Welcome to Louisville City Schools' Integrated Preschool



Parent Handbook Supplement
2026-2027 School Year
North Nimishillen Elementary School

7337 Easton Street
Louisville, OH 44641

(330) 875-2661
Attendance Call-Off (330) 875-7609

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WELCOME LETTER

Dear Parents,

We would like to welcome you and your family to preschool. This is an exciting time for you and your child. The year will be filled with meaningful themes and developmentally appropriate activities.

This booklet has been prepared to assist you in helping your child make the happiest and best possible adjustment to preschool and the many new experiences of school. We feel that parents are partners in the important job of educating our children; therefore, we encourage parents to take an active role in their child's education.

We are excited about the coming year and look forward to working with you and your child.

Integrated Preschool Teachers



PRESCHOOL PHILOSOPHY

The aim of preschool is to provide a basic foundation for your child's education. It is a program geared to making the transition from the home to school as smooth as possible, and to make each child's first experience with school a successful and happy one. We believe that all children can learn and become lifelong learners.

The preschool program is designed to help stimulate a good self-concept, providing each child with many meaningful experiences. Preschool children will work and create independently and learn to cooperate with others in a group. The program will provide opportunities for social and emotional development, inspire language development, and expand physical and mental growth. We implement activities that are behaviorally and developmentally age appropriate for our children.

It is the belief of Louisville City Schools' Integrated Preschool that children learn best through play. Since children learn through play, the classroom schedule provides blocks of uninterrupted time to choose an activity, create a plan, and follow the plan through completion. Play to a preschooler is like creative, fulfilling work to an adult. The child discovers his/her world through play. He/she will learn by doing, as a hands-on approach is throughout the curriculum. The Louisville City Schools' Integrated Preschool is based upon the developmentally appropriate guidelines established by The National Association for the Education of Young Children (NAEYC) and the Early Learning and Development Standards.

It is through play that the children will learn to:

- Master and understand himself/herself
- Organize and recreate experiences and knowledge
- Relate to others
- Learn problem-solving skills
- Learn to communicate
- Develop self-control
- Develop positive self-esteem

PARENT INVOLVEMENT

Cooperation between parents and teachers is very important during your child's first years at school. Both the parents and the school are joint partners in the total education of the child. Any concerns that may arise should be brought to the teacher's attention. Some children have or develop particular fears or dislikes. These fears may be overcome more easily if both the parents and the school are informed and work together cooperatively.

Communication is a key to the success of your child. If there is a change in routine at home or in the method of transportation, please send in a note to alert the teacher to prevent confusion for both the child and teacher.

Parents of a child in the preschool are permitted access to the school during the

school day. The parent must report to the office upon entering the building. This includes before and after school hours. This is a state law designed to protect your child. The building is locked for security reasons. All visitors require a visitor badge from the office. Parents are invited into the classroom regularly through Stay N' Play days. Stay N' Play dates are provided at orientation with reminders throughout the school year.

Some activities you may wish to do with your child in the preschool classroom are:

1. Accompany your child on stay n' play days.
2. Volunteer in your child's classroom regularly and for holiday programs.
3. Attend programs put on by your child.
4. Attend two conferences regarding your child's progress.
5. Ask your child's teacher <u>any</u> questions regarding your preschooler. We feel that parenting is an important form of teaching that the preschool classroom only supplements.
6. Share special talents or interests with the class.

Some ideas for you to do with your preschooler at home may be:

1. Let your child share in home responsibilities, conversations, and activities.

2. Give your child duties around the house to develop self-confidence and responsibility, such as putting away toys, taking out the trash, and setting the table.

3. Establish a regular pattern for sleep (10 hours), meals (keep snacks healthy), and play.

4. Teach your child to get dressed independently, such as how to put on, take off, and hang up outer clothing.

5. Be sure your child listens to others and follows directions (one at a time) and check to see that the directions are carried out.

6. Teach your child to help others, such as their brothers, sisters, and pets.

7. Read to your child every day.

8. Talk to your child about everyday activities as they happen. Encourage your child to describe activities, ask questions, give information, etc.

THINGS TO KNOW

1. Please read over our beginning of the year PowerPoint. We host a parent night at the beginning of the year and everything that we share is included in this PowerPoint. It includes everything about our program. Please read and review the PowerPoint and ask any questions that you have about any information included.

2. Please read over the "ABC's of Preschool." This document also includes many things about our classrooms that you will want to be aware of. Feel free to ask any questions that may arise after that.

3. Classroom Schedule
    a. **Arrival** - The children will arrive and follow a routine to take off their coats, take items out of their book bags, and put them in the required places. They will put their coat and bookbag in their cubby, wash their hands, write their name, and play at the library center until everybody is ready.
    b. **Snack**-The classes eat a snack together. You are welcome to send in with your child a personalized snack daily. The District will provide milk and crackers.
    c. **Group Time** - All of the children will participate in a large group time. The activities at this time include: music and movement, PreK On My Way (which is our preschool literacy and math program), Heggerty phonemic awareness activities to help strengthen reading ability, and a learning activity which includes reading a story, drawing, or doing another academic or social activity.
    d. **Center Time** - All of the children will participate in play and learning centers. If children are going to kindergarten they will participate in several small group activities a week that include work with our PreK On My Way literacy program, Writer's Workshop, other literacy activities, and handwriting instruction. All children will participate in math and art activities each week in small groups as well. When children are not participating in small groups, they are in learning centers throughout the classroom working, learning and playing with friends. Learning Centers in the classroom include: Library Center, Block Center, Creation Station (which has art and writing materials), Lego Center, Light Table, Writing Center, Sensory Area, Science Center, Table Toys (math materials are included at Table Toys), and Pretend Play. The centers are changed monthly based on the Learning Goals we have for your child.
    e. **Dismissal** - At the end of the day we play a song and work together to clean up the classroom. Then the children follow a routine to get their backpacks and coats and pack up their book bags. When we are all ready we sit on the carpet and a story is read to the children. Then it is time to go home.

PRESCHOOL CURRICULUM AND GOALS

The Ohio Department of Education and Workforce, Department of Children and Youth, has established Early Learning Content Standards for our Pre-Kindergarten classrooms. You can access the entire Early Learning Content Standards document through the website: https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards or request to review one of the copies in our center. The Early Learning Content Standards address Literacy, Math, Science and Social Studies. The following are skills and concepts taught under each content area:

LITERACY
Phonemic Awareness
Letter Knowledge
Comprehension
Oral Language/Vocabulary
Book/Print Awareness
Writing
Motivation to Read & Fluency

MATH
Numbers
Geometry
Measurement
Patterns
Classification/Graphs/Charts

SOCIAL STUDIES
Relationships/Families
Growth
Environment and Care
Geography
Consumer

SCIENCE
Life Cycles
Changes
Respect for the Body
Respect of Environment
Seasons

In addition, the following areas are incorporated into daily lessons:

Social/Emotional: Willingness to try new things, self-direction for learning, problem solving, responsibility for own behavior, and connecting actions with consequences.
Gross/Fine Motor: Body awareness and hand-eye coordination.
Fine Arts: Creating original work, music activities, language for dramatic play/poems.
Health and Safety: Recognizing and selecting healthy foods, awareness of healthy behaviors.
Media/Technology: Understanding environmental sounds.

Our preschool curriculum is Heggerty and PreK On My Way by Scholastic. This curriculum is aligned with the Early Learning and Development Standards and incorporates these research-based principles:

1. An Integrated Curriculum – Young children learn by actively engaging with the world around them. Our preschool curriculum encourages children's learning by helping them make connections across many areas. For example, language development is linked to social/emotional development as well as to concept acquisition in mathematics.

2. Standards Based Instruction – We have established clear and appropriate goals for children's learning across all content areas. Our curriculum is aligned with

the Ohio Early Learning and Development Standards and the Big Ideas.

3. Age Appropriateness – Preschool materials are appropriate to the age and developmental level of three and four year old learners. Materials stimulate and challenge young learners and foster success.

4. Cultural and Linguistic Diversity – The materials and daily activities help children learn about the richness and diversity of the people and places in their community and the world.

5. Balance of Exploration and Instruction – Young children need to develop a sense of curiosity, an inquiring mind, and an approach to problem solving that will build lifelong learners. There is a balance of teacher instruction and purposeful play in our preschool that helps children learn.

6. Oral Language Development – Oral language proficiency is the key foundation for learning. We include many opportunities for children to use and develop their oral language and vocabulary.

7. Focus on Literacy – The foundations of phonological awareness, concepts of print, and letter familiarity are taught in developmentally appropriate ways in our preschool. Books are used every day in our themes and children learn the value of and develop an appreciation of books.

8. Focus on Math – Numbers, shapes, size and moving in space are included in daily lessons. Hands on activities foster discovery and investigation of math concepts in their daily world.

9. Social and Emotional Development – Preschoolers are learning how to interact with others successfully in the school environment. Learning effective ways of working and playing with others is an important part of our curriculum.

10. Family Involvement – We recognize the importance of a child's family and actively engaging the family in preschool learning experiences.

PRESCHOOL ASSESSMENT

Our preschool children are assessed informally every day during their instructional time at school. Our curriculum contains assessments in all areas and in various activities. Teacher observation and checklists are tools used often in the classroom.

All children in our preschool are screened prior to entrance in the following areas: hearing, vision, communication, cognitive, gross and fine motor and social-emotional development. Some children have individualized assessments in specific areas of development to identify special needs in which an Individualized Education Program (IEP) is developed to meet their needs.

You will receive a **Preschool Progress Report** based upon the Heggerty Assessment, a standards-based math assessment, and a standards-based social-emotional assessment twice during the school year. This progress report will provide you with information on your child's development in the areas of:

- Social Foundations: Awareness and Expression of Emotions, Relationships with Adults, Cooperation with Peers
- Language and Literacy: Phonological Awareness, Communication, Vocabulary
- Mathematics: Number Sense
- Physical Well Being and Motor Development: Coordination-Small Motor, Safety and Injury Prevention, Personal Care Tasks

Children on Individual Education Plans (IEP's) will receive **IEP Progress Reports** every nine weeks. These reports give parents information on their child's progress with their individual goals and objectives.

The State of Ohio Department of Education and Workforce, Department of Children and Youth, has several assessments for all of our children. The results are sent to the Department of Children and Youth without names to evaluate the effectiveness of our preschool program. Progress from the date entering the program and the date leaving the program for Kindergarten is assessed as well as points in time along the way. The tests are:

Ages and Stages Questionnaire/Social-Emotional (ASQ-SE)

One of the reporting requirements relates to monitoring child progress in the area of social-emotional and behavioral areas of development. This questionnaire is to be completed by the teacher with the parent(s). This is also administered twice per year, in the fall (October 1 – December 1) and in the spring (March 15 – May 15).

Child Outcome Summary (COS)

The COS is a collection of all assessment information combined to monitor progress in overall performance by each child. The COS is compiled upon entry into the program, exiting the program, and at least once a year in which neither of those events occurred.

Hearing and vision screenings are performed throughout the school year as a follow up to any problems observed during the initial screenings. Re-evaluation for special education eligibility is performed only with written parent permission.

Transition Skills Summary (TSS)

Students who are of age to enter kindergarten the following school year will participate in a kindergarten readiness assessment. Through a county wide collaboration with the First Things First Initiative, our preschool program will be working with your child's receiving kindergarten teacher to ensure they are ready to support your child next school year. As part of the process, our team will provide a summary of your child's development and skills acquired during preschool to provide information that will continue to support your child's progress as kindergarten begins.

SAMPLE PRESCHOOL SCHEDULE

ARRIVAL	Children put coats away Read communication from parents Children may read a book or put a puzzle together
MEAL/ RESTROOM	Children wash hands, go through lunch line, clean up
WELCOME	Calendar, Weather, Who's at school? Show & Share, Dismiss to centers
CENTERS	Dramatic Play, Creation Station, Manipulative, Blocks, Computer, Discovery Table, Sand/Water Play, etc.
LARGE GROUP TIME	Read a book related to theme
CREATIVE MOVEMENT	Children will participate in songs and finger plays
GROSS MOTOR	Children will participate in a variety of physical activities both indoors and outdoors
PREPARATION FOR DEPARTURE	Children are working on self-help skills, such as putting coat on, taking care of their belongings, etc.

Note: Children who are eligible for special education services will receive special services, according to their IEP.

Adapted Physical Education, Speech and Language, Physical and/or Occupational Therapy will be provided as needed.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Louisville Integrated Preschool uses the Positive Behavior Intervention Support System (PBIS) to teach expectations to children. We have 3 expectations which are: **Take Care of Myself, Take Care of the Others**, and **Take Care of the Stuff**. Throughout the school year, we will teach your child these expectations and help them to understand what it means to take care of yourself, the others and the stuff. We will practice the expectations and give your child positive feedback when we see them doing these things (i.e. Thank you for taking care of the stuff by putting the blocks back where they go.). The children also earn poms sometimes when they are taking care of themselves, the others and the stuff. We put all the poms we earn in a jar and the children earn a party of their choice when the jar is full. The children also participate in Strong Start Curriculum lessons to further reinforce the expectations and learn about their feelings, other's feelings and being a good friend. PBIS also includes other plans and strategies to work on teaching and reinforcing expectations for those children who may struggle maintaining appropriate behavior more than the average child. It is always our goal to **TEACH** your child how to take care of themselves, the others and the stuff and to continue to remind them and practice with them. It is never our goal to discipline your child under the assumption that all children know how to behave.

LICENSURE INFORMATION

PRESCHOOL LICENSURE

The Louisville City Schools' Integrated Preschool is licensed by the Ohio Department of Children and Youth. Our facility has one unannounced onsite inspection per school year. The results of the inspections are posted on the first floor by the school office next to our Operating License. The inspections include evaluations of health and safety policies and practices, educational programming, child records, staff to child ratios, staff training and credentials, facility, etc. Each teacher has a copy of the Preschool Licensing Rules and the rules are available for your review in our school office.

INSPECTION REPORTS

All inspection reports, including licensure reports, annual fire inspections, playground safety inspections, etc. are available for public review in our school office. The Louisville City School District has policies and regulations for crisis management, building and grounds inspections, accident prevention and safety, emergency plans, energy conservation, etc. Each preschool classroom has immediate access to a first aid kit, with staff trained in first aid and safety, and keeps all cleaning products in locked cabinets out of the reach of children. School supplies and educational materials are checked for safety before being allowed into the classrooms.

STAFF TRAINING & CREDENTIALS

All preschool classroom staff members are required to have current training in Child First Aid and CPR, Management of Communicable Diseases, and Child Abuse Recognition, as well as additional courses in Early Childhood Development. A staff member with current training in these areas is always on site. Teachers and Aides must take a minimum of 10 hours of training per school year in the above areas. Teachers and Aides are licensed by the Ohio Department of Education and Workforce. Teachers must have a minimum of a Bachelor's Degree in Education with additional training in Early Childhood Education. Aides must be credentialed as a Highly Qualified Paraprofessional. Administrators are also required to have appropriate credentials to supervise preschool programs. The Principal and the Director of Special Programs both share administrative responsibilities for the Louisville City Schools' Integrated Preschool and are properly certified with the Ohio Department of Children and Youth.

BEHAVIOR MANAGEMENT AND DISCIPLINE

3301-37-10

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. 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.

(C) The center's actual methods of discipline 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, spanking or biting.

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

(3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time so the child may regain control.

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

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

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

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

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

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

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

(D) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(E) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

MISCELLANEOUS

CLOTHING

Please dress your children in play clothes. We use messy things such as finger paint, easel paint, glue and gooey-goo. The children need to be thinking about their play and not worrying about soiling their clothes. We do provide smocks for our messiest play, but we will not be responsible for clothing accidents. Mittens are preferred over gloves in the cold months. Practical shoes for running and climbing are also important. Clothes that allow easy access for toileting foster the child's independence and minimize accidents. Please send in an extra set of clothing to be kept at school. Extra clothing should be marked with your child's name and sent in a plastic Ziploc bag.



TOYS

We encourage all children to come and play with our toys. Your child may be asked to bring in a favorite toy to share with the class on a designated day. Toys your child values should not be brought to school, as we cannot accept responsibility for items that are broken or stolen. Toy guns, knives, or sharp objects will be confiscated by the teacher and may be picked up at the preschool/office by a parent or guardian.

PRESCHOOL PLAYGROUND RULES

Weather permitting children will be outside for play. Please dress your child appropriately for the weather. Outdoors playground rules will be established and adult supervision will be provided at all times. We may also take walks around the school building with adult supervision.



VIDEO CAMERAS

Video cameras in the building are used to maintain safety and security. Cameras are located in the building near the entrances and exits.

File: IICA

FIELD TRIPS AND EXCURSIONS

Philosophy

The Board recognizes that there is a vast quantity and variety of learning resources outside school walls, and is aware of the potential our community has for improving the quality and depth of educational experiences. Whatever students can experience firsthand is often more meaningful to them than things that are only talked or read about.

Field trips--properly planned, properly supervised, and properly integrated into the instructional program--are not to be considered "outings" or days off from school. They are, in fact, extensions of the curriculum and of the school plan.

Therefore, all field trips sponsored by the school will be educational in nature and will be related to the subject matter and the objective of instruction at the particular grade level. Field trips are lessons and are to be planned as such, with definite objectives determined in advance. Appropriate instructions should precede and follow each trip.

As much as possible, community resource persons and organizations will be involved in the planning and conducting of field trips, so that students may derive the greatest educational benefit from the trip.

The Louisville City Schools Integrated Preschool does not take any field trips that involve swimming. Board Policy: IGCG

Parental Permission

Written permission from parents must be obtained prior to any child's participation in a school-sponsored field trip.

Parental Concerns

If you have any concerns regarding any aspect of the preschool program, please contact Justin Haren by phone at 330-875-7602 or by email at justin.haren@lepapps.org.

HEALTHCARE RESOURCES

Dentists

Dr. Robbie Maylor, 1605 West Main Street, Louisville, Ohio 44641 330.875.2171

Dr. Stephen Fenstemaker, 309 Sherban Ct, Louisville, Ohio 44641 330.875.2832

Family and Cosmetic Dentistry - 309 South Chapel Street, Louisville, Ohio 44641 330.875.2200

Nimishillen Creek Dental, 6020 Louisville St NE, Louisville, Ohio 44641 330.875.1688

Physicians

Drs. Zenaida and Samina Chughtai, 1012 West Main Street, Louisville, Ohio 44641 330.875.1454

Dr. Lamberto Galang, 1010 West Main Street, Louisville, Ohio 44641 330.875.1618

Family Practice Center of Louisville, 1303 California Avenue NE, Louisville, Ohio 44641 330.875.3353

Community Health Care, 1302 West Main Street, Suite A, Louisville, Ohio 44641 330.875.5544

Optometrists

Louisville Family Eye Care, 1403 West Main Street, Louisville, Ohio 330.875.4320

Louisville Vision Center, 503 East Main Street, Louisville, Ohio 330.875.2300

Additional

Commquest, 625 Cleveland Avenue NW, Canton, Ohio 44702 330.455.0374

Shipley Child Health Clinic, 919 2nd Street NE, Canton, Ohio 44704 330.453.3386

HWS Best Health Counseling, 1303 West Maple Street, Ste. 102, North Canton, Ohio 44720 330.866.0767

3301-37-11 Management of Communicable Disease

(A) 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.

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

(a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

(e) Conjunctivitis;

(f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;

(g) Untreated infected skin patch(es);

(h) Unusually dark urine and/or gray or white stool; or

(i) Stiff neck; or

(j) Evidence of lice, scabies, or other parasitic infestation.

(3) 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 director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

(a) Unusual spots or rashes;

(b) Sore throat or difficulty in swallowing;

(c) Elevated temperature; or

(d) Vomiting

(4) Programs shall follow the Ohio department of health "communicable disease chart" (Sept. 2009, odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall be:

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) 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 cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough

to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

Effective: 07/03/2014
R.C. 119.032 review dates: 04/10/2014 and 07/03/2019
Promulgated Under: 119.03
Statutory Authority: 3301.07, 3301.53
Rule Amplifies: 3301.52 to 3301.59
Prior Effective Dates: 8/5/88, 5/28/04, 6/25/2009

ATTENDANCE POLICY

Regular and punctual attendance is extremely important to a child's success at school. An excessive amount of absences for your child may result in him/her being withdrawn from the program. If your child is going to be absent, you must phone North Nimishillen Elementary (330-875-2661) to notify the school by 8:30AM for the AM class session and by 12:15PM for the PM class session. A child returning to school shall be requested to present a note signed by his/her parent explaining the reason for the absence. Absent days cannot be subtracted from monthly fees.

Rule 3301-37-07 Medication Policy

d) Prior to administering a prescription or nonprescription medication, food supplement, or medical food, the program shall ensure that:

(i) The written instructions of a licensed physician or licensed dentist as appropriate are on file.

(ii) Each time medication, medical food, or a food supplement 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 year.

(iii) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.

(iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.

(v) Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.

3301-37-07 Incident/Injury Report Policy

(vi) Procedures for providing written notification to parents on the day of the injury/incident, when a child is injured or a serious health/safety incident occurs and maintaining a log of all injury/incident reports.