



**EARLY CHILDHOOD EDUCATION  
PRESCHOOL HANDBOOK  
2018 – 2019**



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## **MEDINA COUNTY CAREER CENTER PHILOSOPHY**

*The Medina County Career Center: A learning community where students focus on advanced career technical training and academic excellence for life-long success.*

### **EARLY CHILDHOOD EDUCATION PRESCHOOL 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 that 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 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 the 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 ages three to 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 and 4-year-olds and 11:15 a.m. to 2:30 p.m. for 4 and 5-year-olds. The Medina County Career Center is licensed by the Ohio Department of Education. The license is posted in the ECE 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:

<u>Staff/Child Ratios</u> (Ohio Department of Education)		<u>Small Group Sizes</u>
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 morning class. Children 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 afternoon class. The Children attend Monday, Tuesday, Wednesday, and Thursday from 11:15 a.m. to 2:30 p.m.
- D. Children currently enrolled in the morning program will have first consideration for the following year afternoon program. Applications are sent home with the current children on his/her regular school day during the month of February.
- E. After 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 morning waiting list at the end of the year will be considered for enrollment the following year in the afternoon 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 morning class is accepted, a time will be assigned for the parents and their child to visit the Center and pick up all necessary forms.
  - II. If your child is enrolled in the afternoon 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

## 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.

The weekly theme is reinforced with bulletin boards and activities coordinated to express the 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 morning 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, Fine motor) |
| 9:30 - 9:35 | Circle (Calendar, Weather/Temperature, Pledge of Allegiance)                  |

9:35 - 9:50	Art
9:50 - 10:05	Music/Movement
10:05 - 10:20	Stories
10:20 - 10:40	Kid's Korner (One-on-One with High School Student Teacher)
10:40 - 11:10	Indoor/Outdoor Play/Show and Tell
11:10 - 11:30	Dismissal of morning/Arrival of afternoon

The afternoon schedule consists of the following:

11:15 - 11:30	Freeplay
11:30 - 12:00	Lunch
12:00 - 12:05	Circle <i>Calendar, Weather/Temperature, Pledge of Allegiance</i>
12:05 - 12:25	Music
12:25 - 12:40	Art
12:40 - 1:20	Centers (Stories/Computer and Restroom Break, tooth brushing, sensory, fine motor)
1:20 - 1:40	Indoor/Outdoor Play
1:40 - 2:10	Kindergarten Readiness (One on One with High School Teacher)
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	Freeplay/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 conference. 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.
- F. Parents are required to sign and submit to teacher a Public School Record Release. This document will be kept in the child's file and gives permission to MCCC to release child's file to the home school district.

### **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. ***Your child may not begin school until an updated medical statement is received.***
- B. The following time schedule must be adhered to when completing your child's immunizations.

<u>Type</u>	<u>Immunization Dosage</u>
Diphtheria/Tetanus/ Pertussis	DTaP/DTP/DT/Td - 4 doses or any combination
Polio	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 <sup>st</sup> 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.
- G. Any family who does not have a medical professional for their child will be referred to the Medina County Health Department for a well-child assessment and to have immunizations updated.

### **CHILD'S COMFORT**

- A. Children should be dressed suitable for play and for the weather. Since outdoor play will be enjoyed most days, 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 the 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, for 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 to notify of absence or tardiness, preschool child may be removed from enrollment.

## **CALENDAR AND HOURS**

The preschool calendar follows that of the Medina County Career Center. On occasion, the preschool may be closed for special field trips for the high school student teachers.

In general, when three or more of the home schools are closed due to inclement weather, 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; you may also check our website for school closings, [www.mcjvs.org](http://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 and proper table manners. 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 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 Child Protective Services 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:

- The classroom doors will be locked.
- The children will play freely and participate in the normal classroom schedule.
- Parents may pick up their child upon the approval of an administrator.
- 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.
- The child will be released only to an authorized person (listed on the child's release form).
- The child will be released through the far doors west of the preschool area or through the playground door depending on the weather.
- 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.
- 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 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. - 8:30 a.m., from 11:00 - 11:30 a.m., and then again 2:00 p.m.- 2:30 p.m. When the doors are locked, please use the main entrance to enter the building.
- C. When visiting the preschool, all parents/visitors must sign in in the preschool area.

## **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.

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 preschool 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 of a child 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 a referral program; the results will be available to you as a parent.
- C. Dental exams are required annually.

## TRANSITION POLICIES

- A. Parents are invited to attend an orientation with their children prior to the school year beginning. Parents will be notified of activities, expectations and work with teacher to develop goals for their child.
- B. Parents are invited to attend an informational meeting with area kindergarten teachers, mid-year to learn what to expect for their child in kindergarten.
- C. Parents are invited to attend an end-of-year celebration with their children, to signify the transition out of the program.
- D. Parents are invited to attend monthly workshops with teacher, to engage in activities of how to bring learning home.

## ASSISTING STAFF

- A. The preschool is assisted 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 Ohio Department of Education revised rules, the teachers are required to take 20 ODE approved professional development hours each year.

## STAFF QUALIFICATIONS

**Carla Keller ECE 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. She earned her Master's Degree in Early Childhood Education from Northcentral 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 and a Professional Development Specialist through the Council for Professional Recognition.

**Janice Curtin, ECE Teacher** for High School ECE students. She earned her B.S. degree in early childhood education (grades pre-K through 3 grades) from Ashland University. She earned her Career Technical license from the Kent State University. Janice is a Professional Development Specialist through the Council for Professional Recognition.

**Kathy Macklin**, morning ECE Preschool Aide, earned her Child Development Associate Credential from the Ohio Department of Education.

**Vickie Columbus**, afternoon ECE Preschool Aide, earned her Child Development Associate Credential from the Ohio Department of Education

## **PRESCHOOL TUITION PROCEDURES**

After acceptance into the Medina County Career Center programs, families will receive a contract with payment amount and payment schedule.

1. Parent/guardian mails payments to: Medina County Career Center, Adult Education Office, 1101 W. Liberty St., Medina, Ohio 44256.
2. Early Childhood Education Preschool staff or the Preschool Coordinator will NOT accept tuition payments.
3. The Adult Education Office will process payments; if at any time there is a question about an account, ALL inquiries should be directed to the ECE Preschool Coordinator.
4. In the event of an emergency, a "Request for Late Payment" form may be submitted on a basis for unusual circumstances of temporary financial hardship. Subject to approval by the Director of Adult Education.
5. If parents/guardians wish to make a late payment on the first of the month so their child can attend classes, they must deliver it to the Adult Education Office in person. The Adult Education Office will accept payment and notify the Preschool by phone so that the child will be allowed to attend classes. A receipt should also be presented to the Lead Teacher.
6. If timely payment is not made, children may not attend classes until the account is current. If such a situation should occur, the ECE Preschool Coordinator will phone the parent/guardian and update the teachers.
7. The ECE Preschool Coordinator will authorize "Hold-Out Status" letters to be mailed to families whose accounts are not current.
8. If a child is on "Hold-Out Status" or until the slot is filled, the ECE Preschool Coordinator will send a drop letter and the child will be withdrawn from the program.
9. On the last day of each month, the ECE Preschool Coordinator will notify the Adult Education Director indicating accounts that are still delinquent.
10. The ECE Lead Teacher of the program will be notified of the drop.
11. If the parent/guardian wish to re-enroll the child, the parent/guardian must make up any payments, complete a new application and be placed on the end of the Wait List.
12. NO child with any outstanding fees as of the last day of ECE Preschool may return the following year. The next person will fill the slot on the wait list.
13. Any High School student or Adult Education student using the Early Childhood Education Preschool program must keep his/her fees current. If there are delinquent fees, the

student may not be able to receive grades, certificates, or Passport from the Medina County Career Center.

## **EARLY CHILDHOOD EDUCATION PRESCHOOL TUITION PROCEDURE**

### **Purpose**

To inform staff and parents/guardians of preschool children of the tuition procedure.

### **Scope**

All Medina County Career Center staff and ECE Preschool parents/guardians.

### **Procedure**

- A. The Medina County Career Center Early Childhood Education Preschool Program has a Sliding Scale of Fees for the four-year old children; fees are determined by family income. The Ohio Department of Education establishes this scale by the guidelines given to them from the Federal government.

The ECE Preschool tuition for students that are four-years old on or before October 1 are charged on a Sliding Scale of Fees (see following pages). The tuition rate charged is dependent on confidential information obtained from W-2, paycheck, etc.

- B. A one-time registration fee of \$25.00 per child will be charged for first year enrollees for non-income eligible (Category VII) families. You will be billed once eligibility is determined. This fee will be due within two weeks of notification of acceptance into the program. If not received within this time, the child will lose his/her position in the program.
- C. The Preschool program must operate four days a week regardless of the child's absence or presence. Therefore, no adjustments in cost of services can be made for the absence of children. Classes are not held and no charges are incurred during school vacations. The exception to the calamity days called by the Superintendent is not to exceed five days.

### **Fee Scale**

The families with children who are four-years old will follow income eligible guidelines (*Sliding Scale of Fees, attached*).

- A. Method of Payment
  - 1. Early Childhood Education Preschool program fees are averaged over a nine-month period and are paid in advance on a monthly basis. In order to insure proper credit to the parent/guardian accounts, checks are made out to the Medina County Career Center and the enrolled child's name should be indicated on the memo portion of the check.

Payments can be mailed to:

MCCC Adult Education Office  
1101 W. Liberty Street ♦ Medina, Ohio 44256

2. Tuition payments must be mailed or presented at Medina County Career Center Adult Education Office in person. Payments cannot be made to teachers or staff in the Early Childhood Education Preschool at any time.

B. Discount

1. For families:
  - There is a **5% discount** per semester if the tuition is paid by **September 15** (1<sup>st</sup> semester) and **January 15** (2<sup>nd</sup> semester).
  - There is **10% discount** if a family wishes to prepay for the entire year by **September 15**.
  - There is a sibling discount; the first child enrolled will pay full tuition and subsequent children will have a **10% discount** on tuition.
  - *Anyone accepted after August 15 must have the payments in within 30 days of the date of acceptance to receive the discounts.*
2. If tuition is paid in full for the school year and the family income is reduced during the year, the remaining monthly fees will be pro-rated at the new income level. The refund will not include the 10% discount granted for paying a full year's tuition at the beginning of the school year.
3. A family who withdraws their child for any reason will not receive a refund unless the child's slot can be filled.
4. **There are no exceptions to the due dates for discounts.**

C. Late Payments

1. Early Childhood Education Preschool program monthly tuition payments are due on the 15<sup>th</sup> of each month *for the following month*. If payment is not received by the 25<sup>th</sup>, parents/guardians will be notified by the Early Childhood Education Preschool Coordinator that the enrolled child will be placed on "Hold-Out Status" and will be unable to attend classes at the beginning of the next month/school year until their account is current.  
*Ex: October tuition due September 15, Hold-Out Status begins October 1.*
2. If the enrolled child is on "Hold-Out Status", they are considered withdrawn and the vacancy may be filled. Students may re-enroll if an opening is available and the account brought up to date.
3. When Fees have not been received by the 25<sup>th</sup> of the month or a written request for late payment has not been received by the 25<sup>th</sup> of the month, a \$10.00 late charge

will be added to the balance. A "Request for late Payment" form will be available from the Early Childhood Education Preschool Coordinator.

4. \$10.00 late fee will be added to any billings that are overdue.

***If temporary or unusual circumstances have created a financial hardship for your family, and you anticipate being late with your fee payment, we ask that you complete this "Request for Late Payment" form and return it to us prior to due date.***

D. Non-Sufficient Funds Checks

A \$15.00 handling fee is charged for the processing of any check returned to us due to non-sufficient funds. Upon receipt of the second NSF check, all future payments must be by either a cashier's check, cash or money order.

- E. In order to keep proper staff/child ratio, children must be picked up within 15 minutes of the posted ending time.

- F. A \$5.00, per child, late pick-up fee is charged for each 15 minutes or fraction thereof.  
*Example: 1 - 15 minutes = \$5.00 16 - 29 minutes = \$10.00*

- G. The emergency contact person will be notified after 15 minutes. After 1 hour, if a child has not been picked up, the Child Protective Services will be notified and their procedures followed.

**EARLY CHILDHOOD EDUCATION PRESCHOOL  
SLIDING SCALE OF FEES  
2018-2019**

Half-Day Programs (4 Days a Week)  
Monthly Charges  
Includes 1 Meal

I	II	III	IV	V	VI	VII
0 - 100%	101% - 125%	125%-150%	151%-175%	176% - 185%	186% -200%	201% and up
\$0	\$89	\$104	\$126	\$144	\$169	\$185