

Tri-County ESC

2023-2024 Preschool Handbook



Ashland County

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Preschool Supervisor: Kimberly Riley

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Holmes County

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Wayne County

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Preschool Supervisor: Rachel Garman

Administrative Assistant: Robin Kelly



TRI-COUNTY
EDUCATIONAL SERVICE CENTER

Dear Parents and Caregivers:

Welcome to the Tri-County Preschool Program operated in Collaboration with your Local School District.

Parents are a vital part of our preschool program and we recognize that you know your child better than anyone. Tri-County Preschool welcomes you to visit and to become an active participant in your child's classroom/learning experiences.

Within this handbook, you will find information about the Tri-County Preschool Program and the daily operating procedures which reflect the policies approved by the Tri-County ESC Governing Board. A copy of the handbook is also located on the Tri-County ESC website: <http://www.youresc.k12.oh.us/>.

You are required to complete an admission packet before your child attends preschool.

We look forward to working with you and your child this school year and welcome any questions or comments you may have.

Sincerely,

The Tri-County Preschool Staff

INTRODUCTION

FOREWARD

The Tri-County ESC Preschool Handbook was written for the following purposes:

- To answer frequently asked questions that parents of preschool students may have regarding the Tri-County Preschool Program.
- To address requirements of the Ohio Department of Education as it pertains to Preschool Program Rules Chapter 3301.37 Administrative Code 1-12.
- To comply with program standards for Step Up to Quality (SUTQ). With the passage of House Bill 487 and Senate Bill 316 in July of 2012, all learning and development programs that receive funding from the Ohio Department of Education were required to participate in SUTQ. SUTQ is a tiered quality rating and improvement system.

MISSION STATEMENT

To provide a quality program in a safe and predictable environment, in collaboration with families, that allows students access to a developmentally appropriate education that fosters positive self -image, acceptance of individual differences, and a love of learning to successfully transition to a school age program.

PHILOSOPHY

- Children learn through a variety of experiences that are meaningful to them including: play, interacting with children and adults, and exploring their environment.
- Children are observers, participants and active learners.
- Teachers and parents are crucial to helping children feel successful and positive about themselves.

PROGRAM GOALS

The Tri-County ESC Preschool Program is dedicated to:

- Providing a high quality program using developmentally appropriate practices that meet the individual needs of each child.
- Providing a safe and predictable environment that allows each child to develop a positive self-image, love of learning and acceptance for individual differences.
- Developing a positive relationship with families to extend learning at home.
- Transitioning children successfully from one program to another, including the transition to kindergarten.

PROGRAM OVERVIEW

CLASSROOM LICENSING

All Tri-County ESC Preschool classrooms are licensed by the Ohio Department of Education and are inspected annually. Licenses and related paperwork are posted in each classroom and may be viewed by parents. Additional license information can be requested by contacting the Tri-County Preschool Program Supervisor at 330.262.2262.

CLASSROOM LOCATIONS

The Tri-County ESC Preschool Program operates classrooms in collaboration with the local school districts in Ashland, Holmes and Wayne counties.

Ashland County Locations

McMullen Elementary School
Mapleton Elementary School

Holmes County Locations

Berlin Elementary School
Holmes County Board of DD
Millersburg Elementary School

Wayne County Locations

Cornerstone Early Learning Center
Dalton High School
Hazel Harvey Elementary School
Holmesville Elementary School
Northwestern Elementary School
Norwayne Community Center
Orrville Elementary School
Rittman High School
Shreve Elementary School
Smithville Historical Society

CONTINUUM OF SERVICES

The Tri-County ESC Preschool Program offers a full continuum of services to meet the needs of all children enrolled in the program.

- Itinerant Program (for students with special needs)
- Early Childhood Classroom
- Early Childhood Special Education Classroom

STAFF CREDENTIALS

All Tri-County ESC Preschool teachers are licensed by the Ohio Department of Education.

All Tri-County ESC Preschool teaching assistants hold an educational aide license from the Ohio Department of Education.

PROGRAM PROCEDURES AND POLICIES

ARRIVAL AND DEPARTURE PROCEDURES

It is imperative that your child be dropped off and picked up on time!

- Children must be accompanied to the pick-up/drop off location by parents or authorized adults.
- Parents or authorized adults picking up children before or at dismissal time must sign the 'Sign Out' sheet. Children will only be released to an authorized adult. Please notify the preschool staff in advance if your child will be picked up by an adult who is not listed on the authorization form. The preschool staff will ask for identification if the adult is unfamiliar. All children must be signed out before leaving school.
- Children may be dropped off no earlier than **10 minutes** before class starts.

DIAPERING

The changing of diapers for all non-toilet-trained children shall be handled in conformity with the following methods:

- The changing of diapers for all non-toilet-trained children shall occur in a space that contains a handwashing facility.
- The changing mat shall be disinfected after each diaper change with appropriate hospital-grade germicidal agent. If the changing mat is soiled after the diaper change, it shall be cleaned with soap and water and then disinfected with appropriate hospital grade germicidal agent.
- Any product used during diaper changing on more than one child shall be used in such a way that the container does not touch the child. Any product obtained from a common container and applied to a child shall be applied in such a manner so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate agent when soiled.
- For the purposes of diapering, topical ointments, creams and lotions provided by parents shall include written instruction and permission to apply such creams and ointments to the child.
- A 'Medication Administration Request Form' shall be filled out and signed by the parent before an ointment or cream can be applied to their child. Authorization for administration of the ointment, cream or lotion may be cancelled by written request of the parent at any time.

- When used for skin irritations or manifestations of skin irritations, the ointment, cream or lotion shall be administered by the center for no longer than ten consecutive days at any one time.

The storing of clean diapers shall be handled in accordance with the following methods:

- A clean supply of diapers, provided by the parent, will be stored in a specifically designated area and will be available at all times.
- Diapers or clothing used during diaper changing brought from the child's home shall be stored in a space assigned exclusively for each child's belongings.

Storage of soiled diapers handled in accordance with the following methods:

- Soiled diapers to be disposed of by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed.
- Soiled disposable diapers shall be discarded daily.

OPEN ENROLLMENT

Should you be interested in enrolling your child in a program housed in a school district other than the one in which you reside, placement will be determined on an individual basis at the discretion of the Tri-County ESC Preschool Program Director. The determination may be made based upon enrollment, staffing, and availability of space needs.

OUTDOOR PLAY

The children will have an opportunity to participate in gross motor activities outdoors. Classes are permitted to be outdoors when it is not raining, the temperature is above 25 degree Fahrenheit and the wind chill factor is mild. Children should be dressed appropriately for the weather.

SAFETY POLICY

- There will be immediate access at all times to a working telephone for the preschool teacher within the building where a class is located.
- Procedures for fire and emergency exiting are posted in each of the Tri-County Preschool classrooms.

- Electrical outlets shall be covered when not in use. Electrical fans shall not be used unless they have protective coverings, are not easily tipped over and are placed in an area not hazardous to children.
- No child will be left alone or unsupervised.
- Children will only be released to an authorized adult. Please notify your child's preschool teacher in advance if your child will be picked up by an adult that is not listed on the authorization release form. The staff will ask for identification of the adult is not familiar.
- Fire drills will be held monthly and in accordance with the building in which the preschool classroom is located. Tornado drills will be held monthly during tornado season.
- A teacher or teaching assistant will escort children to and from the bus, if applicable.
- A first aid kit is available to preschool staff at all times. Incident reports will be sent home when first aid is administered.
- Emergency medical forms are required to be on file for each child in the Tri-County Preschool Program.
- Preschool staff members shall provide written notification to parents when a child is injured. A log of injuries shall be maintained by the preschool staff.

SNACKS/FOOD ALLERGIES

Parents may be assigned to a rotation type schedule for providing snacks for the children in the preschool classrooms. Snack menus will be posted in each preschool classroom on a weekly basis.

Healthy snacks, such as the ones listed below are preferred:

- Drinks: 100% juice; milk; small bottles of water
- Snacks: crackers (graham crackers, Ritz crackers, saltine crackers, animal crackers, goldfish crackers, etc.), pretzels, bagels, fresh fruit, fresh vegetables, fruit snacks, microwave popcorn, Chex Mix, string cheese, yogurt, cheese slices

Because of the increase in food allergies that are present, all snacks sent to school should be in their original packages. Please be sure to inform the Tri-County Preschool staff of any food allergies your child may have. As a precaution, all food allergies will be posted in the preschool classroom.

TRANSPORTATION

Transportation is not provided by the Tri-County ESC Preschool program, but rather a service provided by the local school district. Transportation options vary by district.

REGISTRATION FEE

There is a \$30.00 registration fee for each child enrolled in the Tri-County Preschool Program. This fee must be paid at the time of registration and is nonrefundable.

TUITION

The Tri-County Preschool Program is provided at no cost for preschool children with disabilities. Children who are enrolled as typically developing will be charged a tuition rate based on family size and income.

The monthly tuition is an average of the number of days in the school year divided by nine months. Short and long months and holidays have been averaged. This means that the tuition fee from September through May will be the same amount.

The Tri-County Preschool Program will not make adjustments to the tuition for a child's absence due to illness unless the child is absent for two or more consecutive weeks. A signed statement from the child's physician will be required upon the child's return. No deductions will be made for family vacations, as vacation times are already included in the school schedule. Tuition is nonrefundable. For children withdrawn during the year, no tuition will be refunded for the month of the withdrawal.

Tuition is due on the 1st day of the month, with the first payment due by September 1st. If the fee is not paid by the 1st of the month, a late charge of \$5.00 will be added to the amount due. Failure to pay fees may result in your child being withdrawn from the program.

Payments can be made by mail or in person at the Tri-County Preschool office. Please make checks payable to Tri-County ESC and include your child's name on the check memo line.

NSF/Returned Checks

Your check will be automatically re-deposited in the bank. You will receive notification of this transaction. Any associated bank fees (\$13.00) are your responsibility and must be paid immediately. Failure to pay the bank fees may result in your child being withdrawn from the Tri-County Preschool Program.

If your check cannot be re-deposited, you will be notified. Payment of the tuition and bank fee must be made immediately or your child may be withdrawn from the Tri-County Preschool Program.

PRESCHOOL CALENDAR

The Tri-County ESC Preschool classroom calendars are available for families from the classroom teachers. Calamity days have been built into the preschool calendars. Make-up days, should they be necessary, are indicated on the school calendar. Families will receive a notice from the Tri-County ESC Preschool prior to any make-up days.

SCHOOL CLOSINGS AND DELAYS

Tri-County ESC Preschool classrooms will follow the closing and delay schedule for the district in which the preschool classroom is located. If the district in which the preschool classroom is located is closed, the preschool classroom will NOT be in session. Ashland and Holmes County classes will follow a modified schedule in the event of a 2-hour delay.

Wayne County Preschool Classrooms will make up calamity time, as needed.

Ashland County Preschool Classrooms

Classroom Location	District to Follow for Closings and Delays	2 hour delay schedule for AM Class	2 hour delay schedule for PM Class
Mapleton Elementary	Mapleton	10:00 AM - 12:00 PM	N/A
McMullen Elementary	Loudonville-Perrysville	10:00 AM - 12:00 PM	1:00 PM - 3:00 PM

Holmes County Preschool Classrooms

Location	District to Follow for Closings and Delays	2 hour delay schedule for AM Class	2 hour delay schedule for PM Class
Berlin Elementary	East Holmes	10:35 AM – 12:35 PM	1:30 PM – 3:30 PM
Millersburg Elementary	West Holmes	10:15 AM – 12:15 PM	1:15 PM – 3:15 PM
Holmes County Board of DD	Holmes County Board of DD	10:15 AM - 12:15 PM	1:00 PM – 3:00 PM

School closings and delays will be announced on the radio, local television stations and will be posted on the internet.

FIELD TRIPS

Field Trips are designed to extend the learning that occurs in the preschool classroom. They offer an opportunity for children to experience real world learning and explore environments and tools that are not part of the preschool classroom.

In regards to all field trips taken by the children in the Tri-County ESC Preschool Program:

- Permission slips are required for all field trips. If a child does not return a sign permission slip from the parent or guardian, the child will not be permitted to attend the field trip.
- Identification tags will be attached to each child, when appropriate, while the child is on a field trip.
- A first aid kit will be taken on each trip away from the preschool classroom.
- A person trained in first aid shall accompany the children on any field trip.
- Emergency Medical Authorization forms will be taken along on all field trips.

ATTENDANCE POLICY

Regular attendance is important to a child's success at school. Please notify the preschool when your child will be absent. Attendance will be kept for each child on a daily basis.

If absences are a result of illness or if other absences are well documented no special action is required. If, however, a child has missed two consecutive days without a call or note from the parent(s)/guardian(s) and the child does not return to school on the third day the family will be contacted by telephone to determine the reason for the absence.

After eight (8) intermittent unexcused absences, the parent(s)/guardian(s) will be sent a warning letter by the Tri-County ESC Preschool Program Supervisor. After the warning if the child continues to miss (8 day unexcused absences) the child's slot may be considered an enrollment vacancy. This allows a child on the waiting

list to begin attending. All vacancies will be filled with eligible children immediately.

PARENT PARTICIPATION AND COMMUNICATION

HOME/SCHOOL COMMUNICATION

Communication with families is crucial to a team approach when working with young children. Tri-County ESC Preschool staff members maintain an open line of communication with families through a variety of methods, including but not limited to: phone calls, notes homes, emails, classroom newsletters, parent-teacher communication journals, face to face meetings, remind apps, etc.

Some helpful information related to home/school communication includes:

- Because preschool teachers are busy teaching during the time in which children are in school, they will return telephone calls when class is NOT in session.
- It is very important for families to check the child's backpack each day for notes and/or forms from the preschool teacher.
- Please be sure to notify preschool teachers immediately of any changes to contact information (address, phone number). Failure to do so may result in your child not being able to attend preschool until the information is received.
- Parents/guardians are granted access to the Tri-County ESC Preschool Program during its hours of operation to see their child, observe the classroom/services or for other reason when approved by the Preschool Program Director.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences will be held twice during the school year for all children enrolled in the Tri-County ESC Preschool Program. The dates of the parent-teacher conferences will be listed on the Tri-County ESC Preschool calendar.

PARENT VOLUNTEERS

Parent volunteers are welcome in the Tri-County ESC Preschool Program. Please contact your child's teacher prior to volunteering in your child's preschool classroom. Depending on location, parents may be asked to complete a background check prior to volunteering in the classroom

FAMILY ENGAGEMENT AND EDUCATION OPPORTUNITIES

Opportunities for families to participate in activities with their preschool child will be available throughout the school year. Flyers will be sent home from the preschool teachers as events are scheduled throughout the school year.

CLASSROOM ROSTERS

Families will be notified of their child's placement in the Tri-County ESC Preschool Program. Special requests will be considered, but are not guaranteed. Children will be placed on the classroom rosters according to the date in which a completed application and admissions packet was received by the Tri-County ESC Preschool Program.

CLASSROOM SUPPLIES

Classroom teachers create supply lists/wish lists for their classrooms. Families will receive a supply list from their child's preschool teacher by June 30th each year. Any questions regarding the supply list can be directed to the classroom teacher.

CHILD INFORMATION

CUMULATIVE RECORD

The cumulative record of each child shall include:

- Name and date of birth.
- Name, address and telephone number of parent(s), including home and/or business.
- Names, addresses, and telephone numbers of at least two persons to contact in an emergency if the parent cannot be reached or located.
- Name of person(s) to whom the child can be released.
- Parent authorization for transportation related to the program.
- Attendance records including admission and withdrawal will be maintained on each child.

HEALTH RECORD

The health record of each child shall include:

- Physician and dentist authorization to administer prescription medication to a child enrolled in the Tri-County ESC Preschool Program.
- A list of any allergies and treatment for said allergies.
- A list of medications, food supplements, modified diets or fluoride supplements currently administered to the child.
- A list of chronic physical problems and complete medical history.
- Names, addresses, and telephone numbers of physician and dentist in case of emergency.
- Permission of parent for emergency medical and dental care as required by section 3313.712 of the Ohio Revised Code.
- Results of vision and hearing screenings completed by the Tri-County ESC Preschool staff.
- The child's medical statement as completed and signed by the child's physician. Included on the form is a place to document height, weight, lead, and hemoglobin screenings.

All required information will be on file no later than the first day of attendance, unless otherwise required.

The records for each child are the property of the school district of residence. Maintenance or destruction of records will be determined by the school district.

When preschool children are dual enrolled in a Public School Preschool Program or Community Child Care Program, child information necessary for both programs will be shared (this does not include medical information due to HIPPA). Furthermore, this information will be shared through a process of duplication of existing records rather than the use of separate program forms.

RELEASE OF INFORMATION

Due to confidentiality, no child's information will be shared with any party without consent from the child's parent(s)/guardian(s). A records release form is required to be on file before any information may be released to the requesting party.

HEALTH

COMMUNICABLE DISEASE POLICY

This is a partial exclusion guide (number of days a child must not attend the Tri-County ESC Preschool Program because of a contagion) for common communicable diseases is as follows: (*This is not a complete list of communicable diseases*)

ILLNESS	EXCLUSION TIMELINE
Covid-19	Doctor Release/Health Dept. Release Minimum 10 day exclusion
Croup	Doctor Release/Cough must be gone
Chicken Pox	Minimum of 10 days with doctor's release to return. All blisters scabbed.
Head Lice	Until all nits and lice are gone
Hand-Foot-Mouth Disease	Doctors release AND no lesions on hands mouth or bottom. Feet must be covered by sock/shoe
Impetigo	Until lesions are gone and 24-hours on medication/Doctors release to return
Influenza	7 days minimum/Symptom Free. No coughing and clear nasal drainage
Measles Mumps	Doctor release/ 7 days minimum from onset
Molluscum Contagiosum	Doctor release/Molluscum spots covered while at school
Diarrheal Diseases	Return dependent on cause. /Doctor release may be needed/ 24-hours without diarrhea plus treatment if needed.
Pink Eye/Conjunctivitis	24 hours on medication and until discharge and redness disappears/ Doctor's release
Ringworm	Until treated for 24 hours and area must be covered at school
Scabies	Until treated for 24 hours/Doctor release
Staph/MRSA Infections	48 hours on medication/lesions gone or if appropriate covered at school
Strep Throat/Scarlet Fever	Minimum of 48 hours after medication started- temperature must be normal/Doctor release

A doctor's excuse is valid for 7-10 days after received.

Please notify the preschool if your child is absent with a communicable disease so that other parents may be alerted.

A notice to parent(s) or guardian(s) will be provided when a child within the Tri-County ESC Preschool Program exhibits signs or symptoms of illness or has been exposed to a communicable disease.

DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE HAS:

- Elevated temperature of 100 degrees or greater.
- Skin spots or rash: this includes diaper rash, burns, bites
- Congested coughing/persistent cough
- Nasal drainage that is not clear
- Difficult or rapid breathing
- Vomiting
- Diarrhea
- Yellowish skin or eyes
- Conjunctivitis; red, irritated and/or draining eyes
- Unusually dark urine and/or gray or white stool
- Sore throat or difficulty swallowing
- Evidence of lice, scabies, or other parasitic infestations;
- Stiff neck
- Started an antibiotic and it has been less than 24 hours on said antibiotic
- Had surgery in the past seven days. Doctor release and at least seven days post surgery

****YOUR CHILD WILL BE SENT HOME FROM SCHOOL IF A PRESCHOOL STAFF MEMBER NOTICES ANY OF THE ABOVE SYMPTOMS.***

The Tri-County ESC Preschool Program shall follow the Ohio Department of Health "Child Day Care Communicable Disease Chart" for appropriate management of suspected illnesses.

MANAGEMENT OF SUSPECTED ILLNESS WHILE AT SCHOOL

A child with any of the signs or symptoms listed above shall be immediately isolated from other children and the following steps taken:

- Cared for in a room such as the principal's office or portion of the preschool classroom not being used by other children, within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised.
- Observed carefully for worsening conditions.
- Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

All staff members will receive training from Ohio Department of Health curriculum for recognizing the signs and symptoms of communicable disease and medication administration, American Heart Heartsaver First Aid, American Heart Heartsaver CPR/AED (adult infant child), and in proper hand-washing and disinfecting procedures. This training is acquired through an approved course (e.g. American Heart Association). There will be at least one person per classroom certified in Communicable Disease Training, First Aid, and CPR.

A communicable disease chart is posted in each preschool classroom to assist the preschool staff and parents in identifying these illnesses.

There shall be at least one staff member present at all times who has received training in communicable disease recognition. Each day in the preschool classroom, the teacher or teaching assistant will complete an observational health check on all children as they arrive at class.

Children may be able to rest in the classroom when mildly ill or not well enough to participate in classroom activities.

A CHILD WILL BE RE-ADMITTED TO PRESCHOOL ONLY UNDER THE FOLLOWING CONDITIONS FOLLOWING AN ILLNESS:

- Child's temperature has returned to normal for a 24-hour period without use of medication.
- Child is free of skin rash.
- No vomiting or diarrhea for a 24-hour period.
- Child has been treated for head lice infestation and is nit free.
- A signed statement by a licensed physician indicating that the child is no longer contagious is given to the preschool teacher. A doctor's note is valid

for 7-10 days. If a child continues to have symptoms after 10 days, a new Doctor release will be required to be in preschool.

- When doctor prescribes medication, the child MUST be on said medication for 24-hours before returning to school.
- A Doctors release does not necessarily guarantee readmission to school. A doctor release along with the above policies is followed.

ADMINISTRATION OF MEDICATION

The Tri-County ESC Preschool Staff shall not be responsible for the diagnosis and treatment of student illnesses. The administration of prescribed medication and/or medically prescribed treatments to a student during school hours permitted only when failure to do so would jeopardize the health of the student, or the student would not be able to attend school if the medication or treatment were not made available during school hours.

Students who may require administration of an emergency medication may have such medication, identified as aforementioned, and administered in accordance with this policy.

For purposes of the policy, “medication” shall include all medicines prescribed by a physician and any non-prescribed (over the counter) drugs, preparations, and/or remedies. Food supplements, modified diets, and fluoride supplements are regulated by the rules of this policy. “Treatment” refers both to the manner in which a medication is administered and to the health-care procedures that require special training.

The total responsibility for dispensing or administering any medication or treatment shall rest solely with the parent(s) and their child.

Medication or treatment administered during school hours by Tri-County Preschool Staff requires a written prescription from the child’s physician accompanied by the written authorization of the parent. The signed medication administration form is stored on file in the child’s preschool classroom.

Only medication in its original prescription bottle, labeled with the date of prescription, student’s name, and exact dosage can be administered in the presence of another adult. Parents may administer medication or treatment.

The Tri-County ESC staff members will administer any medication requiring intravenous or intramuscular injection or the insertion of a device into the body when both the medication and the procedure are prescribed by a physician and the staff members have completed any necessary training.

A Medication Administration Form is attached to the children's registration packet.

A written record or log including dosage, date, and time that the medication was administered shall be maintained for one year when medication is dispensed to a child.

IMMUNIZATION REQUIREMENTS

All children in the Tri-County ESC Preschool Program shall have an immunization record on file, as required by Revised Code 3313.67.

If an immunization exemption has been requested for a child in the Tri-County ESC Preschool Program, the child may be excluded from school at the order of the county health department in the event of a communicable disease outbreak.

MEDICAL/DENTAL EMERGENCY PROCEDURES

Medical and dental emergency procedures are posted in each Tri-County ESC Preschool classroom. These procedures are available to school personnel, children, and parents. Emergency numbers are posted in each of the classrooms (by the telephone if there is a telephone in the classroom).

In case of an emergency, the following steps are followed:

- Provide immediate necessary first aid
- Call 911
- Contact parents

If an accident or illness does not require immediate emergency care, the procedure written by parents in the registration packet is followed.

For all accidents, an incident report is completed to document the nature of the accident and the treatment given. Parents are sent an incident report to sign and return to the Tri-County ESC Preschool teacher. A copy of the incident report provided to parent on request.

If it is necessary to take a child to a doctor/dentist office or hospital, a staff member will accompany the child and stay with the child until parent(s)/guardian(s) arrive. The child's preschool medical records are taken to the doctor/dentist office or hospital.

STANDARDS AND CURRICULUM

PRESCHOOL EARLY LEARNING AND DEVELOPMENT STANDARDS

The State Board of Education adopted Ohio's Early Learning and Development Standards on October 9, 2012. The purpose of these standards is to promote the development and well-being of young children (birth to children entering kindergarten) and to foster early learning.

The Tri-County ESC Preschool Program has implemented the use of the Early Learning and Development Standards into daily activities in the preschool classrooms.

The domains included in the Early Learning and Development Standards are:

- Approaches Toward Learning
- Social Emotional Development
- Cognitive Development and General Knowledge
- Language and Literacy Development
- Physical Well-Being and Motor Development

CURRICULUM

The Tri-County ESC Preschool Program currently implements the Assessment, Evaluation and Programming System (AEPS) Curriculum, which is a Step Up to Quality Approved and researched based curriculum. The AEPS addresses all of the Early Learning and Development Standards developmental domains, including communication skills, motor skills, social skills, adaptive skills, and cognitive skills.

SCREENINGS AND ASSESSMENT

SCREENINGS

Per the Step Up to Quality requirements, all children in the Tri-County ESC Preschool Program will participate in a developmental screening annually. Parents will be asked to fill out the ASQ-3 within 60 days of the child's enrollment into the program. This will provide the preschool staff additional information regarding their child's skill levels and development. If a child's skills fall below the cutoff score on the screening tool, parents will be notified and with parental consent a referral can be made to the Assessment Team.

EARLY LEARNING ASSESSMENT

All children in the Tri-County ESC Preschool Program will participate in the Early Learning Assessment. Classroom teachers are required to complete this assessment with all children twice during the school year, once in the fall and once in the spring. Data is collected via observations, work samples, etc.

CURRICULUM AND CLASSROOM BASED ASSESSMENTS

The AEPS includes a curriculum based assessment that is used with all children in the Tri-County Preschool program. Data collected from this assessment will assist the teacher in planning in order to meet the needs of the children in the classroom. Information will be shared with families following the completion of the assessment in the fall and spring of each school year.

REFERRALS AND EVALUATION TEAM REPORTS

If a child is referred for an evaluation, a representative from the Tri-County Preschool program will contact the parent to explain the process and to schedule a screening. If screening results indicate the need for further evaluation, the parent will be notified. Upon receiving parental consent for an evaluation, the child will be evaluated during a Play Based Assessment. Information gathered during the evaluation will be shared with the parent at a follow up meeting to determine whether or not the child meets the criteria and qualifies for special education services as a preschool student.

BEHAVIOR MANAGEMENT

Behavior management policies shall ensure the safety, physical and emotional well-being of all individuals. Discipline techniques will be **positive** and emphasize the development of self-discipline. Redirection, verbal prompts, modeling, and when needed, physical prompts will be used for teaching skills as well as discipline programs. A Tri-County ESC Preschool staff member in charge of a child) shall be responsible for their discipline.

CHILD ABUSE AND NEGLECT REPORTING

As required by law, section 2151.421 of the Revised Code, all Tri-County ESC Preschool employees and administrators must immediately report any suspicions of abuse or neglect to the Public Children's Services agency in which the child resides or in which the suspected abuse or neglect is occurring or has occurred. The preschool director shall be made aware of the suspected abuse or neglect.

COMPLAINT PROCEDURES

In the event additional information about the Tri-County ESC Preschool Program is needed, please contact the appropriate Preschool Program Supervisor as identified on the cover of this handbook.

In the event that your concerns are not addressed by the local preschool Program Supervisor or Director, please contact:

OMBUDSMAN- 614.466.0224

RESOURCES FOR PARENTS AND FAMILIES

Ohio Department of Education- www.ode.gov

Family & Child First Council

Ashland County- www.ashlandcounty.org/fcfc/

Holmes County- www.holmescountycfc.org

Wayne County- <https://waynecfc.squarespace.com>

Job and Family Services

Ashland County- www.ashlandjfs.org

Holmes County- www.holmescountydjfs.org

Wayne County- <https://www.wayneohio.org/agencies-departments/job-and-family-services/departments-job-and-family-services>

www.earlychildhoodohio.org

State Support Team- Region 7- www.sst7.org/

State Support Team- Region 9- www.sst9.org/