

***MEDINA COUNTY CAREER CENTER
3 AND 4-YEAR-OLD EARLY CHILDHOOD
EDUCATION PRESCHOOL HANDBOOK
2011-2012***



***1101 W LIBERTY ST
MEDINA OH 44256
330/725-8461 OR 866/896-6222
FAX 330/725-3842 www.mcjvs.org***

TABLE OF CONTENTS

PAGE NO.

Medina County Career Center Philosophy 1

ECE Preschool Philosophy 1

Purpose 2

Operation 2

Admission Procedures 3

Administration of the Program 4

Daily Schedule 4

Records 6

Physician Report, Medications, Immunizations 6

Child's Comfort 7

Communication 7

Calendar and Hours 8

Meals and Snacks 8

Transportation 8

Safety Policy 9

Drop Off 9

Family Partnership 9

Lockdown policy 10

Emergency Evacuation 10

Visitation by Parents 11

Grievance 11

Field Trips 11

Birthdays 11

Child Guidance and Discipline 12

Communicable Disease Policy 14

Injuries and First Aid 15

Extra Health Services 15

Staff 16

Staff Qualifications 16

MEDINA COUNTY CAREER CENTER PHILOSOPHY

WE BELIEVE

- That each person should have the opportunity of developing **POTENTIAL** talents in a manner compatible with interest and goals.
- That every person should prepare to **ASSUME** many roles during a life span, so that each may meet the challenges of a changing and complex society while continuously being a self-sustaining and contributing member of that society.
- That each individual should be a crafts person in attitude and skill with sincere appreciation for health, safety and welfare of others.
- That there is dignity and beauty in any job that is performed well and with an attitude of pride.
- That every individual should leave school with a **MINIMUM** of a saleable **ENTRY LEVEL** skill and the **OPPORTUNITY** for proper employment.
- That the educational demands of a complex changing society can only be dealt with through flexible, enthusiastic, instructional leadership and in facilities which are constructed to meet the demands of that society.

EARLY CHILDHOOD EDUCATION PRESCHOOL/CHILD CARE PHILOSOPHY

Young children are special people. They are open, honest and curious about the world around them. They are hungry for knowledge. Early Childhood Education can foster independence and creativity in all areas of learning so that young students may know the true joy of discovery. We believe that the child profits from the opportunity to make choices. In order to facilitate meaningful choice making we must give him/her the chance to move about in an environment which offers many attractive, interesting, valid and stimulating things to do. The teacher carefully enriches the environment with many learning centers to stimulate self-motivated learning. A balance between free choice and structure fosters responsibility, self-discipline and confidence.

The educational philosophy of the preschool/child care program is based on meeting the developmental needs of children. We believe a quality early childhood program results from effective integration of children with special needs and their typically developing peers. Self- image, self worth and positive self-concepts are stressed in the daily curriculum. The curriculum includes both quiet and active play.

It is recognized that each child is unique and has the right to be treated individually. Although a child generally follows a developmental sequence, they grow and develop in their own way. Therefore, Developmentally Appropriate Practices (DAP) according to National Association for the Education of young children (NAEYC) standards are evident throughout the curriculum.

Along with curriculum ideas the works of Elkind, Erikson and Piaget provide the theoretical framework around which the programs are planned to meet each child's emotional, social, cognitive and physical needs. The adult responsibility in a developmental program is to assist the child in growing to his or her fullest potential by recognizing each stage of development and fashioning a curriculum that will nurture and facilitate growth during that stage.

According to the Ohio Department of Education, the term preschool is now referred to as Early Childhood Education (ECE). We will add the term "preschool" for clarification between the high school students and the children aged birth through the age of four years.

PURPOSE

The ECE preschool is a laboratory for the junior and senior students enrolled in the Early Childhood Education program. The goal is to plan and carry out an effective program for the preschool child as well as offer real worthwhile learning experiences for the students in training.

Every effort is made to have distinct differences between the programs (3-year-old and 4-year-old) for the benefit of the preschooler and for the high school students.

OPERATION

The Half day preschool is in operation Monday through Thursday from 8:00 a.m. to 11:15 a.m. for 3-year-olds and 11:15 a.m. to 2:30 p.m. for 4-year-olds. Full day preschool is in operation Monday through Thursday from 7:45a.m. to 5:00 p.m. on Fridays we close at 3:00p.m. The Medina County Career Center is licensed by the Ohio Department of Education. The license is posted in the Preschool reception area.

The law and rules are available at the center. The center's licensing record including compliance report forms and evaluation forms from the health, building and fire departments are available upon request from the department. The Ohio Department of Education Ombudsman phone number is 1-888-222-4173 for any person to use to report a suspected violation by the center.

The center observes the following staff/child ratios and small group sizes:

	Staff/Child Ratios (ODE) (Ohio Department of Education)	Small Group Sizes
Preschool		
3 year old	1:12	Maximum of 24
4 year old	1:14	Maximum of 28

ADMISSION PROCEDURES

- A. The program is open to all children regardless of race, color, religion, sex or national origin.
- B. Children must be at least three years old by home school guidelines and toilet trained to enroll in the 3 year old class. The half day child will attend Monday, Tuesday, Wednesday, and Thursday from 8:00 a.m. to 11:15 a.m.
- C. Children must be at least four years old by home school guidelines to enroll in the 4 year-old class. The half day child will attend Monday, Tuesday, Wednesday, and Thursday from 11:15 a.m. to 2:30 p.m.
- D. Children currently enrolled in the three-year-old program will have first consideration for the following year four-year-old program. Applications will be sent home with the current children on his/her regular school day during the month of February.
- E. After the distribution to those currently enrolled, applications will be available for new enrollees.
- F. Completed applications will be reviewed in the order in which they are received at the Preschool Coordinator's office. Priority for enrollment will be given to families in financial need. Consideration will be given to parents with children enrolled in the preschool for the current school year and children of Medina County Career Center staff members.
- G. Any names on the three-year-old waiting list at the end of the year will be considered for enrollment the following year in the 4-year-old class after an updated application form is completed.
- H. Letters will be sent notifying parents of their child's acceptance or placement on the waiting list. A waiting list will be kept for each class.
- I. When a child in the three year old class is accepted a time will be assigned for the parents and their child to visit the Center and pick up all necessary forms. If your child is enrolled in the four-old class, all forms will be mailed.
- J. A conference will be held in August to discuss the start of preschool. All forms are required to be turned in prior to the start of school

ADMINISTRATION OF THE PROGRAM – see TUITION POLICY AMENDMENT

PROGRAM

The Early Childhood Education preschool program is adapted to the level of 3 and 4-year-olds and is designed to aid the child in all areas of development. The curriculum includes both quiet and active play. Activities are planned to meet the needs of each child individually and in a group. These include:

- A. The Child's Physical Needs - health and safety, physical growth and development of motor skills.
- B. The Child's Emotional Needs - furthering the sense of trust and initiative, developing a good self-concept, and developing both self-expression and self-control.
- C. The Child's Intellectual Needs - to make choices, to expand understanding and perception, to observe, investigate and enjoy learning.
- D. The Child's Social Needs - to form relationships with other children, to feel secure with adults.

The activities include music, art, science, freeplay, socio-dramatic play, language arts, puzzles, blocks, simple cooking, use of the water table, and the use of a variety of children's equipment both indoor and outdoor.

A weekly theme is followed with bulletin boards and activities coordinated to express this particular theme, so that the children will have an understanding of the topic.

Parents will be informed about the activities that took place during the week through a newsletter.

DAILY SCHEDULES

The 3-year-old schedule consists of the following:

7:45 – 8:30	Arrival, Freeplay
8:30 – 9:00	Breakfast and Toothbrushing
9:00 - 9:30	Learning Centers (Math, Science/Social Studies, English/Language, Puzzles,
9:30 – 9:35	Circle (Calendar, Weather/Temperature, Pledge of Allegiance, Show&Tell)
9:35 – 9:50	Art and Rest Room Break
9:50-10:05	Music/Movement
10:05-10:20	Stories
10:20-10:40	Kid's Korner (One on One with High School Teacher)

10:40-11:00 Indoor/Outdoor Play
11:00-11:30 Dismissal/Arrival of 4's

Full day 3 year old child

11:30-12:00 Serve lunch family style/RR break
12:15- 12:30 Learning Centers
12:30- 2:00 Rest

The 4-year-old schedule consists of the following:

11:15 – 11:30 Freeplay
11:30 – 12:00 Lunch and Tooth brushing/RR break
12:00-12:30 Kindergarten Readiness (One on One with High School-Teacher)
12:30-12:35 Circle Calendar, Weather/Temperature, Pledge of Allegiance, Show&Tell
12:35-1:20 Art /Stories/Computer and Restroom Break
1:20-1:40 Music/Movement
1:40-2:10 Indoor/Outdoor Play
2:10-2:20 Kindergarten Work. Letter of the week, Weekly Reader
2:20-2:30 Dismissal
2:30 Full day 4's Rest
2:30-3:00 Snack for 3's
3:00-5:00 Free play/d dismissal

RECORDS

- A. To insure the health and safety of your child in their activities, you are asked to complete the State required forms by the August conference: application, awareness of purpose, screenings/ physical examination/assessment and dental health, public school records release and preschool fee agreement. The health/nutrition history form and the Ages and Stages Questionnaire (ASQ) will be completed with the teacher during the initial home visit. Updates will be requested as needed.
- B. Daily attendance, health records, anecdotal records, notes from parents, phone numbers of parents and emergency phone numbers will be kept on file.
- C. Parent conferences and home visits will be held at least two times per year.
- D. Changes on any forms must be reported to the preschool teacher immediately.
- E. Parents will be given an opportunity to sign a release form permitting their name, address, phone number, child's name and child's birth date to be listed on a class roster. This roster will be made available only to the parents in that particular class. The roster will not include any parents who do not wish to be listed.

PHYSICIAN REPORT, MEDICATIONS, IMMUNIZATIONS

- A. A medical examination is required by a licensed physician prior to the date of admission (within 12 months of first day of school. An examination must be completed annually thereafter from the date of the examination. Children enrolled after the start of the school year must have a medical examination within 30 calendar days from the child's entry into the program.
- B. The following time schedule must be adhered to when completing your child's immunizations.

<u>Child's Age</u>	<u>Immunization</u>
DTaP/DTP/DT/Td Diphtheria, Tetanus, Pertussis Polio	4 doses or any combination 3 doses of OPV or IPV or any combination of OPV or IPV
MMR	1 dose of MMR administered on or after first birthday
Hib	3 or 4 doses depending on the vaccine type and the age when the child began the 1 st dose and the last dose is after 12 months. OR 1 dose if given on or after 15 months.

HEP B

3 doses of Hepatitis B

Varicella

1 dose must be administered on or after the first birthday

You must provide certification of appropriate immunizations in order for your child to continue in the program.

- C. If your child is ill and unable to receive the immunization when scheduled you must provide a statement from your physician indicating the reason for delay and the approximate date when the immunization can be administered.
- D. A hematocrit/hemoglobin test must be completed for first year enrollees.
- E. No medication, vitamin or special diet shall be administered by preschool/the childcare staff unless instructions to administer such items are written, signed and dated by a licensed physician. The required form provided by the Center must be completed and on file at the Center.
- F. A dental health check must be completed annually.

CHILD'S COMFORT

- A. Children should be dressed suitable for play and for the weather. Since outdoor play will be enjoyed everyday, children should be dressed for inclement weather. Please mark boots, coats, hats, and mittens with the child's name. If the child is not to be outside for any reason, the parent is to notify the teacher. **Shoes should be provided when a child wears boots to school.**
- B. One extra outfit of clothing should be provided by the parents and kept at the preschool during the year. This shall include shirt, pants, socks, and underwear.
- C. Children should not bring candy, gum, money, toys, or personal items to the preschool except for show and tell. The preschool cannot be responsible for such items.
- D. Children should arrive and be picked up promptly at the designated times. This will help children to become accustomed to school environment.

COMMUNICATION

- A. **If a parent has a message for the ECE preschool teacher, please give it to her directly, either verbally or by note.**
- B. Parents must phone the Center one half hour before the class begins if the child is to be absent or late. If the child is ill, the teacher should be notified as to the type of illness. Parents will be informed of any epidemics.
- C. If the parents are to be away from home or work during the preschool session, they must leave a phone number where they can be reached in case of emergency.
- D. Parents may call the teacher by telephone. The number is 725-8461 or 1-866-896-6222, Extension 228, Mrs. Keller. It would be best to call either before or after the preschool session.

- E. A one-week notice must be given if the parents decide to withdraw their child from the ECE preschool program for any reason. **After three (3) failures of notification of absence or tardiness, preschool/child may be terminated.**

CALENDAR AND HOURS

The preschool calendar follows that of the Medina County Career Center. On occasion, the preschool may be closed for or special field trips for your children's student teachers. In general, when three or more of the home schools are closed, the Career Center will be closed. The official television stations for school closings and other cancellations will be WKYC (Channel 3) and WEWS(Channel 5). Other stations also may carry this information; however, you may also check our website for school closings. Our web address is www.mcjvs.org.

MEALS AND SNACKS

- A. A nutritious breakfast/lunch will be served to the preschool children each day. The menu is posted by the preschool door. In addition the menu will be sent home on the newsletter. The breakfast/lunch will provide at least 1/3 of the child's daily nutritional needs.
- B. Food will be served family style whenever possible. This creates additional opportunities for the children's social and language development. Periodically, the children will participate in a special food preparation activity. These provide the opportunity for children to develop skills in food preparation, responsibility for themselves, health and safety practices and positive social skills.
- C. Children will be encouraged to taste each food, as a variety of foods will be presented. No child will be forced to eat. Food will not be used as a reward or punishment. Staff will sit and eat with children during mealtime.

TRANSPORTATION

- A. Parents are responsible for transportation of the child to and from preschool. Release of a child from the center to anyone other than the parent or guardian will be by the instructions stated on the application/transportation form only. Any variance on any given day must be with written or oral consent of the parent.
- B. The child will only be released to a designated individual listed on the Emergency contact/Authorized Pick-up People form unless prior arrangements are made. In case of an emergency, phone authorization will be acceptable. A valid driver's license or photo identification will be required to show proof of identification.
- C. **Each family needs to provide a security code on the application for another person to pickup a child from school. This is a person not listed on the Emergency contact/Authorized Pick-up list. Unless a person knows this code, a child will not be released to them.**

- D. If, based on the opinion of the person in charge, this individual appears to be impaired the child will not be released. **The emergency contact persons will be notified. After 1 hour, if the child has not been picked up, the Children Services bureau will be notified and their procedures will be followed.**

SAFETY POLICY

- A. No child will be left alone or unsupervised.
- B. The Center staff has immediate access to a working telephone at all times.
- C. Fire drills will be held monthly at varying times and a record of these will be maintained at the Center.
- D. The fire emergency and weather alert plans are posted in each classroom.
- E. An incident report will be completed when an accident or injury occurs.
- F. Spray aerosols shall not be used at any time when children are present at the Center.

If an unauthorized person comes into the area, he/she will only be able to observe the children unless they have had a background check.

DROP OFF

- A. The parking area on the west side of the center (next to the playground) is reserved for preschool parents, while visiting the preschool. It is not meant for all day parking.
- B. A staff member will get your child from the passenger's side of the car while you are in the Drop Off lane. Parents stay in the car. Upon dismissal, parents should park in the designated parking area to the west of the preschool. The parents will come into the hallway and wait until the preschool teacher dismisses your child.
- C. For the safety of the child, please do not park in the Drop Off lane as we need for this lane to move continuously.
- D. For the safety of the child, a staff member may only take 2 children at a time. Please do not allow your child to walk down the sidewalk alone.**

FAMILY PARTNERSHIP

- A. Parents are welcome to observe the activities of the Center at any time it is in operation. An observation area equipped with a one-way glass mirror is located in the hallway for the use of the parents.
- B. Parents are also encouraged to participate in parent meetings and parties. Parents can also become

involved in the policy steering committee. Parent participation is not required for child enrollment.

- C. Parents may view or obtain copies of inspection reports of the program. We are inspected annually by the Fire and Health Department. We are visited by ODE (Ohio Department of Education) twice a year.

LOCKDOWN PROCEDURES

Your child's safety is our first priority. The Medina County Career Center has a comprehensive safety plan in place to protect and ensure the well being of your infant/toddler and preschool child.

MODIFIED LOCKDOWN

A modified lockdown is one that involves a drug search or any other non-threatening security drill. In this case the following will occur:

1. The classroom doors will be locked.
2. The children will play freely and participate in the normal classroom schedule.
3. Parents may pick up their child upon the approval of an administrator.
4. A preschool staff member will identify himself or herself to the parent. A law enforcement official may determine that a parent needs to be searched prior to entering the building.
5. The child will be released **only** to an **authorized person** (listed on the child's release form).
6. The child will be released through the far doors west of the Preschool area or through the playground door depending on the weather.
7. If parents are here to participate in the child's program of the day, they may enter the classroom upon the approval of an administrator. Parents will follow all applicable lockdown procedures.
8. Meals will be delivered for the preschool children as per the classroom schedule.

TOTAL LOCKDOWN

A total lockdown is one where a school threat is a possibility. In this case, the following will occur:

The outside doors will be locked.

The classroom doors will be locked.

Window blinds will be drawn.

No one will be permitted into the building or leave the building until a school administrator feels it is safe to do so. The administrator will determine what door will be used.

After an administrator ends the lockdown, normal entering and exiting of the building procedures will go back into effect.

FIELD TRIPS

If our country or regional area goes into a high alert, all field trips will be evaluated and the appropriateness of participation will be reviewed and determined by an administration.

EMERGENCY EVACUATION

In case of a fire/tornado drill or evacuation, the parent is to stay with his/her class. Preschool personnel will evacuate the children

VISITATION BY PARENTS

- A. The parent is permitted to visit the center anytime during the operational hours. It is our policy that the parent may have access to their child **only**. A parent may not have contact with another child unless his/her name is on the application.
- B. For the safety of the children, the back doors will be locked during the day. They will be unlocked from 6:30 a.m. - 8:30a.m., from 11:00 - 11:30a.m., and then again 2:00p.m. - 2:30p.m. When the doors are locked, please use the main entrance to enter the building.
- C. When visiting the preschool, all parents/visitors must pick up a Visitors Pass from the Information desk. This is located in front of the main office of the school.

GRIEVANCE

- A. We want our program to be of benefit for both the preschool child and the needs of the family. If there are any concerns, we would encourage the parent to discuss it with the Early Childhood Education teacher.
- B. If the parent has a grievance/complaint he/she should register it with the Early Childhood Education teacher, ECE Preschool Coordinator, and then the Adult Education Director in that order to resolve the problem.

FIELD TRIPS

- A. Periodically, field trips will be taken to further your child's preschool experiences.
- B. Parents will be informed about upcoming field trips through a newsletter. The parent must sign a permission letter authorizing that the child may attend.
- C. Field trip transportation will be by school bus. The Early Childhood Education Preschool Instructor, Teacher Assistants, and Student Assistants will provide supervision. Parents may accompany the students with the Early Childhood Education Preschool teacher's permission.
- D. While on the field trip, the instructor will carry with him/her a first aid box, emergency transportation authorization, and health records for each child. In addition, a person trained in first aid will be available.
- E. Each child shall have identification attached to him/her containing the Center name, address, and phone number.

BIRTHDAYS

We are happy to recognize and celebrate your child's birthday. You may send a "treat" for all the children in your child's class. Your child will distribute the treat to everyone prior to dismissal. Please make sure it is something that is individually wrapped or packaged to be taken home.

We are also happy to recognize half birthdays if your child's birthday occurs in the summer months.

CHILD GUIDANCE AND DISCIPLINE

- A. Our discipline philosophy includes guidance, correcting, positive reinforcement, and self-direction. Children will be taught how to set their own limits during participation in the classroom as rules are established including the playground and field trip activities.
- B. Preschool children are beginning to learn responsibility for their own actions. It is our goal to guide them in continuing to develop this respect for themselves. Young children are beginning to learn that what they do affects other people. It is our responsibility to give them feedback and help them grow in respecting the rights and feelings of themselves and other people.
- C. After simple rules and the consequences of not following them have been discussed with the children, as conflicts develop over property and the rights of others, it is our goal to give each child effective techniques to develop self-control. These techniques include:
 - 1. Guiding the child before the problem develops.
 - 2. Offering reasonable choices to the child (e.g., washing hands now or after clean-up is completed).
 - 3. Working with inappropriate behaviors when possible, but never when the child's or other children's safety is at risk. Then redirecting the child to a more appropriate behavior and activity.
 - 4. Reminding the child of classroom rules and consequences when needed: not to threaten the child, but to allow him/her to choose the way he/she will handle the situation.
 - 5. Privately discussing with the child concerning his/her actions, their feelings, and alternative ways he/she could have handled the situation.
 - 6. Providing an opportunity for "time out" or mediation training away from the group or situation. He/she will sit on the "thinking chair" no longer than one (1) minute for each year of age. The questions that will be asked are listed, and the children need to answer them before returning to the activity or group:
 - a. What did you do?
("Pushed Johnny down.")

- b. Why did you do that?
("Because I wanted to. I wanted his blocks.")
- c. What could you be doing right now if you hadn't pushed down Johnny?
("I could be playing with my friends and the blocks.")
- d. What will you do the next time?
(I will ask Johnny if I can play blocks with him.)

According to licensing rule 3301-37-10, the center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel harsh, corporal punishment or any unusual punishment such as, but not limited to, punching, pinching, 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, soothe 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, and derogatory remarks about himself or his 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.
- D. If a child is frequently misbehaving, the classroom teacher will complete a Behavior Observation Form. This observation(s) will record the misbehavior, the frequency of this behavior, and the

intervention used. These forms will be kept in the child's confidential file.

- E. In any discipline or behavioral situation, the classroom teacher needs parental support to most effectively help the child through this difficult time.
- F. If the misbehavior continues to be extreme, then a professional from the child's local school district will be contacted. This individual will make observations. A Behavior Evaluation Scale or the equivalent will be administered. Classroom teacher input will be an integral part of this evaluation. A behavior management plan will be written and implemented.
- G. Severe Clause – Extremely severe behavior patterns as determined by the instructor, i.e. sexually inappropriateness and/or threat of physical harm or actual physical harm will result in immediate removal from the program.

COMMUNICABLE DISEASE POLICY

- A. A staff member trained in communicable disease prevention and recognition will be present at all times. The instructors will train all employees in the posted hand washing and disinfection procedures.
- B. When the Center staff is ill, they will be sent home for the day and a substitute will be employed.
- C. Daily health checks will be made. The school nurse will be available whenever needed in the health care of children.
- D. If your child exhibits certain signs or symptoms you will be called to take your child from the Center. If any of these signs or symptoms appears before you come to school you should not bring your child to the Center.
- E. The following signs or symptoms will necessitate removal from the Center immediately:
 - 1. Diarrhea (more than one abnormally loose stool within 24 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. Yellowish skin or eyes.
 - 5. Conjunctivitis (pink eye).
 - 6. Temperature of 100 degrees F taken by the axillary (under the arm) method when in combination with any other sign of illness.
 - 7. Untreated infected patches.
 - 8. Unusually dark urine and/or grey or white stool.
 - 9. Blood in stool.
 - 10. Stiff neck.

If your child is dismissed for any of the above reasons, readmittance must have the approval of the instructor. It may be necessary to bring in a doctor's release form in order for your child to be readmitted to the Center.

- F. The following signs or symptoms of illness shall necessitate calling the parent and a determination will be made by the instructor whether or not the child will need to leave the Center:
1. Unusual spots or rashes.
 2. Sore throat or difficulty in swallowing.
 3. Elevated temperature.
 4. Vomiting.
 5. Evidence of lice, scabies or other parasitic infestation.
 6. Discolored nasal discharge (indication of possible infection).
- G. If a child is mildly ill experiencing minor cold symptoms or does not feel well enough to participate in activities, the child can stay as long as the condition does not worsen. If the condition worsens and exhibits any of the 16 signs or symptoms listed above, the parent will be called.
- H. If your child has a communicable disease (i.e. conjunctivitis, chicken pox), you will be informed of the exclusion time from the Center according to medical guidelines.
- I. This policy will be adhered to for the health and well being of your child and all of the other children in the Center.
- J. The child will be isolated (in an area away from the other children) on a cot with an employee monitoring the child while waiting for the parent to arrive for pick-up of the ill child. The employee will keep the child as comfortable as possible.
- K. Other parents will be informed verbally or in the newsletter about the outbreak of a communicable disease.
- L. Medication will be administered to the children in accordance with information indicated on ODE/Ed 3301-11 Request for the Administration of Medication by Preschool Personnel. **When administrating medication we MUST have a signed form from the physician/dentist with written instructions**
- M. The Ohio Department of Health (ODH) Communicable Disease Chart is posted in the Child Care classroom.

INJURIES AND FIRST AID

- A. Signs of injuries upon arrival will be observed.
- B. A staff member will note all signs of injuries to the child.
- C. Significant injuries will be reported to the school nurse. The Preschool is required by law to report suspicions of child abuse or neglect to Children's Services.

D. Injuries occurring while in the center will be logged in the child's file.

In the case a child is in need of first aid, a staff member will provide immediate care. The parents will be notified after the school nurse has been contacted. We will follow instructions provided on the child's Emergency Transportation Authorization Form. Children will be transported to the source of emergency medical or dental care by ambulance provided by "911".

EXTRA HEALTH SERVICES

- A. Each year the preschool children are screened for amblyopia (lazy eye). The results are available to the parents indicating if further testing is needed.
- B. Speech and hearing screening will be completed annually. This is referral program; the results will be available to you as a parent.
- C. Dental exams are required annually. They will be provided for any child who does not have a dental insurance card and has not had a dental examination by his/her family dentist.

STAFF

- A. The preschool is directed by an instructor of the Early Childhood Education program at the Medina County Career Center. This program trains high school juniors and seniors to be assistant teachers in programs for young children. The high school students act as assistant teachers in the preschool.
- B. The high school students are directly responsible to the Early Childhood Education instructors. Any problems or questions parents may have must be directed to the Early Childhood instructor.
- C. According to ODE revised rules, the head teachers are required to take 20 ODE approved hours each year. The aides are required to take 15 hours of early childhood related hours each year.

STAFF QUALIFICATIONS

Carla Keller Preschool Lead Teacher earned her B.S. degree in the area of elementary education (grades K-8) from Ashland College University. She received her Pre-K validation from Ashland University. Every year she continues to take many extra in-service hours and workshops in her related field. Carla is a Standards Mentor with the Ohio Department of Education.

ECE Teacher for High School ECE students - TBA

Joan Walschon ECE Preschool Coordinator/Infant Toddler Teacher earned her B.S. degree at the Ohio State University in Columbus. Her degree is in Vocational Home Economics in Early Childhood

Education with a Pre-K certificate. She has kept up with her degree by additional course work through Ashland College and Akron University. Every year she continues to take many extra in-service hours and workshops in her related field of Early Childhood Development.