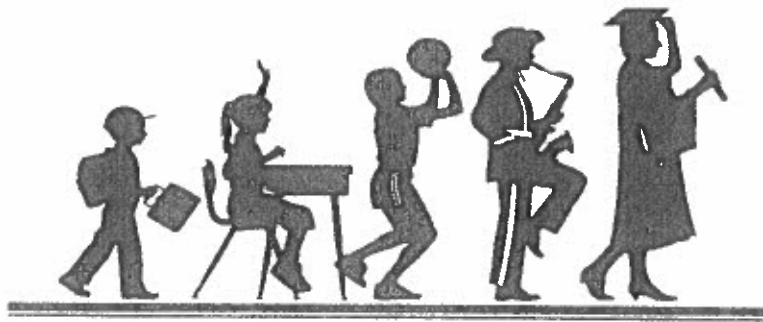


**LAKWOOD CITY SCHOOLS**



**EARLY CHILDHOOD PROGRAM**

**PARENT HANDBOOK**



**13701 Lake Ave.**

**Lakewood, OH 44107**

**Mrs. Maggie Niedzwiecki, Superintendent**

## Welcome to the Lakewood City Schools Early Childhood Program



### Lakewood City Schools

Office of Student Services (Preschool Office)

13701 Lake Ave.

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 set them on a path to success.



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.

## **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)

To register your child, please go to <https://www.lakewoodcityschools.org/Content2/21538>

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 1<sup>st</sup> 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 1<sup>st</sup> 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 2<sup>nd</sup> floor of the Board of Education building located at 13701 Lake Ave. 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

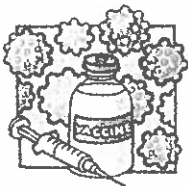
It is the philosophy of the Early Childhood Program that children can resolve problem behaviors with modeling and support. Children will be redirected in a positive and caring manner. Parents will be informed if at any time behavior begins to interfere with learning.

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.



## Covid-19 Policies

Please see Appendix A for Covid 19 symptoms and childcare policies.

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:**

- Covid 19 symptoms, please see Appendix A
- 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.

Appendix A  
Rule 5101:2-12-02.2

### List of COVID-19 Symptoms

- Chills
- New uncontrolled cough (for children with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New onset severe headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

## Child Care Center Rules

[close print view](#)

### 5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center

CCMTL 156

CCCMTL 30

CCIMTL 11

FCCMTL 20

**Effective Date: April 1, 2021****Most Current Prior Effective Date: December 11, 2020**

#### Appendix A - List of COVID-19 Symptoms

(A) What are transitional pandemic requirements for a licensed child care center?

Transitional pandemic requirements are licensing requirements that are followed as Ohio transitions out of pandemic child care for the COVID-19 pandemic and back to child care licensing requirements.

(B) When does a licensed child care center follow these requirements?

Licensed child care centers are to follow these requirements when the governor of Ohio declares a state of emergency for the COVID-19 pandemic and or directs ODJFS to issue transition requirements.

(C) What are the licensing requirements for a transitional child care center?

The child care center is to follow all of the licensing requirements of this chapter, with the following exceptions and additions:

(1) The center will follow all guidelines set by the governor of Ohio or the director of the Ohio department of health.

(2) The center will follow all handwashing procedures pursuant to rule 5101:2-12-13 of the Administrative Code with the following additions:

(a) All administrators, child care staff members and employees will wash their hands:

(i) Upon entering a classroom and prior to leaving for the day.

(ii) After caring for someone who is sick.

(iii) After eating, serving, or preparing food or bottles or feeding a child.

(iv) After blowing their nose, coughing or sneezing.

(v) Before and after touching their face or handling their mask.

(b) All children will wash their hands:

(i) Prior to leaving for the day.

(ii) After eating or assisting with food preparation.

- (iii) After blowing their nose, coughing or sneezing.
    - (iv) After touching their face or handling their mask.
  - (3) The center may use non-permanent sinks to meet the handwashing requirements of this chapter.
  - (4) The center will ensure that all administrators, employees, child care staff members and children are assessed for temperature and the symptoms listed in appendix A to this rule prior to or as soon as they arrive each day.
    - (a) If a person has a temperature of one hundred degrees or higher:
      - (i) The center will immediately send the person home. The individual will not return to the center until he or she has been fever-free without the use of medication for at least twenty-four hours.
      - (ii) If the person had known contact with someone confirmed or suspected to have COVID-19, the individual will not return to the center until isolation or quarantine protocols for COVID-19 are completed in coordination with the local health department or in compliance with the Ohio department of health (ODH) and United States centers for disease control and prevention (CDC) guidelines.
    - (b) If a person has any of the symptoms listed in appendix A to this rule and has had known contact with someone with confirmed or suspected COVID-19:
      - (i) The center will immediately send the person home.
      - (ii) The individual will not return to the center until isolation or quarantine protocols for COVID-19 are completed in coordination with the local health department or in compliance with ODH and CDC guidelines.
    - (c) The requirements of this paragraph also apply to anyone whose symptoms are assessed after arrival.
  - (5) The center will ensure that all administrators, child care center staff members and employees wear a face covering while indoors, unless not medically appropriate. Face coverings cover the individual's nose and mouth.
  - (6) In accordance with the recommendations of the Ohio children's hospital association which is consistent with the Ohio chapter, American academy of pediatrics (Ohio AAP) and CDC guidelines (which is available at <http://ohioaap.org/wp-content/uploads/2020/08/Face-Mask-Guidance.pdf>) the center will ensure that all school-age children wear a face covering while indoors, unless not medically or developmentally appropriate. "School-age child" means a child who is enrolled in and attending a grade of kindergarten or above but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old. Face coverings cover the child's nose and mouth. Per guidance from the CDC, no child two years old and under should wear a face covering.
  - (7) If an administrator, employee, or child care staff member employed by the center or a child enrolled in the center tests positive for COVID-19, the program is to:
    - (a) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule 5101:2-12-16 of the Administrative Code.
    - (b) Notify the local health department by the next business day.

- (c) Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department or in compliance with ODH and CDC guidelines prior to being permitted to return to the program.
- (8) If the center wants to divide a room into smaller spaces to serve additional groups of children, dividers may be used if they meet the following requirements:
  - (a) The dividers are at least six feet in height.
  - (b) The dividers are made from a nonporous material or other material that can be sanitized.
  - (c) The dividers meet any requirements set by the department of commerce, local building department, state fire marshal or local fire safety inspector.
- (D) How long is the transitional pandemic rule effective?

The transitional pandemic rule is valid until the governor of Ohio rescinds the state of emergency and or directs ODJFS to return to full child care licensing requirements.

Effective: 4/1/2021

Five Year Review (FYR) Dates: 04/01/2026

Certification: CERTIFIED ELECTRONICALLY

Date: 03/22/2021

Promulgated Under: 119.03

Statutory Authority: 5104.015, 5104.016

Rule Amplifies: 5104.015, 5104.032, 5104.05