



# Preschool Handbook 2024-2025



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## Midwest Regional ESC Preschool Program

Shelby Office:  
129 East Court Street  
Sidney, Ohio 45365  
Phone: 937-498-1354

Logan Office:  
1973 State Route 47 West  
Bellefontaine, Ohio 43311  
Phone: 937-599-5195

### Administration

Scott Howell, Superintendent (SHowell@mresc.org)  
Lori Berger, Director of Early Childhood (LBerger@mresc.org)  
Penny Carrig, Preschool Administrative Assistant (PCarrig@mresc.org)  
Keith Thomas, Treasurer (KThomas@mresc.org)

### Program Locations:

#### Upper Scioto Valley Preschool #1 & #2 & #3

419-757-3231

- #1 ext 1003 Monday-Thursday: AM 8:00-11:15 - PM 11:55-3:10
- #2 ext 1011 Monday-Thursday: 8:00 AM-3:10 PM
- #3 ext 1009 Monday-Thursday: 8:00 AM-3:10 PM

#### Hardin Northern Preschool #1 & #2

419-759-2331

- #1 ext 1416 Monday-Thursday: AM 8:00-11:15 - PM 12:00-3:15
- #2 ext 1306 Monday-Thursday: 8:00 AM-3:15 PM

#### Ridgemont Preschool #1 & #2

937-354-2141

- #1 ext 1203 Monday-Thursday: AM 8:15-11:30 - PM 12:00-3:15
- #2 ext 1212 Monday-Thursday: 8:15 AM-3:15 PM

#### Ada Preschool #1 & #2 & #3

419-634-6421

- #1 ext 1090 Monday-Thursday: AM 8:00-11:15 - PM 11:50-3:05
- #2 ext 1091 Monday-Thursday: AM 8:00-11:15 - PM 11:50-3:05
- #3 ext 1092 Monday-Thursday: AM 8:00-11:15 - PM 11:50-3:05

Full Day programs are intended for children that will transition to kindergarten the next year and are developmentally ready for full day programming. This includes peer models and children on IEPs.

Each classroom follows the district calendar in which the classroom is located. Monthly calendars and updates will be provided. Variations in the times listed above will be communicated to parents in writing.

## **INTRODUCTION**

This handbook is intended to provide parents, preschool teachers, and school administrators with relevant information regarding important aspects of the preschool program. Our program is licensed through the Ohio Department of Children and Youth requiring us to meet all requirements outlined in Ohio Administrative Code Chapter 3301-37 in addition to rules related to Ohio Operating Standards for the Education of Children with Disabilities and Early Childhood Education Grant.

## **GUIDING PRINCIPLES**

### **Vision and Mission**

Through collaboration with families, districts, and preschool staff, we develop an educational environment that supports and promotes the development of the whole child through developmentally appropriate practices.

In our program, we work as a collaborative team on all issues facing the classroom. This team includes teachers, parents, community partners and most of all children. We respect each other as individuals, encourage ideas, and support from all. When everyone in the team works together, the children benefit the most from our program.

### **Preschool Program Philosophy**

Every child is unique with an individual pattern of growth and development. The Preschool Program curriculum, materials utilized, and staff shall be responsive to the individual abilities and interests of children. Differing levels of ability and development are expected, accepted, and used to design appropriate learning activities.

We believe the image of the child is one of potential, curiosity, and interest in constructing their learning. Teachers are partners in your children's learning. They listen to children's ideas and provide occasions within the environment for discovery and learning. Children's explorations through project work provide opportunities for the development of higher-level thinking skills as well as basic and new skills. The documentation of children's activities makes children aware that what they say and do is valued. Documentation traces the history of the classroom and provides opportunities for children, teachers, and families to revisit children's work. Parents and families are valued and play an active role in their child's learning experiences. Family involvement and communication is essential.

### **Goals**

1. To implement a developmentally appropriate curriculum supported by appropriate resources and monitored through an evaluation system.
2. To establish staff development practices that ensure staff at all levels have the knowledge, skills, and abilities necessary in working with children three, four, and five years of age and their families.
3. To establish a program evaluation process that will regularly assess the performances of the program, staff, and students, as a basis for expanding successes and making improvements.
4. To establish a process for regular sustained communication between home and school.
5. To develop and implement a plan for collaboration with other child-centered agencies and organizations to expand the resources available for providing comprehensive preschool programs.

## **TEACHERS AND STAFF**

### **Nondiscrimination**

The Governing Board does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, military status, ancestry, genetic information

(collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities. The Educational Service Center's Compliance Officers shall handle inquiries regarding the Board's nondiscrimination policies and address any complaint of discrimination

### **Professional Development**

All preschool staff are trained regularly in CPR, First Aid, Child Abuse, Communicable Diseases, Recognition of and Reporting of Homeless (McKinney-Veto Homeless Assistance Act), Child Development, Assessments and Screeners, and the selected curriculum. Staff meet all professional development requirements (hours and topics) set forth by the licensing agent.

### **Director and Staff Recruitment**

The program director and all staff meet requirements set forth by ODCY Preschool Licensing Regulations. References, background, and educational experiences are checked upon hiring. Each staff member signs a non-guilty conviction statement and discipline policy annually. Physicals are completed upon hire and at the recommendation of the Superintendent. In addition, each staff member holds valid teaching certificates. Midwest Regional ESC Administrative Guidelines, Bylaws and Policies are available at [www.neola.com/midwestesc-oh](http://www.neola.com/midwestesc-oh)

## **PROGRAM**

### **Curriculum and Assessment**

The Midwest Regional ESC Preschool Program follows a curriculum map that aligns our curriculum and ODCY Early Learning Development Standards. We use multiple curriculums to aide in guiding, planning, and informing instruction such as Assessment and Evaluation Programming System (AEPS), Learning Without Tears, Heggerty and Phonics Dance.

A developmental sequence will be used with all children which begins instruction at the point of the child's proficiency and proceeds sequentially, motivated by the child's interest and strengths. Instructional strategies to support development in the areas of adaptive, cognitive, fine motor, gross motor, social-emotional/behavioral, and communication will be implemented.

Every child is evaluated using multiple methods in preschool. The current assessment tools used in our programs include but are not limited to:

- Ages and Stages Questionnaire-Third Addition (1 time per year)
- Early Learning Assessment (ongoing assessing; reported two times per year)
- Ages and Stages Questionnaire-Social Emotional (1 time per year)
- Early Childhood Outcomes (for children with specialized education needs)

Results of our evaluations will be shared with parents who are encouraged to share results with their child's pediatrician. Parents will receive progress reports at least two times per year.

### **Daily Schedule**

Each classroom has their daily schedule posted inside the classroom. It is understood that special events and unforeseen circumstances will arise which require deviation from the schedule. Furthermore, special needs and interests of the students may occasionally dictate necessary changes in scheduling.

### **Age Group Staff Member/Child Ratio Maximum per ODE Licensing Rules**

The maximum group size and child to adult ratio is determined based on the youngest child in the classroom. For a group that includes a three-year-old, the maximum group size is 24 children and one adult for each 12

children. For a group that has only four- and five-year-olds, the maximum group size is 28 children and one adult for 14 children. In our classrooms, we have one adult for no more than eight children.

### **Snack Time**

Daily snacks will be provided by parents to children during their preschool day. Current menus are posted in the classroom. Any substitutes to the posted menu shall be from the same basic food group and recorded. Breakfast or Lunch options may be available based on classroom locations and hours that children are in attendance.

#### **Guidelines**

- Snacks will include selections from two food groups (meat/meat equivalent, bread, milk/dairy, fruit/vegetable)
- A food source of Vitamin C will be served daily, and a source of Vitamin A will be served three times per week.
- Fluid milk shall be Vitamin D fortified

### **Transportation / Field Trips**

Preschool children have the option of having adult transportation or busing if they reside within the district. Each classroom has a specific format of how/where arrival and departure take place. Information specific to your child's classroom will be provided to you in a written format. Rules and procedures that are in place for K-12 students at each district also apply to preschool.

Preschool children will be incorporated into the local districts busing routes if the district deems it possible. If any child is to deviate from the regular schedule, the parent must notify the teacher in writing in advance. In the case of an emergency, a phone call from the parent is acceptable, per district approval. District transportation paperwork must be completed and approved by the individual school district.

### **Release**

Preschool children may only be released to individuals listed on the registration paperwork. Children will not be released to siblings under the age of 15 due to safety reasons.

### **Late Pickup**

There will be an additional charge if the parent fails to pick up their child up at the scheduled dismissal time. After the first 5 minutes there will be a \$15 charge and an additional charge of \$15.00 for every 10 minutes past pick up time. The teacher or aide is the only individual authorized to make exceptions if the reason is warranted. Any fees assessed must be paid within 7 days. Repeated late pick-ups will result in dismissal of children from the preschool classroom.

### **School Delays/Closings**

There will be days that our preschool program needs to close due to unforeseen circumstances. In the event of a delay, emergency closing, or inclement weather, parents will be informed through radio (WKTN) and television (WLIO). You may also participate in the districts all call system.

### **PRESCHOOL FEES**

The monthly tuition for preschool is based on a sliding fee scale. The calculation for fee is based on family size, yearly income, and the current poverty guidelines. To qualify for reduced/free tuition, you must provide formal documentation of your current income. Those children who are foster or kinship placed will attend preschool at no cost regardless of income levels. Documentation of placement will be required.

Preschool tuition rates may be adjusted at the discretion of the Preschool Director and/or Superintendent based on a situation similar to response to intervention/monitoring due to developmental needs or family hardships (temporary loss of employment, medical emergencies). Tuition adjustments related to family hardships will require an interview process to determine eligibility.

The monthly tuition charged will be based on the format of instruction which will be determined by the school district. If a classroom goes to a different level for 14 days or more the lesser monthly charge will be applied. Credits will be issued towards the following months versus refunds.

<b>Monthly Tuition</b>	<b>Typical Full Day Schedule</b> <i>4 days per week, full day sessions in person</i>	<b>Typical Half Day Schedule</b> <i>4 days per week, half day sessions in person</i>
Full Tuition (>200% Poverty)	\$260 per month	\$145 per month
** Sibling Discount (>200% Poverty)	\$145 per month	\$80 per month
Reduced Tuition (151%-200% Poverty) <b>MRESC Staff</b>	\$155 per month	\$85 per month
** Sibling Discount (151%-200% Poverty)	\$97 per month	\$50 per month
Reduced Tuition (101%-150% Poverty)	\$130 per month	\$80 per month
** Sibling Discount (101%-150% Poverty)	\$97 per month	\$45 per month
Free Tuition (<100% Poverty)	Free	Free
Children on IEP (Individualized Education Plan) Foster or Court Placed	Free	Free

\* ESC Staff Member must be employed to work a minimum of 30 hours per week. The discount applies to those children whose legal guardian is employed by the ESC.

\*\* Sibling discount is only available to those families that have siblings enrolled in the same year.

**Tuition payments are paid a month in advance:**

* September tuition due August 31 <sup>st</sup>	* February tuition due January 1st
* October tuition due September 1st	* March tuition due February 1st
* November tuition due October 1st	* April tuition due March 1st
* December tuition due November 1st	* May tuition due April 1st
* January tuition due December 1st	

- If payment is not received by the 5th of the month a reminder will be emailed. If payment is not received by the 15th, final notice will be emailed. If payment is not received by the last day of the month, the child will not be permitted to attend the first day of the following month.
- If you cannot make a payment on time, please contact Penny Carrig (937-599-5195 ext 3020) to discuss payment plan options.
- No rebates will be given for absences or school cancellations.
- NSF Fees: All NSF checks will incur an additional and non-refundable charge up to **\$50.00**. After two non-sufficient funds, money orders or cash will be the only accepted methods of payment.
- Tuition Payment Receipts are available upon request only and will be sent via email.

**How to make your Monthly Tuition Payments:**

- Credit Card Payments (*all major credit cards accepted*)
    - Visit our website: <https://www.mresc.org/early-childhood-and-preschool/>
    - click on the “Make a preschool tuition payment” button to be directed to our secure site at SCView.
- ~ OR ~**
- Scan the QR Code below with your mobile device.





The QR Code should automatically go to the secure site at SCView.

If you have any issues or questions on how to make your tuition payments, call Penny at 937-599-5195 ext 3020.

For all credit card transactions there is a convenience fee on the amount charged.

<https://bit.ly/MRESC-Card>

- **Mail checks payable to**
  - **Midwest Regional ESC, Attn: Preschool, 129 E. Court Street, 4<sup>th</sup> Floor, Sidney, Ohio 45365**

## **CHILD INFORMATION / CUMULATIVE RECORDS**

Preschool staff are responsible for ensuring a child's cumulative and health records are compliant. All files are considered confidential. Preschool staff will comply with Family Educational Rights and Privacy Act. Records may be released, at the request of parents, after written consent is obtained.

Prior to enrollment, the following is required:

- Developmental screening (within first 60 days)
- Birth Certificate
- Immunization Record or Waiver
- Physical (within 30 days of start of school; good for 12 months)  
including lead and hematocrit upon initial entrance into preschool
- Dental (within 30 days of the start of school)
- Preschool Application Packet
- Emergency Medical Form

## **FAMILY INVOLVEMENT**

Parent involvement will be encouraged and expected. Preschool staff and parents will communicate frequently to support appropriate development of the child. Parents will be invited into the classroom and parent in-services will be held.

### **Roster**

At least once annually, the teacher shall furnish for each parent/guardian a roster of the name and telephone number of each child and child's parents. The teacher must secure from each parent a signed statement indicating whether they wish to be included in the roster.

### **Conferences**

Families will be offered a one-on-one meeting time prior to the start of school so that children and families can explore the classroom. This is also an opportunity to review personal information with preschool staff.

Additional conferences will be held two times per year (late fall and spring). Additional conferences will be held at the parents' request.

### **Open Door**

The preschool programs exist to support and uphold the family unit, not to replace it or separate children from their parent's love or guidance.

1. Preschool classrooms are always open to parents. Parents are encouraged to participate through class visitations and planned parent/child partner activities in the classroom.
  - Visitors must sign an annual Non-Guilty Conviction Statement
2. Parent gatherings will be scheduled at various times throughout the school year at times, which facilitate the greatest percentage of parent attendance. Gatherings will include child participation and/or parent education.
3. Teachers will utilize flexible scheduling to serve the needs of the parents. Any form of communication with parents will be recorded on the child's parent communication form.
4. Monthly newsletters will be prepared and distributed to parents on a regular basis.
5. Parents will be advised on how to obtain copies of state inspection reports.
  - Reports are posted in the classrooms. Additional reports available upon request.

## **HEALTH AND SAFETY**

### **Procedures**

Medical and dental emergency procedures are posted in each classroom by the telephone. These plans are updated at least annually. Health and developmental screenings will be conducted within 60 days of enrollment to include review of physical, vision and hearing screenings with referrals to medical professionals as needed.

### **Drills**

Each classroom participates in and logs routinely held drills as follows:

- Fire Drills are held monthly
- Tornado Drills are held at least 4 times each year
- Lock-Down Drills are held at least two times per year

### **Child Abuse**

All preschool staff members are trained in child abuse and neglect. Any staff member who has reason to believe a child has been abused or neglected is required by state law to immediately report such information to the Early Childhood Director and public children services agency. A serious incident form is completed and submitted to the department of education within 24 hours.

### **Child Illness/ Communicable Diseases Policy**

A child with any or the following signs or symptoms of illness shall be immediately isolated from the other children and parents notified. Children may not attend after onset of symptoms and must be symptom free for 48 hours without the use of medications before they may return.

#### ***Rule 3301-37-11 | Management of communicable disease***

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (three or more abnormally loose stools within a twenty-four-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) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;

- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

Our program follows the Ohio Department of Health “Child Day Care Communicable Disease Chart” [www.odjfs.state.oh.us/forms](http://www.odjfs.state.oh.us/forms) for appropriate management of suspected illness. A child isolated due to suspected communicable disease shall be made comfortable and cared for in a room or portion of a room not being used in the preschool program. A cot or a place to lie down will be made available to the child. If linens and blankets are used by the ill child, they will be laundered before being used by another child. All equipment used will be disinfected with an appropriate germicidal agent. The child will be within sight and hearing of an adult at all times and will never be left alone or unsupervised. Decisions regarding whether the child should be discharged immediately or at some other time during the day is determined by the teacher and/or parent.

Parents are requested to notify the teacher if their child has been exposed to any contagious disease outside the school. You will be notified in writing if your child has been exposed to a communicable disease.

A physician’s release form may be required for re-admittance to school, depending upon the illness of the child.

If the preschool recognizes that a child has nits or lice, the parent/guardian will be notified, and the child will be sent home. The parent will be required to treat the child with an over the counter or prescription lice kit. The child will be permitted to return to school once the parent provides proof of treatment and the child is rechecked by an early childhood staff member. A receipt of purchase or the actual box in which the treatment came in can be presented as proof. A child with live lice or nits will not be permitted to attend the preschool setting. It is recommended that the parents refer to the CDC’s website at: <http://www.cdc.gov/lice/head/> for fact sheets, treatment recommendations, and cleaning/sanitizing the home environment to reduce re-infestation.

The school can admit and care for a “mildly” ill child (such as minor cold symptoms) as long as the child does not exhibit any symptoms specified in the paragraphs above on communicable diseases. If any of the symptoms do occur during careful observation, the child will be isolated and discharged from the school. In the case of an emergency situation, one teacher will be left with the child while the other teacher follows our “Emergency Medical” procedure.

Any time a staff member becomes ill; he/she is sent home and replaced with a substitute staff member.

### **Medication**

In order to administer any type of medication or topical products or ointments to your child, parent permission and a “Medical Authorization Form” must be completed by your child’s physician. A detailed prescription and directions for administration must be provided to preschool staff. Each time the medication is administered, a written record or log including dosage, date, and time will be made. That record or log will be kept on file for one year. Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to licensing guidelines. Medication will be stored in a designated locked storage place, except drugs requiring refrigeration will be kept in a refrigerator not accessible to children.

Parents/Guardians are required to transport the medication and form to and from school. The medication must be in its original container.

## **Diapering**

All peer models are required to be potty trained unless inability to is related to documented medical condition. Parents are asked to contact the Director to discuss any concerns specific to your child.

All children are required to have a change of clothes to be kept at the center in case of restroom accidents or spills. Please send in pants, shirt, underwear, and socks in a labeled gallon Ziploc bag. If your child becomes soiled and does not have a change of clothes, the family will be called to bring in a change of clothes.

For those children on an IEP, the parent must provide all diapering materials (wipes, diapers) if needed.

## **Hand Washing**

Proper hand washing is the single most important factor in controlling cross-infection. Employees and children should wash hands with soap and running water after diaper changes, toileting, cleaning, before preparing food or eating, and when hands have been in contact with nasal or mucous secretions.

## **Injury**

In the event that your child is injured while at preschool, you will be notified via phone call and/or teacher meeting with you directly. The teachers will complete an incident form and ask you to sign it upon picking up your child. You will be provided a copy of the form and the original will be placed in your child's cumulative file. A "Serious Incident Form" will be submitted to the ODCY as required. Each classroom will keep a log of all injuries and incidences.

## **ENROLLMENT/WITHDRAWAL POLICY**

### **Enrollment Policy**

To ensure fair and equal access to our preschool program, we follow our enrollment policy that outlines steps for offering openings to families. This policy is reviewed annually.

Enrollment into the program will be based on the following priorities:

1. Children enrolled in the preschool program the previous school year
2. Children of the ESC preschool staff
3. Children of parents employed by the school in which the preschool is located\*\*
4. Children residing in the school district where the preschool is located
  - a. Attended a MRESC developmental screening the previous school year and were not offered a spot within the program
  - b. Attended a MRESC developmental screening oldest to youngest
  - c. Did not attend a MRESC developmental screening oldest to youngest
5. Children residing outside of the school district where the preschool is located
  - a. Attended a MRESC developmental screening the previous school year and were not offered a spot within the program
  - b. Attended a MRESC developmental screening oldest to youngest
  - c. Did not attend a MRESC developmental screening oldest to youngest

A letter will be mailed, or a phone call made to parent stating if their child has been accepted or put on the waiting list due to enrollment limitations. Names will remain on file to be notified if slots become available during the school year. Children's names will be removed from the waiting list once the child becomes age eligible for kindergarten.

Those children attending a district that is not their district of residence will be required to complete the appropriate required paperwork for open enrollment.

*\*\* District of residency must provide special education services. The Director of Early Childhood will evaluate on an individual basis as needed.*

### **Withdrawal Policy**

If a parent/guardian decides to withdraw a child enrolled in the preschool program, he/she must provide a written request indicating his/her understanding that their child's slot will be filled with the first child on the waiting list for the remainder of the year.

Due to the increasing number of children on the waiting list, attendance is critical. Therefore, any child in the program that has excessive absenteeism (50% of a 3-week period) and no medical excuse, the parent/guardian will receive written notification that the child is removed from the program and the slot will be filled with the first child on the waiting list for the remainder of the year.

In the above instances, to re-enroll the child after the child's slot has been filled, the parent/guardian must contact the director/program assistant to be added to the waiting list. We will forward the child's educational file to another address upon request from parent/guardian.

The above outlined Withdrawal Policy does not apply to children with disabilities.

## **CHILD GUIDANCE AND BEHAVIOR MANAGEMENT**

### **ESC Discipline Policy for Families and Children**

We believe the best way to handle problems is to prevent them from occurring. Therefore, we have designed our preschool classroom environments to deter problem behaviors. The rooms are arranged in centers to encourage socialization and independence.

We respectfully use positive methods of discipline. All staff are trained in positive behavior intervention strategies. We strive to promote self-control, self-esteem and cooperation among our students. Children are taught how to control emotions and communicate their feelings and needs. Staff show students how to resolve conflicts and create solutions that are acceptable to all parties.

The following developmentally appropriate guidance techniques are used:

- **Positive Reinforcement**: Children are encouraged when they are demonstrating acceptable behaviors (i.e., Token Economy).
- **Redirection**: Children are redirected to other activities and given an opportunity to try again at another time.
- **Co and Self-Regulation**: Children will be taught that they are in charge of their learning through choices. The "Zones of Regulation" are taught and implemented in the classrooms to help children recognize their feelings and understand what behaviors or responses are appropriate or inappropriate. Adults will assist with development of these skills through Co-Regulation.
- **Time Out**: The child is separated from the group for a child-regulated period of time. This technique is ONLY used when a child is exhibiting temper tantrum type behaviors or hurting self, others, or equipment. When a child shows that he/she is ready to demonstrate acceptable behavior, they are encouraged to join the rest of the group and try again.

- **Behavior Plan:** When a child's behavior is continually upsetting or dangerous to others, a meeting will be called with the parents to determine the cause of the behavior as well as possible interventions.

### **ESC Discipline Policy for Staff, Substitutes, and Volunteers**

All adults must adhere to this policy when in contact with the preschool students.

- Please notify the classroom teacher, educational assistant, director of early childhood, or the ESC superintendent if a discipline concern arises.
- The classroom teacher, educational assistant, director of early childhood, or the ESC superintendent will follow the guidelines in the preschool licensing rules as well as implement the following policy.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control. This may only be used if the child is in danger of harming themselves or others and there is no logical alternative.
- 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.
- No child shall be subjected to profane language, threats, derogatory remarks, about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **IF YOU EXPERIENCE PROBLEMS**

Parents/Guardians are encouraged to schedule conferences with the classroom teacher whenever they are experiencing child/classroom related problems. We will make every effort to resolve the problem, or when indicated, make appropriate referrals to other helping agencies within the community. If the teacher cannot adequately assist in a satisfactory resolution or you have concerns regarding health and safety conditions, the number of children, care of the children, please contact Lori Berger, Director of Early Childhood, at (567) 674-5447.

If questions or concerns cannot be addressed through the preschool department, please call: (614) 466-0224 or toll-free (877) 644-6338 and ask for Preschool Program Licensing.

## **CHILDREN WITH AN IEP**

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please contact Lori Berger, Director of Early Childhood, at (567) 674-5447.

A referral for a special education evaluation may be completed by contacting Lori Berger, Director of Early Childhood. A developmental screening and review of educational records will be completed to determine evaluation needs. If a child is found eligible for special education services, those services will be provided in the child's least restrictive environment. Determining placement for children with special educational needs is a team decision.

If you have additional concerns, please call: (614) 466-0224 or toll-free (877) 644-6338. Ask for Office of Early Learning and School Readiness.

*A printout of the Preschool Program licensing rule is available upon request. You may also view the full report on education.ohio.gov by doing a search for "Preschool Licensing Rules". Individual licensing compliance reports are available and posted at each classroom.*

## **PRESCHOOL LICENSING**

All classrooms are inspected by the Ohio Department of Children and Youth annually. Inspection reports are posted in each classroom and are available to families upon request.

# Midwest Regional ESC

*Vision/Mission:* *The Midwest Regional ESC serves and supports students, families, and districts as an innovative, educational partner.*

*Motto:* *Your Partner in Educational Excellence*