

# EVERGREEN LOCAL PRESCHOOL



## PARENT HANDBOOK

# Evergreen Preschool Program

**2022-23 School Year**  
Evergreen Elementary School  
14844 Co. Road 6  
Metamora, OH 43540

School Office: (419) 644-9221  
School Fax: (419) 644-9226

Office Personnel Extensions:  
Principal: Sheryl Brown, ext. 3204  
Director of Student Services/Preschool:  
Kristy Schmidlin, ext. 3203  
School Secretary: Jeri Szabo, ext. 3202

Office Personnel Email Information  
sbrown@evgvikings.org  
kschmidlin@evgvikings.org  
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Evergreen Local School Website: <http://evgvikings.org/>



Our Mission -  
*Building on Tradition, Committed to Excellence, Cultivating the Future*

Our Vision -  
*Creating innovative pathways that empower students to positively impact the world*

The handbook serves as a guideline to make the school experience both productive and enjoyable. This information is very important. We encourage parents to read through its contents and discuss it with their child/children. Parents with questions or concerns should contact their child's classroom teacher and/or building principals.

The Board of Education does not discriminate on the basis of race, color, religion, national origin, sex, disability, military status, ancestry, age, genetic information, Children with disabilities are eligible to receive special education and related services through the public schools as required by the Individuals with Disabilities Education Act, Public Law 105-17.

## **PROGRAM DESCRIPTION**

Students may qualify for eligibility in one or more of the following areas:

- Communication
- Vision
- Hearing
- Motor Skills
- Social-Emotional/Behavioral Functioning
- Self-Help Skills
- Cognitive Skills.

Special education and related services are determined through an Individualized Education Plan with annual goals, objectives, and services determined by a team, which include the parents.

## **PROCESS**

### **Step 1. Referral**

Any concerned person or agency may make a referral by calling the phone number listed on the back of this brochure.

### **Step 2. Screening**

Trained personnel gather information through observation and screening to determine the need for further evaluation.

### **Step 3. Evaluation**

If the screening reveals concerns, a multi-factored evaluation may be conducted by a team of educators (including the parent) to determine if a disability exists.

### **Step 4. Individual Education Plan**

If the child is eligible as a preschooler with a disability, an educational plan will be developed by the team to address the child's needs.

## **THE PRESCHOOL PROGRAM OFFERS:**

- **Certified teachers in the area of Early Childhood Intervention Specialist**
- **A Play-based curriculum, aligned to Ohio's Early Learning Content Standards, which supports children's learning in all areas of development**
- **A qualified team of specialists working to support the learning and development of children**
- **Small classes licensed by the Ohio Department of Education.**
- **A commitment to strengthen the partnership between parents and schools**
- **The inclusion of children as "typical peers" to model age-appropriate skills**

## **TYPICAL PEER POSITIONS**

The preschool program offers the opportunity for children who have strong skills in all areas of development to be included as "Typical Peers". These areas include language, motor functioning, social skills, pre-academic readiness, cognition, vision, and hearing. Typical peers are screened as part of their entrance, through countywide screenings or on an individual basis. Typical peer selection is completed through a specified selection process per classroom, as state mandates limit the number of typical peers our programs can accept.

\*NOTE: There is a tuition fee for typical peers.

### **Typical Peer Tuition Payment Options:**

Two types of payments:

1. **Payment in full (BEST DEAL – SAVE \$45 in annual costs)**
  - a. If paying the full tuition for the 2022-23 school year by July 1, 2022, Parents/guardians will pay \$855.00 by July 1, 2022 to receive a discounted rate.
2. **Quarterly Payments**
  - a. If paying quarterly, parents/guardians will be charged \$225.00 per quarter with an annual tuition rate of \$900.00. See below for quarterly payment due dates.

Payment #1: due by July 1, 2022

Quarterly payment #2: due by September 1, 2022

Quarterly payment #3: due by December 1, 2022

Quarterly payment #4: due by March 1, 2023

All payment (checks) are to be made out to **Evergreen Local Schools** and sent to:

Treasurer's Office  
Evergreen Local Schools  
14544 County Road 6  
Metamora, OH 43540

### **Program Contact Information:**

Evergreen Elementary School  
Preschool Director: Kristy Schmidlin  
14844 Co. Rd. 6  
Metamora, OH 43540  
419-644-9221, extension 3203

### **General School Policy:**

Children in our programs will follow the Preschool Handbook. The handbook contains information regarding items such as:

Building Security; School Hours; Arrival and Departures; Absences; Tardiness; Visitor Parking; Emergency Closings/Delays; Transportation; Student Health and Safety; Accidents and Illnesses; Lice Guidelines; Medication/Allergies; Conferences/Visitations.

The Preschool Handbook is given out at the beginning of each school year. **See your child's teacher to request a copy if you do not have one.**

### **Additional Evergreen Policies/Guidelines Specific to Preschool Operations:**

#### **2263 – PRESCHOOL BEHAVIOR MANAGEMENT AND DISCIPLINE**

The Evergreen Local Board acknowledges that preschool children learn best when they feel secure and valued. When they are accepted and appreciated, children are free to take risks, to make mistakes and to learn from their errors and successes. The Evergreen staff respects each child and his/ her level of development, individual personality, and family and cultural influences. The Board encourages the creation of a positive environment with the support necessary for each child to learn and grow to the best of his/her ability.

Professional and classified staff members will implement preschool classroom behavior management and discipline using the following guidelines:

- ❖ Patiently teach appropriate behaviors
- ❖ Talk with the child using words that he/she can understand
- ❖ Acknowledge and interpret the child's needs, feelings, intentions and actions
- ❖ Give the child a chance to stop inappropriate behavior and settle differences on his or her own
- ❖ Support the child's efforts to come up with appropriate alternatives on his/her own
- ❖ Encourage children to talk to each other to solve problems
- ❖ Provide a variety of acceptable alternatives
- ❖ Model another way to do the same behavior in a safe or more appropriate manner
- ❖ Suggest a more acceptable way to handle the situation
- ❖ Stay with the child, helping him/her to become engaged in appropriate behavior
- ❖ Redirect the child to another activity
- ❖ Remove the child from the situation/area and remain with the child, helping him/her to become engaged in appropriate behavior
- ❖ Give the child reasons for actions taken with regard to inappropriate behavior
- ❖ Help the child take responsibility for the outcome of his/her behavior
- ❖ Not allow a situation to continue when a child may harm themselves or others

The actual methods of discipline shall apply to all professional and classified members of the Board while on the premises and shall be restricted as follows:

- ❖ There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to, punching, pinching, shaking, or biting.
- ❖ No discipline shall be delegated to any other child.
- ❖ No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- ❖ No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- ❖ No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
- ❖ Discipline shall not be imposed on a child for failure to eat or for toileting accidents.
- ❖ Techniques of discipline shall not humiliate shame or frighten a child.
- ❖ Discipline shall not include withholding food, rest or toilet use.
- ❖ Separation, when used as a discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- ❖ The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Parents will be notified when a child is exhibiting a pattern of unacceptable behavior. A conference may be arranged with the purpose of developing a positive behavior support plan, to provide the student with opportunity for behavioral success.

The Superintendent shall publish to all preschool parents, and post in the preschool classrooms, the guidelines of this Board regarding preschool student behavior management and discipline guidelines.

#### **5202- ADMISSION AND WITHDRAW- Preschool Students with Disabilities and Typical Peers**

Suspected preschool students with disabilities will be evaluated and placed in the program in accordance with rules 3301-31-02 and 3301-31-03 of the Ohio Administrative Code.

The admission of typically developing children will comply with section (J) of rule 3301-31-03 of the Ohio Administrative Code.

Parents of typical peers will apply to the Preschool Director who will assign typical peers based on the availability of openings. Parents of typical peers will be charged a nominal fee which will be set annually.

Regular attendance, continuity of instruction, and classroom participation are critical to success in the program. If a student is not in attendance and no parent notification has been received from the parents, the teacher will attempt to contact the parent to determine the reason for the absence. If a preschool student is absent from the program for two (2) consecutive weeks after appropriate parental contact, the student will be withdrawn from the program.

#### **5215- PARENT NOTIFICATION OF ABSENCE**

A parent must notify the school on the day a student is to be absent unless previous notification has been given in accordance with school procedure for reporting absences. (R.C. 3313.205) If such notification is not received, the principal should notify by telephone or in writing the student's parents, guardian, or legal custodian of a child's absence. The parent is responsible for providing the school with **current** home and/or work telephone numbers and to notify the school of any change in the above information.

### **5230- LATE ARRIVAL AND EARLY DISMISSAL**

It is necessary that a student be in attendance throughout the school day in order to benefit fully from the educational program of the District.

The Board of Education recognizes, however, that from time-to-time compelling circumstances require that a student be late to school or dismissed before the end of the school day.

As agents responsible for the education of the children of this District, the Board shall require that the school be notified in advance of such absences by written request of the student's parent, which shall state the reason for the tardiness or early dismissal.

Justifiable reasons shall be determined by the principal.

If one (1) parent has been awarded custody of the student by the courts, the parent of custody shall provide the school with a copy of the custody order and inform the school in writing of any limitations in the rights of the noncustodial parent. Absence of such notice, the school will presume that the student may be released into the care of either parent.

No student who has a medical disability, which may be incapacitating may be released without a person to accompany him/her.

No student shall be released to anyone who is not authorized such custody by the parents.

### **PRESCHOOL STAFF**

The preschool program shall be directed and supervised by a director, a head teacher, an elementary principal, or a site administrator (hereafter referred to as "director") who is on site and responsible for supervision of the program. This person shall hold a valid educator license designated as appropriate for teaching or being an administrator in a preschool setting issued pursuant to Ohio law and have completed at least four (4) courses in child development or early childhood education from an accredited college, university, or technical college.

A. The director and staff shall be recruited, employed, assigned, evaluated, and provided in-service education in accordance with adopted Board policies and without discrimination on the basis of age, color, national origin, race, sex, or disability.

B. The preschool staff members assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform, and meet the requirements of State law.

C. Staff members, non-teaching employees, and volunteers shall annually sign a non-guilty/non-conviction statement on a prescribed form.

D. Each director and preschool staff member shall be examined by a licensed physician, physician's assistant, advanced practice nurse, or certified nurse practitioner within twelve (12) months prior to the first day of employment.



E. Each preschool staff member shall be at least eighteen (18) years of age and have a high school diploma or a certification of high school equivalency issued by the State Board of Education or a comparable agency. A staff member may be less than eighteen (18) years of age if:

1. The staff member is a graduate of a two (2) year career-technical center child-care training program approved by the State Board of Education.
2. The staff member is a student enrolled in the second year of such a program that leads to high school graduation, provided that the student performs duties in the preschool program under the continuous supervision of an experienced preschool staff member and receives periodic supervision from the career-technical center child care training program teacher/coordinator in the student's high school.

F. The director and staff shall be assigned responsibilities in accordance with written job descriptions commensurate with their certification and/or licensure pursuant to Ohio law, and qualifications, respectively. The director and/or head teacher acting as the director shall be onsite at the preschool program at least half of the program's operating hours.

G. The director of each preschool program shall be responsible for the following:

1. Providing that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to, the following:

- a. Requiring immunizations and compliance with emergency medical authorization requirements under R.C. 3313.712
- b. Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with R.C. 3737.73, and keeping records of such drills or dismissals
- c. Posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents
- d. Posting emergency numbers by each telephone
- e. Supervising grounds, play areas, and other facilities when scheduled for use by children, and
- f. Providing first-aid facilities and materials

2. Maintaining cumulative records for each child

3. Supervising each child's admission, placement, and withdrawal according to established procedures

4. Preparing a roster of children enrolled annually

5. Providing that clerical and custodial services are provided for the program

6. Supervising the instructional program and daily operation of the program

7. Supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising nonteaching employees

H. The director of the preschool program shall meet one (1) of the following:

1. A director in a preschool program operated by a public school shall hold either:

- a. a valid pre-kindergarten teaching certificate, pre-kindergarten endorsement, or pre-kindergarten associate license issued pursuant to O.R.C.

- b. a valid educator license (teacher, administrator, or pupil services) issued pursuant to O.R.C. and have completed at least four (4) courses in child development or

early childhood education from an accredited college, university, or technical college

2. The director of a preschool special education program shall hold one of the following:

- a. a valid intervention specialist license or education of the handicapped certificate with an endorsement in prekindergarten special needs or early education of the handicapped
- b. a valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the handicapped
- c. a valid early childhood intervention specialist license or
- d. meet the requirements of paragraph (H)(1)(b) or (H)(1)(c) above

3. A director employed prior to July 1, 1988 to direct a program shall be considered to meet the requirements of this paragraph if s/he holds a valid kindergarten-primary certificate issued under Ohio law.

4. A head teacher who meets the educator licensure requirements as a director as described in paragraphs (H)(1), (H)(2), or (H)(3) above may be designated by the director.

I. Each class/group in a preschool program shall have assigned a head teacher in accordance with the following:

Preschool programs operated by a public school shall have a head teacher for each class/group of children enrolled that meets one (1) of the following:

1. Valid pre-kindergarten teaching certificate issued under Ohio law
2. Valid pre-kindergarten associate certificate issued under Ohio law
3. Valid kindergarten-primary certificate issued under Ohio law and have completed at least four (4) courses in child development in early childhood education from an accredited college, university, or technical college
4. A bachelor's degree in child development or early childhood education earned from an accredited college or university with a minimum of thirty (30) quarter or twenty (20) semester hours in child development/preschool program planning and methods including a supervised practicum with preschool children.
5. An early childhood license pursuant to Ohio law
6. Preschool special education programs shall have a head teacher that meets one of the following requirements:
  - a. a valid intervention specialist license or education of the handicapped certificate with an endorsement in pre-kindergarten special needs or early education of the handicapped
  - b. a valid pre-kindergarten certificate or endorsement or an early childhood license with an endorsement in pre-kindergarten special needs or early education of the

handicapped

- c. a valid early childhood intervention specialist license
- d. a valid intervention specialist license that is valid for teaching visually or hearing impaired children if the children are visually or hearing impaired
- e. A valid supplemental teaching license in the areas of prekindergarten, special needs, early childhood intervention specialist, or intervention specialist in the areas of visually impaired or hearing impaired, if the children are visually or hearing impaired.

J. Extended day child care provided to preschool children before or after the preschool program shall have staff members assigned that at a minimum, are at least eighteen (18) years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child-care staff member must also meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child-care staff/child ratios in accordance with this rule must be maintained at all times.

K. Infant and toddler care programs shall have staff members assigned that at a minimum, are at least eighteen (18) years of age and have at least a high school diploma or certification of high school equivalency issued by the State Board of Education or comparable agency. The extended child-care staff member must also meet requirements related to a medical examination, in-service and background investigation as cited in this rule. Child-care staff/child ratios in accordance with this rule must be maintained at all times.

L. Unless the preschool staff member or director holds an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college, a pre-kindergarten associate certificate or license issued by the State Board of Education, or a pre-kindergarten teaching certificate or endorsement, the preschool staff member and director shall annually complete in-service training of fifteen (15) hours until a total of forty five (45) hours has been completed.

1. In-service training will be in one (1) or more of the following areas:

- a. Child development or early childhood education
- b. Child abuse recognition and prevention
- c. First aid
- d. Prevention, recognition, and management of communicable diseases

2. Annual completion refers to the school year, from July 1st to June 30th or every twelve (12) months from the date of hire for staff employed after the school year begins.

3. Substitutes for preschool staff members shall meet the following requirements:

- a. Requirements related to a medical examination, in-service and criminal background investigation pursuant to R.C. 3301.541 after fifteen (15) school days, and
- b. Minimum requirements for the position for which they are substituting after sixty (60) consecutive school days.

M. Preschool staff members who have met the requirements identified in paragraph (L) Above shall complete ten (10) annual clock hours of in-service. This may be part of

the professional development plan in accordance with A.C. 3301-24 (Ohio law licensure requirements). Annual completion refers to the school year, from July 1st to June 30th or every twelve (12) months from the date of hire for staff employed after the school year begins.

Preschool staff employed part-time shall complete the in-service requirement based upon the percentage of time or full-time equivalency of their preschool assignment.

N. The training specified in paragraph (L) above shall be provided by an approved trainer who shall have at least two (2) years of experience specific to the subject area and possess one (1) of the following:

1. An associate or higher degree in child development or early childhood education, education, special education, speech-language pathology, home economics, nursing, nutrition, psychology, dental hygiene, or social work. Evidence of an associate or higher degree shall be a copy of a diploma, a transcript, or other written evidence accepted by the director as evidence of completion of at least ninety (90) quarter credit hours or sixty (60) semester credit hours from an accredited college, university, or technical college. The coursework shall include at least thirty-six (36) quarter credit hours or twenty-four (24) semester credit hours in courses in any of the subject areas listed in paragraph (L) above.

2. A prekindergarten certificate or endorsement or early childhood license issued by the State Board of Education

3. A license as a physician or registered nurse

O. A director and preschool staff member shall provide evidence of a BCII investigation and FBI criminal background check as required by R.C. 3319.391.

Documentation that reports and five (5) year updates are sent to the Educational Service Center or to ODE's Office of Educator Licensure as required by law shall be kept on file.

Each staff member and volunteer shall annually complete a non-guilty/non-conviction statement.

P. The preschool staff member/child ratio must be maintained at all times.

1. Sufficient preschool staff members must be physically present with the children at all times to meet staff member/child ratio requirements.

2. Each class/group shall have at least one (1) head teacher as defined in paragraph (I) above.

3. No child shall ever be left alone or unsupervised.

4. In each program the maximum number of children per preschool staff member and the maximum group size by age category of children shall be as follows:

Preschool special education program shall meet the child/staff ratio requirements of one (1) teacher for six (6) children with IEPs and a second staff member when seven (7) or more children are enrolled; maximum group size shall not exceed sixteen (16) children including eight (8) children with IEPs. Waivers are required when a group of more than eight (8) preschool children with IEPs are served in accordance with A.C. 3301-51-11.

At least two (2) responsible adults shall be readily available at all times when

seven (7) or more children are present in the program. One (1) adult shall be a preschool staff member.

The second adult shall:

1. be available within the building used for the preschool program or in an adjacent outdoor area;
2. be able to be summoned by the preschool staff member without leaving the group alone or unsupervised; and
3. be able to react in response to such summons so as to reduce risk to children during an emergency circumstance.

When age groups are combined, the maximum number of children per preschool staff member shall be determined by the age of the youngest child in the group, except that when no more than one (1) child, thirty (30) months of age or older, receives care in a group in which all the other children are in the next older age group, the maximum number of children per preschool staff member and maximum group size requirements of the older age group established in paragraph (P) above shall apply.

### **5310 - HEALTH SERVICES**

The parent shall provide, prior to the date of admission or not later than thirty (30) days after the date of admission, and annually from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. "Prior to the date of admission" means:

- ◆ For children younger than three (3) years old at the time of admission, the examination shall occur within six (6) months prior to the date of an admission;
- ◆ For children three (3) years old or older at the time of admission, the examination shall occur within twelve (12) months prior to the date of admission

A preschool staff member shall annually complete fifteen (15) hours of in-service training in child development or early childhood education; child abuse recognition and prevention; first aid; and/or in prevention, recognition, and management of communicable diseases, until a total of forty-five (45) hours has been completed, unless s/he holds an associate or higher degree in child development or early childhood education from an accredited college, university, or technical college, a pre-kindergarten associate certificate issued by the State Board of Education, or a pre-kindergarten teaching certificate.

### **5320 – IMMUNIZATION**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board requires all students to be immunized against poliomyelitis, measles, diphtheria, rubella (German measles), pertussis, tetanus, mumps, and others legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. The Board requires that students who start kindergarten during or after the school year beginning in 1999 be immunized against Hepatitis B or be in the process of being immunized. The Board also requires that students who start kindergarten during

or after the school year beginning in 2006 be immunized against chicken pox. This policy pertains to both students who currently attend school in the Center and those eligible to attend.

The Superintendent may exempt a student from being immunized against either or both measles and mumps if the student presents a signed statement from a parent or physician indicating s/he has had measles or mumps and does not need to be immunized. The student will be allowed to attend school only if a physician's statement indicates there is no danger of contagion.

In the case of a chicken pox epidemic in the school's population, the Superintendent may deny admission to a student otherwise exempted from the chicken pox immunization requirement. The Superintendent shall prescribe methods whereby the academic standing of a student who is denied admission during a chicken pox epidemic is preserved.

The Superintendent may also exempt a student from immunization if a physician certifies in writing that immunization from a particular disease is medically contra-indicated.

A student may also be exempted from immunization if a parent or guardian objects for good cause, including religious conviction. Such objection shall be made in writing to the Superintendent stating the reason for exemption.

A student who has not completed immunization may be admitted to school provided the necessary immunizations are being received in the fastest time consistent with the approved immunization schedule and good medical practice.

The Board believes that immunization is the primary responsibility of the parent(s). For those students who do not have ready access to private or public health services, immunizations shall be provided at public expense.

#### **5344 - COMMUNICABLE DISEASES - PRESCHOOL**

All preschool teachers and teacher's aides will be trained by a qualified instructor in the recognition, prevention, and management of communicable diseases which addresses signs and symptoms of illnesses, hand-washing procedures, and disinfecting procedures.

A child with the following signs or symptoms of illness will be immediately isolated and discharged to his/her parent:

- A. diarrhea (more than one (1) abnormally loose stool in a twenty-four (24) hour period)
- B. severe coughing
- C. difficult or rapid breathing
- D. yellowish skin or eyes
- E. conjunctivitis
- F. temperature of 100 degrees in combination with any other sign of illness
- G. untreated infected skin patch(es)

- H. unusually dark urine and/or gray or white stool
- I. stiff neck
- J. unusual spots or rashes
- K. sore throat or difficulty in swallowing
- L. vomiting
- M. evidence of lice, scabies, or other parasitic infestation

When a child is suspected to be ill, parents will be notified by telephone and asked to pick up the student at school as soon as possible. If staff is unable to reach a parent, attempts will be made to contact the other people listed on the emergency medical form.

A child isolated due to suspected communicable disease shall be:

- A. cared for in a room or portion of a room not in use by children;
- B. within sight and hearing of an adult at all times;
- C. made comfortable. Any linens must be disinfected and laundered before being used by another child;
- D. observed closely for worsening condition;
- E. discharged to parent as soon as possible.

The Ohio Department of Health "Child Day Care Center Communicable Disease Chart" will be posted conspicuously in the classroom.

Parents of all the students in the classroom will be notified by telephone or note when the children have been exposed to a communicable disease in the classroom.

An ill child shall not be readmitted to school until:

- A. seen by a physician and given permission to attend;
- B. all signs and symptoms of communicable diseases have been absent for twenty-four (24) hours.

### **5330- MEDICATION AT SCHOOL**

If a child needs to use medication(s) at school, the following requirements must be met:

1. A **Medication Control Form** must be completed and filed with the office. For a student to use prescription medications, the form ***must be signed by a physician***. To use over the counter medications, the form must be signed by a parent or guardian. When dosages are changed, a new Medication Control Form must be completed and an updated container with a pharmacy label must be used at school.
2. The medication must be brought to the school office by a parent. **Do not send medications to school with your child.** Parents must write the child's name on any over the counter medications. Medications that are expired or left in the office two weeks after the close of the school year will be discarded. Please make arrangements to pick up any remaining medication(s) before the last day of school.
3. Medications must be delivered and stored in the original container. Parents should ask the pharmacist to provide additional labeled containers to store medications at the elementary school.
4. Inhalers may be possessed and used by the student with written approval from the student's physician and parent/guardian. The approval must be on file in the office.
5. Parents are responsible for making sure that the office is supplied with any medications and that outdated medication is replaced.
  1. Student possession of an Epi-pen is permitted only if the student has approval from the prescriber of the medication and, if a minor, from his/her parent. Written approval must be on file with the principal and the school nurse. In addition, law requires that the principal or school nurse must receive a backup dose of the medication from the parent or student.

#### **3301-37-07 D4: Medication Administration Requirements-**

When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall: (i) Prior to administration: Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and (ii) Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year. (iii) Only employees who are health professionals or who have completed a drug administration training may administer medication pursuant to section 3313.713 of the Revised Code. (iv) Medication shall be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.

#### **5423 - REPORTING STUDENT PROGRESS - PRESCHOOL**



The Board believes that the cooperation of school and home is a vital ingredient in the growth and education of the whole child. The Board also recognizes its responsibility to keep parents informed about student welfare and progress in school.

The Board shall establish a system for reporting the progress of preschool students to their parents or guardians. The Superintendent, in conjunction with preschool director and preschool teachers, will design the content of the report, the means for assessing progress, and the method for notifying parents of progress. Methods for assessing progress shall be directly related to the age level of the students and to the developmentally appropriate curriculum. Student progress reports will be issued at least quarterly throughout the school year. If a preschool disabled child is not making satisfactory progress towards the goals in his/her Individualized Learning Plan, the preschool teacher will call an IEP Review Conference.

The student progress reporting system will be reviewed and revised periodically for continual improvement of the reporting system.

#### **5514 - ROUTINE HAND WASHING - PRESCHOOL**

The Board will maintain high standards of health and safety for preschool programs by teaching students effective hand washing techniques. Teachers and students will follow routine hand washing techniques to prevent cross contamination among teaching staff and children. Teachers and students will adhere to the following guidelines and procedures for washing hands:

- A. soap, running water, and paper towels will be accessible at all times;
- B. routine hand washing techniques will be used:
  - 1. before handling food
  - 2. after handling articles such as soiled tissues, soiled band-aids, or dressings
  - 3. before and after eating
  - 4. after using a handkerchief or tissue
  - 5. after using the toilet

Teachers and students will follow these procedures for routine hand washing:

- A. Turn on water, using a comfortably warm temperature.
  - B. Wet hands and wrists.
  - C. Apply a small amount of soap.
  - D. With a rotating frictional motion, rub hands together, getting under nails and between fingers. To wash fingers and the spaces between them, interlace the fingers and rub up and down.
  - E. Wash for at least one (1) minute.
  - F. Rinse well.
  - G. Use a paper towel and dry hands thoroughly.
  - H. If using a sink with faucet handle, remember that all faucet handles are contaminated. Turn water off by using a paper towel between your hand and the handle.
- Hand washing cannot kill bacteria because the water is not hot enough and the chemicals in the soaps are not strong enough. However, hand washing removes bacteria. Therefore, running water and friction are important to the hand washing procedure.

#### **8400- SCHOOL SAFETY**

The Board of Education is committed to maintaining a safe and drug-free environment in all of the District's schools. The Board believes that school crime and violence are multifaceted problems that need to be addressed in a manner that utilizes all available resources in the community through a coordinated effort of School District personnel, law enforcement agencies, and families. The Board further believes that school administrators and local law enforcement officials must work together to provide for the safety and welfare of students while they are at school or a school-related event or are on their way to and from school. The Board also believes that the first step in addressing school crime and violence is to assess the extent and nature of the problem(s) or threat, and then plan and implement strategies that promote school safety and minimize the likelihood of school crime and violence.

### **8330- STUDENT RECORDS**

Each student's cumulative record folder travels with the student to each school attended throughout his/her school years. It is important that the student's correct name and address appear on the school records. **It is the responsibility of the parents to notify the school of changes in address, student's name and names of parents or guardians.**

Student records are confidential and are protected by law. Only school staff and the child's natural parents or legal guardians have access to the records. Directory information, including name, address, phone number, age, weight, etc.; however, is not protected by law. Parents may request that the school not release this information.

Parents or eligible students may inspect and review education records to which they are entitled to have access upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. (See board policy for schedule of fees for copies.) Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site; however, if parents and eligible students wish to inspect records where they are maintained, school principals will accommodate their wishes. Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the record or records that he/she wishes to inspect.

The principal (or other designee) will contact the parent of the student or the eligible student to discuss how access will be best arranged. The principal (or other designee) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

### **DIAPERING PROCEDURES:**

The Evergreen preschool programs shall follow the following diapering procedures:

- When a central diaper changing area is used, there shall be a disposable separation material that acts as a barrier placed between the child and the changing surface, which is discarded after each use.

- The program shall have disposable gloves available for diapering. The use of gloves or hand sanitizer does not eliminate the need for proper hand washing.
- The diaper changing area shall be disinfected after each diaper change with an appropriate germicide.
- Children's soiled clothes may be placed directly into a plastic bag or container, sealed, and stored away from the rest of the child's belongings and out of reach of children.
- Soiled diapers shall be disposed of in a plastic lined, foot activated receptacle or other type of receptacle that prevents hand contamination. The receptacle shall be covered or otherwise enclosed and be inaccessible to children. These containers shall be emptied, cleaned, and disinfected daily, or more frequently as needed to eliminate odor.
- Any product used during diapering which is used on more than one child shall be so used that the container does not touch the child. Any product obtained from a common container shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected when soiled.

#### **DIAPERING OINTMENTS**

The Evergreen preschool programs shall gain parent/guardian authorization for the administration of topical ointments and/or creams provided by parents to children in the preschool programs. The written request shall include the name of the child, name of the ointment/cream/ lotion, signature of the parent, and special instructions for administration. The request must be updated every three months.

#### **POTTY CHAIR PROCEDURES**

The Evergreen preschool programs shall encourage toilet training based on children's readiness and consultation with parents or guardians regarding practices in the children's homes. The program shall ensure that toilet training is not forced. If potty chairs are used, they shall be promptly emptied into the toilet, rinsed, and disinfected after each use.

#### **PROCEDURES FOR NOTIFYING PARENTS IN CASES OF STUDENT INJURY**

It will be the Procedure of Evergreen Local Schools to notify parents in cases of student injury involving medical attention. Parents may be called immediately, per the Emergency Medical Form, if injury warrants such action. A Critical Incident Report will be completed for all situations requiring the child to receive medical attention. A copy will be distributed to the parent, as well as kept on file by the teacher as a log of injury reports.

According to Evergreen Board Policy 5340, the Board believes that school personnel have certain responsibilities in case of accidents which occur in school. Said

responsibilities extend to the administration of first aid by persons trained to do so, summoning of medical assistance, notification of administrative personnel, notification of parents, and the filing of accident reports.

Employees should administer first aid within the limits of their knowledge of recommended practices. All employees should make an effort to increase their understanding of the proper steps to be taken in the event of an accident.

In each building in which a program is operated, there shall be readily available at all times at least one (1) preschool staff member who has completed a course approved by the State Department of Health or the approved "American Red Cross" training program in:

- First Aid
- Communicable Diseases

R.C. 2305.23 (Good Samaritan), 3313.20

### **PROCEDURES FOR SNACK**

The Evergreen preschool program includes snacks as part of the daily routine for students. Parents and the school assist in the provision of snacks. Healthy snack areas are distributed to parents indicating RDA requirements set by the USDA. Menus include sources of Vitamin C daily and Vitamin A 3 times per week. Teachers are required to post snack menus weekly. Alternative snacks are kept on hand by the teachers to supplement or substitute if a child has an allergy.

### **PARENT ACCESS TO PRESCHOOL PROGRAMS**

The Evergreen preschool program allows parents/guardians unlimited access to the classrooms during operational hours. Classroom visitors must follow district policy regarding signing in and out of the facility.

### **PRESCHOOL DIRECTOR**

The Preschool Director shall be on site at the preschool program at least one-half of the program's operating hours.

### **TRANSPORTATION GUIDELINES**

#### **Transportation by Bus**

Evergreen Local School District provides transportation dependent upon district policy. Transportation may or may not be offered by a district to typical peers at the preschool level. The district develops bus routes in August and the district outlines the rules and regulations if a child is eligible for transportation. An adult must be present prior to a preschool-age child boarding the bus as well as when the child is dropped off. Parents/guardians shall assist the driver as necessary by helping the child on/off the bus. If a parent/guardian is not available, another responsible adult will be assigned to meet these requirements.

#### **Parent Transportation**

Upon arrival, there is designated visitor parking in front of the main entrance for parents to park their cars and escort students to the main entrance. Parents must follow the office safety procedures if they wish to walk their child to their classroom. At dismissal,

parents must wait outside in the main entrance breezeway until their child exits the building. Preschool staff will escort children to their parents/guardians.

AM session: Students transported by Evergreen bus transportation for the AM session will be escorted into the building by preschool staff from the north bus parking lot. Upon dismissal, students will be escorted by preschool staff to the bus in the main parking lot/west side of the building.

PM session: Students transported by Evergreen bus transportation for the PM session will enter the building at the west doors/main entrance upon their arrival. Preschool staff will escort the children into the school building. Upon dismissal, students will be escorted to the main bus lot on the north side of the building by preschool staff.

### **SCHOOL HOURS**

The elementary office opens at 7:45 AM and remains open until 3:00 PM Monday-Friday. Students may enter the building at 7:45 AM. Students arriving prior to this time are not supervised and will be required to wait in the main entrance enclosure. A bell sounds at 8:00 AM to mark the official start of the school day.

Students arriving after the 8:00 bell will be marked tardy and will need to obtain a tardy slip before going to class. A dismissal bell sounds at 2:40 PM. Students are not supervised after the dismissal bell unless they are involved in a scheduled after school activity.

### **Preschool AM and PM Days/Hours:**

Evergreen Preschool is in session on Tuesdays, Wednesdays, Thursdays, and Fridays. There is no preschool on Mondays. Evergreen's Preschool has two sessions per day. The AM session time is from 8:00-10:45. Students may arrive as early as 7:45 am. Preschool staff will be waiting in the foyer of the entrance to greet/escort the preschool children. The PM session time is from 12:00-2:40. Preschool staff will meet parents at the main entrance of the school building to greet/escort their child(ren). In the event of a 2-hour, preschool will run according to the following schedule:

2 hour delay  
AM- 9:45-11:45  
PM-12:45-2:40

### **PARENT-TEACHER CONFERENCES**

Parents will have the opportunity to attend at least 2 face-to-face conferences with the preschool teacher and other relevant team members per school year.

### **Parent Participation:**

Parents are encouraged to be active participants in the educational experience of their child. Opportunities to volunteer in the classroom are available and welcomed. These opportunities may include assisting at special events, reading to the children on a

regular basis, sharing a special talent or item, chaperoning field trips, etc...Please contact your child's teacher directly for further information.

### **Attention Parents of Preschool Children**

The preschool program at Evergreen Elementary is licensed by the Ohio Department of Education. Department personnel are available to discuss any concerns or complaints you have as a parent.

If you have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call (614) 466-0224 or toll-free (877) 644-6338. Ask for Preschool Program Licensing.

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call (614) 466-0224 or toll-free (877) 644-6338.

Ask for Barbara Weinberg, Office of Early Learning and School Readiness.

### **Notice of Parent Right to Know Regarding Staff Qualifications**

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of

discipline of certification or degree.

4. Whether your child is provided services by instructional paraprofessionals and, if so, their qualifications.

You may ask for the information by returning this letter to the address listed herein. Or you may fax your request to 419-644-6070, attention Superintendent. Additionally, you may e-mail your request to [esmola@evgvikings.org](mailto:esmola@evgvikings.org). Be sure to include the following information with your request:

Child's Full Name \_\_\_\_\_

Child's Grade \_\_\_\_\_

Parent/guardian full name \_\_\_\_\_

Address \_\_\_\_\_

City, State, ZIP \_\_\_\_\_

Classroom Teacher's name \_\_\_\_\_

Requested Information \_\_\_\_\_

Sincerely,

Eric Smola

Evergreen Local Schools Superintendent

### **Preschool Parent Handbook Signature Page 2022-23**

I have received and read all of the information contained in the Evergreen Preschool Parent Handbook. I understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies therein.

Parent Name (please print): \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_