

# **HARDIN HOUSTON PRESCHOOL PARENT HANDBOOK**

Shelby County Board of Developmental Disabilities  
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## **MISSION STATEMENT**

Shelby Hills Early Childhood Center  
Shelby County Educational Service Center Preschool

The Shelby Hills Early Childhood Center celebrates childhood! Play is the work of children. Young children learn best when given opportunities to select activities that encourage interactive play within a teacher-planned environment. Differing levels of ability are expected, appreciated, and used to design learning experiences.

Because families are the first and primary teachers of their young children, we strive to provide opportunities for all levels of family participation. A strong family/professional partnership is essential for successful programming.

We view children as developing individuals who deserve the respect of the adults in their world.

- Shelby Hills Early Childhood Center Staff

## **GOAL STATEMENTS**

The goals of the Shelby County Board of Developmental Delays Early Childhood and Shelby County Educational Service Center programs are to:

- Prepare children with the skills they need to be successful learners in their environment
- Create supports that will ensure smooth transitions through each stage of development
- Provide support and educational opportunities for parents and family members

## PROGRAMS

The Shelby County Board of Developmental Disabilities hosts several programs for children. These include:

Preschool Classes at Shelby Hills Early Childhood Center - The preschool services at Shelby Hills are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

Typical Preschool Classes at Shelby Hills Early Childhood Center - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

Preschool Classes at Fort Loramie School: The preschool services at Fort Loramie Schools are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

Typical Preschool Classes at Fort Loramie School Childhood Center - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

Preschool Classes at Hardin Houston School: The preschool services at Hardin Houston Schools are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

Typical Preschool Classes at Hardin Houston School Childhood Center - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

Preschool Classes at Jackson Center School: The preschool services at Jackson Center Schools are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

Typical Preschool Classes at Jackson Center School Childhood Center - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

Childcare at Wilma Valentine Childcare Center - The Wilma Valentine Childcare Center offers childcare services for children between the ages of 3-6 years of age. This non-profit childcare center is housed on the site of Shelby Hills Early Childhood Center.

Early Intervention Program - Early intervention services are for infants and toddlers under 3 years of age experiencing a developmental delay.

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## **(RULE 1501:2-12-45)PARENT INFORMATION**

### **HOURS OF OPERATION**

The preschool program is in operation from August-May of each year.  
The children attend Monday- Thursday.

### **LICENSURE**

The Preschool Program is licensed by the Ohio Department of Education. The license is posted in the classroom.

The rules and regulations are available in the preschool classroom. The center's licensing record including compliance report forms and evaluation forms from the Health Department and Fire Department are available upon request from the department. The Ohio Department of Education's telephone number is 1-614-466-0224 for any person to use to report a suspected violation by the preschool.

The capacity in each class is 16 preschool age children per session.

### **CURRICULUM**

The Ohio Department of Education has developed Early Learning Content Standards for preschool age children in the areas of Language Arts, Mathematics, Science and Social Studies. These early learning standards describe essential concepts and skills for young children. Based on research, these achievable indicators emerge as the result of quality early learning experiences regardless of the setting (e.g., nursery school, preschool, family care, etc.) In addition, the early learning content indicators are aligned to the K-12 indicators, benchmarks, and standards that result in a seamless education framework for children pre-kindergarten through kindergarten and primary grades.

These early learning standards serve as a framework for designing and implementing meaningful curriculum and intentional learning experiences within all preschool and child care settings. The early learning standards are the expectations for the end of the preschool years and thus serve as a guide for our preschool program and also provide the foundation for professional development for our staff.

SHECC has adopted a curriculum which supports the State's Early Learning Content Standards. The "Creative Curriculum for Preschool" balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. It helps teacher's guide their students' learning in literacy, math, science and social studies without neglecting their social/emotional development. The curriculum features goals and objective which are directly linked to the Content Standards and help the teachers define their vital role in connecting content, teaching, and learning for our preschool children.

### **TRANSITION**

During a child's preschool experience, transitions occur as they move from class to class or on to kindergarten. When a transitioning event occurs, the child's educational team, which includes the parents, teacher, paraprofessional, and at times related service providers, will create a written transition plan. The transition plan will include

- The name of the staff member completing the plan,
- The child's name,
- The parent /guardian signature,
- The date the plan the plan was developed,
- Opportunities for family input
- Strategies to support the individualized needs of the child during the transition process.

If a family is not willing to meet to help develop a plan, staff will document attempts to meet with the family and the reasons the meeting did not occur.

## **NON-DISCRIMINATION POLICY**

This center will follow a non-discrimination practice in delivery of service to children or staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or handicap.

## **RELEASE OF A CHILD**

No child will be released to anyone other than parent, guardian, or those named on the child release form unless we have verbal or written permission from the parent whose signature appears on the child release form.

We will not knowingly release any child to a parent, guardian, or other pick-up person who we feel is under the influence of drugs or alcohol. We will contact the other parent, or pick-up person listed on the release form.

In the event a child has not been picked up by dismissal time or the parent is not at home when the bus arrives and prior arrangements have not been made, an attempt will be made to contact other pick-up persons on the emergency medical form. If contact cannot be made the police department or Children's Services will be notified.

## **PARENT VISITATION**

Parent or guardian of a child enrolled in a preschool class shall be permitted unlimited access to the classroom during its hours of operation for the purposes of contacting their children, evaluating the programs, or evaluating the premises. Upon entering the premises, the custodial parent or guardian shall sign in at the office.

## **SPECIAL INSTRUCTIONS**

1. If your child will be absent because of illness, doctor's appointment, etc., please notify the center by calling 937-497-8155.
2. If you need to pick your child up early for an appointment, tell the staff in advance so your child is ready when you arrive.
3. If preschool classes are canceled or delayed because of weather or other circumstances parents may be contacted by a personal phone call at up to two numbers. Parents/guardians will need to complete a CALL ONE registration form. Changes of telephone numbers throughout the year can be made in the main office.

## **PARENTAL PARTICIPATION**

1. Parents who need assistance with problems or complaints related to the program are asked to speak with Carla Koesters at 937-658-6733.
2. Parents are invited to attend Parent Meetings as an opportunity to participate in the program.
3. Preschool staff members will exchange information with parents on a regular basis through the use of communication books/folders. If you have questions, please write in the book/folder and the staff will get back with you. Parents may also reach staff by phone between the hours of 11:00am and 12:15pm daily. Parents are encouraged to meet with staff members personally to discuss their child's needs and progress.
4. Parent/Teacher Conferences are held at least two times a year, usually once in the fall and once in the winter. These are important meetings where home and school behavior, student progress and concerns can be discussed with teachers and specialists serving the student. (Refer to school calendar for conference dates.)

## ARRIVAL AND DEPARTURE

The parent will take the child to the front lobby area to wait for the staff member to receive the child. After each session the staff person responsible for a child must see that the child departs with his parent, guardian, or person whose name appears on the child release form. The parent will sign the child out.

## PRESCHOOL SCREENING

Children enrolled in our preschool programs may receive a preschool screening at the beginning of the year. Your child will be screened by our staff to provide us with information concerning their developmental skills. We will share the results of this screening with you to help you plan for future educational programming.

## DAILY PROGRAM SCHEDULE FOR PRESCHOOL CLASSES

The preschool classroom has a program plan describing daily activities which include a balance of quiet and active play, small group and individual free choice activities and a time for free play. Age appropriate materials are provided and arranged so that children may select, remove and replace materials with minimum assistance. Children have an opportunity to participate in a variety of learning experiences including art, print, creative construction, dramatic play, active play, and music. A typical class may be organized as follows:

<u>AM</u>	<u>PM</u>	
7:50- 8:15	12:20- 12:45	Attendance, bathroom, facilitated play
8:15- 8:30	12:45-1:00	Circle time, sharing, music
8:30- 9:00	1:00- 1:30	Small group time
9:00-9:15	1:30-1:45	Snack
9:15-9:45	1:45-2:15	Organized games
9:45-10:15	2:15- 2:45	Learning center/art activities
10:15-10:30	2:45- 3:00	Closing, bathroom

## DELAYS AND EARLY DISMISSALS

When Hardin Houston School Has a 1 hour delay, AM preschool will be 8:55am-10:45am, PM preschool will be normal time.

When Hardin Houston School has a 2 hour delay, AM preschool will be 9:55am -12:00pm, PM preschool will be 1:00pm-3:00pm.

When Hardin Houston School has a 3 hour delay, AM preschool will be cancelled, PM preschool will be normal time.

When Hardin Houston School has a 1 hour early dismissal, AM preschool will be normal time, PM preschool will be 12:15pm-2:00pm.

When Hardin Houston School has a 2 hour early dismissal, AM 7:55am-10:30am, PM preschool will be 11:30am – 1:00pm and will pack a snack/brown bag lunch.

## PRESCHOOL SUPPLIES

The following is a list of supplies that your child will need to start school:

- Book bag – please label
  - 1-large box of Kleenex tissues
  - Several Elmer's glue sticks
  - 24 small Crayola crayons
  - Crayola Markers
  - Blunt tip Frisker scissors
  - Plastic school box
  - Small paper/plastic cups
  - Package of paper napkins
  - Watercolors
  - 1 complete change of clothing **clearly marked with child's name and placed in a gallon size Ziploc bag** (socks, underwear, t-shirt, sweat pants, sweatshirt)
  - 1 Large school bag or backpack with a zipper, **clearly marked with your child's name (large enough for a notebook/folder) No Wheels Please!**
- AM Girls – small paper plates  
AM Boys – large paper plates  
PM Girls – sandwich size zip-loc bags  
PM Boys – quart or gallon size zip-loc bags

For children with frequent accidents or in diapers, we will need diapers and diaper wipes. (A supply of these items can be kept in your child's classroom or sent back and forth each day in the school bag/backpack.)

**SNACK ITEMS: We will use a calendar schedule for your designated day.**

Classes have snacks daily and we ask for donations from you. The snacks you send in will be stored in our cupboard and used for the entire class. (Please save cookies and candy for special occasions. **Do not send any marshmallows or snacks that contain peanuts/peanut butter**, Thanks!)

**Examples:**

cereal	graham crackers	puff popcorn	crackers
crackers	pretzels	microwave popcorn	raisins
fresh vegetables	canned /fresh fruit	pudding cups	milk

**Your child's teacher will send home a weekly newsletter – additional supplies or donations may be requested.**

**POLICIES**

**TRANSPORTATION POLICY**

1. All preschool students with special needs are eligible to receive transportation to and from school by school buses or vans. Parents may choose to transport their child.
2. All preschool children are to be brought to the bus by a parent or caregiver.
3. For children traveling in wheelchairs, every effort will be made to have each child travel in a bus or van with a side door and motorized lift. The parent or caregiver should see that the child is secured in the chair with an appropriate seat belt; parents must assist in the loading and unloading of the child in the wheelchair. It is the parent's responsibility to see that the brake is on when the chair is on the lift before the lift is engaged. This is the only exception when a driver is permitted to leave their seat for the purpose of helping a child into or out of his/her seat.
4. All children will be released only to adults, siblings or sitters of a responsible age, listed on the Parental Permissions slip unless the legal guardian has contacted the school in advance with the name of a person not listed, who may receive the child from the bus.
5. Should there be no one at the appointed residence to receive a student; the student shall be brought back to the school after notifying the office.
6. In case of an illness or absence that arises, please call 937-498-1848. The transportation office has an answering machine that is active 24 hours per day. Messages are picked up beginning at 6:00am and will be passed along to your child's driver/teacher for that day.
7. If a permanent change in transportation is needed, notice to the transportation office must be received at least one week prior to the effective date.



## **DISCIPLINE POLICY**

Children in the preschool classes will be required to abide by the rules maintained by the Center while on school property or trips sponsored by the Center. Our program philosophy is to develop positive self-esteem while helping children learn to be responsible for their own behavior. We focus on positive behaviors and reinforce these behaviors, which provide good models for other students. If we see a potential behavior problem developing, we will try to intervene and redirect the child.

If an individual student is having continued difficulty controlling their behavior, we will meet with the parent to develop an individual plan for their child.

The preschool's actual methods of discipline shall be restricted as follows:

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. The center shall have a written discipline policy describing the center's philosophy or discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. The center's actual methods of discipline shall apply to all person on the premises and shall be restricted as follows:
  - (a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - (b) No discipline shall be delegated to any other child.
  - (c) 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, soothe child may regain control.
  - (d) 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.
  - (e) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - (f) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - (g) Techniques of discipline shall not humiliate, shame or frighten a child.
  - (h) Discipline shall not include withholding food, rest or toilet use.
  - (i) 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.
  - (j) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
4. The parent of a child enrolled in a center shall receive the center's written discipline policy.

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

## **SAFETY POLICY**

1. No child shall ever be left alone or unsupervised.
2. Parents who transport their children shall walk their child to the front door and release to a preschool teacher. Each parent or person authorized by the parent to pick up the child must indicate to the staff member in charge of the child that the child is leaving for the day. The child must be signed out in the office.
3. A telephone is located in the school office and is immediately accessible at all times. Emergency calls can be transferred to the preschool classroom.
4. A monthly fire drill will be held at varying times each month. Students are taught the safe way to exit the school as rapidly as possible.
5. Tornado drills are held during tornado season. Students are taught to find the safest refuges in the school and during drills are conducted to those places and taught how to shield their bodies from possible harm.
6. Lockdown drills are held once a year. Students are taught to go to a safe area until an "all clear" signal is given.
7. A plan, which explains action, to be taken and staff responsibilities in case of fire emergency and weather alerts are posted at each exit.
8. Whenever children are transported by vehicles away from the classroom on field trips, the following requirements will be met:
  - A. A first aid box shall be available on the trip, which meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
  - B. A person trained in first aid shall be available on the trip that meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
  - C. Each child on the trip shall have identification attached to him/her containing the child's name and preschool class name, address and telephone number;
  - D. Each child's emergency medical form shall be transported with the child.
9. An incident report will be completed when an accident or injury occurred.
10. Spray aerosols shall not be used at any time when children are present in the preschool classroom.
11. All preschool staff members are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.
12. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a communication dialogue between the parent/guardian and the school/daycare. UI's help the parent know what incident happened to their child during the day and how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. Some incidents are very basic and don't require further intervention or investigation. Other

incidents are more serious (their child's health and safety is more at risk) and require that an

investigation occur and that the case be filed with the Ohio Department of DD. These types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of DD requires that all UI's and MUI's are documented and that the Shelby County Board of DD keeps track of all incidents.

### **MANAGEMENT OF COMMUNICABLE DISEASE POLICY**

1. Staff conducts a daily health check of children.
2. Staff are trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in each classroom and nurse's clinic. It is used as a reference tool for when a child is to be excluded and or re-admitted to school.
4. Children are to remain home should they have any of the following:
  - A. Diarrhea (more than one abnormally loose stool within a 24 hour period)
  - B. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - C. Difficult or rapid breathing
  - D. Yellowish skin or eyes
  - E. Conjunctivitis
  - F. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other sign of illness
  - G. Untreated infected skin patch
  - H. Unusually dark urine and/or grey or white stool
  - I. Stiff neck
  - J. Evidence of lice, scabies, or other parasitic infestation.

**Should any of the above mentioned occur during the school day, the child shall be discharged home.**

5. Head lice can be a common occurrence in the preschool children. If your child contacts head lice, they are not to return to school until a head lice treatment has been performed and there is no sign of live lice. Information regarding the treatment of head lice can be obtained from the school nurse. Should head lice be identified on your child, they will not be permitted to ride on school transportation until they have been examined by the school nurse after treatment.
6. Upon identification of a child suspected of illness, the child shall be taken to the school's clinic, the nurse or administrator will contact parents/guardians by phone. If we are unable to contact parent/guardian, an emergency contact person will be called. If parent/guardian is not able to come to the preschool classroom to take charge of the ill child, the ill child may be discharged to the person who has been designated by the parent.
  - A. While the sick child is in the school's clinic they will be provided with a cot and blanket for use until they are discharged home. The cot shall be sanitized with an appropriate germicidal detergent and the blanket is laundered before being used by another child.
  - B. An adult shall be with a child who is isolated due to illness at all times. No child is ever left alone or unsupervised.
  - C. After an illness, the child may be re-admitted to the preschool classroom.
    - 24 hours after temperature has returned to normal
    - or if illness was not accompanied by fever, 24 hours after all symptoms have disappeared.

7. A child isolated due to suspected communicable disease shall be:
  - (a) Cared for in a room or portion of a room not being used in the preschool program;
  - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
  - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
  - (d) Observed carefully for worsening condition; and
  - (e) Discharged to parent, guardian or person designated by the parent or guardian as soon as practical.
  
8. The child, while isolated at the program, shall be carefully watched for symptoms of the following:
  - A. Unusual spots or rashes
  - B. Sore throat or difficulty in swallowing
  - C. Elevated temperature
  - D. Vomiting
  
9. When staff becomes ill, they are sent home and replaced by substitutes.

### **GUIDELINES FOR MEDICATION ADMINISTRATION**

The preschool class shall require written signed instruction from the physician and parent/guardian on the administration of any medication (prescription or non-prescription), vitamins, or special diets. (See ODPW 1217, Rev. 9/86.) These forms can be obtained by contacting the office or school nurse. For each new school year these forms need to be re-submitted and as necessary for new medications or changes in the medication order.

1. Medication (including non-prescriptions and vitamins) - Ideally, the child attending preschool for 2½ hours should take their medication at home before and or after school. If this is not possible or the child is prescribed a medication that is used “as needed” i.e.: asthma medication or EPI pen, the process is as follows:
  - A. Completed and signed medication forms from Physician and parent/guardian are received and on file at school.
    - i. The parent/guardian must assume responsibility for the safe delivery of the medication to and from school. At no time is a medication to be transported by the child or in the child’s backpack.
    - ii. The medication must be received in the original container in which it was dispensed in, with child’s name and prescribing information.
    - iii. For the medication to be discontinued the preschool staff must receive written notification from physician regarding all prescription medication or from the parent for non-prescriptions unless already directed on original medication form.
  
2. For the purpose of diapering, topical ointment/creams provided by parents shall include written instructions. These instructions will include name of product, child’s name, and date of birth of the child. The parent/guardian will need to sign and date these instructions. These written instructions shall be valid for no longer than three months. Authorization for the administration of these topical ointments and creams may be cancelled by written request of the parent at anytime. When used for skin irritations or manifestations, the ointments/creams shall not be administered by the preschool staff for longer than fourteen consecutive days at any one time.

3. Special Diet – The preschool personnel may administer a special diet after written instructions signed by a licensed physician. The preschool shall also secure written signed instructions from the parent/guardian in the prescribed form for any special diet. The special Diet shall not be administered for any period of time beyond expiration date. If the special diet is to continue beyond the expiration date new instruction forms must be signed by the physician and parent/guardian and re-submitted to the preschool class.

### **MEDICAL EMERGENCY PLAN**

1. Location of First Aid - The first aid supplies are located in the clinic of the Center with easy access to all staff members but out of the reach of children. The Center nurse or staff member will administer first aid.
2. Emergency Numbers:
 

Children's Services	498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Memorial)	498-2311
Poison Control (Dayton)	1-513-222-2227
Sheriff	911
Police	911
3. Staff members are trained in first aid and CPR training, which is provided by persons certified to meet State childcare guidelines.
4. Location of Children's Records including Medical Records: Records are located in the student's files in the school office.
5. Emergency Instructions: If a child is in need of medical assistance at a source away from the classroom and the staff have obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child. The staff/child ratio must be maintained at all times even during emergency conditions. The child will be transported by local EMS (Emergency Medical Squad).
6. Dental first aid chart and emergency instructions are located on the wall in each classroom and in the Center office on the bulletin board.
7. Seat belts, or car seats and/or booster seats will be available for all children who have IEPs. Wheelchairs are secured with a 4-point tie down system.
8. Upon identification of an ill child, (temperature over 100 degrees) parents will be notified and the child will be isolated on a cot until the parent/s arrives.

### **PARENT RIGHTS**

We wish to be sure that parents of all Shelby Hills Early Childhood Center students are informed that their participation in all facets of our programming is welcomed.

The laws and implementing standards for special education specify that parents of students should be reminded that their participation in their son/daughter's educational program is not just encouraged but, indeed, mandated. For example, the Ohio Department of Education Standards on Due Process lists the following RIGHTS retained by you, as parents of handicapped children:

- To give or deny permission for evaluation;
- To review and inspect educational records;
- To obtain a copy of student records at the cost of copying;
- To request amendments in the records if inaccurate;
- To seek an independent evaluation at their expense;
- To give or deny permission for a change in the instructional placement of the child;
- To present complaints with respect to evaluation or placement;

- To participate in a due process hearing;
- To be fully informed of all proposed evaluation, placement, and periodic review activities;
- To obtain a description of programs, services, and personnel provided for handicapped children;
- To have a conference with any person participating in educational decisions.

Due Process is a term, which describe;

- Student and parental rights to full information on any educational question.
- The right to review and challenge any assessment or evaluation.
- The right to participate in and review the educational decision making process.
- The right to have student records maintained in a professional and confidential manner.
- The right to appeal any educational decision to an impartial hearing officer.

"Due Process" means the safeguards to which a person is entitled in order to protect themselves and their rights. In other words, a person has a method, which insures his/her partnership in making decisions. In this case, the decisions are those affecting the education of a child with a handicap or possible handicap.

A complete statement of Due Process and Procedural Safeguards Standards (as in Section 3301-51-16 of the Ohio Revised Code) along with the Rules for the Education of Preschool Children with Disabilities are available to all students, parents, and guardians upon request at the preschool classroom.

### **ENROLLMENT PROCEDURES**

**HOURS:** AM CLASS- 7:55AM-10:30 AM Monday - Thursday  
PM CLASS-12:30PM- 3:00 PM Monday- Thursday

**MONTHS OF OPERATION:** August 24, 2016 – May 17, 2017.

**CLOSED DAYS:** The preschool will follow the Center calendar and will be closed on the following days.

Sept. 5	Labor Day
Nov. 23	Thanksgiving Break (Columbus Day)
Nov. 24 <sup>th</sup> & 25 <sup>th</sup>	Thanksgiving Break
Dec. 22-Jan. 2	Christmas Break
Jan. 3	Programming resumes
Jan. 16	Martin Luther King Day
Feb. 16	President's Day
April 14	Spring Break
April 17	Spring Break (Memorial Day)

### **HEALTH SCREENINGS**

All children are required to have medical and dental examinations within 30 days of enrollment in preschool. Information obtained through these examinations will be reviewed by the program's nurse. Additional screening of vision and hearing will be completed upon enrollment into the preschool program. Results from the screenings will be shared with parents. After receiving parent permission, screening results may be forwarded to medical specialist. Upon request, staff members will provide to families a directory of pediatric medical services available in the Shelby County region. These listings are not endorsed by the Shelby County Board of Developmental disabilities but serve as a resource of options for families.

### **PRESCHOOL ENROLLMENT FOR CHILDREN WITH DISABILITIES**

To be eligible for preschool services the child must be at least 3 but not of compulsory school age and must exhibit a documented deficit in one or more of the following areas: cognitive, communication skills, motor functioning, social/emotional, behavioral functioning, adaptive behavior, visual ability, or hearing ability. This documented deficit shall be determined by a score of 2 standard deviations below the mean in one area or score of 1 ½ standard deviations below the mean in two areas.

A screening will be held monthly to process referrals of children whose parents are concerned with their development. Based upon the screening information, the child may be entered into a 30-day assessment period during which time the following assessment procedures will be conducted: structured interview, structured observation, standardized norm reference test, criterion-referenced/curriculum based assessment, and a physical examination. Based upon this information, a conference will be held with the parent sharing the results of the assessment, and a determination of eligibility will be made at that time.

There are no charges for services to children found to be eligible under the above stated criteria.

### **PRESCHOOL ENROLLMENT**

To register your child into the preschool program, contact Shelby Hills Early Childhood Center main office about available openings. Then complete the enrollment forms available at the office and schedule a pre-admission interview with the Shelby Hills Early Childhood Center's director. **Before starting in the typical preschool program, the following forms must be on file on each child; birth certificate, immunization record, typical preschool application, emergency medical, and a medical report completed by a licensed physician.**

You will receive registration materials as each new registration period comes up.

### **FEE SCHEDULE**

Our typical preschool rates are \$900.00 per year or \$450.00 per semester. You may pay by semester, which is due the first day of school and the first Monday in January, or if you prefer to pay by the month, payments will be due as follows: \$100.00 due on the 1<sup>st</sup> of each month from September 1<sup>st</sup> through May 1<sup>st</sup>. Payment envelopes are available in the preschool classroom. A receipt will be sent home in your child's book bag.

### **TO WITHDRAW**

If a child withdraws from the program please notify the preschool teacher.

### **TRANSFERRING RECORDS**

Families who have chosen to transfer their children to a different program should notify the Shelby Hills Early Childhood Office and complete a records request form. This will allow all student records to be forwarded to the new school of the parent's choice ensuring that timely enrollment may occur with the least amount of disruption to the child's educational services.

### **PROCEDURE FOR TERMINATION OF SERVICES FOR TYPICAL PRESCHOOLERS:**

1. If a bill is outstanding, the parent or guardian will be sent a reminder. If acceptable arrangements are not made within 8 preschool days to pay the bill, the preschool will ask the child to be removed from the program until the bill is brought up-to-date. **After 16 days, the child will be removed from the program and lose their preschool placement.**
2. Parents will be required to give the Center a 2 weeks' notice prior to withdrawal of their child from the program. Any fees collected for service beyond the 2 weeks' notice will be reimbursed to the family.