# LAKEWOOD LOCAL

# PRESCHOOL

## 2026-2027

# PROGRAM

# HANDBOOK


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www.lakewoodlocal.k12.oh.us

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## ADMINISTRATION- LAKEWOOD LOCAL SCHOOL DISTRICT

| | |
|---|---|
| Dr. Heather Hedgepeth | Superintendent |
| Patti Pickering | Director of Teaching and Learning |
| Glenna Plaisted | Treasurer |
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**Welcome to Lakewood School District's Early Education Program**

**Our Vision**

Reimagining education, instilling community pride, inspiring future success.

**Our Mission**

Lakewood… a family-friendly, inclusive community dedicated to empowering every learner through innovation, collaborative problem-solving and consistent communication

**Core Values**

P- Pride
R- Respectful
I- Integrity
D- Determined
E- Engaged

Lakewood Local Preschool is an early education and intervention program governed by the Lakewood Local School District (LLSD) Board of Education. The focus of LLSD is to provide the best education to preschool children that prepares them for success in kindergarten and beyond.

The program is partially funded by the Ohio Department of Education. The LLSD and tuition fees support the remaining costs of the program. LLSD is audited annually to assure funds are utilized appropriately.

The Lakewood Local Preschool recognizes these concepts to be a firm foundation to build upon:

1. Families are recognized as a child's first and most influential teachers, playing a foundational role in their growth and development. Parent involvement is encouraged through parent training, parent interaction days, and volunteer programs.
2. All staff and/or volunteers recognize that children learn more effectively in a supportive environment of facilitated, purposeful play and exploration utilizing a "hands on" approach. Teachers plan experiences to promote child learning in Language/Literacy, Math, Social Development, Science, Self Help and Motor Development.
3. All classrooms will exhibit individuality and developmentally appropriate practices.
4. Respect will be evident for all persons involved in the program. Collaborative efforts are supported both internally and in all community contacts.
5. The Lakewood Local School District does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

This Preschool Parent/Guardian Handbook was developed to share program and district procedures and answer many commonly asked questions parents/guardians may have during the school year. Please take time to familiarize yourself with the information in this handbook.

If you have any questions, feel free to contact your child's teacher, the main office, or Allysen Coleman.

**PRESCHOOL LICENSING INSPECTION**

Each preschool classroom is inspected at least annually by the Ohio Department of Education and Workforce to assure compliance with Chapter 3301-37 of the Ohio Adm. Code Rules for Preschool Programs. The most recent written compliance reports shall remain posted in the preschool classroom until the next compliance report is received. Compliance reports are available for review upon request at the main office.

- The Lakewood Local Preschool is licensed by the Ohio Department of Education and Workforce and is part of the school district's continuum of services.
- The Preschool is reviewed for quality and is inspected annually by the Ohio Department of Education and Workforce, The Ohio Department of Health and the fire department.
- The Lakewood Local Preschool meets the highest standards of quality and has been in full compliance with all inspections and reviews.

**STEP UP TO QUALITY ANNUAL REVIEW**

***Lakewood Preschool  Receives a GOLD Star Rating!***

Your child is enrolled in a learning and development program with a level of quality that exceeds Ohio's preschool licensing standards. Lakewood Local Preschool was assessed and awarded the Step Up To Quality Gold rating!

High-quality learning and development programs are important because early experiences last a lifetime.  Your child has approximately 1,892 days from the time he or she is born until kindergarten.  What happens on this journey lays the foundation for success in school and life.

A Step Up To Quality **GOLD** rating means your child is in a program that has demonstrated the highest level of quality.  Below are some of the ways a program can provide increased quality at the Gold level.

- **Great child to staff ratios**
    - Lakewood Local Preschool teachers have more time to support your child's individual development and learning.
- **Staff with the highest educational qualifications**
    - All staff at Lakewood Preschool are certified and licensed and participate in continuous child development professional learning opportunities. Our staff includes preschool teachers and classroom assistants, a speech and 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.
- **Staff complete more than 20 hours of specialized training every two years**
    - 10+ hours annually of Ohio Approved training.
- **Teachers develop lesson plans**
    - intentional and purposeful activities and experiences for your child; examining assessment data to assure progress is being made.
- **Teaching staff and therapists continually assess your child's progress**
    - Progress monitoring occurs weekly.
- **Families and the community are valued**
    - Daily Communication with parents and continued partnerships with community resources.

## PRESCHOOL HOURS

Classes are held MONDAY-THURSDAY

| SESSIONS | |
|---|---|
| **AM Preschool** | **8:10 to 11:30** |
| **PM Preschool** | **12:05 to 3:25** |

## PRESCHOOL ENROLLMENT PARAMETERS

- A child with a disability: may enroll at 3, 4, or 5 and need not be toilet trained. There is no cost to the family for his/her child to attend.
- Typical peer enrollment: may enroll at 4 years of age, and must be fully toilet trained. Tuition is based upon family income on a sliding scale developed each year.
    a. To be eligible for the Ohio Preschool Program Grant (OPP Grant), your child must be **3** years old or qualify under one of the following conditions: Children with an IEP, Children in foster or kinship care, Child who is homeless, Child previously enrolled in EI services. Income eligibility is 200% or below of the Federal Gross Poverty Guidelines based on gross income and household size.
    b. There are required minimum and maximum spots for children with disabilities, children under the OPP Grant parameters and children who exceed the OPP Grant parameters.
    c. OPP Grant eligible students will be required to register online through JFS. https://ssp.benefits.ohio.gov/

## PRESCHOOL APPLICATION REQUIREMENTS

The registration packet and the following documents must be fully completed and signed to apply for preschool classroom placement.

1. Registration Packet
    a. OPP Grant eligible students will be required to register online through JFS. https://ssp.benefits.ohio.gov/
2. Certified copy of birth certificate
3. Driver's license or photo ID of registering parent(s)/guardian(s)
4. Immunization records
5. Custody or Court documents (if applicable, including Power of Attorney, Protection Orders, Divorce Decree)
6. Income documentation-household income (2 most current pay stub, W2, Tax Return, including Child Support)
7. Proof of residency (utility bill, voter registration, lease agreement)
8. Physical form or upcoming appointment verification
9. Dental exam form or upcoming appointment verification
10. Copy of current Evaluation Team Report & Individualized Education Plan – if applicable

## MODELS OF PRESCHOOL SERVICE

### LAKEWOOD LOCAL PRESCHOOL CLASSES

Preschool classes are taught by Early Childhood Intervention Specialists along with highly trained teacher assistants. Classes are offered morning and afternoon, Monday through Thursday on a school year calendar. The AM and PM sessions are 3.33 hours per day. The preschool operates on the elementary school year calendar. Up to (8) children with disabilities and (7) typically developing children are enrolled in each session. Teachers and assistants are licensed by the Ohio Dept. of Education and Workforce. Our Early Childhood Intervention Specialists provide both early learning instruction and special education instruction to students. There is no cost for a child with a current Individualized Education Plan (IEP) to attend. There may be a cost for peer students, (without an IEP), to attend, although some students may be eligible for free or reduced preschool tuition as part of the Ohio Preschool Program Grant. Tuition is based on family income as determined by a District approved sliding fee scale.

### ITINERANT SPECIAL EDUCATION PRESCHOOL SERVICES

Itinerant preschool services are available for preschoolers with disabilities who attend early childhood settings in the Lakewood Local School District. Continuance or placement in typical early childhood community settings is encouraged. Itinerant services can be provided in a variety of settings such as, at a daycare, at a preschool site, a private setting (church or for-profit center), or a public agency setting (ex. Head Start). The itinerant teacher and/or speech language therapist provides services such as individual and/or group instruction, consultation with site staff, therapists, and/or parents, as well as conducts observations, and assessments. The Itinerant staff can also provide research, activities and materials to share.

### CONTENT STANDARDS

The Ohio Department of Education and Workforce has established Early Learning and Development Standards, (ELDS), which include the following areas that are addressed within the preschool curriculum:

- **Physical Health and Well Being (Fine and Gross Motor, Nutrition, Self-help, Safety)**
- **Language and Literacy**
- **Approaches to Learning**
- **Cognitive Thinking (Math, Science, and Social Studies)**
- **Social-Emotional Development**
- **Creative Development**

These standards present a continuum of learning and development. The standards within each domain are organized according to **strands**. Each strand contains one or more **topics.**
The Lakewood Preschool utilizes **The Creative Curriculum-Teaching Strategies and Handwriting Without Tears** and its curricular resources to guide the planning of appropriate and meaningful learning and experiences. The Creative Curriculum-Teaching Strategies are aligned with the Ohio Early Learning Development Standards and The Science of Reading, and have been adopted by the Lakewood Local Board of Education.

## CLASSROOM ACTIVITIES

Children participate in activities designed to aid in the development of physical, intellectual, self-help, social and emotional growth. The philosophy that children learn best through hands-on activities and structured play is displayed throughout the program. Classrooms incorporate many learning activity areas that encourage socially and developmentally appropriate activities. Areas include Science, Math, Listening, Books, Computer, Blocks, Dramatic Play, Writing, Sensory, and Creative Arts. Structured adult/child learning times are incorporated throughout the day to work on large group, small group, and individual learning activities.

## A TYPICAL DAY

**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 do opening activities that have been planned. (movement/music, shared reading, interactive learning activities, etc.)

**Snack:** The children enjoy snacks together, working on manners, social conversations, and communication.

**Centers:** The children make choices to work with specific materials in the classroom and/or work in small groups or individually with the teacher.

**Circle:** This usually focuses on a specific activity for the children to target certain 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 small activity, reflection of the day, and/or song.

**Dismissal:** Children are taken to their bus or families for pick up.

## SCREENINGS

Developmental and health screenings are an important component to development of a personalized quality education. Your child will be screened with the following tools:

- Developmental Indicators for the Assessment of Learning-4th edition (DIAL-4 for screening of Gross Motor, Fine Motor, Concepts: Colors, Counting, Shapes, Recognition and, Language. This screening provides a good baseline of your child's skills for use in planning individualized instruction and monitoring progress.
- Ages and Stages-Social/Emotional 3. Gauges social-emotional behavioral development.
- Vision screening.
- Hearing screening.

You will be notified before hearing or vision screenings take place, by newsletter, classroom DOJO, website, letter, etc. We will also notify you of results, especially if your child requires follow-up with a hearing or vision specialist. Lakewood Local Preschool is required by law to report to the Ohio Department of Health the number of all screenings, referrals, and documented follow-ups. Please contact our director or district's nurse with any questions or concerns you have about the hearing/vision screenings.

## ASSESSMENT

Screenings and assessments are conducted on all children to determine individual educational needs. You will also receive a report of your child's progress at least twice a year. Parents of children with IEPs will also receive progress reports regarding IEP goals at the end of each quarter or grading period. You will have the opportunity to also attend parent-teacher conferences regarding development of personalized goals for your child and to understand strengths and needs.
The following assessments are completed on each child:

- Pre and Post Screening with the DIAL-4
- Curriculum based Assessment –GOLD– Creative Curriculum
- Teacher developed assessment and observation – Report of Essential Skills

## PRESCHOOL BUS TRANSPORTATION

Lakewood Local School District may provide transportation to and from preschool, with the following limitations:

1. The requested pick-up and drop-off sites are within the boundaries of the Lakewood Local School District.
2. The requested pick-up and drop-off sites are within a reasonable distance from other preschool bus stops.
3. Centralized "Pick Up Points" may be established where you and your child would meet the bus for transport to the Preschool.
4. Bussing by Lakewood Local School District is a privilege and not a requirement (unless specifically written and justified in a child's IEP for "special transportation").

## SCHOOL BUS GENERAL GUIDELINES

If you are requesting school bus transportation, you must agree to follow Lakewood Local School District transportation rules and guidelines.

1. Your child will only be released to authorized persons designated on the Emergency Transportation Form. Anyone else will need verification from the Parent/Guardian, along with photo identification.
2. Authorized persons listed on the Emergency Transportation Form **must** be 18 years of age or older and able to assist the child on and off the school bus.

3. Authorized persons must be ready and waiting to have the child picked up or dropped off by the bus. If there is no one consistently receiving the child, we may take the following actions: continue attempts to call contact numbers, hold the child at the bus garage, or contact the police and/or Children's Services. At that time, transportation will be suspended.
4. Your child may be picked up or delivered to a childcare provider on a regular basis **as long as the child care provider's location is within the Lakewood District boundaries**.
5. If there is an emergency situation, the Parent/Guardian will be notified as soon as possible. If we are unable to contact you, the next designated contact person listed on the application and/or emergency medical form will be contacted. Up to date contact information with working phone numbers is essential.
6. *****If your child normally rides the bus, but you wish to pick up your child instead, please send in a note or call the preschool at **least 30 minutes** before the end of the session. If you do not contact us early enough, your child may be placed on the bus. We cannot be held responsible for changes in transportation without early notification.
7. **Please contact the Lakewood Local Transportation Department regarding bus routes, or bus schedules.**

**PARENT/GUARDIAN TRANSPORTATION**

If you are transporting your child to and from preschool, please follow general traffic directions for Lakewood Elementary. The individual who is dropping off and picking up your child from preschool must be an individual authorized by you on your child's application, must be over the age of 18, have a valid photo ID, and capable of supervising your child to and from their vehicle. Please understand that even though there is a long walk from the parking lot to the preschool door, we cannot release your child to anyone, including siblings, if under 18 years of age. If parents have never been married, or legal custody documentation is provided establishing custodial rights, both biological parents are to be considered equal parents. In the case of a divorce, or a protective service decree in which a designated parent cannot see a child, documentation must be provided and kept on file at the Lakewood Elementary office. **Until legal documentation is furnished to the Lakewood Local Preschool Program, a child must be released to any biological parent, as required by Ohio State guidelines.**

**Drop Off: Be aware of the buses dropping off students and please do not park alongside the curb. Please use the parking lot located in front of Lakewood Elementary. Parking on the hill is considered Staff Parking. Please make arrangements to park there with the building principal.** Safety is the number 1 priority. Children can always be walked up the hill and dropped off to a preschool staff member by the door. When all children are assembled in the hallway they will enter the classroom.

If you arrive after the preschool session has begun you will need to enter Lakewood Elementary by the main office door. Please understand that we are required to maintain student to staff ratios at all times and cannot permit a staff member to leave the room after a session begins. You may have to wait a short time in the main office lobby with your child until we can assign staff coverage to receive your child.

**Pick up:** Please park your car in the main parking lot. Plan on picking up your child 10-15 minutes prior to dismissal time. Pick up times are very fluid due to bussing needs. Once the transported children are on the bus, car riders will be dismissed individually to their guardian/parent from the preschool hallway. In the beginning, until we recognize parents/guardians, we will ask for a photo ID before releasing a child to an individual. If an individual not listed on the form comes to pick up your child, we will not release your child until we can verify permission and identity by contacting you. These procedures are for the safety of your child.

**Late Pick Up:** We understand situations arise that can cause delays. If you will be late picking up your child, please call the preschool (740-928-2661).

## CALAMITY CLOSINGS AND DELAYS

**SCHOOL CLOSINGS:** Any school closing due to a calamity is communicated by Lakewood Local School District through text/voice mail notices. Please sign up for these alerts. In addition, local television stations provide information regarding school cancellations.

**AM sessions**: If Lakewood Local is on a two hour morning delay; the AM preschool session is canceled. With a two hour delay of school, it is not feasible to transport to and from a morning preschool session.

**PM sessions**: If a calamity situation requires early dismissal in the afternoon, then PM preschool may be canceled or the PM session may be released early.

**Make-Up Days:** Should there be a need for make-up days, teachers will communicate that information to parents.

## LAKEWOOD LOCAL CALENDAR TWO HOUR DELAY FOR STAFF TRAINING

Refer to the Lakewood **PRESCHOOL CALENDAR**, concerning the scheduled days of district wide 2 hour delayed starts for professional development. These days do not interfere with the AM preschool session. AM Preschool will not be canceled. **The AM session will start at the regular time.**

## ATTENDANCE

Attendance is reported daily to the Ohio Department of Education as determined by the Ohio Administrative Code 3301-37-08. Regular attendance is important for your child to fully experience preschool. If for some reason, your child will be absent, please call the preschool office (740-928-2661) and leave a message for your child's teacher before the scheduled day of absence or within 30 minutes of the beginning of your child's session in case of an onset of an illness. Eight consecutive unexcused absences or sporadic attendance will result in a referral to the Director for possible dismissal from the program. It is necessary that your child is on time for the start of their session. Lateness causes a disruption to the learning environment and the children tend to focus on the child entering the classroom instead of the learning process which has begun.

## COMMUNICATION

We believe that communication between home and school is an essential component to a successful school year. This communication occurs in a variety of ways. Listed below are a few of the common means of communication. If parents live in separate homes, please let your child's teacher know the best way to keep communication open to both parents. Parent-teacher conferences are held in the fall and spring. Additionally, phone or face-to-face conferences can be requested at any time.

- Communication Folders are sent home daily. Please check the folder for information from the school or your child's teacher each day.
- Classroom teachers may also communicate with you by "Dojo", email or other communication.
- Newsletters and calendars will be sent home periodically. If parents live in separate households, then two copies of written communication may be requested.

## WITHDRAWAL FROM PRESCHOOL

You may withdraw your child at any time by informing us in writing. If your child has an IEP, other documents are needed to transfer records. It is important to us to understand the reason for a withdrawal, and if within our power to do so, make adjustments to have your child continue in preschool.

**No Call No Show-** If your child is absent and you do not communicate with the school district, after 2 weeks your child will be withdrawn from the program to allow space for another child to attend.

## TUITION AND PAYMENTS

Lakewood Local sought and was awarded funding for "at-risk, low-income" 3-4 year old children under the Ohio Preschool Program Grant. Lakewood Local is required to fill at least 24 of the 60 spots with children who qualify under the Ohio Preschool Program criteria. To make preschool tuition affordable for families, Lakewood Local School District has adopted a sliding fee scale based on family income based upon the annual Federal Poverty Guidelines.

Children identified as having a disability are exempt from paying tuition. Tuition for Lakewood Local Preschool may be tax deductible for parents employed outside the home.

Families required to pay tuition will receive a payment book at the beginning of the school year. Tuition may be paid by check or money order. Please pay your tuition in person at Lakewood Elementary School, Bethary White, or by mailing your check or money order to:

**Lakewood Local Preschool – PO Box 70, 9380 Lancer Rd. Hebron OH 43025**

Tuition fees are due on the 1st of each month. If we have not received your tuition payment by the 10th of the month, a $10.00 late fee will be added to your account. If we have not received your tuition payment, your child may not be able to return to class until your tuition, plus any late fees, have been paid. If this payment has not been made within thirty (30) days, preschool and bussing services will be suspended and your child's spot may be filled by another child.

**Please do not send payments with your child or in your child's book bag.** Lakewood Local Preschool staff cannot be responsible for lost money or checks.

**If your family's income decreases at any point, immediately contact the preschool director for a review of your tuition, since your child's monthly tuition could become lower**.

## PHYSICIAN, DENTAL and EYE EXAMS

The Ohio Department of Education and Workforce requires that we have a current physical exam form/medical statement, immunization record, eye exam and a dental screening form on all students enrolled in the preschool program. A physician, physician's assistant, clinical nurse specialist, or certified nurse can provide and sign the medical statement. An ophthalmologist or optometrist must complete an eye exam. The medical, dental and immunization forms must be provided no later than 30 days after the first day of enrollment in preschool. The physical, eye exam and dental exam date must be within less than 13 months from the current date. The physical, eye, and dental exam forms can be obtained from the preschool office, or downloaded from the Lakewood website or from the parent portal. **Please be aware that your child can be withdrawn from school because of an expired or missing dental, medical or immunization records.**

## EXCLUSION/RE-ADMITTANCE CRITERIA

Please refer to the Ohio Health Department's **Exclusion/Re-admittance Criteria** below to assist you in determining when your child may return to school following an illness:

| Condition | Excluded | Return |
|---|---|---|
| Chickenpox | Excluded until the 6th day after onset of rash or until all lesions are dry, whichever comes first. | May return with a doctor's note. |
| Conjunctivitis | Excluded until 24 hours after the start of antimicrobial therapy. | May return with a doctor's note. |
| Diarrheal Illness | Children with diarrhea of unidentified, possibly infectious cause shall be excluded. | May return to school after diarrhea free for 24 hours with a doctor's note. |
| Fever | Excluded until fever free for 24 hours without the use of fever reducing medications. | |

| | | |
|---|---|---|
| Impetigo | Excluded until 24 hours after initiation of antimicrobial therapy. | May return with a doctor's note. |
| Measles | Excluded for 4 days following the onset of rash. | May return with a doctor's note. |
| MRSA-Methicillin Resistant Staphylococcus Aureus | Excluded until 24 hours after treatment has begun or a doctor's note is provided. | May return with a doctor's note. |
| Mumps | Excluded for 5 days after onset of parotid swelling. | May return with a doctor's note. |
| Rash with fever or joint pain | Excluded until diagnosis shows that the child does not have measles, rubella or other communicable disease. | May return with a doctor's note. |
| Rubella | Excluded for 7 days after onset of rash. | May return with a doctor's note. |
| Runny Nose | Excluded if discharge from the nasal area is green or yellowish in color, excessive clear drainage. | |
| Strep Throat or streptococcal infection | Excluded for 24 hours after the initiation of antimicrobial therapy. | May return with a doctor's note. |
| Vomiting | Excluded if 1 or more episodes of vomiting occurred in the previous 24-hour period. | |
| Whooping Cough | Excluded for 5 days after the initiation of antimicrobial therapy. | May return with a doctor's note. |
| **Pediculosis (Lice)** If you are in need of information on dealing with lice, we can help | The student shall be excluded from class until nit free. *To have your child cleared for re-admittance to class and to continue bussing, you must drive your child to school following treatment, and wait until a staff member can check your child's hair to make sure it is nit free. | |

## ILLNESS POLICY

According to the Preschool Program Licensing Rules-chapter 3301-37, if your child has any of the following symptoms, he/she will be isolated immediately, and you will be called to pick your child up from school.

| | |
|---|---|
| Auxiliary temperature of 100 degrees or higher | Unusually dark urine and/or grey or white stools |
| Constant green runny nose,excessive clear drainage | Diarrhea |
| Severe cough | Pink eye |
| Unexplained rash | Vomiting |
| Sore throat | Difficult or rapid breathing |
| Sniffles/nasal discharge | Yellow skin or eyes |
| Reddened eyes | Untreated infected skin patches |
| Abdominal pain | Evidence of lice |
| Stiff neck | Scabies or other parasitic infestation |

These symptoms may be signs of a communicable disease and your child may need to see a physician. Children may return to school when they are symptom free, without medication, for 24 hours, or when a physician provides a written statement that the child is free from communicable diseases. Please send a physician's note with your child when he/she returns to school.
When your child is exposed to a communicable disease, a "Health Alert" is sent home so you may watch your child for possible symptoms, and take action early. The "Health Alert" provides information and lists symptoms to watch for in your child.

### Head Lice

Unfortunately, the presence of head lice is sometimes a problem in schools due to its highly communicable nature. Symptoms are itching, red scratch marks and, most often, the appearance of nits. Proper treatment of head lice is essential to avoid re-infestation. Please contact the school nurse for more detailed information. In order to reduce the spread of head lice, please notify the school office if your child is affected. If your child has been diagnosed with head lice, or sent home due to head lice, the school nurse or one of the preschool staff must check your child's head before his/her return to preschool.

## ACCIDENT OR INJURY

Staff members at Lakewood Local Preschool are certified to provide First Aid, CPR, and other minor delegated nursing services. If your child has an injury at school, you will be notified by phone, text, or

e-mail. A copy of the written incident report will be sent home with you or in your child's book bag. If the injury requires medical attention beyond first aid, you will be contacted for instructions. If you cannot be reached, or if the situation is life threatening, or your child's medical plan indicates, emergency medical services (911) will be called immediately. The **Emergency Medical Authorization** will be given to medical personnel. It is extremely important that we have current, working phone numbers and information. In addition, there is a nurse who covers multiple buildings in the District. The nurse assists the preschool through student screenings, consultation to staff regarding symptoms, common health situation, and development of individual health plans, when needed.

## MEDICATION GUIDELINES

If your child must receive prescription medication at school, require medical monitoring (such as glucose checks), has allergic reactions to substances or food or has dietary restrictions, it is important that this information is made available to the District's nurse. It is also important for the classroom teacher to know when your child is regularly taking medication at home, as it may affect your child at school.

**If your child is required to receive a prescription medication while at school,** follow these steps:
An *Authorization for Medication Administration by School Personnel* form must be filled out by the physician with a physician's signature, and a parent/guardian's signature. This form must be completed before any medication can be received or given. Medical Action Plans may also need to be filled out by your child's physician and signed by the parent/guardian.
Over-the-Counter (OTC) medication forms must be filled out by the parent/guardian for any over-the-counter medication or topical ointment. OTC medications and the OTC form must be brought to the office by the parent/guardian.

**Never place prescription medications or over-the-counter medications in your child's book bag for transport on the bus! All medications and the medication administration form are to be brought to the Preschool by the parent/guardian**

1. Medications **must** be brought to school in a current pharmacy labeled container (bottle/box) which includes the student's name, physician's name, medication name, strength, dosage, time interval, and route. If the physician has required an auto-injected medication, such as an Epi-pen, according to ORC 3313-718, schools are required to have two Epi-pens: one to be kept near the child, and one as a back-up. Over-the-counter medications must be brought to the office and have a form filled out by the parent. All medications must have proper paperwork and be checked into the front office by a parent or guardian before they can be placed in the classroom and administered to the child.
2. The parent/guardian must bring the medication into the school office. Medications cannot be sent on the bus, or given to the bus driver. The Lakewood Local School district **may** allow some medications (example: Epi-pen, inhaler) to be allowed on a preschool bus, only after authorization and staff training.
3. Any time the prescription medication is changed, a new authorization form is required.
4. Parents/guardians may pick up current or expired medications at the end of the school year. Medications not picked up by parents/guardians at the end of the year will be destroyed.

***In the event there is a medical emergency and medication is expired or authorization is not provided, or is incomplete, medication will NOT be administered by school staff. Emergency services will be called.**

**DIAPERING/TOILETING**

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

- The changing of diapers for all non-potty-trained children shall occur in a space that contains a hand-washing facility.
- The program shall provide disposable gloves for diapering; however, using gloves or hand sanitizer does not dismiss requirements for proper hand washing.
- 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 with an appropriate germicidal agent in a manner consistent with the manufacturer's guidelines. If the diaper-changing station is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent.
- Any product used during diaper changing on more than one (1) child shall be used so that the container does not touch the child.
- Any product applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled.
- For the purpose of diapering, topical ointments and creams provided by parent/guardian 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 (3) 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 stored in a designated area shall always be available.
- Diapers or clothing used during diaper changing and brought from the child's home shall be stored in a space assigned exclusively for each child's belongings. Soiled clothing shall be sent home daily.

Storage and laundering of soiled clothing 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 but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings, and out of the 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.

## NUTRITION

Nutrition is very important for optimal health, brain development, and growth, especially so for very young children. Information on health and nutrition can be obtained from the preschool or from the District nurse, or by contacting the Licking County **Healthcheck** Coordinators.
For more information, visit http://medicaid,ohio.gov/Healthchek

Snacks should consist of at least TWO items from the four categories.

- Fruits and Vegetables
- Low Fat Dairy
- Meat or meat equivalent
- Healthy Beverages
- Grains

## FOOD ALLERGY AWARENESS

The incidence of food allergies in our student body continues to increase. Every year, we enroll more students with peanut, nuts, and other severe allergies that may be life-threatening. Therefore, please contact your child's teacher before sending food items to school for birthdays, parties, etc. The teacher can give you allergy information relevant to your child's class.
**If you have a child who has food allergies, it is very important that you contact your child's teacher and the preschool director.**

## VISITS AND VOLUNTEERS

All parents and/or guardians are encouraged to visit, volunteer and become involved in the preschool. Our volunteers are important and special. Volunteers are welcomed in the classroom and at the Lakewood Local Preschool main office. Opportunities for volunteering include assisting on field trips, preparing items for the classroom, making phone calls to other parents and attending PTO Meetings.

However, we ask that you pre-arrange a time with your child's teacher to volunteer to maximize your volunteering time. The Lakewood Local School District's Relations Policy 9150 reads, in part:

*"The Board of Education welcomes and encourages visits to school by parents, other adult residents of the community and interested educators. But in order for the educational program to continue undisturbed when visitors are present and to prevent the intrusion of disruptive persons into the schools, it is necessary to invoke visitor controls.*
*The Superintendent or principal has the authority to prohibit the entry of any person to a school of this District or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school. If such an individual refuses to leave the school grounds*

*or creates a disturbance, the principal is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual."*

As with all Lakewood Local policies, the complete policy can be found on the Lakewood Local website.

## GENERAL VOLUNTEERING GUIDELINES

A. CONFIDENTIALITY
   Within all areas of volunteering, strict confidentiality must be kept for the protection of yourself, the children, and other families. We ask for confidentiality regarding information of our students, whether you are visiting or volunteering. Please be aware that specific information about other children in the school cannot be shared with others, including teaching staff without an expressed "need to know," In turn, information about your child will not be shared with anyone outside of the preschool staff, without good reason. Please keep any observations, comments about a child's needs, behaviors, family, etc. confidential to that classroom. Each staff member is required to sign and adhere to a strict confidentiality policy. Information is only shared among staff on a need to know basis.
B. DRESS CODE
   Please dress comfortably and remember you will be helping children paint, glue, serve themselves food, play outside, etc.
C. DISCIPLINE
   If a problem arises, please bring it to the attention of one of the teaching staff. The teaching staff will be responsible for disciplining the child. You are encouraged to direct children to follow the classroom rules. No corporal punishment is ever permitted in the Lakewood Local Preschool classroom or any school function. Please remember you are there to assist with all children.
D. REGULAR VOLUNTEER DOCUMENTATION
   All individuals who volunteer on a regular basis are required to have the following signed documents before becoming a volunteer in the preschool: BCI/FBI fingerprint/background check. Non-Guilty/Non-Conviction statement, Volunteer form releasing the Lakewood Local from liability, Confidentiality statement/Universal Precautions statement, recent medical statement.

## PHOTOGRAPHS/VIDEO

Parents/Guardians are permitted to photograph and/or take video of their child while at school. Due to the privacy and confidentiality of our other students, **photographs and/or video of any other child other than your own is prohibited.** If you share your images on social media, please be sure that other students do not appear in your post.

Additionally, we will not share pictures of your child without your permission. You may grant permission on the preschool application and may be asked to grant permission regarding specific postings for Lakewood Local's social media accounts.

## DISCIPLINE OF CHILDREN – POLICY OVERVIEW

## BEHAVIOR MANAGEMENT

### Purpose

The behavior policy of the Lakewood 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 efforts to learn in an environment of respect and cooperation. We believe that children expect and want limits. Behavior support promotes a safe and healthy environment to protect the students and staff. The overall goal is to provide the students with an environment conducive to learning. We have a program-wide Positive Behavior Intervention System in place for building social skills and emotional resiliency. We concentrate instruction on social skills and communication skills, using constructive, developmentally appropriate child guidance and management techniques to foster positive self-esteem and to provide a safe environment for all children. The staff implements a plan that is positive and proactive in preventing behavior problems.

### General Intervention Strategies

Within the school environment, the Lakewood 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 his/her setting and providing interesting and meaningful activities in their learning environment. Secondly, the preschool staff wants to develop and maintain appropriate behaviors using positive approaches.

The Lakewood 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 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 children from abuse and neglect while attending the preschool program.

The LLSD policy on the discipline of children is in keeping with the program's goals and standards to encourage children to develop socially, emotionally, physically, and intellectually. Positive social development is encouraged through the environment, daily activities, supportive interactions, specific programs, and partnerships with families. The program also uses many "learning moments" that occur throughout the day to teach, praise and reward positive behaviors. When approaches of positive reinforcement are unsuccessful in reducing or eliminating inappropriate behavior, the following guidance techniques may be used by preschool staff to address the problem behavior:

- Firm verbal prompts to cease or initiate a behavior
- Temporary suspension of use: toys, objects, or activities following inappropriate behavior
- Separation from others (e.g., sitting by the staff members during free play).
- Time away (e.g., being sent to a remote area of the room during free play to play alone for a few moments following a conflict with peers)
- In the case of dangerous behavior to self or others, a brief manual holding to prevent injury.

Frequent need for "Time Away" or "Holding" may necessitate formal observations/assessments and the student could benefit from planned antecedents and consequences as outlined in an individual behavioral plan, which would be developed with participation and approval from the parent/guardian. Please consult the classroom teacher or preschool director if you have questions or concerns about Lakewood Local Schools' Preschool Program's behavior management guidelines.

## FAMILY EMERGENCY CONTACT

Your application paperwork contains emergency contact names. The names you provide on the application gives your authorization for individuals who are allowed to be contacted and/or pick up your child without further approval from you. These people can also be contacted by us, in the event you are unable to be reached. It is extremely important that you keep us informed of any changes in your address, phone number or emergency contacts, so that we are able to contact you in the event of an emergency. It is your responsibility to update this information as changes occur by notifying your child's teacher and making changes in the on-line application, parent portal, and Final Forms.

## PARENT/STUDENT ROSTER

Parents/Guardians are asked to sign a statement indicating whether they desire to have their child's name and information included on the parent/student roster. This is located on the registration form when you register your child for school. A student roster that includes each child's name, telephone

number and email address will be prepared annually. This roster is available upon request.

## SCHOOL SUPPLIES

The preschool teachers will contact you in the summer with a requested list of school supplies. It is not necessary to have school supplies to attend school. If you need assistance in obtaining school supplies, please let the office or the teacher know.

## SEASONAL CELEBRATIONS

The Lakewood Preschool classrooms reflect families of all race, gender, culture and beliefs. In order to avoid excluding any child or family, seasonal celebrations at Lakewood Local Preschool will be free of any religious affiliation. All holiday-oriented activities and materials are available on an optional basis to children as a choice in their learning routine. No holiday activities will be required for all children. All activities will be developmentally appropriate, allowing for a range of choices for each child, and reflect educational goals that are part of curriculum.

## CHILD FIND AND SUSPECTED DISABILITY

**Child Find and Comprehensive Evaluation** Within the Lakewood Local School District, we have experienced and award winning staff to provide support, to answer questions, to listen to your concerns and to conduct a comprehensive evaluation for children from age 2 and a half to age 5. The evaluation team may include some, if not all, of the following individuals; school psychologist, speech/language therapist, occupational therapist, physical therapist, intervention specialist, early education teacher, preschool director, and special education director. We see the Parent/Guardian as an essential and important member of the evaluation team. In addition, other information from individuals who would have knowledge of your child may be included, such as representatives from Head Start, Children's Hospital, Help Me Grow, the Health Dept., etc. After observations and assessments, team members write an integrated report of assessment results, observation and implications. The results are discussed by the Parent/Guardian with the evaluation team and a determination of whether a disability exists is made. If the team agrees that a disability exists, then an Individual Educational Plan is developed specifically for the child to address areas of need. Various options for services, therapies and where they will be provided are discussed and determined. If you have a concern about your child, please contact Allysen Coleman at acoleman@lakewoodlocal.k12.oh.us

## DRILLS

As required by State law, we conduct fire drills, school safety drills and weather emergency drills to assure that both children and staff understand and practice safety procedures efficiently. We encourage parents/guardians to have a fire escape plan, home safety, and weather emergency plan in place for your family.

## COURT ORDERS

Court orders (divorce decree, custody or visitation orders, Power of Attorney, Restraining Order or foster placement, etc.) that pertain to your child, must be on file at Lakewood Local Preschool. We must have copies of the most current order. We can only follow the documentation provided to us and on file.

If there is a Court Order of Protection that includes the child that is attending the Preschool, a copy of the order, along with a photograph of the person, must be provided to us in order for us to comply. We must also receive a copy of a Court Orders of Protection that has been dismissed. We cannot enforce what we do not have in writing by a court of law, and we can only abide by the documentation that we have on file.

**If you are a participant of Safe at Home-please let our office know.**

## MCKINNEY-VENTO ACT

The McKinney-Vento Act provides resources for children of families that are experiencing homelessness. Preschool students experiencing homelessness are eligible for immediate enrollment in the program given that there is an open spot. Homelessness is defined as individuals who lack a fixed, regular, or adequate nighttime residence and includes:

1. Children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;

2. Children with a primary nighttime residence, a public or private place not designed for or ordinarily used as a regular sleeping accommodation;

3. Children living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and

4. Migratory children qualify as homeless because they are living in circumstances described in 1-3 above.

## LAKEWOOD LOCAL SCHOOL DISTRICT POLICIES

Preschool policies and procedures are consistent with applicable statutory requirements in the Ohio Revised Code and Rules that the State Board of Education adopts. The Lakewood Local Board of Education is the governing body that approves all district policies and procedures. Parents/Guardians may access a copy of the district policies by visiting the district website: lakewoodlocal.k12.oh.us

All policies can be found at: https://go.boarddocs.com/oh/laca/Board.nsf/Public?open&id=policies#

**BLOOD-BORNE PATHOGENS** Policy # 8453.02

Lakewood Local Preschool seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, it is assumed that all body fluids are potentially infectious and precautions are taken. Situations that students may be exposed to blood-borne pathogens include but are not limited to:

1. Engaging in activities with other students (e.g., gym class, recess) where physical injuries or other actions may cause bleeding or exposure to saliva or other body fluids.
2. Using equipment in the school environment that could potentially cause cuts or similar injuries that produce bleeding.

Whenever a student (student A) has contact with blood or other potentially-infectious material, the teacher or staff member shall immediately contact their supervisor and complete an incident form. The District shall offer the student a confidential medical evaluation. The parents of the student who caused the exposure (Student B), or staff member, are to be contacted promptly to obtain permission for the testing of the student's blood for Hepatitis B and HIV viruses either in cooperation with their physician or by a District selected health service provider. The exposed staff member or student is to be informed of the test results, if available, with the parents' consent and in accordance with Federal and State laws concerning confidentiality. Student A's blood should be tested with his/her consent. The student shall also receive post exposure treatment, if so indicated by the Public Health Service or treating physician.

The healthcare professional conducting the evaluation is to be provided:

1. A copy of the Federal regulations concerning the Exposure Control Plan;
2. The results of the student B's blood test, if available

**NONDISCRIMINATION IN EDUCATION** Policy #2260

The Governing Board is committed to providing an equal opportunity for all students, regardless of religion, race, color, national origin, gender, disability, military status, ancestry or age, place of residence within the boundaries of the districts, or social or economic background, to learn through the curriculum offered in the districts. Compliance Officer: Patti Pickering 740-928-5878

**CHILD ABUSE AND NEGLECT REPORTING** Policy #8462
As required by ORC 2151.421, school employees and administrators must immediately report any suspicion of abuse or neglect to Children's Services. The Lakewood Local School District's Operations Policy 8462 reads in part:

*"The Board of Education is concerned with the physical and mental well-being of the students of this District and will cooperate in the identification and reporting of cases of child abuse or neglect in accordance with law.*
*Every Board official and employee who, in connection with his/her position, knows or suspects child abuse or neglect must immediately report that knowledge or suspicion to a public children's services or local law enforcement agency. Such reporting is required in every case that reasonably indicates that a child under the age of eighteen (18) or a physically or mentally disabled child under the age of twenty-one (21) has been abused (physically or mentally) or neglected or faces the threat of being abused or neglected.*
*Each Principal should be mindful of the possibility of physical or mental abuse being inflicted on a student by an employee. Any such instances, whether real or alleged, should be dealt with in accordance with the administrative guidelines established by the Superintendent. Board officials and employees must report suspected abuse to public children's services or local law enforcement agencies even when the suspected abuser is another official or employee."*

**DIRECTORY INFORMATION** Policy #8330
Each year the Superintendent is to provide public notice to students and their parents of the District's intent to make available, upon request, certain information known as "directory information." The School District designates as student "directory information": a student's name; address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; awards received; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes.

**SCHOOL VISITORS** Policy #9150
The Lakewood Local School District Superintendent or building administrator has the authority to prohibit the entry of any person to a school or facility, or to expel any person when there is reason to believe the presence of such person would be detrimental to the good order of the school/program. If such an individual refuses to leave the school grounds or creates a disturbance, the building administrator is authorized to request from the local law enforcement agency whatever assistance is required to remove the individual.

**INSPECTION OF INSTRUCTIONAL MATERIALS** Policy #9130
Any person or group having a legitimate interest in the operations of Lakewood Local School District shall have the right to present a request, suggestion, or complaint concerning Lakewood Local personnel, the program, or the operations of the district. At the same time, the Lakewood Local Board has a duty to protect its staff from unnecessary harassment. It is the intent of this policy to

provide the means for judging each public complaint in a fair and impartial manner and to seek a remedy where appropriate.

**SURVEYS-ANALYSES-EVALUATIONS** Policy #2416
The Governing Board of Education respects the privacy rights of parents and their children. No student shall be required, without prior written consent of the student, if an adult, or his/her parents, to participate in any survey, analysis, or evaluation associated with a program or the curriculum in which the primary purpose is to reveal information.

**STUDENT RECORDS** Policy #8330
The Board will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request or within a shorter period as may be applicable to students with disabilities**.** Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, or otherwise restricted, and the viewer may be charged a fee equivalent to the cost of handling and reproduction. Based upon reasonable requests, viewers of education records will receive explanation and interpretation of the records. Address where Parents & Students Can File a Complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment FERPA) have been violated.
Family Policy Compliance Office, U.S. Department of Education,
400 Maryland Avenue SW, Washington, DC 20202-4605.

**DANGEROUS WEAPONS** Policy #5772 & #7217
The Lakewood Local Board of Education prohibits students/visitors from possessing, storing, making, or using a weapon, including a concealed weapon, in a school safety zone and any setting that is under the control and supervision of the Board for the purpose of school activities approved and authorized by the Board including, but not limited to, property leased, owned, or contracted for by the Board, a school sponsored event, or in a Board or District owned vehicle. Any visitor found possessing a weapon or other device designed to inflict serious bodily harm on District premises, a school vehicle, or on property being used by the District for school purposes may be charged with a felony. This restriction applies to visitors licensed to possess firearms unless serving as an authorized security/ law enforcement officer. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, guns of any type, including air and gas powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

**VIDEO SURVEILLANCE** Policy #7440.01
Video surveillance and electronic monitoring may be in use throughout the school building, school grounds and on school buses. The devices are used to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions.

**PRESCHOOL RESOURCES, RATING, AND REPORTS**
To see information regarding Lakewood Local Preschool's rating and reports go to: www.childcare search.ohio.gov. Enter the information criteria such as our zip code 43025 or enter the building name, "Lakewood Elementary." A link to our preschool under "Lakewood Elementary" will show our licensing reports and our current GOLD Step Up To Quality rating.

**PUBLIC RECORDS** Policy #8310
The Governing Board of Education is responsible for maintaining the public records of and to make such records available to residents of Ohio for inspection and reproduction according to related statutes and laws of Ohio.

**CIVIL RIGHTS COMPLIANCE OFFICER:**
If you feel your civil rights have been violated, please contact the Compliance Officer:
1-800-USA-LEARN (1-800-872- 5327) U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202

**CONFLICT RESOLUTION CONTACTS:**
It is Lakewood Local Preschool's desire to maintain open lines of communication with each family. If you have any concerns, we hope that you will first address these with your child's teacher. If your issue is not resolved, you may wish to speak with Allysen Coleman, Director of Special Programs for the Lakewood Local School District at 740-928-5878. The next level is speaking with the Superintendent of Lakewood Local. There is also an Ombudsman employed by the Ohio Department of Education and Workforce. The duties of the Ombudsman are to listen to any concerns parents may have regarding the classroom environments, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters. Call: 614-466-0224 or toll free 877-644-6338. If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call: 614-466-0224 or toll free 877-644-6338, Office of Early Learning & School Readiness. For more policies, please refer to the Lakewood Local website at LakewoodLocal.k12.oh.us

**HAVE A CONCERN?** (From the Ohio Department of Education and Workforce)
Ohio is a local control state in education. Local school boards have authority to make decisions about:

- Student code of conduct or rules for expected behavior
- Residency for school enrollment
- Fees
- Copies of diplomas, transcript and records
- Grades and student retention/promotion
- Excused absences
- Teacher evaluations and employment
- Discipline for violations of the student code of conduct, including suspensions, expulsions and related appeal procedures

- District policy to prevent and address incidents between students such as bullying, harassment and intimidation
- Open enrollment policies
- Extracurricular activities
- School safety
- Graduation ceremonies and related participation requirements
- Transportation routes and schedules

**STEPS FOR RESOLVING A CONFLICT**

When a problem occurs between your family and your child's school, you must work out a solution at the local school district level. Please take the following steps:

1. Talk with the teacher or building administrator (principal, assistant principal or guidance counselor) to resolve your concern
2. If you haven't resolved the situation at the building level, contact your district's superintendent, or if your child attends a charter school, contact the school sponsor
3. If the matter is still not resolved, contact the members of your local school board of education who have approved the policies and procedures of your child's school.

**PROFESSIONAL CONDUCT**

Most concerns about educators are those the department encourages you to address with your local district first following the steps outlined previously in steps for resolving a conflict. If you believe an educator has broken the law, you also should contact your local law enforcement agency, or if the concern involves child abuse or neglect, contact yor local children services agency.

If the individual has an Ohio educator license and may have violated the Code of Professional Conduct for Ohio Educators. you also have the option to submit a professional conduct complaint.

**STUDENTS WITH DISABILITIES**

If you are a parent of a child with a disability, you may read about your rights, concerning your child's education in the **A GUIDE TO PARENT RIGHTS IN SPECIAL EDUCATION**
**http://education.ohio.gov/Topics/Special-Education/A-Guide-to-Parent-Rights-in-Special-Education**

**NOTICE OF RIGHT TO KNOW TEACHER QUALIFICATIONS**

The Federal Elementary and Secondary Education Act (ESEA) requires that any local school district receiving Title 1 Funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher. You have the right to know about the teaching qualifications of your child's preschool classroom teacher since the district receives Title1 funds. The qualifications include:

1. Whether the teacher has met the Ohio Teacher licensing criteria for the grade level and subject areas in which the teacher provides our child's instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.

3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by contacting Patti Pickering, Director of Teaching and Learning at ppickering@lakewoodlocal.k12.oh.us, and by providing your child's full name, your full name, your address and the name of your child's teacher.

## CONTACT INFORMATION

## LAKEWOOD LOCAL PRESCHOOL

Lakewood Elementary School

9380 Lancer Road, Hebron OH 43025

Phone 740-928-2661

| **STAFF** | **POSITION** | **FAX 740-928-7510** |
|---|---|---|
| Debbie Bowman | Registration | 740-928-6633 ext 7010 |
| Allysen Coleman | Director of Special Programs | 740-928-5878 ext 4505 |
| Lynde Ridgeway | Special Services Coordinator | 740-928-2661 ext |
| Kelli Hupp FROG ROOM | Preschool Teacher | 740-928-2661 ext 8202 |
| Genie Bragg FROG ROOM | Teacher Assistant | 740-928-2661 ext 8202 |
| Hailey Plaugher BUTTERFLY ROOM | Preschool Teacher | 740-928-2661 ext 8201 |
| Sarah Walton BUTTERFLY ROOM | Teacher Assistant | 740-928-2661 ext 8201 |
| Tiffany Knott | Speech/Language Therapist | 740-928-2661 ext 8203 |
| Bethany White | Preschool Program Secretary | 740-928-2661 ext 8001 |

| | | |
|---|---|---|
| **Transportation Department** | Sarah Perez | 740-928-8886 |

| | | |
|---|---|---|
| **District Nurse** | Amy Morrison | 740-928-4526 |

| **Special Education Department** | **Position** | **PHONE** |
|---|---|---|
| Tracey Gray | Secretary/Receptionist | 740-928-5878 ext 4502 |
| Allysen Coleman | Director of Special Programs | 740-928-5878 ext 4505 |
| Lynde Ridgeway | Special Services Coordinator | 740-928-2661 ext |
| Marcella Brownlee | Preschool School Psychologist | 740-928-5878 ext 4512 |