

LAKWOOD CITY SCHOOLS



EARLY CHILDHOOD PROGRAM

PARENT HANDBOOK



13701 Lake Avenue

Lakewood, OH 44107

Dr. Michael Barnes, Superintendent

Welcome to the Lakewood City Schools Early Childhood Program

We are thrilled to have your child participate in our program. By enrolling your child in preschool, you are providing an enriching growth experience. Our classrooms are staffed by licensed preschool teachers, Intervention Specialists and certified assistants. Our goal is to provide your child with an enriching and nurturing experience.



Lakewood City Schools

Office of Student Services (Preschool Office)

13701 Lake Avenue

Gordana Dimacchia, Coordinator of Student Services 216-529-4214

Cher Bourne, Secretary 216-529-4214

Our Philosophy

The Lakewood Early Childhood Program promotes a nurturing and challenging environment for early learners. Our integrated classrooms demonstrate our commitment to meeting the needs of typically developing children and children with disabilities. We celebrate diversity and differentiate instruction so that all children can progress and gain skills that will allow them to be lifelong learners.



Our curriculum is aligned with Ohio's Early Learning and Development Standards. The Essential Domains of School Readiness include:

- Social and Emotional Development
- Physical Well-being and Motor Development
- Approaches Toward Learning



- Language and Literacy Development
- Cognition and General Knowledge

Learning occurs in different domains simultaneously and children are provided with a range of opportunities that will support their development.

Our early childhood program provides a core curriculum which includes language arts, math, science, health, social emotional, art and movement. We are licensed by the State of Ohio and our program follows the Early Learning and Development Standards.



5 Star Rating

Your child is enrolled in a learning and development program with a level of quality that exceeds Ohio's child care licensing standards. High-quality learning and development programs are important because early experiences last a lifetime. Your child has

approximately 1,892 days from the time he or she is born until kindergarten. What happens on this journey lays the foundation for success in school and life. A Step Up To Quality Five-Star rating means your child is in a program that has demonstrated the highest level of quality. For more information about the 5 Star Rating, please visit www.earlychildhoodohio.org.

Non-Discrimination Notice

The Lakewood City School District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, ancestry, or genetic information in its programs and activities and provides equal access to Boy Scouts and other designated youth groups. The following people have been designated as Coordinators to handle inquiries regarding non-discrimination policies:

Section 504 Officer: Lisa Bruening
 Director of Student Services
 Lakewood City School District
 13701 Lake Ave.
 Lakewood, Ohio 44107
 (216)529-4201

Title IX Officer: Mr. Jeff Schlade
 Director of Human Resources
 Lakewood City School District
 13701 Lake Ave.
 Lakewood, Ohio 44107
 (216) 529-4215

Admission, Placement, and Withdrawal Policies

The following forms are required in order to register your child in the Early Childhood Program:

- Student Registration Form
- Release of Academic Records Authorization
- Home Language Survey
- Emergency Medical Authorization Form
- Parent Consent Form
- Family Assessment Form
- Residency and Custody Affidavit (Signed in the presence of a Notary Public)
- 2 Proofs of Residency or the Owner Affidavit Form (Signed in the presence of a Notary Public)

Please bring the following documents to your registration appointment:

- Child's Birth Certificate (No Photocopies)
- Child's Immunization Record
- Driver's License or State ID
- Custody Documents if applicable
- Copy of special education records if applicable
- Physician's Medical Report (To be completed by child's physician)
- Dental Health Record (To be completed by child's dentist)

Please call 216-529-4214 to schedule a registration appointment.

Children are placed in classrooms based on availability. Students with special needs are placed based on their IEPs (Individualized Education Program).

To withdraw your child from the program, please contact the Early Childhood Office at 216-529-4214

Tuition

Tuition is due the 1st of each month prior to attendance. For your convenience each family will receive a payment book. Each month, tear out and return the appropriate payment coupon

with your payment. Any payments received after the 1st of the month will be subject to a \$5.00 late charge unless prior arrangements have been made. You may pay by cash, credit card (in person), check or money order. The monthly tuition is an average of the number of days in the school year divided by 10 months. Short months, five-week months, holidays and snow days have been averaged in. This means that beginning with the registration deposit and continuing through May you will pay the same amount each month.

Deductions for absence due to illness for 14 successive days with a doctor's note may be made on an individual basis. There also will be **no deductions for family vacations**. Please **do not give any payments to the teachers or the individual schools**.

Payments are to be mailed to:

Lakewood Board of Education
13701 Lake Ave.
Lakewood, OH 44107
Attn: Preschool Program



Payments (including credit cards) can also be made at the Preschool Office located on the 2nd floor of the Board of Education building located at 1470 Warren Road. The office is open Monday through Friday from 7:30 a.m. to 4:30 p.m.

Any account with an outstanding balance of one month's tuition will mean an immediate withdrawal from the program. Adjustments of fees due to family situations can be discussed with the Central Office. If the child is withdrawn during the school year, the registration fee is non-refundable.

Arrival and Dismissal



Your child's teacher will share the specific arrival and dismissal procedures in your child's building. Please make sure to be prompt for drop off and pick up and supervision is not available before or after class time. Anyone you designate to pick up your child must be at least 18 years of age. Children cannot be released to school age siblings.

Attendance

Please notify the school office each day that your child is absent. In order to initiate good school habits, we strongly encourage you to have your child at school regularly and promptly. If your child receives transportation and will be absent, please contact the Transportation department immediately at 216-529-4214.

School Calendar

In the event that Lakewood City Schools are closed due to inclement weather, the Early Childhood Program will also be closed.

Parent Participation

Thank you for enrolling your child in our Early Childhood Program. We look forward to a collaborative relationship that will enhance your child's learning and development. Please share any concerns with your child's teacher. We welcome parent involvement in conferences, IEP meetings, Parent Information Meetings, and school events. Please ask your child's teachers about volunteer opportunities!

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

Parent Teacher Conferences

Parent teacher conferences are held twice yearly and are scheduled with your child's teacher. At the Fall conference you can expect to review your child's progress and to develop academic goals for your child. In the Spring, we will again review your child's progress and also plan a successful transition to Kindergarten!

Discipline

It is the philosophy of the Early Childhood Program that children can resolve problem behaviors with modeling and support. Children will be redirected in a positive and caring manner. Parents will be informed if at any time behavior begins to interfere with learning.

We follow the Ohio Department of Education's policy for behavior management and discipline:

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.

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.

3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, 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, a box, or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Health



Immunizations

Students enrolled in preschool must have proof of immunizations on file in their school. An immunization record must be on file by the first day of class.

Communicable Disease

All Early Childhood Staff are trained to recognize the common signs of communicable disease or other illness. Staff are trained in prevention, recognition, and management of communicable diseases.

The following precautions shall be taken for children suspected of having a communicable disease:

- The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:
 - Diarrhea;



- Severe coughing (whooping sound, causing child to become red or blue in the face);
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis (pink eye);
- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- Infected skin patch(es);
- Stiff neck;
- Unusually dark urine and /or grey or white stool;
- Evidence of lice, scabies or other parasitic infection
- A child with any of the following signs or symptoms of illness shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child shall be watched carefully for symptoms listed above as well as the following
 - Unusual spots or rashes;
 - Sore throat or difficulty in swallowing;
 - Elevated temperature; or
 - Vomiting
- Programs shall follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses.
- A child isolated due to suspected communicable disease shall be cared for in a room or portion of a room not being used in the preschool program and within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Mildly Ill Policy: A mildly ill child means a child who is experiencing minor common cold symptoms, but who is not exhibiting any communicable disease symptoms or a child who does not feel well enough to participate in activities. The school district reserves the right to discharge this mildly ill child to parent, guardian or person designated by the parent or guardian

Please keep your child home for the following:

- Persistent, disruptive cough
- Diarrhea (until diarrhea has ceased for 24 hours without medication)
- Fever 100 degrees or higher (until fever below 100 degrees for 24 hours without medication)
- Lice or Nits until treated (child must be checked by clinic or office staff before returning to the classroom)

- Rash
- Strep Throat/ Scarlet Fever- until child has been on antibiotics for 24 hours
- Vomiting- until vomiting has ceased for 24 hours without medication.

If your child becomes ill at school, you will be notified and expected to pick up your child immediately. Until that time, the student will be separated from the other children and permitted to rest. Your child will remain under adult supervision at all times.

If you cannot be reached, the emergency number you provided will be called. Please keep the number current and notify the designated person that their number has been used for the purpose of an emergency contact.

Please notify the school, and if applicable, transportation at 216-529-4214 when your child is absent.

Please check with a doctor for diagnosis, treatment, and the proper time for returning to school.

Administration of Medication

An Administration of Medication form must be completed prior to bringing medication to school for administration.

Physician's Medical Report

The medical report must be turned in to your child's teacher in order for a child to be left in our care. We must have a current medical report on file in your child's classroom.

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDTP) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled in Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.]

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- Medical history
- Complete unclothed exam (with parent approval)

Developmental screening (to assess if child's physical and mental abilities are age appropriate)

Vision screening

Dental screening

Hearing assessment

Immunization assessment (making sure child receives them on time)

Lead screening; and

Other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services too.

For more information call the Healthchek hotline at 800-324-8680.

Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings

In Ohio, the County Board is the primary contact for an individual and their family. The County Board serves two primary functions:

Determining Eligibility: Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age:

- **Ages 0-2:** the eligibility report completed by or for *Help Me Grow* is used to determine eligibility.
- **Ages 3-5:** Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool special education
- **Ages 6+:** Standard assessment tools are used to measure an individual's current functional abilities in life activity areas – mobility, self-care, self-direction, capacity for independent living, learning, and receptive and expressive language skills – for ages 16 and older, the tool also measures economic self-sufficiency. To be eligible for services, an individual must show substantial functional limitations in at least three of these areas. The tools used are the Children's Ohio Eligibility Determination Instrument (COEDI) for children ages 6-15, and the Ohio Eligibility Determination Instrument (OEDI) for individuals ages 16 and older.

Service Coordination: Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

Contact your local County Board:

- If your child is diagnosed with a developmental disability, or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your/your child's goals.
- If you are moving to a new community and are receiving services, and want to continue receiving services once you move.

Inspection Reports

The Lakewood City Schools Early Childhood Program operates under the Preschool Program Licensing Rules of the Ohio Department of Education. Routine inspection reports are available in the classroom upon request. The Ohio Department of Education Ombudsman can be reached (614) 466-0224 should a parent need to file a complaint.