

# MAPLETON PRESCHOOL PARENT HANDBOOK 2017-2018



## Mapleton Preschool

2 Mountie Drive, Ashland, Ohio 44805

(419) 945-2188

**Jamie Brown, Teacher**  
mapl\_jbrown@tccsa.net

**Julie Lee, Educational Assistant**

# Mapleton Local Schools

## 2017-2018 Academic School Year Calendar

<p>Aug. 18 &amp; 21 – Teacher In-Service Aug. 22 – First Day for Students</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="7">AUGUST 2017</th> </tr> <tr style="background-color: #002060; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td style="background-color: #90EE90;">18</td><td>19</td></tr> <tr><td>20</td><td style="background-color: #90EE90;">21</td><td style="background-color: #FFFF00;">22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	AUGUST 2017							S	M	T	W	Th	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #002060; color: white;"> <th colspan="7">SEPTEMBER 2017</th> </tr> <tr style="background-color: #002060; color: white;"> <th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td style="background-color: #FF0000;">4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td style="background-color: #90EE90;">21</td><td style="background-color: #FF0000;">22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	SEPTEMBER 2017							S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p>Sept. 4 – Labor Day Sept. 21 – Teacher In-Service <i>(No School Students)</i> Sept. 22 – Fair Day <i>No School</i></p>							
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## PRESCHOOL HOURS

### **Class Times**

Morning Class: 8:00 a.m.-11:00 a.m.

Afternoon Class: 11:50 a.m. -2:50 p.m.

### **2 Hr. Delay**

Morning Class: 10:00 a.m. – 12:00 a.m.

Afternoon Class: 12:50 p.m. -2:50 p.m.

## **PPROGRAM LICENSING AND OVERSIGHT**

This Program is licensed by the Ohio Department of Education and follows the requirements of Chapter 3301-37 of the Ohio Administrative Code. The program's current license, most recent compliance report, and the program's corrective action plan, if applicable, are posted in or near your child's classroom.

## **ADMISSION PROCEDURE**

Children are eligible for preschool enrollment in the fall, if they have turned 3 before January 1<sup>st</sup> of that same calendar year. Children must be potty trained before they are able to attend preschool. Applications will be accepted on a first come basis. A waiting list is maintained after all available slots are filled. The first name on the waiting list will obtain the first available slot, etc. Class rosters will be set by September 1<sup>st</sup>. Only students that are waitlisted or students that move into the district may be added. Returning students must submit an application for the second year.

Parents must complete the application packet including an Application Form, Verification of Income Form, Emergency Medical Authorization Form, and Child's Health Information Form prior to acceptance into the preschool program. Parents at their own cost, must secure for their children a physical examination and a dental examination by a licensed physician/dentist prior to the date of admission or not later than 30 calendar days after the child's first day of school. Please note that both lead and hematocrit screenings are now required as part of the physical examination. A new physical form is required for returning students every 13 months from the date of the most recent examination. This form may be completed by a physician, a physician's assistant, a clinical nurse specialist, or certified nurse.

## **CANCELLATIONS**

When Mapleton Local School District is closed, then the preschool is closed. Parents should listen for the Mapleton Local Schools cancellation Honeywell announcement. Please make sure your Honeywell account is active with current phone numbers. Information regarding setting up a Honeywell account is available in the Elementary office. The preschool sessions will be cancelled or dismissed early if the building which houses your preschool, is closed for any reason. Emergency closings are announced on radio stations: WYHT (105.3 FM), WNCO (1340 AM or 101.3 FM) also television station channels 3, 5 and 8. If the Mapleton school system is open, but the weather is inclement or threatening, preschool is not mandatory and the decision to bring your child to school will be yours. If you decide not to bring your child to school, please call the Elementary office to report your child absent. When preschool is closed, any planned activities for that day will also be cancelled.

## **DELAYS**

Preschool sessions will be delayed for the same period of time as the regular school. Our delay schedule is as follows: The morning class will report to preschool at 10:00 a.m. and pick up will be at 12:00 p.m. The afternoon preschool arrival will start at 12:50 p.m. and dismissal will be at 2:50 p.m. Parents should listen for the Mapleton Local Schools delays through the Honeywell announcement or on t.v. and radio stations.

## PAYMENT POLICY

Tuition payments are due the 1<sup>st</sup> of each month September through May. Children will not be able to attend preschool if there is a past due tuition amount. If tuition is not paid by the end of the month, your child will be removed from the class roster and replaced by a child on the waiting list.

Submit payments to the school office in a labeled envelope (Student's first and last name and "Preschool Tuition") or mail it to: Mapleton Local School District, Attn. Treasurer's Office, 835 Co. Rd 801, Ashland, OH 44805. Payments must be paid by either check or money order. An activity fee of \$35.00 is required to be paid for each student before the child may attend preschool. Children on IEP's are also required to pay this activity fee.

### Monthly Tuition Scale

<i>Income range</i>	<i>Monthly Amount Due</i>
\$23,500 – 30,000	\$60.00
\$30,001 – 40,000	\$70.00
\$40,001 – 50,000	\$80.00
\$50,001 – 60,000	\$90.00
\$60,001 – 70,000	\$100.00
\$70,001 – 80,000	\$110.00
\$80,001+	\$120.00

## PRESCHOOL PHILOSOPHY

These are the beliefs, supported by professional research, upon which our developmental program is based:

- \* Children grow and develop at different rates and each child's rate is separate and distinct from that of any other child. This rate is often unrelated to chronological age.
- \* Children are naturally curious and eager to learn, and they learn best when they are able to follow many of their own interests and desires to learn.
- \* Learning is something a child does, rather than something that is done to him/her.
- \* Play is a child's "job" and way of learning.
- \* Children learn from each other. They learn responsibility and achievement, they learn to respect themselves and others, and they learn how to learn!
- \* A rich learning environment, one deliberately designed with much to explore and discover, is essential in helping young children learn basic skills. Concrete and sensory materials are important in this environment, as they are basic learning devices for the young child.
- \* Basic skill development is considered essential in an open; educational, learning environment. However, a variety of creative approaches to teaching and learning, including an integrated day, is suggested.
- \* The development of initiative and self-reliance is encouraged in an atmosphere of trust and structured freedom.
- \* Each child is a unique individual and must be appreciated and valued for his/her individuality in all areas.
- \* The most important variable in a young child's learning is the educator. Our program provides for development of the whole child -physically, emotionally, socially, and intellectually. We provide

activities to encourage learning in the way that children learn best -in play, with other children. Activities are planned to meet the needs and abilities of each child in the class.

Our basic goal is to give your child and family a positive first school experience. We will help your child learn how to learn and most importantly, to enjoy learning. We know that with your help, "together we can make it happen;" for a lifetime of learning!

### **EARLY CHILDHOOD PROGRAM GOALS**

The primary goals of the Early Childhood Program are to:

- \* provide an environment that respects children.
- \* foster the development of positive self-esteem.
- \* support and promote positive relationships with peers and adults.
- \* facilitate and encourage the construction of knowledge within an integrated curriculum.
- \* plan and implement a wide variety of multi-age, multi-level materials and activities.
- \* offer opportunities for children's active exploration of their environment through activities appropriate to their development.
- \* model and promote opportunities for large motor activities and healthy nutritional choices.
- \* maintain confidentiality surrounding children and their families.
- \* strengthen the relationship between families and school.

### **CHILD PICK UP AND DELIVERY**

Your child's safety is our first priority. When you completed the needed documentation for preschool you designated a list of people that were allowed to pick up your child from school. For your child's safety we must adhere to this list at all times. If there is a change and someone else is picking up your child, it is very important that you notify the teacher of this change. Without a notice, we will not release your child to that individual until the primary parent is contacted first. Also please inform the individuals that may be picking up your child that we will be asking for I.D if we do not know who they are. Again this is all done to ensure that your child is safe at all times. Most importantly please make sure to notify the teacher if there are any changes to your child's pick up or delivery routine.

### **ABSENCES**

Any time your child is absent you must notify the school. Please call the elementary office at (419)945-2188. An excused absence is any illness, doctor or dentist appointment, or emergency. When you return your child to school after an excused absence, please submit to the teacher a note describing the reason for the absence. If there are an excessive number of unexcused absences in one month, your child will be removed from the class roster.

## **SNACK POLICY**

During the preschool day each student will be served a snack. Parents are required to provide the classroom with snack items including food, drink, napkins, and cups. It is the decision of the teacher how he or she will handle snack donations for the preschool. The teacher will notify parents during open house how snack will be handled during that said school year. There are specific state guidelines that the preschool must adhere to for the snack food policy.

The program shall provide meals and snacks in accordance with all of the following:

1. Snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns.
  
2. A choice from two of the groups listed below must be served for snack: (a) Meat/meat-equivalent group; (b) Bread/bread-alternatives group; (c) Milk group; or (d) Fruit/vegetable group. Parents providing snacks shall be given information on nutritious snack choices.

## **BIRTHDAY CELEBRATIONS**

Your child may bring a treat to pass out to friends. Please make sure to adhere to any allergy restrictions that the classroom may have.

## **BEHAVIOR PHILOSOPHY**

Our behavior philosophy for preschool focuses on positive behavior support. What this means is that we take a very positive approach to behavior. As your child learns the routines and procedures of the school day, we encourage them with lots of positive reinforcement. In the classroom there is lots of praise for anyone who is behaving in an appropriate way. To foster this idea we use a visual behavior method that allows the child to stop and reflect on the choices they are making and also allows communication between home and school about their behavior.

## **FIELD TRIPS**

Field Trips are designed to extend learning that occurs in the preschool classroom. Permission slips are required for all field trips or children will not be permitted to attend. Identification tags will be attached to each child when appropriate. A first aid kit will be taken on each trip away from the classroom. A person trained in first aid shall accompany the children on any field trip. Emergency Medical Authorization forms will be taken on the trip. Transportation to the field trip site will be arranged by the student's parent/guardian.

## **PHYSICAL RESTRIANT AND PRESCHOOL DISPLIANRY STANDARS**

Physical punishment, verbal abuse, and/or restraints will not be used.

As needed, a behavior plan will be developed with parental input if traditional classroom management and early childhood discipline techniques are not adequate to meet a child's needs.

Physical restraints are used only if there are safety concerns or if included in a formal behavior plan.

- A. The above policies are in affect for all staff in all center areas, including playground, field trips, or other school sponsored activities.
- B. All preschool staff members shall be informed of and receive a copy of the center's discipline policies upon employment and annually in the handbook.
- C. The actual method of discipline for the preschool shall apply to all persons on the premises and shall be restricted as follows:
  - 1. There shall be no cruel, corporal, or any unusual punishments, or any punishments such as, but not limited to punching, pinching, shaking, spanking, or biting.
  - 2. No discipline shall be delegated to any child.
  - 3. No physical restraints shall be used to confine a child by any means other than holding for a short' period of time, such as in a protective hug so the child may regain control.
  - 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or small cubicle.
  - 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - 6. Discipline shall not be imposed on a child for failure to sleep or for toileting accidents.
  - 7. Techniques of discipline shall not humiliate, shame, or frighten a child.
  - 8. Discipline shall not include withholding food, rest, or toilet use.
  - 9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and 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 preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in ANY program.



## **WEAPONS, TOBACCO, NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND COUNTERFEIT CONTROLLED SUBSTANCES**

A student shall not possess, use, transmit, conceal or show evidence of consuming or using tobacco, narcotics, alcoholic beverages, drugs or weapons. The methods of correcting student behavior in such cases are as follows: District administrators will be notified immediately if a child's behavior poses a danger to persons or property. An emergency removal of the child for the rest of the day from the preschool classroom will occur and an immediate conference with parent/guardian will be held.

## **CHILDREN'S CLOTHING**

We are very active in our classroom and often use paints and other "messy" materials. We spend time outside when the temperature (considering wind chill) is above, 20 degrees Fahrenheit, and it is not raining or otherwise threatening. Please dress your child for play both indoors and outdoors -including sweaters, jackets, mittens, coats, boots, hats, etc. We are not responsible for clothing that becomes stained or extremely soiled. Each student is required to keep a change of clothes including shirt, pants, underwear, and socks in their backpack in case they need to change clothes. Please make sure to change out these clothes as the seasons change.

## **TOYS**

Please do not send your child to school with toys. The only time children may bring a toy to school is when they have show –and- tell or it is a special day. You will be notified in advance of a special day. NO toys that display weapons or violence may be brought to school at any time.

## **BOOKS/BOOKMOBILE**

We encourage parents to read to your child every day! At preschool students will have the opportunity to go to bookmobile every other week. Students will check out one book and are allowed to take it home to share with you. Please make sure that this book returns to school when preschool attends bookmobile. Also students may bring a book in to share with the class if they wish.

## **CONFERENCES**

To keep parents informed of how their child is progressing in preschool there will be parent/teacher conferences scheduled in the fall. Parents will schedule their conference during orientation at the beginning of the year. Additional conferences may be scheduled at the request of the parent/guardian or the teacher. We are striving to include parents in the educational process and look forward to sharing this special time with your family.

## CURRICULUM

The preschool staff recognizes that young children need activities to develop their academic growth as well as gross and fine motor skills. Since we strive to meet the needs of the "whole child", our program offers activities for children that develop skills in all areas of learning. Our classroom consists of various learning areas where specific developmental needs are met. Preschool literacy and related activities are the foundation for later academic success.

### **Reading/Language Arts Area**

Children will be introduced to the basic foundational skills needed for reading and language arts. We will be working on letter identifications and sounds. In reading, students will start to build an understanding that print carries meaning and build their comprehension skills. This will be done through small group learning.

### **Block Area**

Block experiences encourage children to use their imagination, require cooperation with others, and help develop eye-hand coordination. Blocks also help develop understanding of shapes, measurement, and balance.

### **Housekeeping Area**

Children use creative thinking, develop skills in communicating and relating to others, using furniture, dress-up clothes, cooking and cleaning tools.

### **Manipulative Area**

Children handle small puzzle pieces, beads, and sewing toys, developing fine motor skills and eye-hand coordination. They develop math skills by comparing sizes, colors, and shapes and by grouping.

### **Science Area**

Children use magnets, weighing and measuring instruments, and magnifying glasses, to learn about the world around them. They observe, measure, classify, predict, experiment, and communicate their discoveries. Young children will begin to develop the skills of problem solving and investigating -asking "why?" and then finding out!

### **Art Area**

Children use creativity here. They also develop fine muscle control, and eye-hand coordination. They learn about color, line shape and texture, and how to use paints, crayons, paper, clay, paste, scissors, and markers. Children learn to express themselves through visual medium such as painting and drawing.

### **Water and Sand Area**

Children have lots of fun here because they get to work with many different materials at this center. They weigh and measure, and learn properties of materials. They use imaginative play and cooperate with others, while using small and large muscles in digging, hauling, pouring, and cleaning up.

### **Large Muscle Activities**

Children will use the outside area when weather permits, and the inside area for supervised activity. Play during this time requires cooperation, and following teacher direction. It allows students to build their gross motor skills like running, jumping, climbing, and many more other important skills. During the winter time

we will not be going outside due to our limited schedule. Students will be using the gym at the preschool.

### **SAFETY OF CHILDREN**

- \* In accordance with Section 2151.421 of the Ohio Revised Code, all preschool staff are REQUIRED to report any suspicions of abuse or neglect. All preschool staff members have completed the required course by the Ohio Department of Human Services in recognizing signs of child abuse and neglect.
- \* Children will be supervised by a preschool staff member at all times throughout the day.
- \* The outside play area will be supervised so that all children are visible to a member of the teaching staff at all times. Children will be supervised going to and coming from the outside play area and the classroom.
- \* Written notification from the parent is required when a change (i.e. time, driver) occurs in your child's regular transportation plan. No exceptions will be made. We require picture identification from a driver's license for anyone picking up the child that is not listed on the transportation authorization form.
- \* A monthly fire drill will be held. During the months of March through May monthly tornado drills are also practiced.
- \* Emergency plans are posted in each classroom in the event of a tornado or fire.
- \* Preschool staff are trained in first aid, infant and child CPR, recognition of child abuse and recognition of communicable diseases. A first aid kit is always on site.
- \* Preschool staff members shall have a medical statement as required upon employment/assignment to preschool.
- \* Preschool staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- \* Preschool staff shall notify parents in writing when their child is injured by providing a copy of the accident report. The program shall maintain a log of injury reports.

### **PROCEDURE FOR PARENT COMPLAINTS**

Resolving parent questions and complaints in a timely manner is a priority for our preschool. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

1. First discuss the concern or complaint with the preschool staff.
2. If you feel as though you have not received a satisfactory response from the preschool staff, schedule a meeting with the building principal.
3. Continuing concerns can be brought to the Superintendent for consideration. The Ohio Department of Education offers a preschool Ombudsmen service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

## **MANAGEMENT OF COMMUNICABLE DISEASE**

The preschool staff is trained and certified in First Aid, infant and child CPR, recognition of child abuse and recognition of communicable diseases.

We are very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are reminded to wash their hands on a regular basis.

In the event that your child is exposed to a child with a communicable disease, you will be notified that he/she has been exposed to a contagious disease and informed so that you are aware of the symptoms.

## **MEDICAL EMERGENCY PLAN**

Each child is required to have a current Emergency Medical Authorization Form on file. This form must be completed and returned by the first day of school.

Any child without this form will not be permitted to attend class.

In the event of an emergency, the following procedures will be taken:

- \* Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called before attempting to reach the parents/guardian.
- \* If efforts to reach the parents/guardian are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Authorization Form. Please make sure to update changes on this form immediately.

## **MILDLY ILL CHILDREN IN THE PRESCHOOL CLASSROOM**

A mildly ill child in the preschool classroom will be taken to the nurse's office to be checked for a temperature. If the child feels very ill or has a temperature the parents will be called to come pick their child up from school. The child will either return back with the teacher to the classroom till the parent arrives or lay on a cot that is located in the nurses office.

## **GENERAL GUIDELINES FOR KEEPING CHILDREN HOME FROM SCHOOL DUE TO ILLNESS**

It is sometimes difficult to decide when and how long to keep an ill child home from school. The timing of the absence is often important in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while his/her resistance is lowered. The following guidelines represent the more common childhood illnesses and the usual recommendations of the Ashland City/Ashland County Health Department.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other

children. Decisions about the child remaining at school or discharged to home shall be determined by the director and the parent or guardian.

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
3. Difficult or rapid breathing
4. Yellow skin or eyes
5. Conjunctivitis
6. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
7. Untreated infected skin patch(es)
8. Unusually dark urine and/or grey or white stool
9. Evidence of lice, scabies, or other parasite

While isolated, the child shall be carefully watched for the symptoms listed above as well as the following:

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting

As children arrive at the preschool, a staff member greets and observes each child for possible signs and symptoms of illness. If your child is exhibiting any of the symptoms below, you will be asked to take the child home:

**Chicken Pox:** A skin rash consisting of small blisters that leave scabs. A slight fever may or may not be present. There may be blisters and scabs present at the same time. Your child should remain home until all blisters have scabbed over, usually 5-7 days after the appearance of the first crop of blisters. Cases of chicken pox are reported to the Health Department.

**Common Cold:** Irritated throat, water discharge from the nose and eyes, sneezing, chills and general body discomfort. Your child should remain home if symptoms are serious enough to interfere with your child's ability to learn. Medical care should be obtained if symptoms persist beyond 7-10 days or discharge becomes yellow to green.

**Fever:** If your child's temperature is 100 degrees F or greater (or 1 degree above the child's normal temperature) he/she should remain home until he/she has been without fever for a full 24 hours. Remember that fever is a symptom indicating the presence of an illness.

**Flu:** Abrupt onset of fever, chills, headache and sore muscles. Runny nose, sore throat, and cough are common. Your child should remain home from school until symptoms are gone and the child is without fever for 24 hours.

**Head Lice:** Lice are small grayish-tan, wingless insects that lay eggs called nits. Nits are firmly attached to the hair shafts, close to the scalp. Nits are much easier to see and detect than lice. Nits are small white specks that are usually found at the nape of the neck and behind the ears. Following lice infestation, your child may return to school after receiving treatment with a pediculicide shampoo, and all nits have been removed.

**Impetigo:** Blister-like lesions that later develop into crusted pus-like sores. Your child should remain home from school until receiving 48 hours of antibiotic therapy and sores are no longer draining.

**Pain:** If your child complains, or behavior indicates that he/she is experiencing pain, he/she should be evaluated by a physician before your child is sent to school.

**Pinkeye:** Redness and swelling of the membranes of the eye with burning or itching, matter coming from one or both eyes, or crusts on the eyelids. Your child should remain home from school until receiving 24 hours of antibiotic therapy and discharge from the eyes has stopped. Spread of infection can be minimized by keeping the hands away from the face, following good hand washing practices, using individual washcloths and towels, and not touching any part of the eyes with the tip of the medication applicator while administering the antibiotic ointment.

**Skin Rashes:** A physician should evaluate skin rashes of unknown origin before your child is sent to school.

**Strep Throat and Scarlet Fever:** Strep throat begins with fever, sore and red throat, pus spots on the back of the throat, tender swollen glands of the neck. With scarlet fever there are all the symptoms of strep throat as well as a strawberry appearance to the tongue and rash of the skin. High fever, nausea and vomiting may also occur. Your child should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever or vomiting for 24 hours. Most physicians will advise rest at home 1-2 days after a strep infection. Antibiotics ordered for strep infections are to be taken until all medication is finished. Only when these directions are followed correctly is the strep germ completely eliminated from the body, no matter how well the child feels after the first few days of receiving medication.

**Vomiting and Diarrhea (Intestinal Viral Infections):** Stomach ache, cramping, nausea, vomiting and/or diarrhea, possible fever, headache, and body aches indicate an intestinal infection. If your child has had any of these symptoms during the night he/she should not be sent to school the next day. Children must be free from diarrhea for 24 hours before they attend the preschool.

### ADMINISTERING MEDICATIONS

The medications and/or treatments that may be administered are defined in Board Policy. Administration of over-the-counter medications will follow the same requirements and policies as prescription medication. In those circumstances where a student must take medication during the preschool session, the following guidelines are to be observed.

- A. Parents should determine with their physician's counsel whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours. This written and signed request form is to be submitted on an annual basis and will include: student's name; medication and dosage and procedure required; special instructions including storage and sterility requirements; date prescribed medication will be started; date prescribed medication will no longer be needed; physician's name, address, and telephone number; probable side effects; authorization by both the physician and the parent for a student to self-administer the medication but only in the presence of an authorized staff member or parent; authorization for school personnel to administer the prescribed medication, if necessary;

agreement/satisfactory arrangement to deliver medication to/from school; and an agreement to notify the school in writing if the medication, dosage, schedule, or procedure is changed or eliminated. A new request form must be submitted each school year or for each new medication.

- C. All medication to be administered during school hours must be registered with the school nurse. Upon receipt of the medication, the teacher shall verify the amount of medication brought to the school and indicate that amount on the student medication log sheet.
- D. Medication that is brought to the school will be properly secured in a locked area. Medication may be conveyed to school directly by the parent or designated person transporting the child. Two to four (2-4) week supply of medication is recommended.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information: student's name, physician's name, date, pharmacy name and telephone number, name of medication, prescribed dosage and frequency, and special handling and storage directions.
- F. Any unused medication unclaimed by the parent will be destroyed by the school nurse when a prescription is no longer to be administered or at the end of a school year.
- G. The staff member administering the medication shall ensure that the student takes the medication properly.
- H. If a student does not take the medication at the proper time, the staff member responsible for administering the medication shall take appropriate steps to locate the student and administer the medication.
- I. All medications are to be administered in such a way as to not unduly embarrass the student.
- J. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### **IMMUNIZATIONS REQUIRED FOR PRESCHOOL**

The Ohio Department of Health requires that all children enrolled in preschool follow the required immunization schedule. Please visit the Ohio Department of Health's website at <http://www.odh.ohio.gov> for the current immunization schedule.

The State of Ohio mandates that school children not in compliance within fifteen calendar days after admission, to be excluded from school. You may obtain immunizations at your family physician's office or at the Ashland City/Ashland County Health Department.

## CODE OF ETHICS

### **General Statements**

- \* We are committed to supporting each child's optimum social, emotional, intellectual and physical development within a safe, healthy and enriched environment.
- \* We will respect the racial, ethnic, religious, cultural, and socio-economic differences of all children, parents/guardians, and others with whom we work.
- \* We will respect families' rights to make decisions for their children, and will uphold their beliefs and practices whenever possible.
- \* When conflicts arise between the parent/guardian and the early childhood educator concerning generally accepted professional and/or developmental practices, we will make every attempt to clarify the issues for the parent/guardian through education and communication.

### **Children**

- \* We will uphold the principle that the early childhood educator's primary professional responsibility is to the child.
- \* The child's total development will remain our primary concern.
- \* Because we believe that everyone has the right to feel that he/she is a worthwhile human being, we will treat each child with respect and dignity.
- \* We will not mentally, physically, or emotionally abuse the child in any way.
- \* We believe in positive, productive discipline and guidance as the means for dealing with inappropriate behavior.

### **Colleague**

- \* We uphold the right of every childhood educator to participate in an evaluation process which compares current job performance to job expectations. Teachers are evaluated on a regular basis according to current job performance aligned to job expectations.
- \* We are committed to seeking and providing opportunities for personal and professional growth.
- \* We support cooperation among all early childhood professionals.

## PARENT INVOLVEMENT

We believe parent/guardian participation is a vital component of a child's school experience. Parents/guardians provide valuable input that helps to ensure a successful transition between home and school. Parents/guardians are encouraged to become actively involved in the preschool classroom.

- \* A parent/guardian questionnaire, completed prior to entry into the program, provides important information about each child.
- \* Parents/guardians are welcome to observe and visit classrooms at any time. If a parent/guardian plans to stay for an entire class session, please arrange the visit in advance with the classroom teacher. When the parent/guardian arrives at the school make sure to sign in and wear a visitor tag.
- \* Parent/guardian conferences are held twice a year. Additional conferences may be scheduled at the request of the parent/guardian or the teacher.
- \* Parents/guardians are invited to attend the monthly PTO meetings held at the school.
- \* Parents/guardians are welcome to become involved in informal ways such as volunteering in the classroom or volunteering to be a reader for the preschool.
- \* Parent/guardian volunteers who will supervise children, other than their own, on a field trip or in the



classroom must complete a successful FBI/BCI fingerprint/records check before being allowed to volunteer. These may be done at the local BMV (Bureau of Motor Vehicles) or the Ashland County Sheriff's Office.