68 S Urbana, Ohio 43078
ESC Preschool Office Phone Number	(937) 653-5214
Champaign County Preschool Supervisor: Nannette Mentzer	Extension 201 nannette.mentzer@mccesc.org
Madison County Preschool Supervisor: Denise Jones	Extension 152 denise.jones@mccesc.org
Preschool Administrative Assistant: Ashley Newman	Extension 200 ashley.newman@mccesc.org

Locations

Mechanicsburg Exempted Village School District Dohron Wilson Elementary School 60 High St, Mechanicsburg, OH 43044	**West Liberty - Salem Local Schools** West Liberty - Salem Elementary School 7208 US-68, West Liberty, OH 43357
Urbana City Schools Urbana Elementary School 1673 US-68, Urbana, OH 43078	**Jefferson Local Schools** Norwood Elementary School 899 Norwood Drive, West Jefferson, OH 43162

Program Administration

Name	*Role*	*Organization*
Mary Mitchell	Superintendent	Madison - Champaign ESC
Matthew Ketcham	Treasurer	Madison - Champaign ESC
Elyzabeth Johnson	Preschool Supervisor	Madison - Champaign ESC
Ce Greene	Special Education Director	Mechanicsburg EVSD
Emily Smith	Special Education Director	Urbana City Schools
Valerie Johnson	Special Education Director	West Liberty - Salem Local Schools
Tom Szendrey	Special Education Director	Jefferson Local Schools

Vision & Mission

VISION

Our goal is to be a parent's first choice for preschool in their community. To accomplish this we strive to build strong relationships with families, giving them tools they need to enhance their child's learning and development. As students move through our program we want them to continuously grow their skills and accomplish their individual goals. Through continuous staff training we are able to stay up to date on research and improve our teaching practice so that every child is prepared for kindergarten. We strive to build strong connections with the districts we serve in order to provide families and students with a clear path to kindergarten. We want our students to transition with ease, getting the individualized support they need to succeed from day one

MISSION

We believe that every child has limitless potential and deserves a childhood filled with love, trust, and discovery through play. Our mission is to provide individualized learning opportunities that foster academic and social emotional growth for all children ages 3-5, setting them up for success in kindergarten and beyond. We pride ourselves on creating a safe and inclusive space for all children to learn and grow, no matter where they are in their learning journey.

medical INFORMATION

Illness

Medical Administration

Prescription Medication
Over the Counter Medication
Collection and Disposal

Health and Development Screenings

Medical Plans

Student Health and Medical Information

Illness

If your child is experiencing the following symptoms or conditions please utilize the below chart developed based on information published by *Nationwide Children's Hospital* to determine when they can return to school:

Symptoms / Illnesses that indicate your child should not attend school	***When your child may return***
Fever at or above 100.4 degrees Fahrenheit	Students may return after 24 hours fever free without the aid of medication.
Vomiting	Students may return after 24 hours of not vomiting.
Diarrhea (not caused by medication or changes in diet)	Students may return after 24 hours of resolution of symptoms.
Coughing that disrupts typical activity	When cough is manageable and the student is able to engage in typical activities.
Wheezing or shortness of breath	When symptoms resolve and the student is able to engage in typical activities.
Pain from sore throat, ear ache, or injury	When symptoms resolve and the student is able to engage in typical activities.
Pink Eye	When the child has received antibiotics for 12 or more hours and discharge has resolved.
Chicken Pox	All spots (lesions) are dried and no associated symptoms (fever) are present.
Lice, Scabies, Bedbugs	After the first treatment has been completed. All bedding and soft items should be appropriately cleaned. Student bedding and items will be washed at school or sent home for treatment at the discretion of the classroom teacher.
Impetigo	All visible lesions must be covered and treatment must be started.
Strep Throat / Other Strep Infections	Fever free and 12 hours after the first dose of antibiotics.
COVID - 19	Families should defer to school building policy for when the child can return to school.

Communicable Disease Information

Report these contagious illness to the local Health Department and preschool office and keep your child home until the Health Department or your child's physician clear them to return:

- Tuberculosis
- Chickenpox
- Hepatitis A
- Shingles
- Meningococcal disease (Neisseria meningitidis)
- Measles, mumps, or rubella
- Whooping cough
- Food poisoning (Salmonella, shigella, E. coli, Campylobacter)

Staff are appropriately trained in recognizing and reporting communicable diseases. Classrooms are equipped with a communicable disease chart, gloves, and appropriate PPE and First Aid Equipment.

Medication Administration

Medications, prescribed lotions, vitamins, or special diets will not be administered to any child without written instructions, signed and dated by a licensed physician, and prescribed for a specific child. For the safety of our students, the transportation of all medications to and from school is the responsibility of the parent. Details on emergency medicines will be determined on a case-by-case basis. All prescription medications (including antibiotics) are to be administered by trained school personnel. Prior to any changes regarding medications, prescribed lotions, vitamins, or special diets, new written instructions, signed and dated by a licensed physician are required.

Prescription Medication

Before any prescription medication or treatment may be administered to any student during school hours, the Board of Education shall require the student's physician and parent/guardian to complete a Medication or Treatment Authorization Form. This document shall be kept on file in the student's school health records. Prescription medication must be in its original container, labeled with the date, student's name, and exact dosage.

Non-Prescription Medication

A student may have over-the-counter medication at school if the required Non-Prescription Authorization Form is completed and signed by the parent or guardian. The medication must be provided by the parent/guardian and will be stored in the school clinic and administered by authorized school personnel or the child's parent only. Non-prescription medication must be in its original container with the child's name, dosage, and time(s) to be administered. Examples of non-prescription medications that may be stored and administered at school are Tylenol, Advil, Benadryl, Tums, cough drops, hydrocortisone cream, cold and cough medicines, sunscreen and lactase products.

Medication Disposal

Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.

Health and Developmental Screenings

Health and developmental screenings are an essential part of early childhood and allow for parents and caregivers to provide support to children based on their specific needs. Families must submit the following health information:

- ☐ Physical Form (Mailed with enrollment packet and available in the Appendix of this document)
- ☐ Immunization Record

If, after 30 days, these forms have not been completed the family will be contacted by our administrative assistant or school nurse to aid with this process. If you need assistance in finding a physician or other community health resources please contact our office.

The school may conduct a variety of health and developmental screenings under the supervision of the school nurse or speech/language pathologist to provide important information about each student.

Parents/Guardians will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately.

The evaluations that impact all students are listed below:

- ☐ Comprehensive Developmental Screening
- ☐ Speech/Language screening
- ☐ Hearing screening
- ☐ Vision screening

If you do not wish your child to participate in any of these screening programs, please contact the preschool office.

Medical Plans and Staff Training

Medical plans are written for students who have or are at risk for experiencing seizures, those with allergies requiring use of an Epi Pen or other rescue medications, those with asthma requiring rescue medications, or other health conditions that may require specialized staff training.

At the beginning of each school year, upon student enrollment, and at the child's IEP meeting (if applicable) the child's medical plan will be reviewed by appropriate staff. Training for staff working with students with medical plans will be completed as appropriate. Medical plan templates can be found in the appendix of this document.

Effective Oct. 3, 2023, Ohio law requires a school nurse, or another district or school employee if the district or school does not have a school nurse, to create an individualized seizure action plan for each student enrolled who has an active seizure disorder diagnosis.

All preschool staff who are responsible for the supervision of students are trained in CPR and First Aid within 90 days of employment. Students are never left without at least one staff member who has up to date CPR / First Aid Training.

ELIGIBILITY, ENROLLMENT, PROGRAMMING, & TUITION

Eligibility, Enrollment, Programming, and Tuition

Program Eligibility

Students who meet the following requirements are eligible for attendance in the MCCESC Preschool Programs:

- Ages 3 - 5 and not yet Kindergarten eligible

- Reside in a participating school district
  - Mechanicsburg Exempted Village School District
  - Urbana City Schools
  - West Liberty - Salem Local Schools

- Complete a preschool screening **OR** have an Evaluation Team Report completed

Program Screening

All students enrolling in the preschool program must attend a preschool screening. Screenings are held in Spring for Fall enrollment and as needed based on parent request and enrollment availability. Students will be screened by some or all of the following professionals:

- Early Childhood Educators
- Early Childhood Intervention Specialist
- Program Administrators
- School Psychologists
- Physical / Occupational / Speech and Language Therapists

Screening results are sent via mail, email, or phone after the completion of the screening.

If a child is transitioning from Part C (Early Intervention) to Part B (Preschool) services, a Transition Planning Conference will be held. Depending on the outcome of the conference, preschool screening needs will be determined by the team.

If a child already receives Special Education Services they are not required to attend a program screening.

Program Enrollment

Prior to enrollment in the program, families must submit the required student documentation and complete district level enrollment procedures. District level procedures are at the discretion of the child's district of residence / attendance.

Required Student Documentation and Information

- ☐ Child's Birth Certificate
- ☐ Proof of Residence (one of the following)
  - Lease Agreement
  - Mortgage Documentation
  - Utility Bill in Guardian's Name
  - Affidavit of Residency
- ☐ Financial Documentation
- ☐ Guardian's Driver License or State Issued Picture ID
- ☐ Immunization Record
- ☐ Emergency Medical Forms
- ☐ ECE Grant Application
  - Required if utilizing free/reduced tuition rates
  - Optional if child has an IEP or is transitioning from EI services
- ☐ Physical / Medical Statement from your child's physician (included in your enrollment packet)
  - Returning Students - must be completed within 13 months of previously provided physical.
  - New Students - must be completed within 30 days of enrollment
- ☐ Dental Evaluation (included in your enrollment packet)

Programming Options

Mechanicsburg Exempted Village School District *Dohron Wilson Elementary School*	**Urbana City Schools** Urbana Elementary School
Dohron Wilson Elementary offers one preschool classroom that follows a co-taught classroom model. Each session allows attendance for 20 students where 8 students are eligible for Special Education Services. Students attend 1/2 day sessions 4 days per week. The classroom is taught by an Early Childhood Educator and Early Childhood Intervention Specialist with paraprofessional support.	Urbana City Schools offers three preschool classrooms, one special education classroom model and two co-taught classroom models. Classroom sessions are available 1/2 day sessions 4 days per week. All classrooms have access to an Early Childhood Intervention Specialist and co-taught classrooms have access to an Early Childhood Educator. Special Education classrooms allow for 16 students with 51% or more of students eligible for Special Education Services and co-taught classrooms allow for 20 students with 8 students eligible for Special Education Services.
West Liberty - Salem Schools West Liberty - Salem Elementary School	**Jefferson Local Schools** Norwood Elementary School
West Liberty - Salem Elementary offers two preschool classrooms that follow an integrated classroom model or a general education model. Each session allows attendance for 16 students where 8 students are eligible for Special Education Services. Students attend full day sessions 2 days per week. The classroom is taught by an Early Childhood Educator and/or an Early Childhood Intervention Specialist.	Norwood Elementary offers two preschool classrooms that follow an integrated classroom model. Each session allows attendance for 16 students where 8 students are eligible for Special Education Services. Students attend half day sessions 4 days per week. The classrooms are taught by an Early Childhood Intervention Specialist.

Transportation

Students who receive special education services are eligible to receive transportation to and from services daily at no cost to the family. Students who do not receive special education services may receive transportation at the discretion of the district of attendance. All students are expected to follow bus rules and regulations at all times. To set up transportation, please contact the preschool office at 937-653-5214.

Tuition

Students who receive special education services and live in an associated district are eligible to attend the Madison Champaign ESC Preschool Program at no-cost.

Students who do not receive special education services will pay tuition on a sliding scale based on the income of all working adults in the home. Tuition is auto-withdrawn from on the 20th of each month August - April.

Students who have a delinquent account for more than 30 days will be given a 30 day notice of withdrawal from the program. Any student with a delinquent account on June 1 will not be eligible to attend the following school year unless the full amount is paid AND August tuition has been received. Siblings of students with a delinquent account residing in the same household will also be ineligible to attend.

Families who are unable to make tuition payments can contact the preschool supervisor to discuss payment options including payment plans, tuition waivers, or other options.

The 2026 - 2027 tuition scales are located in the appendix of this handbook.

PRESCHOOL ENROLLMENT PROCESS

1

SCHEDULE A DEVELOPMENTAL SCREENING

- Screenings occur throughout the year at the Madison Champaign ESC in Urbana
- To attend our next screening date call Ashley Newman at (937)-653-5214

2

ATTEND A DEVELOPMENTAL SCREENING

Children will be screened in the following areas:

- Pre-Academic / Cognitive Skills
- Speech and Language
- Fine and Gross Motor Skills
- Social / Emotional Skills

3

SCREENING RESULTS

Results of the screening will be shared by mail. You will be informed if your child has a spot based on current availability. If spots are not available, your child will be placed on a waitlist and you will be contacted when a spot becomes available.

4

ENROLLMENT

Upon a spot becoming available, you will enroll with your child's district of residence. Specifc enrollment requirements will be shared at the time of placement offer.

5

WELCOME TO PRESCHOOL!

Once enrollment has been completed a start date will be determined and your child's teacher will contact you regarding their first day.

CLASSROOM STANDARDS AND GENERAL INFORMATION

- Classroom Structure
- Behavior Management / Discipline
- Child Abuse and Neglect Reporting
- Attendance
- Safety and Security
- Emergency Closings and Delays
- Parent / Teacher Conferences
- Classroom Roster
- Snacks

Classroom Standards and Information

Classroom Structure and Standards

1) Classrooms will have no more than 8 students receiving Special Education Services enrolled per session and no more than 24 children total per session.

2) All classrooms will have appropriately licensed teachers and paraprofessionals caring for students at all times. Parents/Guardians may request educational program and professional qualifications of teachers and applicable paraprofessionals.

3) The preschool program incorporates The Creative Curriculum® For Preschool: Guided Edition / which is aligned with the Ohio Early Learning Content Standards, approved by the Madison-Champaign ESC Board of Education and endorsed by the Ohio Department of Education.

Policies

Behavior Management and Discipline

The Madison - Champaign Educational Service Center Preschool Program provides a safe and nurturing environment by using techniques such as positive reinforcement, praise, and redirection. If needed and upon request, the child's team will work with the family to develop a consistent plan for behavior modification. Behavior plans vary based on individual student and classroom needs. This document shall serve as the discipline policy. All preschool staff members shall receive a copy of the program's discipline policy for review.

The following guidelines are used to help create a safe and structured environment for your child

• A preschool staff member in charge of a child or group of children shall be responsible for addressing behaviors.

• 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.

• The program's actual methods of behavior management shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to punching, pinching, shaking, or biting.

2. No discipline shall be delegated to any other child.

3. Physical restraint will not be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may retain control.

4. No child shall be placed in a locked room or confined in an enclosed area such as a closet or a similar cubicle.

5. No child shall be subjected to profane language, threats, derogatory remarks about himself, or his family, or other verbal abuse.

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.

7. Techniques of discipline shall not humiliate, shame, or frighten a child.

8. Discipline shall not include withholding food, rest, or toilet use.

9. When used as discipline, separation shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Anytime a child exhibits behaviors that impact the general safety of the classroom, themselves, staff, or other students the child's family will be contacted for a conference and to discuss individualized support.

Child Abuse and Neglect Reporting
As required by law, all school employees and administrators must immediately report any suspicion of abuse or neglect to Children's Services. If you have questions or concerns regarding this, contact the Preschool Supervisor at elyzabeth.johnson@mccesc.org.

Attendance
If your child will be absent from school, please contact the preschool office at 937-653-5214. Please give your child's name, teacher's name, and reason for absence. If the office is unable to answer the phone, please leave the information on the voicemail system. Additionally, please contact your child's teacher via their preferred contact method (email, classroom app, etc).

It is important to know the reason your child is absent, especially if he/she has a contagious illness such as: chickenpox, pink eye, mumps, measles, COVID-19, etc. Please do not send your child to school with a fever, bad cough, or severe cold (within the past 24 hours).

Safety and Security

The Madison - Champaign ESC Preschool follows all appropriate safety and security procedures where each individual classroom is housed. Please refer to district-specific guidelines and materials for information related to the following:

- Fire Drills and Emergency Procedures
- Tornado Drills and Emergency Procedures
- Lockdown / Intruder Drills and Emergency Procedures

Emergency Closings and Delays

The Madison - Champaign ESC Preschool follows the district closing and delay procedures where each individual classroom is housed. If the child's building of attendance is closed or delayed the preschool classroom will also be closed or delayed.

The board reserves the right to alter the school calendar when feasible and advisable in the best interest of the students of the district.

Parent / Teacher Conferences

Parent/Teacher meetings are scheduled three times during the school year. These forums are meant to help keep open lines of communication between a parent and a teacher. If additional time or conferences are needed, arrangements may be made through the teacher.

Classroom Roster

A classroom roster of parent/child names, addresses, and phone numbers is available to the families in your child's class. It is your choice as to whether you want your family's information included on the roster. Parents can be excellent support and resource for each other. The roster can also provide contacts for families to get students together outside of school. To opt - out of the classroom roster, please contact the preschool office.

Snacks

A classroom snack menu will be posted each week. The Center shall serve only nutritious food in accordance with the nutritional standards adopted by the Board in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Students with allergies may pack an alternative snack.

Board Policies

A comprehensive list of board policies are located on the Madison - Champaign ESC website www.mccesc.org.

A good day IN PRE-K

5 Ways to Help Your Child Get Ready for Preschool

School Begins at Home

SCHOOL BEGINS AT HOME

It is important that your child start the day on a positive note. The following suggestions may help support your efforts

ZZZZZZZZ'S

Preschool aged children need 8 - 10 hours of sleep per night. Having a consistent bedtime routine will help your child fall and stay asleep.

NUTRITION

Make sure to feed your child a nutritious breakfast or lunch prior to attending school for the day. Good nutrition maximizes school engagement.

Make sure your child wears comfortable clothing and shoes.



SEND BACKUPS!

Accidents happen - please send a labeled, weather appropriate outfit for your child in case of spills or accidents.

ENCOURAGEMENT

Encourage your child when they do well and when things are challenging. Encourage kindness, friendship, and praise their efforts!

We're a team! If you or your family needs support reach out to the school as a resource.

5 ways to help your child get ready for PRESCHOOL

1. Read aloud to your child every day. Early exposure to literacy is crucial.

2. Teach your child self-help skills such as tying their shoes & zipping their jacket.

3. Help your child become independent and able to take care of their own restroom needs.

4. Give your child experiences away from you (playing at a friends house, visiting relatives, etc.)

5. Talk to your child about how fun and exciting their preschool journey will be!

board POLICIES

Appendix

Physical Form

Seizure Plan

Tuition Scales

Automatic Withdrawal Form