



Madison Pre-K Family Handbook

Madison Pre-K
92 E. Main Street, Madison Ohio
440-428-5121

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Mr. Daniel Rambler, Superintendent

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The facility is licensed to operate legally by the Department of Children and Youth. The license and inspection reports for Madison Pre-K are posted in the school office. All complaints and reports concerning the operation of programs licensed by Ohio Department of Education may be reported to the Office of the Ombudsman at (614) 466-0224 or the Office of Early Learning and School Readiness (877) 644-6338.

MADISON LOCAL SCHOOL DISTRICT PRE-KINDERGARTEN PROGRAM STATEMENT OF PHILOSOPHY

As a Pre-Kindergarten program we will be using Creative Curriculum, Handwriting Without Tears, and Heggerty Phonemic Awareness to encourage and engage our students in learning.

Our Pre-K program provides each child with the skills and practice to meet the developmental milestones of their age group. Our staff is a group of highly skilled, nurturing teachers, assistants, and therapists who treat every child as an individual.

Some important sites for you to access:

1. <https://childrenandyouth.ohio.gov/for-providers/step-up-to-quality>
2. <https://www.pbis.org/topics/early-childhood-Pbis>

PROGRAM

The Early Childhood Program of the Madison Local School District is designed to meet the needs of three, four and five year old children. Based on developmental needs for early childhood development, teachers and therapists will select and organize worthwhile learning experiences. The Madison PreK embraces the Science of Reading and uses Heggerty materials to embed the phonemic awareness skills into the daily interactions as well as using Handwriting Without Tears to give students an enjoyable introduction to school. Our base curriculum is Creative Curriculum with the GOLD assessment.

Our philosophy emphasizes the full development of the young child both as a member of a group and individually through play based activities and observations. Our pre-kindergarten program seeks to help children realize their potential and at the same time, aid them to accept the limits of life in a democratic society, while maintaining a concern for the feelings and attitudes of others.

The Creative Curriculum studies chosen by the Lead Teachers will span throughout the duration of the school year and last 4 - 6 weeks. Each study cycles through the learning strands set forth by the Early Learning and Development Standards per the Ohio Department of Children and Youth. The learning standards span across developmental domains and explain the knowledge and skills students should know and be able to do in pre-kindergarten through grade 12. Social Emotional skill sets will be taught through our PBIS framework. The framework focus's on teaching behavioral expectations while being safe, responsible and kind.

Enrollment

Age Requirements

Children must be three years old to participate in the program. We offer year round enrollment so your child may participate in any of our programs throughout the year as he or she becomes three. For any child participating in our five day per week grant program, he/she cannot turn 5 before September 30th . Exceptions regarding students with IEPs may be made.

Toilet Training

Children must be toilet trained. This includes being able to take care of their clothing before and after using the toilet. You must discuss any toileting issues with the director prior to enrolling. Some children with disabilities may be unable to meet this requirement due to the nature of their disability. These children are included in the program.

Registration

Registration is on a first come, first served basis. In order to keep our program fiscally responsible and meeting all the needs of the various entities supporting us, it is imperative that tuition be paid in a timely manner. Reminders regarding tuition due date are posted during drop-off and pick-up and sent home via student folders. In March, we offer early registration for the following year to our present students and their siblings. The first month's tuition is required at the time of registration. This tuition is non-refundable. The parent should indicate their preference for the four or five day a week program. A child's continued enrollment in the Madison Pre-Kindergarten Program is conditional to the parent's and child's adherence to all the policies and procedures of the program. Please note that the grant program is available for those who qualify and may ease the cost of Pre-K.

Enrollment in the program is considered continuous for one school year. We base our staffing on enrollment. Your child's tuition is a yearly fee which is broken into monthly payments for your convenience and ease. In addition, there is a yearly \$25.00 fee to cover many of the “extras” such as entrance into a field trip, special projects, etc.

If a child is withdrawn before the end of the school year, the parent is doing so with the following options:

1. To secure the child's enrollment slot through continuous payment of full tuition through May, whether or not the child is in attendance.
2. To give up the enrollment slot entirely.

When an enrollment position is given up, we immediately consider our waiting list for entry.

WITHDRAWAL FROM SCHOOL

When withdrawing from Madison Local Schools, a parent or guardian must notify the school secretary to ensure the withdrawal process is completed (i.e. tuition paid (peers), preschool materials are returned in satisfactory condition (including all outstanding library books); special education services next steps documented (IEP students) A transition form and withdrawal form needs to be completed by the parents and teacher prior to withdrawing. Full fees remain due until expiration of those 30 days whether or not the child is in attendance. If the withdrawal is due to changes in income, please call the office. We may be able to offset tuition through a scholarship program. Forms are available in the Pre-K office.

School Forms

In order to complete the registration process, the Pre-K Registration Forms are to be completed online through the Madison Local School website. The first month's tuition payment is also required before the start of school. Parents will need to present a birth certificate, acceptable proof of residency and a parent photo ID. Custody papers and/or restraining orders must be kept on file in the school office.

NOTE: An immunization record from your child's physician is due before school begins - state law requires us to exclude students whose medical records are not up-to-date.

Tuition Payments

Tuition is payable by the month. Upon enrollment, you will pay one month's tuition and the program fee. The first tuition pays for August and December tuition. Thereafter you will pay tuition on the first day of each month except for December. We rely on your tuition payments to pay our staff and keep our program running. Should you have **issues paying your tuition**, please **call the program director immediately**. We do have some options for parents with financial difficulties. However, you must contact us immediately. No credit on tuition is given for school closings due to weather, emergency closings or children's absences. PLEASE NOTE that unpaid tuition can result in your child being removed from the program.

No adjustments will be made for more than one child enrolled. Payments should be made by check, cash or money order and payable to Madison Local School District. Payments should be made in the school office. Tuition for the full year is pro-rated monthly.

At the beginning of the school year, each family will be given an envelope for their tuition payments. We will reuse this envelope every month, so please do not seal the envelope.

Tuition

We offer four day and five day programs. Our 5 day Grant Program is funded by the state. There are several requirements for that program. The program fee is waived and your child will attend Monday through Friday.

*Note: If you believe you might be eligible for reduced or free tuition through the grant program, you may apply through the state @ ssp.benefits.ohio.gov. The grant program is available to 3 and 4 year old students as well as to student on an IEP. The child's Individual needs as denoted in the IEP must be able to be met within the structure of the 5 day program to meet eligibility. IEP student's may also attend one of our integrated classrooms with typical students taught by an intervention specialist. Tuition for the grant program is based on size of family and yearly income. Inquire in the Pre-K office for more information. If you feel you might qualify for the grant program, please inquire with Mrs. Keller. Four day tuition is \$125.00 per month and five day tuition is \$160.00 per month.

Program Fee

The \$25.00 yearly program fee is due by August 15th. Students in the grant program do not pay this fee as it is paid for by the grant. It covers the cost of field trips and supplemental curriculum materials. This fee is non-refundable.

Tax Credit Number

The Madison Local School District Tax ID Number is 4303. Enter this number on the "Credit for Dependent Care Expense" line on your federal income tax form. Please remember to keep your receipts. The program does not issue end of year statements for tax purposes.

Class Schedule

Morning classes 8:20- 11:00 a.m.

Afternoon classes 12:20-3:00pm

Arrival and Dismissal

We ask that you do your very best to get your child to school on time every day. We start class and learning promptly upon entering the building. If your child is late they will not have started the classroom routine as expected causing unnecessary feelings of distress. Structure and routine are important to young students and are instilled while at school.

Please share with your child who will be picking them up from school daily. We understand that on occasion, plans will need to be altered to fit a situation but

providing a stable, regular routine helps your child feel settled and secure. YOU or any other adult MUST HAVE a form of picture Identification to pick up your child. Your child's safety is our priority. A parent/guardian must give previous written permission before any child is

released to an individual on the permission to pick-up form. Parents are encouraged to add individuals to their child's pick-up form. This must be done in person at the school office. If an emergency arises, parents should immediately contact the Pre-K Office at 440-428-5121 so arrangements can be made for your child.

We have a drop-off and pick-up line for your child's safety and parental convenience. PLEASE do not allow your child to hang or climb out of windows and/or moon roofs in vehicles. Staff members are outside promptly at the scheduled drop-off times. It is imperative that all drivers follow the rules so we can move through the line quickly. As you enter the west driveway and pull around to the back of the school, you will move to the cone placed at the end of the sidewalk. Approximately 10-12 cars can fit into the space between the designated traffic cones. You will NOT be moving your car again until your child has exited. PLEASE BE COURTEOUS TO THOSE WHO MAY NEED TO GET TO WORK and have your child ready to exit the vehicle. That means you need to have your child ready to get out of the car - unbuckled, coat on, and backpack ready. It is recommended that you give a loving but brief, encouraging goodbye at that time so that when it is your turn, the staff member can quickly welcome your child and move to the next car. Do not leave too much space between cars. Please follow the pick-up and drop-off line around the back parking lot to keep everything moving. Please follow any directions given you by staff members. Once your child has exited the car, he will be directed to follow classmates on the blue line to the door to safety.

You will be given TWO cards (numbered) to put on the front dashboard or visor of your car when retrieving your child. Your child will have a corresponding number on their ID tag with names of individuals approved to pick up your child. Please note that we reserve the right to check ID's even if we have seen you previously. This is for your child's safety. Thank you in advance for your cooperation. If you need to speak with your child's teacher, please send a note via remind app to set an appointment. All teachers and assistants are fully engaged in the drop-off and pick-up and are not able to conference during this time. However, we encourage you to contact your child's teacher or the preschool office if you ever have any questions or concerns.

An overtime charge for late pick up is \$5.00 for each 15 minutes past dismissal time (example: 11:01 charge is \$5.00, 11:16 charge is \$10.00). Parents who are chronically late will be asked to discuss the problem with the Pre-K Director. Habitual late pick up may be grounds for dismissal from the program

LIBRARY: One day per week students will go to our in-house library. We are very fortunate to have our own library filled with books at the preschool through grade 2 level. Please note that books are sent home in a large waterproof plastic bag and need to be returned after reading. You will receive late notices for any books not returned.

Classroom Schedule:

The following is a sample daily schedule. Your child's teacher will share their schedule with you as the school year unfolds.

Sample Daily Schedule

8:20/12:20	Arrival
8:30/12:40	Large Group Meeting: Heggerty, Attendance
8:55/12:55	Table Top Learning
9:15/1:15	Music & Story
9:30/1:30	Gross Motor (outside, large gym)
9:50/1:50	Bathroom Break
10:00/2:00	Snack
10:10/2:10	Literacy Circle
10:20/2:20	Discovery Time and Small
10:45/2:45	Closing Circle
10:55/2:55	Clean Up
11:00/3:00	Dismissal

Curriculum

Coordinated efforts are implemented each week by all the Pre-K teachers to develop Ohio's Early Learning standards-based lesson plans. These plans incorporate a variety of learning center activities which include any modifications required to address the needs of students with special needs. The process allows for small group and/or individual free choice activities to be scheduled daily and the opportunity for children to participate in art, print, construction and music. Age appropriate materials and manipulatives are used in the classroom across content areas. Materials are arranged so that children may select, remove and replace materials with minimum assistance.

Time is allotted for discovery play. Staff members engage in modeling, supporting and demonstrating positive behaviors. They employ the least intrusive, positive strategies to reduce and/or decrease behaviors of concern. The staff prepares learning areas that foster exploration by the children and employ strategies to individualize instruction. Ohio's Early Learning Content Standards, Creative Curriculum, Heggerty Phonemic Awareness, and Handwriting Without Tears Curriculum define and guide the Pre-K program to ensure that activities are developmentally appropriate and designed to enhance the children's overall abilities.

Gross Motor Expectations

Preschool staff are present throughout the gross motor portion of the school day providing supervision and to support students to learn and follow safety rules. Common sense and safety are the general rules regarding student behavior during this time. Students must have appropriate shoes and attire to participate in gross motor activities, particularly when outside.

Positive Behavior Interventions and Supports (PBIS)

Madison PreK was awarded the Silver level for its work in PBIS. Our teachers and leadership committee work monthly on making sure we intervene appropriately with our children during times of difficulty,

Preschool is a time to learn how to play and work with others. PBIS is used throughout your child's experiences in the Madison Public Schools.

At the preschool level, we emphasize SAFETY, RESPONSIBILITY, and KINDNESS. Throughout the year we recognize individual students, classes, and the whole school for their learning about positive behavior.

PBIS is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behavior to create positive school environments.

A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses and restrooms). All teachers and assistants received a formalized training by our regional SST4.

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

Madison Pre-K PBIS Behavior Matrix

Safety Teamwork Responsibility Effort and Kindness

Expectations School/ Settings	Be Safe	Be Responsible	Be Kind
<i>Arrival/Dismissal/ Walkways</i>	Use walking feet Listen to directions Respect personal space	Listen for number Take care of personal belongings	Use greeting words
Classroom	Respect personal space	Use materials as instructed Have calm bodies	Use considerate manner words Take turns and share
<i>Hallway</i>	Be attentive, body front	Use voice level chart	

Bathroom	Follow bathroom routine	Be independent	
<i>Playground/Gross motor</i>	Stay in playground area Use equipment as intended	Use equipment as intended Use voice level chart	Include others in play Take turns and share.

The Madison Pre-K has chosen Be Safe, Be Responsible, Be Kind as the three teaching areas of focus. Students are taught lessons around these areas of focus. We strive to teach each student to be a Super Streak in order to reach their full potential.

Behavior Management / Discipline

Behavior management / discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on premises.

The Pre-K'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, such as a protective hug, 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, 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 development ability, and the child shall be within sight and hearing of a pre-k staff member in a safe, lighted, and well-ventilated space.
10. The Pre-K shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Pre-K Program.

IMPORTANT NOTICE

Discipline of Students with Disabilities Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973(Policy 5610).

HAZING, HARASSMENT, INTIMIDATION, BULLYING, AND SEXUAL HARASSMENT

Hazing, harassment, intimidation, bullying, and sexual harassment are strictly prohibited and will not be tolerated. This applies to all activities in the district, including activities on school property, on a school bus, or while en route to or from school, as well as activities occurring off school property if the activity is school-sponsored, school-approved, or school-related activity or function. Administrators, teachers, and all other district employees are particularly alert to possible conditions, circumstances or events that might include these behaviors. If any of these behaviors are discovered, involved students will be informed by the discovering district employee of the prohibition contained in this policy and are required to end the behavior(s) immediately. All hazing, harassment, intimidation, bullying, and sexual harassment incidents are reported immediately to the building/preschool administrator or other

appropriate administrator. An investigation will result and shall include documentation of the event, response, and strategy for protecting the victim.

If, during the investigation, the preschool administrator believes the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment, said will report the act of to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517. Parents/guardians of enrolled pre-K students will receive the Pre-K's written discipline policy. All Pre-K staff members shall receive a copy of the Pre-K's discipline policy for review upon employment. Any preschool staff member in charge of a child or a group is responsible for their discipline.

Teacher Qualifications

All teachers hold current teaching licenses issued by the Ohio Department of Education. Federal law allows you to ask for certain information about your child's classroom teacher and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects being taught.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teacher assistants or similar paraprofessionals provide services to your child, and if they do, what their qualifications are.

If you would like to receive any information, please call the Pre-K Program Director at 440-428-5121.

Calendar

The school year begins in August and continues through May. A Calendar will be provided which lists holidays, special closings and the days the program is in operation.

Clothing

Because we have a very active program, play clothes and rubber soled or tennis shoes are recommended. We sometimes have special days for PBIS rewards or just to emphasize a holiday or theme. You will receive notice of any of these special days in advance.

Parents must provide an extra set of clothing to keep at school in case of accidents. Please label each item with your child's name and send them to school in a large Zip-Loc bag.

During the winter months, having coats and boots that are easy to slip on help your child to be more independent. Please provide a pair of shoes for school use on days when boots are worn to school. Don't forget to label everything! We GO OUTSIDE every day that we possibly can so please send your child with layers of clothing.

Class Size

Class size is based on guidelines set forth by state licensing standards. All classes at Madison Pre-K have a teacher and an assistant. Some of our classrooms have two assistants. Additionally we employ a speech language therapist, a behavioral specialist, an occupational therapist, and a physical therapist who are available to students who have those needs. All therapists at times spend time in all classrooms.

Classroom Rosters

Individual classroom rosters are available in the school office upon request and are provided periodically throughout the year by the classroom teacher. Rosters list the names of children, parents' names, addresses and phone numbers. Only parents who have given permission to be on the roster will appear but we know this can be extremely helpful to all of you. We encourage you to reach out to one another and give your child some extended time to play with classmates.

Field Trips / Special Guests

At least one field trip is planned each school year. There is no class scheduled on that day. Parents are responsible for the transportation of their child to the field trip and expected to wait for their child to transport them home. Field trips will last approximately one hour. Information will be sent home prior to the planned event. A first aid kit and emergency contact information will accompany staff on the trip. At least one person trained in first aid will be present on the trip.

To enhance our educational program, special guests will be invited to share their skills and / or talents with the children. Parents are also encouraged to participate if they have a particular skill.

Birthday Celebrations

We ask that you only bring in foods that can be easily eaten in the classroom. No cake or cupcakes are permitted. All food that comes into the Pre-K should be done so with prior approval. Birthday treats must be store bought and labeled. Allergies are more prevalent at the time and particularly in the preschool years. Please contact your child's teacher ahead of time if you wish to send a treat for your child's special day. If your child has a summer birthday, contact his/her teacher to make arrangements for an alternate day to celebrate. *(Please note: we do not distribute birthday invitations at school. Please ask for a roster from the office to personally invite students to the birthday parties.)*

Toys from Home

Toys brought from home present special problems for the child and the staff. Prized possessions are very difficult to share. Please help your child understand that toys are for at home. The program's material and equipment are sufficient in quality and quantity for the children enrolled. (For safety and programmatic reasons, toy guns, knives, swords, war toys, and/or any toy which requires a child to put any part of it in his/her mouth will not be allowed.)

Snacks

Snack menus will be posted in a conspicuous place and reflect all snacks in the program. Snacks consist of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with USDA requirements and should consist of two of the following food groups: protein, grain, dairy, fruit and/or vegetable. A list of children's allergies is posted in each classroom. Please notify the teacher and the office of any changes in your child's allergy information. If your child requires a modified diet, written instructions from a physician or certified medical professional are required to be on record in the school office.

Attendance and Illness

Please note that school attendance is a habit. We want to instill good habits in our little ones. Regular attendance is strongly encouraged. We care about your children when they are sick and want to know where they are. It is important to note that regular attendance enables children to receive the maximum benefits of participating in the preschool program. Late arrival/early dismissal and/or irregular attendance prohibit children from participation in all aspects of the preschool curriculum. Absences for preschool students must be coded as excused or unexcused.

However, children should not be in school if they are ill. Please refer to the Health Policy on pages 17-19 of this handbook. If your child is unable to attend school due to illness or a family emergency, please notify the Pre-K Office at 440-428-5121. Please bring your child to school on time. This is an important life skill for students. As a gentle reminder, children are not permitted to return to school until they are 24 hours fever free or from the last time they vomited or had diarrhea..

Medication

Medication, prescription or non-prescription, is administered in accordance with Madison Local School District Policy. A physician must fill out the Physician's Request for the Administration of Medication Form before any medication can be administered. These forms are available in the school office. Each time a medication is administered a written record or log entry shall be made indicating the dosage, date, time, and initials of the person administering the medication. Only medications in the original container will be administered. The first dose of a newly prescribed medication must be administered at home by the parent.

Immunizations

The following immunizations will be required for admission into the Pre-K Program. Requirements are as follows:

3 and 4 year olds: 4 DTP, 3 OPV, 1 MMR

4 year olds: HIB

3 year olds: HEP B

5 year olds: All of the above, plus 1 more DTP and 1 more OPV

Immunizations can be obtained through the Lake County Health Department. If more information is needed, they can be reached at: 440-350-2554 or 440-350-2186

***Immunization forms must be on file in the Pre-K office prior to the first day of attendance.**

Accidents / Injuries

Parents will be notified of an accident / injury by using an accident report form. A log of accident/injury reports is kept in the school office. Parents may be called out of an abundance of caution. Be sure your emergency contacts are correct and if they change during the year please let the preschool office know.

Parent Child Orientation

Parents and their children are invited to visit the classroom and meet their teacher at Parent / Child Orientation. Notification is sent home prior to the start of school. School supplies may be brought into school at this time.

Classroom Visitations

Parents of children enrolled in the program are permitted unlimited access to the school during its hours of operation to contact their child, to evaluate the program, the premises, or for any other purpose approved by the director. Please make other arrangements for siblings when visiting. Any visitors will follow school policy for being fingerprinted prior to volunteering or visiting classrooms.

Parents who wish to visit the program before enrolling their child should call the Pre-K office for an appointment.

Parent / Teacher Communication

Your child's teacher will also send home a classroom newsletter and special notices many will be digital. All classrooms will provide a REMIND link for you to post any questions, etc. as well as the teacher to let you know of upcoming events in the classroom and/or concerns and celebrations. Teachers often post pictures from their classroom for you to know what is happening at school. Parent / Teacher conferences are held in the fall and spring at which time a progress report will be provided. If you feel the need for additional information at any time during the school year, please do not hesitate to call the school (428-5121) to leave a message for your child's teacher. The teacher will return your call as soon as possible.

Parent / Teacher Conferences

Parent conferences will be held at least two times per year. Documentation of the conferences will be retained in the office. While every effort will be made to accommodate a variety of parent schedules, in the event a “face-to-face” conference is not possible, a telephone conference will be held and similarly documented and retained in the child's file.

Parent Volunteers

Madison Schools requires that parents volunteering in the schools have a background check. This is done in the board office and the fee is \$48.00. This background check is good for five years of volunteering! Parents are encouraged to sign up to volunteer their time in the classroom. Please make other arrangements for siblings when volunteering. If parents are unable to volunteer in the classroom, contact the teacher to learn about ways to help out from home. All volunteer time is appreciated in the Madison Pre-K Program. Please note the following licensing requirement: each volunteer shall annually complete a non-guilty / non-conviction statement form. See your child's teacher or stop by the office for a copy before volunteering.

Pre-K Parent Resource Booklet

A comprehensive list of community resources is available in the school office.

Health Policy / Management of Communicable Disease

As of this year, all staff members will be trained in CPR and First Aid at the preschool level. A staff member trained to recognize the common signs of communicable disease or other illness will observe each child daily as he/she enters the classroom. In our effort to create a happy and healthy experience for your child, we follow these guidelines:

1. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or guardian:
 - a. Sore Throat
 - b. Temperature at or above 100 degrees Fahrenheit, when in combination with other signs of illness;
 - c. Untreated infected skin patch(es);
 - d. Diarrhea and/or vomiting three or more times in the same day;
 - e. Evidence of untreated lice, scabies or other parasitic infestation;
 - f. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - g. Difficult or rapid breathing;
 - h. Yellowish skin or eyes;
 - i. Unusually dark urine and/or gray or white stool;
 - j. Stiff neck; or
 - k. Conjunctivitis (pink eye)
2. A child with any one of the above signs or symptoms of illness will be immediately isolated from other children in our clinic or front office with the secretary. 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, shall be carefully watched for symptoms listed below:

- a. Sore throat or difficulty swallowing;
- b. Elevated temperature;
- c. Vomiting;
- d. Unusual spots or rashes;

All parents will receive a notification in the event that any of our students is reported to have a suspected communicable disease that includes how to recognize the symptoms, care and a reminder not to send children with the above symptoms to school.

3. Our program follows the Ohio Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses.
4. A child isolated due to suspected communicable disease shall be:
 - a. Cared for in a room or portion of a room not being used by the pre-k program (clinic or office area with the secretary and/or other staff member)
 - b. Within sight or hearing of a staff member
 - c. Made comfortable with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. The cot shall be cleaned with soap and water and disinfected.
 - d. Observed carefully for worsening conditions; and
 - e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.

It is imperative that the Pre-K Program has current emergency information including two or more emergency contacts. Also, please make sure the alternate person(s) with authorization to pick up your child lives locally. An ill child should be picked up within a half hour.

Additional Information Concerning the Policy for the Management of Communicable Disease

Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent, if needed, depending on the nature of the disease or illness.

A communicable disease reference sheet is located for easy access to all classrooms.

The Department of Health Communicable Disease Chart is located in the clinic within the main office.

Staff is trained in the signs and symptoms of illness and hand washing and disinfection procedures.

Names of staff members who have completed the approved first aid training are posted in the office and on the emergency plan form.

A mildly ill child means a child who is experiencing minor cold symptoms, but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities. (For example: a mildly ill child may be excused from participation and allowed to rest within the classroom until he/she feels like returning to the group or until he/she is released to a parent or guardian.)

Parents or guardians of children who have been exposed to a diagnosed communicable disease such as pink eye, ringworm, strep throat, will receive a notice with information regarding the nature, cause, symptoms, and treatment of the disease. The parent or guardian will also be advised to seek medical opinion when warranted.

Re-Admission Policy

Children may return to the program under the following conditions:

1. they have been treated by prescription medication for 24 hours
2. a note from a physician or other medical professional stating they are not longer contagious
3. they are fever free or symptom free for 24 hours without the aid of fever-reducing or other medications.
4. in the case of lice infestation, the child will need to be examined by a school nurse and declared infestation free before he/she will be admitted back into the program.

NOTE: If you are able, teachers would appreciate foaming handwash for their classrooms.

Other School District Policies

Discrimination

There shall be no discrimination on the basis of race, sex, color, age, religion, handicap or national origin. If a person feels discrimination has taken place, they should notify the Superintendent of the Madison Local School District.

Emergency School Closings

Emergency closings due to severe weather or public calamity will be announced on radio or television broadcasts. It should be assumed that school is open unless announced otherwise.

The best way to know what is happening is to check the school district website (www.madisonschools.net) or listen to the radio or television. You may tune to TV stations: 3, 5, 8, 19, 25 or radio stations FM 96.5, 97.1, 99.5, 100.7, 102.5, 104.7, 105.7, 106.5 and AM 970.

Fire Drills, Tornado Drills, and School Safety Drills

One emergency evacuation drill shall be conducted during the first ten days of the new school year (Ohio Fire Code 408.3.2)

At least nine Emergency Evacuation Drills shall be conducted during the school year (Ohio Revised Code 3737.73(A))

Tornado drills shall be conducted at least once a month during the tornado season. (OFC409.2)

School safety drills shall be conducted on or before each first day of December. (Ohio Revised Code 3737.73 (D))

“IMPORTANT”

IN THE EVENT OF AN EMERGENCY AT THE PERRY NUCLEAR POWER PLANT:

Each school district within the “Emergency Planning Zone” (EPZ) has been provided with a set of operations procedures that have been designed to protect students and staff. If an emergency is thought to exist, school personnel in the central office will get instructions from the Lake County Emergency Operations Center in Kirtland. If the severity of emergency at the plant is substantial when school is in session, two types of action may be necessary: sheltering or evacuation.

According to the Standard Operation Procedures, parents of children in the Pre-K Program will be notified at the Site Area Emergency to pick up their children.

Any preschoolers not picked up by their parents by the time a protective action recommendation to evacuate is issued, will be evacuated to Ontario Primary School, 2302 Wade Ave, Ashtabula, OH 44004.