

HILLSDALE LOCAL SCHOOLS



HOME OF THE FALCONS

Little Falcons

PRESCHOOL HANDBOOK

2026-2027

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Welcome Letter from the Preschool Staff

Dear Parents/Guardians:

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

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

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

Helping little learners spread their wings,

 The Little Falcons Preschool Staff

Welcome Letter from the PK-6 Principal

We are so excited to welcome you and your amazing preschoolers to the Hillsdale School Family. This is the start of a joyful journey filled with curiosity, creativity, laughter, and growth, and we are honored to walk it with you.

Our caring and dedicated team is committed to providing a safe, nurturing, and engaging environment where children feel loved, confident, and excited to learn. Through play, exploration, and discovery, your child will build friendships, develop new skills, and grow a lifelong love of learning. These early years are truly special, and every day brings a new opportunity to learn, imagine, and take flight.

We look forward to getting to know your family, celebrating milestones big and small, and creating wonderful memories together as your child begins their educational adventure.

Here's to a year of learning, growing, and taking flight—together!

With little wings and big hearts,

Warm regards,

Tom Williams, PreK-6 Principal

Motto, Mission, Vision



Hillsdale Mission
Focused on success through innovation,
empowerment, and collaboration

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

Hillsdale Motto
Building Character. Expecting Excellence.

Introduction/Philosophy/Developmentally Appropriate Practices/Preschool Program and Curriculum

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

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

This Preschool Handbook was developed to share program and district procedures and to answer many commonly asked questions from parents/guardians throughout the school year. Please take time to familiarize yourself with the information in this handbook. If you have any questions not addressed in this handbook, contact your child's teacher or the preschool office at 419-368-8512.

Philosophy

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

Developmentally Appropriate Practices

A developmentally appropriate curriculum is one that can be experienced by children at different developmental stages. There are predictable sequences in children's growth and development, yet each child moves through these stages at their own pace and with their

own learning style. All children in a group are at different developmental stages at any given time. Developmentally appropriate activities allow all children to actively and meaningfully participate in all classroom areas. All materials and equipment are developmentally appropriate and inspected to ensure safety in the school setting, enabling children to meet their intellectual, physical, social, and emotional needs.

Preschool Program and Curriculum

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

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

Program Goals/A Typical Day

Preschool Program Goals

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

- Strengthen the development of each child's acquisition of gross and fine motor skills.

A Typical Day

Classes are held Monday through Thursday.

AM Class 7:45-11:00

PM Class 11:45-3:00

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

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

Class Meeting: Children sit together and complete planned opening activities.

(movement/music, shared reading, interactive learning activities, etc.)

Snack: The children enjoy snacks together while working on manners, social conversation, and communication.

Centers: The children make choices about which specific materials to use in the classroom and whether to work in small groups or individually with the teacher.

Circle: This typically focuses on a specific activity to target specific skills or content.

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

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

Dismissal: Children are escorted to their bus or to their families for pickup.

Registration/Enrollment Requirements

The Hillsdale Little Falcons Preschool enrolls children who are three-five years of age. Unless the child qualifies for an Individualized Education Program (IEP), they must be three years old and potty-trained to attend.

Enrollment begins by completing a pre-enrollment application online via the Hillsdale website under the preschool link, or by calling 419-368-8512 to be added to the pre-enrollment/screening list.

Once an application has been submitted, along with the required documents (photo ID, birth certificate, proof of residency, immunization record, and custodial agreements), your

child will be placed on a waitlist for the school year selected, and you will be contacted to schedule a screening. Initial screenings typically occur in the spring, unless a parent/guardian requests an earlier screening due to developmental concerns. Students residing within the district who qualify for special education services will be prioritized for enrollment.

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

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

Required Registration Forms/Program Tuition

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

The following are additional forms required for enrollment:

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

Program Tuition

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

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

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

Licensure

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

Illness and Emergencies

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

A parent or legal guardian will be notified immediately of a sudden illness or serious accident. Ensure the emergency numbers are up to date at all times. **A child may not attend preschool without at least two current emergency numbers.** In the event of a severe injury or illness, if we cannot contact the parent/guardian, we will follow the procedures outlined in the emergency medical form.

Communicable Disease

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

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

- A. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness or has been exposed to a communicable disease.
- B. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
 - diarrhea (more than one (1) abnormally loose stool within a 24-hour period);
 - severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - difficult or rapid breathing
 - yellowish skin or eyes
 - conjunctivitis
 - temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when in combination with other signs of illness
 - untreated infected skin patch(es)
 - unusually dark urine and/or gray or white stool
 - stiff neck
 - evidence of lice, scabies, or other parasitic infestation
- C. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The school nurse will determine whether the child should be discharged immediately or at another time during the day. The child, while isolated at the program, shall be carefully watched for symptoms listed in section B, as well as the following:
 - unusual spots or rashes
 - sore throat or difficulty in swallowing
 - elevated temperature
 - vomiting

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

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

- Cared for in a room or portion of a room not being used in the preschool program.
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening conditions.
- Discharged to the parent, guardian, or person designated by the parent or guardian as soon as possible.

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

Lice Policy

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

Medication

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

Prescription Medication

Under Ohio law, prescription medication may be administered only when a physician's order is on file at the school. This form must be signed by both the physician and the parent/guardian. New medication forms, available from the Preschool office or the school nurse, must be submitted each school year, along with any changes to medication orders. This policy applies to all prescription medications administered and requires a separate form for each medication.

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

- Students are not permitted to self-administer medications. The school nurse will perform this task in accordance with the physician's instructions.
- Medication must be in the original container, within its expiration date, and clearly labeled with the student's name and administration directions.

Non-Prescription Medication

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

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

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

Handwashing

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

Preschool Health and Safety

Your child's safety is our top priority. The health and safety of children are safeguarded by an organized school health services program that identifies child health problems and coordinates school and community health resources.

The program shall adhere to governing board policies and administrative guidelines concerning immunization; emergency medical authorization requirements; providing and posting procedures for emergencies, including fire drills, rapid dismissals, and tornado drills (including keeping records of such drills or dismissals); and providing procedures for written notification to parents/guardians in the event of a child being injured and maintaining a log of injury reports. Medical and dental emergency procedures will be posted in each preschool classroom and by each telephone and shall be made available to school personnel, children, and parents/guardians. Emergency numbers shall be posted by each telephone. Grounds, play areas, and other facilities shall be supervised when scheduled for use by children. First aid facilities and materials shall be provided.

- At least one faculty member supervises children at all times.
- Fire, tornado, and lockdown drills are conducted in accordance with state guidelines to ensure students, staff, and faculty are prepared for emergencies. These drills comply with state laws and regulations, and their frequency, procedures, and documentation are closely monitored.
- Procedures for emergencies are posted in classrooms and at each telephone in the event of a tornado, fire, or medical/dental emergency.
- Emergency numbers are posted by each telephone.
- A faculty member trained in first aid, CPR, and recognition of communicable diseases is always available.
- A first aid kit is kept on-site at all times.
- The preschool provides written notification to parents/guardians if a child is injured. A log of injury reports is maintained.
- In each building where a program is operated, there shall be at least one (1) preschool staff member who has completed a course in child abuse recognition and prevention, based on an approved curriculum, readily available at all times.
- If an employee suspects that a child has been abused or neglected, they are required by law to report concerns to Children's Services.

Diapering/Toileting

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

- Diaper changes for all non-potty-trained children shall occur in a space with a handwashing facility.
- The program shall provide disposable gloves for diapering; however, using gloves or hand sanitizer does not relieve the requirement for proper handwashing.
- If diapers are changed at a central changing station, there shall be some separation material between the child and the changing surface. The material shall be discarded and replaced after each change.
- The central diaper-changing station shall be disinfected after each diaper change using an appropriate germicidal agent in accordance with the manufacturer's guidelines. If the diaper-changing station becomes soiled after a diaper change, it shall be cleaned with soap and water, then disinfected with an appropriate germicidal agent.
- Any product used during diaper changing for more than one child shall be used so that the container does not come into contact with the child.
- Any product applied to a child shall be applied in such a manner as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- For diapering purposes, topical ointments and creams provided by parents/guardians shall include written instructions. Such instructions shall include the name of the ointment, cream, or lotion, the name of the child, the birth date of the child, the date, and the signature. Written instructions shall be valid for no longer than three months. Authorization for administration of the ointment, cream, or lotion may be canceled by written request of the parent/guardian at any time.

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

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

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

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

Food Allergy Awareness

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

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

Snacks

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

Water Play

A water table is in the classroom for children to stand and play with their hands in the water. During water play, children are in active experiences with science and math concepts. Children with sores on their hands are not permitted to participate to prevent the spread of infectious diseases. When the activity is complete, the water table is drained, cleaned, and refilled with fresh water before a new group of children participates. Outdoor water play is limited to tubs, buckets, containers, and the water

table. We do not participate in swimming pool activities. Staff will supervise all children in all areas with access to water in tubs and water tables.

Toys From Home

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

Dress Code

Preschool is an active environment, so please dress your child in play clothes. The children will be exploring a variety of art and other messy materials. Children wear protective smocks for art, but accidents and spills still happen. The children will be climbing on play equipment that can be slippery, so gym shoes are recommended for safety.

Please provide your child with an extra set of clothing, including undergarments and socks, in case of accidents or spills. Place the clothes in a gallon-sized Ziploc bag labeled with your child's name that can be kept at school. Should your child need to change clothes at school, please remember to return an extra set for the next day.

Outdoor play will be provided as weather permits.

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

Parent/Guardian Participation

Family Participation/Volunteers

The preschool encourages volunteers. Parents/guardians will be invited to volunteer for different events at different times throughout the year. If you wish to be a volunteer, you must obtain a BCI and FBI background check prior to volunteering. Information on how to obtain these is available at the PreK-6th office. Parent conferences, family events, and field trips will be planned throughout the year.

Field Trips

Throughout the year, we will meet at a different location for field trips. Field trips allow children to learn new skills, concepts, and ideas and to connect their learning to the world

around them. All children attending field trips must be transported to and from the site and accompanied by an adult throughout the trip.

Attendance

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

Drop-Off /Pick-Up

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

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

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

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

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

Notices Sent Home

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

Parent Conferences

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

Release Policy

When not riding the school bus, we will release your child only to you or to persons you designate on your child's Pick-Up Permissions Form. If you would like someone other than the designated person to pick up your child, please inform the school by email, phone, or a written note sent with your child.

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

Transportation

Hillsdale Local Schools Transportation: 419-368-8519

Pickup and drop-off times are critical to maintaining a convenient schedule for all participants. Please have your child ready 15 minutes before their scheduled pickup, and ensure you are available 15 minutes before their scheduled drop-off.

If there is no response at the designated pickup location, drivers will wait only a few seconds and look for a signal from the adult at home. Bus drivers cannot wait longer at each home to remain on schedule.

Children must follow the local school district's bus behavior policy. A few basic Rules are stated below:

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

In addition, the following rules apply to whoever is responsible for getting the child on and/or off the bus.

- An adult must accompany the child to the bus stop and remain with him/her until the child boards the bus.
- An adult must meet the child at the bus stop upon the child's exit from the bus at the end of the school day.

School Closings or Delays

Due to inclement weather or other unforeseen circumstances, school may need to close. The preschool will be closed whenever the Hillsdale Local School District is closed. If there is a two-hour delay, the AM class will be in session from 9:45-12, and the PM class will be in session from 12:45-3.

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

Behavior Management Policy

Purpose

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

General Intervention Strategies

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

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

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

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

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

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

Nondiscrimination

The Governing Board does not discriminate on the basis of religion, race, color, national origin, sex, disability, military status, ancestry, age, or genetic information in its program, activities, or employment. Further, it is the policy of Hillsdale Local Schools to provide an equal opportunity for all students, regardless of race, color, creed, age, disability, religion,

gender, ancestry, national origin, place of residence within the boundaries of the school, or social or economic background, to learn through the curriculum offered.

Parent Comment and Concern Procedure

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

Complaint Procedure:

If any person has a complaint regarding policy, curriculum, services, or procedures, they can contact the preschool director at bhartsel@hillsdalelocalschools.org.

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

Privacy/Confidentiality

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

Preschool Policies and Procedures

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

Ohio Department of Children and Youth

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

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

We encourage you to first contact the preschool director or school personnel to address and resolve any issues. If concerns remain after speaking with the director or school personnel, you may contact the Ohio Department of Children and Youth. Department personnel are available to discuss any concerns or complaints you have as a parent/guardian. Please call 844-234-5437 or email childcarepolicy@childrenandyouth.ohio.gov. Ask for the family and customer support center.

If your child has an IEP and you have concerns about your parent/guardian rights or your child's program, please call (614) 466-2650 or toll-free (877) 644-6338 and indicate you have a concern about your child's Individualized Education Program.

Child Find

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

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

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

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service package for babies, children, and adults under 21 enrolled in Ohio

Medicaid. Healthchek aims to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers 10 check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes: • medical history • complete exam • developmental screening (to assess if the child's physical and mental abilities are age appropriate) • vision screening • dental screening • hearing assessment • immunization assessment (making sure child receives them on time) • lead screening; and • other services or screenings as needed. If your children are enrolled in Ohio Medicaid, they are eligible for HealthCheck services. If you are under 21 and enrolled, you can also receive Healthchek services. For more information, visit <https://medicaid.ohio.gov/FOR-OHIOANS/Programs/Healthchek>.

Equal Educational Opportunities

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

McKinney-Vento Act

The McKinney-Vento Act provides resources for children of families that are experiencing homelessness. Homelessness is defined as: Individuals who have lost their own home, due to a financial hardship or similar reason; individuals who are sharing the housing of others; individuals who are living in hotels or motels or in campgrounds or trailer parks that are not viewed as year-round homes because they do not have accommodations, such as heat or running water; individuals who are living in emergency shelters or who have been abandoned in hospitals; and individuals who are living in cars, parks, or public spaces. Please reach out to the preschool staff for further information.

Hillsdale Local School District Little Falcons Preschool

479 Township Rd. 1902, Jeromesville, Ohio 44840

Preschool Phone: 419-368-8512

If you have concerns about the educational rights or services for homeless students, visit the Ohio Department of Education's [Students Experiencing Homelessness](#) webpage.

