



Educational Service Center of Lake Erie West



Early Childhood Program Handbook

2024-2025

Serving:

Anthony Wayne Local Schools

Maumee City Schools

Ottawa Hills Local Schools

Washington Local Schools

Board Approved July 16, 2024

<http://www.esclakeeriewest.org/EarlyChildhoodProgram.aspx>

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WELCOME LETTER

Dear Parents / Guardians:

Welcome to the ESC of Lake Erie West's Early Childhood Program!

We offer a developmentally appropriate Early Childhood Program for young children who have developmental delays, may be “at-risk” for academic difficulties, or are “typically” developing. Our curriculum is language based and focuses on play and hands-on experiential learning. Licensed teachers and related service staff members assist your child in the development of cognitive skills, social and emotional skills, and physical skills through a comprehensive educational program.

Parents and guardians are a vital part of our Early Childhood Program and we look forward to working with you to offer the best learning environment for your child. As partners, we will provide your child the best start for his/her educational future.

This handbook will provide you with an overview of our philosophy and commitment to working with children, as well as our operational policies and procedures. We are pleased that you have selected our program to be part of your child's growing years.

Sincerely,

*The Educational Service Center of Lake Erie West
Early Childhood Staff & Administration*

LOCATION INFORMATION

<p style="text-align: center;">Anthony Wayne</p> <p style="text-align: center;">MONCLOVA PRIMARY 8035 Monclova Rd. Monclova, OH 43542</p> <p>School Phone Number: 419-865-9408 Transportation Phone Number: 419-877-0451</p> <p>AM Class Hours: 8:15 am-11:30 am PM Class Hours: 12:15 pm-3:30 pm</p>	<p style="text-align: center;">Ottawa Hills</p> <p style="text-align: center;">WESTWOOD LEARNING CENTER 3939 Wrenwood Road Toledo, OH 43623</p> <p>School Phone Number: 419-473-2237 Transportation Questions: 419-534-5379</p> <p>AM Class Hours: 8:15 am - 11:30 am PM Class Hours: 12:30 pm - 3:45 pm</p>
<p style="text-align: center;">Maumee</p> <p style="text-align: center;">UNION SCHOOL 102 E. Broadway St. Maumee, OH 43537</p> <p>School Phone Number: 419-893-2221, ext. 1 Transportation Phone Number: 419-893-1392</p> <p>AM Class Hours: 8:30 am - 11:15 am PM Class Hours: 12:30 pm - 3:15 pm</p>	<p style="text-align: center;">Washington Local</p> <p style="text-align: center;">WESTWOOD LEARNING CENTER 3939 Wrenwood Road Toledo, OH 43623</p> <p>School Phone Number: 419-473-2237 Transportation Phone Number: 419-473-8356</p> <p>AM Class Hours: 8:15 am - 11:30 am PM Class Hours: 12:30 pm - 3:45 pm</p>

CONTACT INFORMATION

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ABOUT OUR PROGRAM

About the ESC of Lake Erie West

Located in the heart of Toledo and established in 1914, the Educational Service Center of Lake Erie West (ESC of Lake Erie West) is one of the largest educational service centers in the State of Ohio. The ESC of Lake Erie West is part of a statewide network of ESCs in Ohio. Providing services at the local, regional, and statewide level, the ESC of Lake Erie West's mission is to "provide quality resources and services that meet the unique needs of our partners in the educational community".

At the local level, the ESC of Lake Erie West is affiliated with nine districts in Lucas and Wood counties (Anthony Wayne, Maumee, Oregon, Ottawa Hills, Perrysburg, Rossford, Springfield, Sylvania, and Washington Local). Services to these districts range from direct contracted services (e.g., speech therapists; school psychologists) to more indirect services (e.g., support, information, and professional development on new Ohio education initiatives).

Many state programs such as preschool accreditation, gifted education, and public preschool were piloted through the ESC of Lake Erie West.

The ESC of Lake Erie West Early Childhood Program provides preschool services to four districts – Anthony Wayne, Maumee, Ottawa Hills, and Washington Local. These districts make up the Early Childhood Consortium. Preschool classrooms located in each district are supervised and staffed by ESC of Lake Erie West staff members but follow local school district schedules and transportation procedures.

Philosophy

The ESC of Lake Erie West's Early Childhood Programs are designed to foster personal, social-emotional, and intellectual growth in a developmentally appropriate, play-based learning environment.

Curriculum

The Early Childhood Program emphasizes socialization and language development. Children learn through tangible, hands-on experiences. We believe play is the natural way for children to learn. Children will be involved in a variety of free-choice, center-based, and group-learning opportunities throughout the day. Time is set aside each day for group activities devoted to storytelling, music, finger plays, games, etc.

The adopted curriculum—*PreK On My Way*—is a “purposeful and fun prekindergarten curriculum and has an engaging approach that helps every child develop the skills they’ll need to flourish as readers, writers, and explores of the world. PreK On My Way provides teachers with everything they need to engage their students in educationally rich, hands-on, and diverse activities.”

This curriculum is built to address Ohio’s Early Learning standards. It targets key benchmarks linked to higher achievement outcomes, such as social and emotional development, language and communication, emergent literacy reading, emergent literacy writing, mathematics, science, social studies, fine arts, physical development and health, and technology.

Licensing

The ESC of Lake Erie West Early Childhood Programs are licensed by the Ohio Department of Children and Youth. The licensing component requires inspections by the health, building, and fire departments as well as licensing evaluators from the Ohio Department of Children and Youth.

Upon employment, early childhood staff receive medical examinations to ensure they are free of communicable disease and are physically fit to work with young children. Prior to employment, references are checked by the program administrator and FBI/BCI background checks are completed. Our classrooms normally have a 2:16 staff/child ratio with additional adults added as the classroom needs require.

Our license is posted in each classroom as well as a copy of the most recent compliance report. Any concerns regarding the program should be directed to a ESC of Lake Erie West Early Childhood Coordinator. If you feel your concerns have not been addressed, complaints concerning the program can be reported to the Ohio Department of Education & Workforce ombudsman (614.466.5203).

In 2023-2024, the ESC of Lake Erie West was compliant with all licensing standards.

Step Up To Quality



SUTQ is a rating and monitoring system used by both the Ohio Department of Children and Youth to determine the quality of licensed early learning and development programs in Ohio. After a review of program documents and an on-site review, Step Up To Quality awards one to five stars to each program site as an indication of quality.

Four and five-star rated programs are recognized for going above and beyond minimum licensing standards, demonstrating a commitment to quality, and an ongoing dedication to the learning and development of young children.

All ESC of Lake Erie West program sites have received the Five-Star Step Up To Quality Award. The five star rated programs are located at Union Elementary (serving Maumee Schools); Monclova Primary (serving Anthony Wayne Schools); and the Westwood Early Childhood Center (serving Washington Local Schools and Ottawa Hills).

Registration & Admission Forms

The first step in the registration process is to register with your child's school district. This process will require: photo ID of a custodial parent/guardian, two current proofs of residency or residency affidavit, the child's birth certificate and custody/court paperwork if applicable.

The second step is to register with the ESC of Lake Erie West Early Childhood Program. During this step of the process, the parent/guardian will complete an emergency notification card and a health history including documentation of a medical exam, immunizations, and a dental exam. Parents/guardians will also fill out a student pick-up authorization form. Additional forms that may be required at registration include: ECE Grant application (with necessary verification), transportation paperwork, and a tuition contract

All children attending ESC of Lake Erie West Early Childhood classes are required to have the forms listed below completed. These forms are completed annually. All information is kept confidential.



Included with the registration forms packet is information from Healthchek – Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service package for babies, children, and young adults younger than 21 who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Screenings

Developmental screenings of all children occur within 60 days of their entrance to the program. The screening includes: hearing; vision; speech/language; cognitive; gross and fine motor skills; and social, emotional, and behavioral development. All screenings are conducted by individuals trained to administer and score the instruments. Screening results are shared with parents/guardians. Parents/guardians will be notified in writing if their child does not pass the screening. When appropriate, the child will be referred to the Early Childhood diagnostic team for evaluation.

Ages & Stages-3 (ASQ-3) is used to screen the following domains: cognitive, fine and gross motor, social, and behavioral development. One of the most widely used developmental screeners, it pinpoints the developmental progress in children between the ages of one month to 5 ½ years

The following screeners are used for vision - Distance Visual Acuity (5' LEA)-

Health Screenings

As required by the Ohio Department of Children and Youth all enrolled, new and returning children are to be screened for height, weight, dental, vision, hearing, blood lead, and hemoglobin within 60 days of enrollment. Families that did not have the required screenings completed are also provided with a list of community providers in their area, as well as information for their local health department and information pertaining to Healthchek.

For those children who fail or are unable to test vision/hearing, referrals are provided to families to follow-up with their family medical provider. Copies of completed forms are provided to families.

In addition, an annual letter is sent home to families detailing the importance of these screenings and the importance of having a medical provider for their child.

Diagnostics

If your child is referred to the Diagnostic Team, they will be assessed in a play environment by applicable members of the diagnostic team (e.g., school psychologist, speech therapist, occupational therapist, physical therapist, vision and hearing specialists, and early childhood intervention specialist).

The results of the assessment will be shared with the family after all observations, assessments, and background information have been completed. If your child is eligible for special education services, the team will collaborate with families and school district representatives to develop an individualized educational plan (IEP) that meets the needs of your child.

Assessments

Ohio's Early Learning Assessment is required for all children enrolled in Ohio Department of Children and Youth-funded or Ohio Department of Children and Youth Step Up to Quality 3-5 star rated early childhood programs. This assessment is a tool that teachers use with preschool age children to learn about the current level of each child's skills, knowledge, and behaviors. The tool assesses each child in the areas of Social Foundations, Language and Literacy, Mathematics, Science, Social Studies, Physical Well-Being and Motor Development, and Fine Arts.

Teachers use the tool to observe children in the natural course of the child's day in the classroom and on the playground.-Teachers use the information they collect to plan activities and opportunities that will support the continued growth of each individual child. They will also use the information to see how a child is growing and changing over time.

The Early Learning Assessment is completed during the fall and spring to document pre/post learning growth. This assessment data is reported to your child's school district and the Ohio Department of Education and Workforce for progress monitoring purposes.

Classroom teachers also use a variety of formative assessments such as observation, anecdotal recording/note taking, checklists, classroom performance tasks, and projects to compile an assessment portfolio reflecting your child's goals and progress. The data compiled is used to differentiate learning experiences to meet the individual needs of your child and are shared on an on-going basis and during parent teacher conferences.

Each student will be assessed with the Pre-K On My Way curriculum-based assessment on multiple occasions throughout the year. The results of this assessment will be shared with parents, along with suggestions for areas on activities families can do at home to continue to support children's growth and development.

Transitions

The early childhood staff believe that communication, knowledge, and collaboration are crucial components in successful transitions for children, parents/guardians, and staff. We want to ensure parents/guardians, children and staff experience smooth transitions. These transitions include but are not limited to: transition into our program from home or another community program, transition from preschool to kindergarten, transition to another program, and transition from classroom to classroom within our program.

Information about registration and screening for students entering the program will be shared with the community through the use of media such as school district websites, social media and informational flyers. Parents/guardians will be made aware of what student information will need to be shared upon receipt of consent.

Each child transitioning from one program to another will have a written transition plan (IFSP or preschool transition plan) in place which involves input from the parents/guardians, teachers, and other members of the child's team. Responsibilities for transition activities will be outlined on the written plan.

A child's team, including the parents/guardians, complete a transition planning form when a planned transition is approaching (e.g. to another classroom, site, or program, etc.) to detail the activities that will be completed in order to assist and support the child and family in the next environment as well as the party responsible for the completion. The completed form is signed and dated by all applicable team members present and copies are made for all team members.

The program ensures that children who are age-eligible are enrolled in kindergarten upon leaving the early childhood program unless another program has been determined based on parental choice.

Activities provided to aid in support of parents/guardians and children during these transitions include, but are not limited to:

- written information regarding registration and screening dates; participation in classroom activities such as "all about me activities" for all new students;
- opportunities for parents/guardians and children to visit the potential program during a school day, open house; scheduled tour, or preschool orientation;
- spending time in another program or classroom prior to the formal transition;
- books and videos relating to starting preschool;

- choosing a cubby/locker/or name symbol to identify their own space;
- children leaving the program may receive a card, picture, or letter from their peers;
- visiting the elementary school, having a bus drill, enrolling in safety town, visiting with a teacher or other staff; and/or
- additional strategies and activities based upon the individual student's needs (i.e. social stories, fidgets, etc.).

The above activities and recommendations will assist children, parents/guardians and staff in achieving a seamless transition.

As always, we want you to have your questions answered as they arise. Please feel free to ask for more information as you have the need.

Our Policies

ESC Of Lake Erie West Board Policies: Complete copies of Board Policies are available online at <https://www.boarddocs.com/oh/esclew/Board.nsf/Public>

Bullying: We are committed to providing a safe, positive, productive, and nurturing educational environment for all of our students. Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

Child Abuse: In accordance with Section 2151.421 of the Ohio Revised Code all early childhood staff are **required** to report any suspicions of child abuse or neglect to the local public children's services agency. All staff members have completed the required six-hour course prescribed by the Ohio Department of Human Services in recognizing signs of child abuse and neglect.

Discrimination: The ESC of Lake Erie West does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age (except as authorized by law), religion, military status, ancestry, or genetic information (collectively, "Protected Classes") in its educational programs or activities. If you believe you are the victim of discrimination, you may contact the ESC of Lake Erie West Compliance Officer at 419-246-3135.

Positive Behavior Intervention and Supports: The Governing Board is committed to implementation of Positive Behavior Intervention and Supports (PBIS) framework on a Center-wide basis and the establishment of a school environment focused on the care, safety, and welfare of all students and staff members. The PBIS framework shall

serve as the foundation for the creation of a learning environment that promotes the use of evidence-based academic and behavioral practices aimed at enhancing academic, social, and behavioral outcomes for all students. An emphasis shall be placed on promoting positive interventions and solutions to potential crises.

Student Privacy: The ESC of Lake Erie West respects the privacy rights of parents/guardians and their children. No student shall be required, as a part of the program or the curriculum, without prior written consent of his/her parents/guardians, to submit to or participate in any survey, analysis, or evaluation.

Student Records: The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's home district receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - The ESC of Lake Erie West may disclose appropriately designated "directory information" without consent, unless the parent/guardians has submitted a written refusal by the end of the second full week of school.
 - Directory information is defined by the ESC of Lake Erie West as the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the ESC of Lake Erie West to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Ave, SW

Washington, DC 20202-8520
Phone: 1-855-249-3072

Additional Rules and Regulations

All complaints concerning the program can be reported to the Ohio Department of Education & Workforce ombudsman (614.466.5203).

The most recent written compliance reports will be posted in a conspicuous place near the program license. All other rules and regulations are addressed in the current Early Childhood Program Handbook.

Remote Learning Plan

In the event the ESC of Lake Erie West and/or our partner school districts are required by local, state, or federal authorities to halt in-person student instruction and/or close, temporarily or otherwise, school buildings to students and/or staff, causing instruction to be provided remotely, all provisions and policies in this Handbook remain in effect for students participating in remote learning.

The ESC of Lake Erie West has developed a remote learning plan based on the experiences of the past school years that will be implemented if remote learning is necessary. Details of this plan will be shared with parents/guardians if such implementation is necessary.

If remote learning is implemented, our goals are simple: 1) Make remote learning as manageable as possible for families; 2) stay connected with our students and their families; and 3) work to keep students engaged and actively learning.

OUR STAFF

Early Childhood Coordinators

The Early Childhood Education Coordinators work under the direction of the Director of Student Services and Special Programs. The Coordinators ensure the smooth operation of the preschool program, ensure compliance with federal and state regulations, and maintain program records. The Coordinators conduct observations and evaluations of staff and also work directly with educational aides and substitute teachers to support the early childhood program. The early childhood diagnostic process is supervised by the Coordinators. The Coordinators also ensure that all preschool program sites meet the five star requirements of Ohio's Step Up to Quality program.

Early Childhood Staff

The ESCLEW Early Childhood Program provides a variety of professionals to enhance the education of young children.

All members of the teaching staff and related service staff are licensed through the Ohio State Board of Education.

When related services (e.g., school psychologist, speech therapist, occupational therapist, and physical therapist) are a part of your child's educational plan, related services staff will:

- Collaborate with the teacher for I.E.P. goals;
- Suggest classroom activities; and
- Suggest necessary adaptations for activities.

A diagnostic assessment team is also available for evaluating potential developmental delays.

Parent Mentor

A Parent Mentor is the parent of a child with a disability who is available to help parents of a child suspected of or diagnosed with a disability. The Parent Mentor provides training, support, and information services to help families and educators

communicate effectively to ensure that students with disabilities receive a meaningful and appropriate education.

Services provided by the Parent Mentor include guiding families through the special education process, attending meetings with families to offer support, and helping to build collaborative partnerships between families and schools. Our parent mentor also has a lending library with resources for families to borrow on a variety of topics related to disabilities and special education. All services are provided to families free of charge.

One program supported by the Parent Mentor is the Sibshop Program. This program is focused on siblings of children with disabilities who are ages 8 to 14. For more information about attending the program, please visit our website and under Programs and Services/Early Childhood Program, click on the Parent Mentor link.



Please contact the Parent Mentor if you have any questions or need support. Call 419.214.3066 or e-mail wsmenner@eslakeeriewest.org.

Social Worker

The School Social Work Coordinator provides direct and indirect social work services to students and their families and facilitates communication among school, home and community providers. The School Social Work Coordinator will identify and assess the needs of students and their families, counsel and advocate for them, link them with community resources, and intervene in crisis situations.

FEES

Activity Fees

An activity fee of \$25 is collected from children during the first week of school. Please send in this fee as soon as possible.

Tuition

The ESC of Lake Erie West offers a high quality Early Childhood Program for children with special needs, at risk children, and typically developing children. In order to provide the opportunity for typically developing children to have this experience, tuition-based slots have been created.

Tuition is based on a yearly rate following your public school district calendar. *There will be no refund for illness or family elected vacation.* Yearly tuition will be adjusted for children enrolled after the beginning of school.

In order to lessen the yearly burden of tuition, you may pay tuition in nine equal monthly installments. Tuition is payable one month in advance and is due by the fifteenth of the month (e.g., September tuition is due August 15, October tuition is due September 15, etc.).

If tuition has not been received by the due date indicated on the statement, a \$15 late fee will be charged. If tuition is two months overdue, the child will be suspended from the program.

A sliding tuition scale is available.

If you have any questions about your financial account, please contact Cindy Hammye at chammye@esclakeeriewest.org or 419.246.3113.

Payment Options

We will accept checks, money orders, or on-line credit card payments.

Tuition checks should be mailed to ESC of Lake Erie West, Attn: Early Childhood Tuition, 2275 Collingwood Blvd., Toledo OH 43620.

A website application (Local Level Events) that allows parents to pay Early Childhood tuition and annual class fees by credit card or debit card is available. This

is an easy way to make sure your student's tuition or class fees are paid. Parents can access the payment site from the link on the ESC of Lake Erie West website. Under Programs and Services, look for Early Childhood Program and then click on the Online Payments link on the program webpage.

You may use your credit and/or debit card (Visa or MasterCard) for the transaction. **We cannot take credit card payments at the class location; this is only available online.**

Parents/guardians will need an email account and will need to know their Early Childhood teacher's name. There is a fee of 3% for using this service. For example, for a monthly payment of \$30 the convenience fee would be 90 cents. Payments made online will be credited by the end of the next business day.

Please be sure to allow Local Level Events into your email or it might be considered spam and automatically go into your junk email.

No personal information about your account is available online. The Early Childhood Program does not keep your credit card information on file and you will need to re-enter your credit card number each time you use the online system.

Questions may be directed to Cindy Hammye at chammye@esclakeeriewest.org or 419.246.3113.

OUR CLASSROOMS

Supplies Needed for School

Your child should bring the following items to school before our first regular school day.

- A complete change of clothing, including socks, to be kept at school (Please label all items with your child's name.)
- Toileting supplies your child may need such as diapers, extra training pants, etc.
- Backpack or book bag for carrying papers



An annual supply list will be provided by your child's teacher.

All classroom supplies are donated on a voluntary and as-able-to basis. If you are unable to donate any classroom supplies due to personal circumstances, please let your child's teacher know.

Clothing and Playground

All children should be dressed in clothing that may be worn for activities such as art and active play. We ask that you keep a clearly labeled extra set of clothing in your child's locker. Soiled clothing will be wrapped and placed in your child's locker. Due to Universal Precautions staff does not wash soiled clothing.



We believe outdoor play is an important part of your child's health and social growth. This outdoor time is scheduled daily and staffed appropriately. In case of inclement weather, children will remain indoors and given alternative gross motor opportunities. Please dress children for the weather and season.

Toys from Home

On special occasions, toys or items from home will be requested to help promote a unit theme. At these times a note will be sent home. Bringing toys to school from home is generally discouraged. Items from home often are lost or broken, and your child may find it very difficult to share a favorite toy. Show and Tell may be a part of

your child's class. Your child's teacher will let you know when this will occur.

Health and Safety

Sound health, safety, and nutritional practices are emphasized. Good nutrition is discussed with children both during snack time and as a separate classroom unit. Families are encouraged to share favorite snacks reflecting their cultural heritage. Activities are developed to encourage awareness of safety at home, school, and the community. Teachers talk about good health practices such as washing hands, brushing teeth, getting regular exercise, and enough rest. They also discuss visits to the doctor and dentist.

Snacks

Children may be directly involved in the preparation of their daily snacks. Snacks are selected in consideration of the child's nutritional needs and dental health. Therefore, a variety of nutritious foods are offered. Snack menus are posted in your child's classroom and follow government guidelines for nutrition. At no time is a child forced to prepare or consume a snack. As we provide adequate portions for each child, children should not bring food, gum, or candy to school. Please let us know in writing if a child has special dietary needs or allergies such as dairy, eggs, nuts, or other foods. Parents or guardians of children with specific dietary needs such as diabetes, blended foods, etc. may be requested to provide an alternative snack.

Celebrations

We have special parties for holidays and birthdays. If you prefer that your child not participate in these activities, please inform your child's teacher. We would like our program to reflect the heritage of all the children attending and celebrate those occasions. The teacher will send home specific information about celebrations.



SAFETY PRACTICES

Attendance

Regular attendance is necessary for learning. Reporting absences prior to the start of the school day is critical to allow teachers time for planning and to avoid interruptions in instruction for other students.

The Missing Child Act became law in Ohio in April 1985. **Parents/guardians are required to notify school when a child is absent.** Please report your child's absence **each day** that they are going to be away from school. Acceptable ways to report an absence include: a call to the school, a Brightwheel message to teacher/coordinator, email message to teacher/coordinator or a written note received prior to an anticipated absence.

If your child comes to school on a bus or in a taxi, please notify the district transportation office. If your child does not come to school and you have not notified us of an absence, we will contact you within 30 minutes of the start of the school day. Individuals who may contact you within 30-minutes for an unreported absence include: program secretary, early childhood coordinator, classroom teacher or a paraprofessional.

If a child experiences frequent absences from school, the teacher will notify the preschool coordinator. At this time, the coordinator will reach out to parents/guardians to discuss solutions to promote increased attendance.

We understand from time-to-time situations occur where a child must be tardy to school or leave early. Frequent tardiness and early exits cause disruption to the school day and are discouraged unless medically/therapeutically necessary. Acceptable ways to report a student's tardy/early exit include: a call to school, a Brightwheel message to teacher/coordinator, email message to teacher/coordinator or a written note received prior to an anticipated tardy/early exit. If a child is tardy, or must exit school early, the approved parent/guardian should report to the main office for drop-off/pick-up.

We understand from time-to-time emergencies come up that prohibit a parent from picking up their child at the scheduled time. If a parent/guardian is going to be late, please contact your child's teacher/coordinator immediately. Your child will be attended to by a building secretary, coordinator or paraprofessional while awaiting your arrival, as teachers have important planning, preparation and meetings to

complete at this time. In the event that late pick-up becomes habitual, the preschool coordinator will be notified. At this time the parent/guardian will be contacted, to discuss possible solutions for recurring issues.

Inclement Weather

Throughout the school year there will be inclement weather days when school is either delayed or closed.

Please listen to a local radio or TV station for the local school district where your child’s Early Childhood Program is located. (See list below.) Each school district has a policy regarding school delays for preschool. Your child’s teacher will inform you of the individual district policy. It can also be found on the ESC Preschool website.

When the schools are kept open in such weather, it is then a parent/guardian’s judgment as to whether or not to send the child to school. School buses may run late in this type of weather.

<i>School District</i>	<i>Early Childhood Program Building</i>
Anthony Wayne	Monclova Primary
Maumee	Union Elementary
*Ottawa Hills	Westwood Early Childhood Center
Washington Local	Westwood Early Childhood Center

*This program is housed within the Washington Local School District and will follow all delays and cancellations for Washington Local Schools.

Change of Address, Phone Numbers, Emergency Numbers, & Email Address

If you move during the year, it is important to send your new address immediately to your child’s teacher. This also applies to change of telephone numbers, change of

parents' or guardian's names, emergency numbers, and email addresses. In addition, it is important to notify your child's school district of any address changes. The school district will require new/current proofs of residence or residency affidavits, when a child's family moves. This will ensure your child is receiving preschool services from the appropriate school district. Please feel free to contact our registration clerk or preschool coordinators with any questions about address, phone number or email address changes.

If you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of emergency. Also inform the school of your return date.

Emergencies and Accidents

During the course of everyday activities, minor accidents do occur. In the event of a minor accident involving your child, first aid will be immediately administered. Members of the ESC of Lake Erie West staff are certified to administer first aid and attend in-services to keep this certification current.

Whenever a student has contact with blood or other potentially-infectious material, the parents/guardians of the student who was exposed will be contacted immediately along with the parents/guardians of the student who caused the exposure. A program coordinator will discuss follow-up procedures that may be necessary as a result of such exposure.

Should an accident occur or an emergency arise, parents/guardians will be immediately notified. In addition, based on the type and severity of the incident, an Incident/Injury Report or a Serious Risk Incident Report will be completed and a copy sent home to the parent/guardian. An Incident Report Log is kept in each preschool location. Each child's records must contain the home and work numbers of each parent or guardian so they may be contacted in the event of an emergency. If neither parent nor guardian can be reached, a staff member will contact one of the other adults listed as emergency contacts in the records. **It is important that the emergency contact person is available and within a reasonable driving distance to pick up your child if necessary.**

Parents/guardians are required to complete an Emergency Transportation Authorization form for every child in attendance at an ESC of Lake Erie West Early Childhood Program. If permission is granted to transport the child, the ESC of Lake Erie West has the authority to contact emergency transportation for a child in the event of a serious accident. When minor accidents occur, parents/guardians are

required to provide emergency transportation. Under no circumstances will an ESC of Lake Erie West staff member transport a child.

Illness and Communicable Diseases

The ESC of Lake Erie West staff is trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases.

Disease Prevention—Hand washing is the most effective measure to prevent the spread of disease. All children and staff use thorough hand washing before handling or eating food, after toileting or wiping noses, and after changing diapers. As much as possible, children are encouraged to manage their own hand washing with such help as step stools, soap and towels within reach, and observing adults using good hand-washing procedures.



Upon arrival at school, your child will be checked for signs of illness. If your child shows any of the symptoms listed, you will be asked to take the child home. If your child displays any of the following signs or symptoms before coming to school, **please—do not send your child to school.**

Signs and Symptoms of Communicable Disease

(Cause for Immediate Dismissal from School)

- ▼ Diarrhea (more than three abnormally loose stools within a 24-hour period)
- ▼ Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- ▼ Difficult or rapid breathing
- ▼ Yellowish skin or eyes
- ▼ Conjunctivitis (“pink eye”)
- ▼ Temperature of 100 degrees or more taken under the arm, especially in combination with any other signs or illness
- ▼ Untreated infected skin patches
- ▼ Unusually dark urine and/or gray or white stool

- ▼ Stiff neck
- ▼ Unusual spots or rash
- ▼ Sore throat or difficulty swallowing
- ▼ Vomiting within a 24-hour period
- ▼ Evidence of lice, scabies, or other parasitic infestation

If a communicable disease is suspected, the child's parent or guardian will be contacted by telephone if possible. The health coordinator or preschool coordinator will notify you if it is necessary for your child to see a doctor for diagnosis and treatment before returning to school. If your child may have been exposed to a contagious disease, you will be notified in writing by the preschool coordinator and informed of possible signs and symptoms.

Care of Sick Children

A mildly ill child (i.e., a child who does not feel well enough to participate in activities or a child who is experiencing minor cold symptoms but not exhibiting any symptoms listed in the Signs and Symptoms of Communicable Disease) will still be able to attend and participate in the program.

A seriously ill child (i.e., a child who displays any of the symptoms listed in the Signs and Symptoms of Communicable Disease) will be comfortably cared for by an adult. A cot will be provided for an ill child who needs to rest. The child, within sight and hearing of a staff member, will be observed carefully for worsening condition until the child is discharged to his/her parent, guardian, or person designated by the parent/guardian. Should the child's condition worsen before the parent/guardian arrives, care will be provided by the staff based on first aid/communicable disease training guidelines.

Parents or guardians of a seriously ill child will be contacted immediately and expected to pick up the child. If the parents or guardians cannot be reached, one of the persons listed in the child's records as emergency contacts will be notified and asked to come to pick up the child. The child will not be readmitted to school until the observed symptoms are no longer present. In some cases, a doctor's note may be necessary.

Immunizations

To prevent unwanted diseases, immunization schedules are recommended for young children. The Early Childhood Program requires each child to remain up-to-date with his/her schedule or have special considerations approved by the child's physician. Your child's physician will be required to complete an annual health form for your child's enrollment in the Early Childhood Program.

Medications

Ohio law requires that all medication administered in the classroom be done by a licensed health professional or non-professional staff who has completed a drug administration training program.

If at all possible, please give medication to your child at home. Before any prescribed medication or treatment may be administered to any student during school hours, a written statement from a licensed health professional authorized to prescribe drugs accompanied by the written authorization of the parent must be on file.

Only medication in its original container; labeled with the date, if a prescription; the student's name; and exact dosage will be administered. Medications to be administered shall be stored in a locked storage place unless the medications require refrigeration in which case they shall be stored in a refrigerator in a place not commonly used by students. If the medication is an Epi-Pen Jr, the law requires the school to have two injectors on hand.

A medication administration log is kept for each medication prescribed per child. Parents/guardians will be notified every time prescribed medication is administered at school.

Before medication may be stored at school and/or administered by an ESC staff member, a Medical Plan must be completed as a team. This team will include, at a minimum: parent/guardian, preschool teacher and nurse OR preschool coordinator. All team members will sign the plan, and the plan will be revised at least annually, or when medical procedures change. The plan will be signed and displayed in the classroom to alert all non-familiar staff about the medical concern.

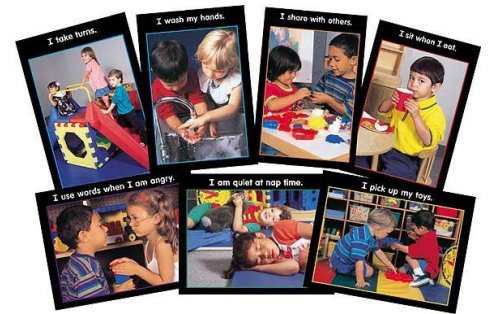
Child Guidance and Management

We use positive child discipline methods in order to assist children with self-control

and becoming self-disciplined. The ESC of Lake Erie West has adopted Conscious Discipline as the primary Social-Emotional Learning curriculum. Conscious Discipline is an evidence-based and trauma-informed approach that focuses on self-regulation and connection to create optimal learning environments. In addition, all preschool staff are trained annually on Crisis Prevention Intervention (CPI) de-escalation strategies.

Using Conscious Discipline and CPI strategies, child discipline situations are handled with empathy and redirection. Strong communication with parents/guardians is also top priority.

Rules are established to enable children to know what is expected. Our expectations will be kept within the child's abilities and the child will be made aware of these expectations. Children are not allowed to hurt or bully other children, put themselves in danger, or deliberately destroy materials. Children feel secure when rules are firmly held and consistently followed, and they know that they will not be hurt when they or other children try out new strategies for behaving. Discipline is used to let children know what rules really mean. Methods such as encouragement, redirection, and language use are carefully chosen to assist children with difficulties in coping in a social setting. A warm, safe, and secure environment is always emphasized. Physical punishment of any kind is strictly forbidden. At times, brief physical contact may be necessary in order to keep an individual child, classmates and staff safe. Every occurrence of physical contact with a child will be logged and communicated with parents/guardians via note or call at the end of the school day. Examples of situations where brief physical contact may be necessary include: stopping a child who is running away inside or outside of the building, intervening to halt physical aggression, and intervening to halt dangerous activity such as standing on/climbing on furniture or using objects to cause harm. In the event that these instances occur, your child's teacher may request permission to conduct a Functional Behavioral Analysis (FBA) and development of a Behavior Intervention Plan (BIP).



The following Behavior Management / Discipline 3301-37-10 is from the State of Ohio Guidelines and is practiced by the ESC of Lake Erie West.

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

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and positive reinforcement for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises. If suspension, expulsion, and removal policies exist, they are to be written in accordance with section [3313.66](#) of the Revised Code.

(D) The center's actual methods of discipline shall apply to all persons on the premises. In addition, the following apply:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other child.
- (3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
- (4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- (5) No child shall be subjected to profane language, threats, derogatory remarks about themselves or their 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, and food shall not be used as a reward for behavior.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight

and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

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

(11) A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.

(E) The parent/guardian of a child enrolled in a center shall receive the center's written discipline policy. The center is to communicate and consult with the parent/guardian prior to implementing a specific behavior management plan. This plan will be consistent with this rule and in writing and signed by the parent/guardian.

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

Fire, Tornado, and Safety Drills

The Early Childhood Program has a state approved safety plan for all preschool sites. The program complies with all safety laws and will conduct fire drills and tornado drills in accordance with State guidance and regulation. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Fire drills will be conducted monthly. Tornado drills will be conducted monthly during the tornado weather season (March – September).

Safety drills will be conducted once per quarter during the school year. Not all drills involve student participation. If students are participating, teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. Parents/guardians will be notified through Brightwheel if the annually required emergency management test involves student participation.

FAMILY INVOLVEMENT

Family Role

You are most important! Please be assured any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher to share any concerns or to have questions answered. You may also contact a program coordinator using the contact information found in this handbook.

Our Early Childhood Program encourages parents/guardians to partner with teachers in establishing specific goals for your child. Teachers collaborate with families to develop and monitor goals in order to provide the best positive school experiences for your child.

Consistent family communication is established through teacher daily logs of child's daily learning activities in addition to weekly and/or monthly newsletters. Brightwheel is also used to alert parents/guardians to specific situations (e.g., school closings or special events).

Teacher-Family Communication

Regular and consistent communication between the teacher and families are important to establish a trusting family-school-teacher partnership. Please check your child's folder daily to look for important notes/information sent home from the teacher, school, and or district. Teachers will utilize Brightwheel for important and or emergency notices. A flyer is sent home at the start of the school year on how to download the Brightwheel app to your cellphone. Families may also communicate with teachers and staff via email. Classroom teachers can only take phones before and after school, and during normal instructional hours.

Conferences & Progress Reports

Prior to the start of the school year, a Preschool Orientation meeting is scheduled for each student and their parent/guardian. At this orientation, you meet your teacher and related services team (if applicable). This meeting gives each family a chance to see the child's classroom, tour the school and bring in any supplies, clothing, diapers, etc. to be left at school. At this time, every child will be screened for vision, hearing, and in all developmental domains, in preparation for the school year

Parent-teacher conferences and home visits are scheduled in the fall or as needed. These provide an opportunity for parents/guardians to discuss the child's individual progress. Curriculum-based progress reports are sent home for all students three times per year. Progress reports related to IEP goals, for students on Individualized Education Plans, are sent home quarterly. You may request a conference at any time.

We also encourage parents/guardians to provide the program with feedback on your child's development and the program effectiveness. Parent surveys will be sent home twice per year, in order to assist us in gaining this feedback. We appreciate you sharing your honest thoughts, experiences and opinions, in order to assist us in making improvements to our program.

Family Visitation/Participation

The ESC of Lake Erie West Early Childhood Program has an open door policy. Parents/guardians of enrolled children are always welcome to visit the classroom and/or review the curriculum and instructional materials of the Early Childhood Program. It is recommended you call first to arrange for the visit. Parents/guardians are encouraged to volunteer or become actively involved in the classroom. Please sign in with the early childhood office when volunteering or visiting.

Family Education

You are invited to participate in these regularly scheduled activities at the level at which you feel comfortable:

- Classroom time with your child;
- Family discussion groups;
- Special activities or events;
- Special classes or workshop;
- IEP development; and
- Parent Conferences

Telephoning the Classroom

If you need to contact the classroom to speak with a staff member, please call before or after school. If you would like a telephone conference, please send a note and we will be happy to arrange a time. Please do not call the school during class time unless

it is an emergency. Telephone interruptions take us away from the children during important classroom activities.

Parent Advisory Council

Information regarding the Parent Advisory Council will go home at the beginning of the school year. Please contact your child's teacher if you are interested in becoming a member. If you wish to join, but do not receive information, please contact Stephanie Ratino, Early Childhood Coordinator at: [@sratino@eslakeeriewest.org](mailto:sratino@eslakeeriewest.org)

You are your child's first teacher and we welcome your ideas and input. Please consider joining this board and sharing your expertise.



**Educational Service Center of Lake Erie West
2275 Collingwood Boulevard
Toledo Ohio 43620**

Sandra C. Frisch, Superintendent

Governing Board

Brent Buehrer

Jeff Bunck

Thomas Ilstrup

Joan Kuchcinski

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