



Dear Parents,

Welcome to the Summit Educational Service Center, Summit Preschool Program. In order to help our families become more familiar with our program, we have developed this handbook for your reference. We hope you will find this handbook informative and useful.

Throughout the year we will be sending additional information home pertaining to the program and your child. If you have any questions, please contact your child's teacher or the Summit Preschool Office. Your child's growth and welfare, as well as that of your family, are important to us.

Again, welcome to the Summit Preschool program. We look forward to a great year.

Sincerely,

The Summit Preschool Staff

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2466-Early Childhood Programs

The Governing Board recognizes the significant impact that early childhood education has on the growth and development of children and the extent to which it can prepare children for a lifetime of learning.

The Board will seek to establish programs for young children ages three (3) to five (5) with and without disabilities in order to enhance their educational opportunities. All children who reside in designated consortium districts within the County of Summit and who have attained their third birthday. Or are of compulsory school age, may be eligible to attend.

The Superintendent is to establish classrooms for children based on the need of each individual district. The Summit Preschool provides a continuum of classroom based settings that include ratios of 8:4 (eight special education eligible and four typical peers, 6:6 (six special education eligible and six typical peers) 8:8(eight special education eligible and eight typical peers and early childhood environments. In addition, the Summit provides itinerant services to children in the community based programs and in the home. Currently, the Summit Preschool also has two specialized classrooms TALK is for children with hearing impairments and First Start for children with more intensive needs.

All children entering the program shall be initially screened with a developmentally appropriate tool focusing on the areas of: communication, pre-academics, social/emotional behavior, fine and gross motor skills, and adaptive skills. If there is a concern in one of the above listed areas, further assessments and interventions may be initiated. Consideration on enrollment for typically developing students will be based on financial status, appropriate peer model behaviors and space availability.

Children placed in the program under “preschooler with a disability” shall attend tuition free. District of residence shall incur the cost of programming and responsibility of transportation for the child. Typically developing students will attend on a tuition based program. Sliding fee schedules will be established yearly based on the Federal Poverty Guidelines from the Department of Health and Human Services.

The Summit Preschool Program is licensed by the State of Ohio. State inspection reports of Summit Preschool are available for viewing through the supervisor or designee. Complaints regarding the Summit Preschool should be referred to the Summit Preschool Coordinator at 330-945-5600.

SUMMIT PRESCHOOL

420 Washington Avenue
Cuyahoga Falls, OH 44221
Office: 330-945-5600 Fax: 330-945-6222

Student Service Director: Kristin Fazio (ext. 513939) Kristinf@summitesc.org
Preschool Coordinator – Kimberly Meeker (ext. 511244) Kimm@summitesc.org
Preschool Coordinator- Kristen Nowak (ext.511282) Kristenn@summitesc.org
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Preschool Nurse – Kathleen Colesi (ext. 511192) SchoolN@summitesc.org

<p style="text-align: center;"><u>COPLEY-FAIRLAWN</u></p> <p>Herberich Elementary 2645 Smith Road Akron, OH 44333 330-664-4991</p> <p>AM Session :8:55-11:30 PM Session : 12:55-3:35</p>	<p style="text-align: center;"><u>MOGADORE</u></p> <p>O. H. Somers Elementary 3600 Herbert St. Mogadore, OH 44260 330-628-9947</p> <p>AM Session :8:55-11:30 PM Session : 12:55-3:35</p>
<p style="text-align: center;"><u>COVENTRY</u></p> <p>Coventry Elementary School 3089 Manchester Rd. Akron, OH 44319 330-644-3004</p> <p>AM Session: 8:30-11:45 PM Session : 12:15-3:30</p>	<p style="text-align: center;"><u>NORDONIA HILLS</u></p> <p>Ledgeview Elementary 9130 Shepard Rd. Macedonia, Oh 44056 330-467-0583</p> <p>AM Session :9:00-11:45 PM Session : 12:45-3:30 Peers-3:15</p>
<p style="text-align: center;"><u>CUYAHOGA FALLS</u></p> <p>Newberry Elementary 2800 13th Street Cuyahoga Falls, OH 44223 330-945-5600</p> <p>First Start 8:45am-2:15pm AM Session : 8:35-11:45 PM session : 12:15-3:25</p>	<p style="text-align: center;"><u>TALLMADGE</u></p> <p>David Bacon Elementary 181Strecker Road Tallmadge, OH 44278 330-945-5600</p> <p>AM Session :8:35-11:40 PM Session : 12:15-3:25</p>
<p style="text-align: center;"><u>FIELD</u></p> <p>Brimfield Elementary 2900 St Rt 43 Mogadore, Oh. 44260 330-673-2659</p> <p>Mon/Wed 9:00am-3:00pm Tues/Thurs 9:00am-3:00pm</p>	<p style="text-align: center;"><u>WOODRIDGE</u></p> <p>Woodridge Elementary 4351 Quick Rd. Peninsula, OH 44264 330-928-1223</p> <p>AM Session : 8:35-11:45 PM session : 12:15-3:25</p>
<p style="text-align: center;"><u>MANCHESTER</u></p> <p>Manchester Christian Church 930 W Nimisila Rd Akron, OH 44319 330-945-5600</p> <p>AM Session 9:00-11:45 PM Session 12:30-3:10</p>	<p style="text-align: center;"><u>HONEY LOCUST</u></p> <p>3299 Prange Dr. Cuyahoga Falls, OH 44223 330-475-0650</p> <p>AM Session : 8:45-11:45 PM session : 12:15-3:25</p>

REQUIRED REGISTRATION MATERIALS

Prior to attending the Summit Preschool Program, each child must have a copy of the following materials on file with the Summit Preschool office:

1. Birth Certificate (copy)
2. Social Security Card (copy)
3. Income Verification Form
4. Medical Statement and Dental Statement signed and dated by physician each year
5. Emergency Information Form
6. Emergency Transportation/Treatment Authorization
7. Photo Release/Roster Permission Form

Program entry may be delayed or modified until ALL of these forms are received.

*** PLEASE NOTE: Residents of Copley-Fairlawn, Tallmadge and Woodridge must also register with their school district's board of education office.**

IMMUNIZATIONS **(section 3313.67 of Ohio Revised Code)**

According to Ohio Summit Preschool regulations, each child enrolled in the Summit Preschool program must have a complete medical and dental exam form signed and dated by the physician each year before entering the program.

If you do not have a regular doctor or dentist you may receive assistance through the Summit County Health Department. Please call our office to discuss your needs and/or schedule an appointment.

Required immunizations for preschooler are four DPT, three Polio, one Measles, Mumps and Rubella, HIB, Hepatitis B vaccine, Hepatitis A, Pneumococcal and Influenza. Varicella vaccine is recommended for children of any age that have not had the chicken pox illness.

A pupil (or student/child) who presents a written statement of the pupil's parent or guardian in which the parent or guardian declines to have the pupil immunized for reasons of conscience, including religious convictions, is not required to be immunized (Ohio revised Code 3313.671).

MEDICATION **(section 3313.67 of Ohio Revised Code)**

According to state law, no medication, vitamin or special diet is administered unless instructions to administer are written, signed and dated by a licensed physician. A prescription label with name, current date (within three months), dosage, number of daily dosages and route of administration must be provided.

In addition, the parent must complete a form which grants the school permission to administer the medication. Notification of medication changes and/or dosages is required to ensure proper administration from the staff. Staff is trained on an as needed basis for items such as epi-pen or insulin that may need to be administered in an emergency situation during the school day. All medications must be hand delivered to the teacher in the original packaging with students name on it.

Healthchek Services for Children Younger than Age 21

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

- Read the Healthchek and Pregnancy Related Services Information Sheet: English (Instructions), en Español or Somali.
- Read about Frequently Asked Questions

If you still have questions about Healthchek, send us a note through the Healthchek Questions form.

Early Learning and School Readiness



Written Information to Families and Employees

Effective immediately, your program must provide families with information about Early and Periodic Screening, Diagnostic and Treatment. While children enrolled in Medicaid are required to participate in this program, you must provide information to all families. Here is [more information](#). Licensing specialists will be looking for evidence that your program provided this information to parents in handbooks.

CLASS ROSTER

Class rosters are available upon request from your child's teacher. Only those parents/guardians who have submitted written consent to share their child's contact information will be made available. Student rosters will also be posted in the classroom with only first name and last initial being displayed.

ATTENDANCE

Regular Summit Preschool attendance is encouraged. If your child is ill, has an appointment, or will not be coming to school for any reason, please call your school location. Each classroom location has a phone and answering machine. **Please call the location leaving your child's name, teacher's name, and reason for absence.**

There is NO SCHOOL on Fridays! The teachers use Fridays as planning and professional development day.

SCHOOL CLOSINGS FOR INCLEMENT WEATHER

School closings depend on the location of your child's classroom. If the district where your classroom is located is closed, there will be no Summit Preschool that day. For children who ride the bus, please remember that the bus will not run if your local school system is closed.

If there is a two-hour delay, closure of the site varies per district. Please refer to your district's policy.

The following radio stations carry school cancellations and delays between 5:30 a.m. and 7:00 a.m. for your information:

WAKR 1590 AM WKDD 98.1 FM WGAR 99.5 FM
WJW TV8 WKYC TV3 WEWS TV5

A calendar of holiday closings for the Summit Preschool is included in your Parent Packet. There are times throughout the year that our school calendar may change. You will be notified in letter form of any changes made to the calendar.

School closings are also posted on the individual school district websites.

SUMMIT PRESCHOOL 2-Hour Delay Policy

School District	AM SESSION	PM SESSION
Copley-Fairlawn	CANCELLED	IN SESSION
Coventry	CANCELLED	CANCELLED
Cuyahoga Falls	CANCELLED	IN SESSION
Field	11:00am Arrival	IN SESSION
Manchester	CANCELLED	IN SESSION
Mogadore	CANCELLED	IN SESSION
Nordonia Hills	CANCELLED	IN SESSION
Tallmadge	CANCELLED	IN SESSION
Woodridge	CANCELLED	IN SESSION

PARENT INVOLVEMENT

Our program believes that parents are the first and most important teachers of their children. Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher or any staff member involved with your child's program to share your concern.

According to The Ohio Revised Code 3301-37-07 (E):

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.

Opportunities for classroom involvement include:

- Attendance at home visits
- Communication with the teachers via notebooks, notes, personal contact
- Assisting with special events, parties, or parent activities
- Participating in field trips
- Attending parent/teacher conferences/IEP meetings
- Sharing special skills with us based on classroom activities.
- Participating in volunteer opportunities in the program (reading in classrooms,
- Assisting the teacher with special projects, etc.)

If parents would like to schedule an observation during school hours, arrangements need to be made prior to the visit to ensure that conflicts in activities do not arrive and to ensure the safety of the students. Please contact your child's teacher directly to schedule a visit.

FAMILY FUN DAY / CELEBRATIONS / FIELD TRIPS

Family Fun Day's are days for parents to participate in the education of their children. The first Family Fun day is the parent-child-staff open house at the beginning of the year. Your classroom staff will apprise you of other family-child together days. Classroom staff or parents may decide to celebrate a special occasion such as a birthday, seasonal celebration, etc. You will be notified by your child's teacher regarding dates and times. If you would like to schedule a celebration, please contact your child's teacher and program coordinator with details. Opportunities for family-day field trips will be shared with you throughout the school year. Field trips are optional, however, if your family will be participating, **parents are required to attend** and your children are under your supervision.

For those who would like to volunteer in our classrooms on a regular basis (more than twice a month) will be required to complete a background check of FBI and BCI.

TRANSPORTATION

Please refer to the registration packet to see if your child is eligible for transportation from your school district.

For children who are brought to school by their parents, parents are responsible for the safety of their child, both going to and from the school program. Children may not arrive prior to the start of school and must be picked up **immediately** after school. Check with your child's teacher for exact arrival and dismissal times. Chronic late pick-ups without notification to the teacher from dismissal will result in the child's removal from the program.

Transportation will be provided by your local school district for children with disabilities. The safety of all children on the bus is very important. Every precaution must be taken to see that the children arrive at their destination safely. All transportation questions should be directed to the district transportation director responsible for transporting children at your SUMMIT PRESCHOOL site.

Typical peers attending the program need to provide their own transportation. Children transported by their parents are to be brought to the classroom by the parent or designated adult and picked-up by the same. The teacher must receive advance notice if someone other than the parent or designated adult is to pick-up the child; otherwise, the child will not be released. Please be sure that the alternate person brings a valid form of identification for verification.

Alternate Transportation Route: Parents need to check with their transportation director regarding a change in pick-up or drop off locations for the child. Alternate transportation will not begin until approved by the transportation director in your school system.

Please also get the name of the bus driver and how you may contact him or her, as well as, the number of the bus garage. If your child will not be at school for any reason, please notify the bus driver to avoid an unnecessary trip by the bus.

Please share any important information about your child with the bus driver. This information may include seizures or other illness, use of a hearing aid or orthopedic device, etc.

Boarding the Bus: Parents must meet the bus with their child and assure that the child is safely on the bus. The driver cannot leave the vehicle for any reason.

Getting Off the Bus: Parents must signal to the driver that they are present in the home before the child gets off the bus. The bus driver cannot release a SUMMIT PRESCHOOL child from the bus without assurance that the parent is home and waiting for the child.

Rule of Thumb: *The parent needs to be at home at least ½ hour before the designated drop-off time of the child.* If someone else such as a grandparent or other relative is taking the child off the bus, then the bus driver and teacher need a note from the parents indicating this change.

Bus Safety for Children:

Parents should remind their children to ride safely on the bus by:

- Sitting in their seats
- Listening to bus driver and monitor
- Keeping their hands and feet to themselves
- Using quiet voices

DISTRICT TRANSPORTATION COORDINATORS

DISTRICT	Contact Person	PHONE NUMBER
Copley-Fairlawn	Mary Sharnsky	330-664-4820
Coventry	Kelly Smith	330-644-2371
Cuyahoga Falls	Margie Johnson Robin Thomas	330-920-3610 Ext. 502882
Field	Jason Vancura Debbi Lipford	330-673-2659 x 5001 330-673-0618
Manchester	Darla Hooper	330-882-3184 330-882-4157
Mogadore	Kristen Chew	330-628-6656
Nordonia Hills	Matt Gaugler	330-468-4710
Tallmadge	Jenn Kirk	330-633-2215
Woodridge	Terry Heard	330-928-6312 EXT:591206

EMERGENCIES OR ACCIDENTS AT SCHOOL

(O.R.C.3313.712)

If your child becomes ill or involved in an accident at school, making it necessary for the child to go home, the parent/guardian will be contacted. If you cannot be reached, teachers will call the emergency contact people listed on the Emergency Authorization form to contact someone to care for your child. Please make sure the people listed on the Emergency Authorization form are also listed on the Emergency Transportation form under authorized people to pick up your child.

Emergency contact numbers are very important as these individuals may be asked to take responsibility of your child in a crisis. Please make sure these people are willing to take this responsibility and have transportation to take the child home, if needed. Please keep this contact sheet updated at all times as we need to have ready access to someone in case of an emergency.

If you move during the year, it is important to send your new address immediately to your child's teacher. This also applies to a change of telephone numbers and change of parents' names and emergency numbers. Please let us know where you can be reached at all times your child is in school. If you go out of town, please notify the school. Your babysitter's name should be given, as well as anyone who should be called in case of an emergency.

Medical Emergencies

Each parent must complete an Emergency Medical Authorization form which designates the person, doctor and a hospital to be called in the event of an emergency if the parent cannot be reached. Note: Persons picking up your child may be asked to show identification if they are not recognized by the classroom staff. The form enables you to authorize or refuse emergency treatment for your child if they become ill or injured at school. A copy of the Emergency Medical Authorization form is located in the school's classroom and on the school bus. A copy goes with the student on field trips or any activity away from school.

Parents will be contacted in the event of an emergency.

Allergies

Parents need to notify the classroom teacher and school nurse of any physical contact or food allergies. If your child has food restrictions, we ask that you send in their own personal snack.

Accidents

It is school policy to notify parents if their child receives even a minor bump or mark. In the event of an accident, the parent is contacted and an incident form is completed. All necessary forms for handling medical emergencies must be on file. Let us know if your child has sustained an injury outside of school.



School Nurse's Notes

When should your child stay home from school?

A Simple Guide...

Children should be kept home if they have diarrhea, severe coughs, severe colds, or undetermined rashes. Children should not come to school with temperatures 100 degrees or above. The temperature should stay below 100 degrees for 24 hours before returning to school. Consultation with your family doctor is essential if there are any questions.

Keep your Child at Home if they have the following contagious diseases:

Your child can return to school:

Chicken Pox	When all chicken pox are scabbed over. Usually 7 days.
Conjunctivitis (pink eye) (bacterial/viral)	When symptoms are clear or 24 hours after treatment with antibiotics.
Fifth Disease	After diagnosis by physician unless child has fever. No treatment necessary.
Head Lice	After medicated shampoo (i.e., Nix, Rid, A200, etc.) and all nits are removed.
Impetigo	24 hours after treatment has begun; draining sores must be covered.
Pinworms	After treatment by physician.
Ringworm	24 hours after treatment by physician, exclude from contact sports until sores are gone.
Scabies	After treatment with prescription medication.
Streptococcal sore throat (strep throat)	24 hours after treatment with prescription medication has begun, and fever has subsided.

BE ALERT FOR SYMPTOMS IN OTHER FAMILY MEMBERS!

IF YOUR CHILD HAS MEASLES, MUMPS, RUBELLA, OR HEPATITIS CALL THE SCHOOL NURSE FOR SPECIFIC ADVICE.

Call your school nurse if you have questions or concerns about your child's health or safety.

MANAGEMENT OF COMMUNICABLE DISEASE

The Summit Preschool staff is trained in communicable disease, first aid, CPR and the use of AEDS. In the case of an emergency staff will contact both 911 and the parent.

1. In each classroom, communicable disease, handwashing, first aid and emergency numbers are posted in a conspicuous location.
2. If your child becomes ill at school you will be notified by the teacher or school nurse to inform you of your child's condition.
3. If you child becomes exposed to a confirmed communicable disease such as pink eye, chicken pox, ring worm, or lice parents will be notified by the teacher or school nurse. Additional information may be sent to your home in your child's backpack.
4. Children that are displaying mild symptoms of being ill, parents may be notified of their condition, due to the nature of the SUMMIT PRESCHOOL program students may have compromised immune systems. The SUMMIT PRESCHOOL asks that consideration is taken when sending your child to school with mild symptoms.
5. Akron Children's Hospital provides a "Sick Child Care Center" that families may utilize. Reservations may be made @ 330-543-4000 24 hours a day.
6. At times the SUMMIT PRESCHOOL will follow your child's school policy in regards to communicable disease protocols.

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

- 1) 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.
- 2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian. These are also symptoms that your child may be ill. We ask that your best judgement is used in whether you should send your child to school or not.
 - a) Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
 - b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - c) Difficult or rapid breathing;
 - d) Yellowish skin or eyes;
 - e) Conjunctivitis;
 - f) Temperature of one hundred (100) degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - g) Untreated infected skin patch(es);

- h) Unusually dark urine and/or grey or white stool;
 - i) Stiff neck;
 - j) Evidence of lice, scabies or other parasitic infestation
- 3) A child with any of the following signs or symptoms of illness shall be immediately isolated 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/guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:
- a) Unusual spots or rashes;
 - b) Sore throat or difficulty in swallowing;
 - c) Elevated temperature;
 - d) Vomiting.
- 4) Summit Preschool shall follow the Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses. These are posted in each classroom.
- 5) If your child is suspected to have a communicable disease the following procedures will occur :
- a) Your child will be cared for in a room or portion of a room not being used in the Summit Preschool program;
 - b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - d) Observed carefully for worsening condition; and
 - e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

*Please note: The child will not be readmitted to school until the observed symptoms have not been present for 24 hours. (i.e.: fever/ vomiting)

In the instances of lice or bed bugs, students will not be readmitted until a check has been completed by the school nurse and appropriate procedures have been completed in the home.

Preventing Illness - Steps you can take before your child enters school to prevent

illness and make life easier when illness occurs.

Share important information with the school.....

1. Complete the medical emergency form which is required by the state.
This form asks for the following phone numbers:
 - Where child's parent(s) can be reached during the day;
 - Your family physician and hospital of your choice;
 - Two people to contact in an emergency in case you cannot be reached.
(This could be the person you have selected as alternative caregiver—
A relative, neighbor, friend or other dependable adult)
2. Provide the school with any special information it should have about your child's medical history. For example:
 - Has your child had any serious illnesses?
 - Is your child taking any medications?
 - Does your child have allergies that you know of?
 - Any current medical condition or health concern?
3. Call to update when there are changes in:
 - Emergency numbers (i.e., home, work, alternative caregiver)
 - Health status (i.e., medical condition-asthma)
 - Medication (i.e., dose changes)

MAKE PROVISIONS FOR ALTERNATIVE CARE WHEN YOUR CHILD IS SICK....

1. Inform your teacher if your child is **exposed** to a contagious disease
2. Keep your child at home if he develops **symptoms** of disease that may endanger the health of the other children.
3. School clinic facilities do not have accommodations to keep ill children for long periods of time. Sick children must be picked up by parents or alternative caregivers.

PREVENTION IS THE BEST MEDICINE: ENCOURAGE.....

1. Hand Washing – one of the best ways to prevent communicable disease:
 - Before eating or drinking
 - After using the toilet
2. Cover coughs and sneezes
3. Eat a balanced diet
4. Sleep at least ten hours each night

IF YOU SUSPECT YOUR CHILD IS ILL, KEEP HIM/HER HOME.....

It sounds simple, but teachers are often faced with students who are too sick to learn and they in turn affect the well-being of the entire classroom.

Schools/nm/NN46:CG
Revised 2/24/98

What Should My Child Wear to School?

Since your child may be involved in “messy” activities such as painting and sand & water play, it is suggested that you dress your child in casual clothes for these activities at school. The children in the Summit Preschool Program also have an outside playtime when weather permits. Please dress your child appropriately for outside play (including sweaters, jackets, hats, gloves, and boots). Please mark your child’s name in all outside clothing.

Please send a complete change of clothes in the event that your child’s clothes become wet or soiled. Also, each child should have a school bag, marked with their name and address, making it easier for them to carry things to and from home and school.

Will My Child Eat at School?

All Summit Preschool children will be offered a nutritional snack during their Summit Preschool session and children may be at times directly involved in the preparation of their snacks. Snacks are selected in consideration of the child’s nutritional needs and dental health. Please let us know in writing if your child has any specific dietary needs such as diabetes or allergies or medical concerns. Children who may have multiple or extreme food allergies may need to provide their own snack. Please make sure that your child has eaten breakfast or lunch prior to coming to school. The intention of the snack is **not** a replacement for breakfast or lunch.

How Do I Communicate with the Teacher?

The Summit Preschool staff wants to have regular and ongoing communication with parents. Staff will send home newsletters regarding classroom activities. Please also share home information with the teachers by sending notes with the children. Parents are welcome at all times, however, if you would like a conference please contact your child’s teacher before or after school. Some children may have a communication notebook in which parents and staff write progress notes. You may request such a notebook for your child. You may also request communication via email through your classroom’s lead teacher.

How Will I Know How My Child is Progressing?

Parents will receive four progress reports during the year (November, January, March/April, June) for students with special needs. Typically developing peers will receive progress reports a minimum of two times a year. Staff may update you through notebooks, home visits, telephone calls, and conferences. In the fall and spring, parent teacher conferences are held. We encourage parents to attend this opportunity.

How Do We Manage the Behavior of our Children in the Classroom?

The Summit Preschool makes every effort to help children manage their own behavior in a positive way. Children shall be provided many opportunities to develop social skills such as cooperating, helping, negotiating, and talking with to solve interpersonal problems. Teachers shall facilitate the development of these positive social skills at all times.

Behavior Management Discipline

3301-37-10

- A. A Summit Preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The ESC will utilize constructive developmentally appropriate child guidance and management techniques to be used at all times, it will 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, 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, 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 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 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 Summit Preschool staff member in a safe, lighted and well-ventilated space.
 - 10. The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Summit Preschool program.
 - 11. Preschool staff members are mandatory reporters if there is suspicion of abuse or neglect.
 - 12. All Preschool staff have been trained in positive behavior intervention supports crisis prevention.

BEHAVIOR MANAGEMENT STRATEGIES

Summit Preschool utilizes several strategies to assist individuals and groups of children on how to communicate and interact appropriately with peers and adults. Methods of discipline at the Summit Preschool shall be restricted as outlined in the (*Ohio Department of Education Summit Preschool Licensing Rules 3301-37-10*).

Strategy Examples:

Strategies to use to prevent a problem situation

- Pre-teaching expected behaviors and routines clearly, and practicing consistently
- Setting up the learning environment to promote smooth transitions
- Verbal and nonverbal cueing

Strategies to use when a problem situation occurs

- Cueing and direction
- Temporary distraction from the problem situation to refocus on the child's attention
- Calming techniques, such as speaking softly to the child
- Separation from the problem situation, as appropriate to the child, in a "safe space"
- Protecting children from harm to themselves or others
- Discussing the problem situation with the child or children involved, to help them generate possible solutions and carry them out

Strategies to use after a problem situation has occurred

- Praise and recognition for appropriate behavior and problem-solving
- Reinforcing skills acquired during the problem-solving for future use
- Redirection to the previous activity or to another activity

PROGRESS MONITORING TOOLS & REQUIREMENTS

ELA

(Early Learning Assessment)

The Early Learning Assessment is being implemented as a joint project between ODE and ODJFS. This assessment will provide information about children to teachers in determining their readiness for Kindergarten. The assessment focuses on the following areas:

- Social Foundations (including social & emotional development & approaches toward learning)
- Mathematics
- Science
- Language & Literacy
- Physical Well Being & Motor Development
- Fine Arts

It will be administered twice a year (fall and spring) for all students

ECO Summary Form

(Early Childhood Outcomes)

Child Outcomes are to be measured as required by Office of Special Education Programs (OSEP). Child Outcomes are defined as positive social-emotional skills, acquisition and knowledge of skills, and use of appropriate behaviors to meet their needs. This summary of development is compiled twice a year in the fall and spring. This progress monitoring summary is completed by your child's educational team, which includes parents, teacher, and related service providers (occupational, physical, and speech-language) if applicable. Data collected from the classroom (such as GGG, ASQ: SE, and AEPS) are used to complete this summary of your child's overall development in a variety of settings (home, school, child care, school programs, and in the community). This summary is completed for students with special needs.

ASQ-3

Ages and stages questionnaire

ODE preschool licensing laws require annual developmental screening. The Summit Preschool utilizes the ages and stages questionnaire – third edition (ASQ-3) forma standardized assessments, to evaluate all developmental domains. This survey is completed by parents/guardians for all children in the program. If you have questions or concerns while completing the assessment please contact your child's teacher.

Peer Round-Up

In order to attend as a peer model in the Summit Preschool Program, all typical peers are required to attend round-up. At round-up, children will participate in an informal screening and observation of all developmental domains, as well as vision and hearing screenings. Acceptance and placement in to specific classrooms are contingent upon successful competition of round-up activities.

Early childhood Eligibility Screening Tool (ECE Tool)

Funding requirements mandate that each child annually complete the ECE screening tool. Please refer to your registration packet to complete this item.

EARLY LEARNING CONTENT STANDARDS & SUMMIT PRESCHOOL CURRICULUM

The Ohio Department of Education has established statewide early learning content standards in the areas of language & literacy, mathematics, social studies, science and social and emotional development, physical well-being and motor development and approaches to learning. These researched based concepts and skills are aligned to the K-12 indicators, benchmarks and standards. The early learning standards provide a guidance tool for teachers and parents in preparing the child for kindergarten readiness.

In alignment with the early learning content standards, Summit Preschool has adopted the *Assessment Evaluation and Programming Systems (AEPS)* for the classrooms. The AEPS Curriculum emphasizes the “use of routine and planned activities” to work on selected goals and objectives integrating them into the child’s daily activities and life experiences. We will be supplementing curricula which will include resources focusing on the areas of math, science, and literacy, as well as giving the children the opportunity to engage in enriched play experiences that emphasize foreign language, music, technology and scheduled time for gross motor and art and craft activities.

Additional information and opportunities to learn more about how parents can reinforce skills learned at school will be provided throughout the year by Summit Preschool personnel.

Please print and sign the next page and return to your child’s teacher within first few days of your child starting with the program. Thank you –

_____,

Parent / Guardian

Have read the parent handbook and I am aware of the pick-up time for my child.

My child _____

Childs Name

Attends _____

School

Class with _____

AM

PM

Teacher

Field Student's ONLY Pick up is at 3:00pm

Mon/ Wed

Tues/Thurs

District	AM PICK UP	PM PICK UP
Copley	11:35	3:35
Coventry	11:45	3:30
Cuyahoga Falls	11:35	3:15
First Start	8:45	2:15
Manchester	11:40	3:10
Mogadore	11:25	3:10
Nordonia Hills	11:45	3:15
Tallmadge	11:45	3:25
Woodridge	11:45	3:00
Honey Locust	11:45	3:00