

# Stark County Board of Developmental Disabilities

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## **PRESCHOOL PROGRAM**

### POLICY

The Stark County Board of Developmental Disabilities' Preschool Special Education program shall be guided by written policies of the Stark County Board of Developmental Disabilities (SCBDD) that are consistent with applicable statutory requirements contained in the Revised Code and Rules adopted by the Ohio Board of Education and the Ohio Department of Developmental Disabilities. Specific policies and procedures governing SCBDD Preschool are written in accordance with policies and procedures established by the Stark County Board of Developmental Disabilities. The Early Childhood Director shall be responsible for implementing the preschool policies and procedures.

Any parent of a child enrolled in the SCBDD Preschool program shall have unlimited access to the school during its hours of operation to contact the child, evaluate the care provided by the program or the premises, or for other purposes approved by the Early Childhood Director. Upon entering the premises, the parent must report to the school office to sign in and receive a visitor badge.

The Stark County Board of Developmental Disabilities shall maintain licensure through the Ohio Department of Education to operate a preschool special education program.

<b>Historical Resolution Information</b>		<b>Reviewer:</b>  Early Childhood Director
<b><u>Date</u></b>	<b><u>Resolution Number</u></b>	
5/20/11	05-43-11	
3/28/15	03-19-15	

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## PROCEDURE

### **PERSONNEL GUIDELINES FOR PRESCHOOL EMPLOYEES**

#### QUALIFICATIONS

All staff shall be recruited, employed, assigned, and evaluated in accordance with the guidelines set forth by the Ohio Department of Education and the Ohio Department of DD. All assignments will agree with certification requirements, qualifications, and job descriptions.

The preschool staff members assigned in each preschool class shall be of good character, possess adequate physical and emotional health, be equipped by education, training, and/or experience for the work they are to perform, and meet the requirements as prescribed in division (B) of section 3301.54 of the Revised Code.

The Early Childhood Director shall hold a valid Principal license for grades pre-kindergarten through grade six or a valid educator license (teacher, administrator or pupil services) and have completed at least four courses in child development or early childhood education from an accredited college or university. All intervention specialists shall have bachelor's degrees in early childhood education from accredited colleges and be licensed or certified as an early childhood intervention specialist through the Ohio Department of Education. All intervention specialist assistants must be at least 18 years of age and have a high school diploma or certification of high school equivalency by the state board of education or comparable agency. The assistants shall have educational aide permits issued by the Ohio Department of Education. Copies of proper licenses and certificates will be on file along with other necessary records when hired. All staff members are expected to remain current with licenses, certificates and permits and will participate in the in-services, classes, trainings, etc., necessary to renew when appropriate.

#### MEDICAL STATEMENT

Per SCBDD policy 4.03, all appointees to positions of employment in the Preschool program must submit evidence of a current physical examination prior to the start of employment. The successful completion of this requirement shall be considered a condition of employment.

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In addition, staff members working in Preschool are required to update their medical examination to be kept on file during the same year of their Ohio Department of Education renewal. For preschool staff with permanent teaching licenses or substitute staff working in preschool, the Human Resources department will maintain a schedule of renewal not to exceed 5 years. The Board shall pay the full cost of such examination (OAC 3301-37-04).

## REFERENCES

In addition to employee file contents as determined by SCBDD personnel policy 4.37, preschool staff members shall have references checked from at least three sources. These references will be kept on file per preschool rule 3301.37.04.

## BACKGROUND CHECKS

Upon hire, each staff member will submit to an FBI/BCII background check conducted by the Stark County Board of DD. (SCBDD policy 4.04) Staff will sign the ODE Office of Early Learning and School Readiness form stating that they have processed their BCII and FBI checks accordingly upon hire and then each time they renew a certificate/license or at least every five years.

## NON-GUILTY NON-CONVICTION STATEMENT

Upon hire and prior to working with children, each preschool staff member will sign the ODE Office of Early Learning and School Readiness Non-Guilty Non-Conviction Statement. A new statement will be signed on an annual basis throughout the duration of the person's employment with SCBDD preschool.

## IN-SERVICE

Appropriate in-service records will be on file verifying that staff are adequately prepared and trained as required. For those preschool staff who do not hold a 2 year degree or higher in child development or early childhood education, evidence of 15 hours of in-service will be completed on an annual basis, up to 45 cumulative hours, in early childhood education, child abuse recognition and prevention, first aid, and management of communicable diseases. In-services will be recorded on forms to include hours, dates of completion, trainer qualifications, and topic.

For staff who hold a 2 year degree or higher in child development or early childhood education or have completed 45 hours of in-service training, evidence of 10 hours of in-service will be completed on an annual basis in child care, child development, early childhood education, or other child-care related subjects. Staff will keep

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current in their training on child abuse recognition and prevention, first aid, and management of communicable diseases.

Annual completion refers to the school year, from July first to June thirtieth or every twelve months from the date of hire for staff employed after the school year begins.

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

Renewal of teaching licenses or certificates will be handled through the agency's Local Professional Development Committee.

Early childhood in-service providers may hold an associate or higher degree in child development or early childhood education, education, home economics, nursing, nutrition, psychology, dental hygiene, social work, or be a licensed physician or registered nurse.

## STAFF RESPONSIBILITIES

The Early Childhood Director and staff shall be assigned responsibilities in accordance with written position descriptions commensurate with their certification and/or licensure pursuant to chapter 3301-24 of the Administrative Code, and qualifications respectively.

The Early Childhood Director shall be responsible for the following:

- Ensuring that the health and safety of the children are safeguarded by an organized program of school health services designed to identify child health problems and to coordinate school community health resources for children as evidenced by, but not limited to, the following:
  - Requiring immunizations and compliance with emergency medical authorization requirements under section 3313.712 of the Revised Code;
  - Providing procedures for emergency situations, including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals;
  - Posting emergency procedures in preschool rooms and making them available to school personnel, children, and parents;
  - Posting emergency numbers by each telephone;
  - Supervising grounds, play areas, and other facilities when scheduled for use by children; and
  - Providing first-aid facilities and materials.

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- Maintaining cumulative records for each child;
- Supervising each child's admission, placement, and withdrawal according to established procedures;
- Preparing a roster of children enrolled annually;
- Ensuring that clerical and custodial services are available daily;
- Supervising the instructional program and daily operation of the program; and
- Supervising and evaluating preschool staff members according to a planned sequence of observations and evaluation conferences, and supervising nonteaching employees (SCBDD policy 4.10).

## **CUMULATIVE RECORDS (including health record)**

The following records shall be compiled and kept on file for each preschool child enrolled in SCBDD's preschool program. This material must be reviewed annually and kept current. Appropriate releases must be signed if the child transfers to another educational setting and every effort will be made to keep the educational transition as uninterrupted as possible.

Staff will be made aware of each child's cumulative and health records and kept abreast of changes occurring in the lives of the children as the school is made aware.

These records include:

1. copy of birth certificate
2. copy of social security card
3. emergency medical form listing name, address and phone number of each parent, name, address and phone number of primary physician and dentist, address and phone number of at least 2 persons to contact in emergency if parents cannot be located and permission for emergency transportation and treatment
4. authorization form from physician/dentist to administer medications when applicable
5. medical information form, including allergies/treatments, chronic physical problems, medications, food supplements, modified diets, fluoride supplements, and complete medical history to include hospitalizations, list of diseases child has had
6. copy of immunization record
7. medication instructions and log, if applicable
8. medical statement including height, weight, lead and hematocrit testing with physician signature
9. dental health statement

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10. vision and hearing screening results
11. permission forms: photographs/videos  
roster permission  
transportation
12. child release form
13. professional referrals and follow-ups
14. results from screening recommendations
15. previous educational records including IEPs, ETRs, progress reports, support services documentation forms
16. individual attendance records

## **DEVELOPMENTALLY APPROPRIATE PROGRAM**

### STAFF RATIOS

A ratio of 2 staff members to no more than 12 students will be maintained at all times. Each classroom will be staffed with a fulltime teacher and fulltime assistant. If a fulltime staff member is absent a substitute will be placed in the room for the duration of the absence. The needs of some students may require an attendant assigned just to him/her. These attendants are in addition to the teacher and assistant. No child shall ever be left alone or unsupervised.

### FOCUS

Developmentally appropriate practices will be followed in accordance with the program philosophy and goals as well as the standards of the Ohio Department of Education. Materials and equipment will be selected and reviewed by the Early Childhood Director and the early childhood teachers and monitored and maintained by said staff. Meeting the intellectual, physical, social and emotional needs of the preschool child will be the criteria on which selection of materials and equipment and use of resources will be based.

The early childhood program will be housed in a setting designed to accommodate the identified needs of the preschool child and his/her family related to promoting the child's development. This shall include at a minimum: equipment, materials, curriculum, and assessments that are developmentally appropriate and reflect the functioning ability and safety needs of the preschool children.

### CURRICULUM

The chosen curriculum for SCBDD Preschool program is the Creative Curriculum by Teaching Strategies, Inc. It is aligned to the Ohio Department of Education's Early Learning Content Standards. In addition, the preschool staff shall maintain a

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record of each child's progress in Creative Curriculum through use of its online data system, TS Gold.

## SERVICES

Services shall be provided in the least restrictive environment (LRE). The LRE shall be discussed each year at each child's annual IEP meeting and will be based on what the IEP team determines is the most appropriate environment to meet the needs of the child.

Enrollment shall include up to four age-eligible typically developing peers per preschool classroom.

Ongoing, systematic data shall be collected to measure the progress of individual goals and objectives. At a minimum, this data shall be shared in triannual progress reports to the parents. The preschool program is future-oriented to reflect transition toward the next environment and includes systems for linking with agencies and other service providers. The Early Childhood Director, and other appropriate staff, shall be available for all children and families of children enrolled in the preschool.

## PARENT INVOLVEMENT

The program is family-centered and responsive to the needs, interests, and priorities of the family. They may determine the extent of their involvement from a range of options that are listed in the parent handbook and updated annually.

## NAP TIME

In a room where children are napping or resting, the maximum number of children per preschool staff member is 24. Nap time is not to exceed 90 minutes. A preschool staff member shall be present in the room at all times. A working phone shall be in place in the nap room so that other staff members may be summoned if necessary. A light shall be on at all times. No room is to be completely dark. Each child will have his/her own cot with their name and classroom phone number taped to the cot for easy identification if needed. Each cot will be sanitized each day. The students may bring in a blanket and/or pillow from home which will be sent home weekly for laundering.

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## HEALTH AND SAFETY

### PREVENTION

The services of this agency shall be prevention-oriented to insure the health and well-being of each child served. Emergency numbers and medical and dental emergency procedures will be posted in each classroom and by each telephone. In addition, all fulltime staff members will be trained in the administration of first aid, CPR, child abuse recognition, and the management of communicable diseases.

At Eastgate Early Childhood and Family Center, there shall be a clinic on the premises with a nurse, or personnel who have gone through SCBDD medication administration training, on duty. At satellite preschool sites, all full time personnel shall be certified through the SCBDD medication administration training program. At all sites, first aid supplies shall be available in a convenient, accessible area with posted medical protocol as well as written procedures and documentation for the administration of medications.

There shall be an organized program of school health services designed to identify child health problems and to coordinate school and community health resources for children to include: requiring immunization records and compliance with emergency medical authorization requirements in accordance with Revised Code section 3301.53.

Screenings of vision, dental, height, weight, hearing, blood lead and hemoglobin shall be required as part of the admission process into the SCBDD Preschool.

Preschool students shall be supervised at all times while in attendance at SCBDD preschool programs.

### INJURIES

If an injury does occur, the parents will receive a written notice on the same day as the incident occurs from the school nurse or classroom staff. A phone call will also often be placed if the injury is other than routine. An incident report will be completed by staff who were with the child at the time of the injury, which will be recorded in the SCBDD electronic incident report system which automatically saves it in an ongoing log.

### ENVIRONMENT

The Stark County Board of DD shall maintain safe, sanitary, well-maintained facilities. Fire inspection, school environment inspections, and food licenses shall be



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current and on file. Fire and tornado drills shall be conducted according to the rules governing public facilities and procedures shall be posted in each classroom. Records of each fire and tornado drill are to be kept in the school office.

In addition, staff will be trained on at least an annual basis on active shooter procedures.

## FURNITURE/EQUIPMENT

Furniture and equipment shall be maintained in a safe, sanitary condition. It shall be of an appropriate size and type. Adaptive equipment shall be provided to meet the individual needs of children with disabilities.

## POTTY CHAIRS

At Eastgate, potty chairs shall be used strictly within already established bathroom areas in the classrooms. At satellite locations, if a bathroom area is not available in which to keep potty chairs, a separate area in the classroom will be designated. Potty chairs shall not be located in areas used for food preparation, serving or consumption. Potty chairs shall be emptied, cleaned, disinfected and rinsed with water after each use. The rinsing solution shall be disposed of into a toilet, not a sink. Only disposable cloths shall be used for cleaning potty chairs. They shall be used once and disposed of in a plastic lined covered receptacle.

## SNACKS

Snacks shall meet RDA requirements as prescribed by the U.S Department of Agriculture. Menus will follow dietary guidelines as outlined in the school food service manual issued by the Ohio Department of Education. Snacks shall consist of selections from two of the basic food groups and take into account special dietary considerations of food allergies, etc.

## **MEDICAL AND DENTAL EMERGENCY PLANS**

- Staff will be certified in first aid.
- In the case of a medical or dental situation needing staff attention, they will refer to the medical and dental emergency procedures on the wall in each room.
- If professional attention is required, every attempt will be made to contact the child's dentist or physician identified on the child's Emergency Medical Form located in the file.
- Parents will be notified.

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- Emergency phone numbers including Poison Control will be posted on each telephone in the building.
- The staff member involved with the child will complete an Accident/Incident Report Form and distribute copies as required.

## MANAGEMENT OF COMMUNICABLE DISEASE

### FOCUS

It shall be the policy of the Stark County Board of DD to provide and maintain an environment conducive to optimal promotion of the health and safety of all individuals. The management of communicable diseases is essential to insure the health and safety of all persons in the agency who are assigned to or frequent the various buildings and administrative center. The maintenance of sound habits in personal hygiene is each individual's responsibility. Effective infection control measures are dependent upon the cooperation of all.

### STAFF

Staff shall be trained in the prevention, recognition, and management of communicable disease signs and symptoms of illness, proper hand washing and disinfecting procedures as established by the Ohio Department of Health. At all times, at least one preschool staff member will be readily available who has completed courses approved by the Ohio Department of Health or the approved American Red Cross program in First Aid, Prevention, recognition and management of communicable diseases and child abuse recognition and prevention.

### ISOLATION OF ILLNESS

At Eastgate, the clinic shall be the designated area for isolating ill children who need to be removed from the preschool classroom. The nurse shall observe and monitor the child's condition and shall notify parents of the child's illness. Cots and linens used by an ill child shall be cleaned, laundered and properly disinfected according to posted guidelines.

At satellite locations, either the school office or a separate spot in the classroom shall be used for isolating ill children. If in the office, a preschool staff member shall stay with the child until he/she goes home. The parents shall be notified of the child's illness. All surfaces and materials used by an ill child shall be cleaned, laundered and properly disinfected according to posted guidelines.

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## DISCHARGE/RE-ADMITTANCE

There shall be a procedure in place for discharge and re-admittance of an ill child and notification of parents when a child is ill or exposed to a communicable disease.

## **PROCEDURES FOR MANAGEMENT OF COMMUNICABLE DISEASE**

*\*SEE SEPARATE BOARD ADOPTED SCHOOL HEALTH PLAN*

### **ADMINISTRATION OF MEDICATION POLICY**

*\*SEE SEPARATE BOARD ADOPTED SCHOOL HEALTH PLAN*

## **ADMISSION/PLACEMENT/WITHDRAWAL PROCEDURES, SUPPORT SERVICES**

### ADMISSIONS/PLACEMENT

1. All children must have a completed application for enrollment. This may be done at any time. Each application is date and time stamped and children are placed in class on a first come basis.
2. For children who are suspected of having developmental delays, the school district must conduct a complete assessment and then refer them to SCBDD Preschool for services if the child's team feels SCBDD is the Least Restrictive Environment for the child.
3. Information from the assessment is used to write an Individual Education Plan (I.E.P.) to meet the educational needs of the students within the preschool environment.
4. For children who are determined to be typically developing, a limited number of slots will be available. Anyone wishing to attend as a peer must participate in a developmental screening conducted by SCBDD staff at designated times during the year.
5. Openings for both children with I.E.P.s and typically developing are limited as per Ohio Department of Education rules.

### WITHDRAWALS

If the need should arise to withdraw a child from the preschool program, parents should contact the SCBDD preschool office at Eastgate to receive a Withdrawal

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Form. This brief form should be completed and turned back into the Eastgate office as soon as possible. School records cannot be forwarded to another school without the Withdrawal Form on file.

## SUPPORT SERVICES

Support services are available for children with I.E.P.s. These may include:

1. Speech therapy
2. Occupational therapy
3. Physical therapy
4. Nursing services
5. Transportation services
6. Family Support Services
7. Service Support Administration Services
8. Registered Dietitian
9. Specialized Autism services

## ROSTER

SCBDD Preschool shall send home at least once annually for each group of children in the program, a roster of the name and telephone number of each child and child's parent, being careful to list only those children for whom the parents have given permission to be included on said roster. No one but parents will be furnished with this preschool roster.

## **ATTENDANCE**

### STANDARDS

Attendance is a basic and integral part of education. Frequent absences disrupt the continuity of the instructional process. As a result, the benefit of regular instruction is lost.

### RECORDS

Individual attendance records will be kept on file no later than the first day of attendance and include admission date, attendance dates, and withdrawal dates as applicable. The Stark County Board of DD will confer with the LEA regarding action on school attendance issues.

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## ABSENCES

Anytime a student does not attend school, leaves early, or arrives late, the parent/guardian is requested to provide a written or verbal excuse to the school. Any illness beyond five days may require a release from the child's doctor saying the student is free of disease, not contagious, and capable of attending school. All communicable diseases that a student contracts should be made known to school officials so other parents/guardians or pregnant women can be notified. If an absence is due to hospitalization or surgery, parents are required to notify the school nurse as well as the teacher. A doctor's release must accompany the child upon his/her return.

## **DISCIPLINE**

### CLASSROOM CLIMATE

Preschool staff shall create a favorable climate for the children to help insure that the time spent in preschool will be relaxing, fun, and enriching for all. Discipline is a part of the climate and is the ongoing process of helping children to develop inner controls so that they may manage their own behavior in a socially approved manner.

### INTERVENTIONS

Setting limits gives the child the security of knowing that one's strong emotions will not lead the child to do things that will later be regretted. The child knows an adult will take the responsibility for stopping unacceptable behavior until the child is able to do so for him or herself. Desirable behaviors will be complimented or otherwise rewarded and undesirable behavior will be kept at a minimum before problems arise.

**SEE SEPARATE BOARD ADOPTED DISCIPLINE POLICY 5.10.**

## **TRANSPORTATION/FIELD TRIPS**

### TRANSPORTATION

The Stark County Board of DD shall provide transportation services in accordance with Section 5126-05 of the Ohio Revised Code. Details of the services are distributed annually to all parents/guardians/enrollees in the Transportation Handbook. Emergency Medical Authorization Forms will be carried on each board owned vehicle in case of emergency.

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## FIELD TRIPS

School activities shall be set up based upon the idea and philosophy that they are activities for education and development of the students both physically and mentally. These criteria shall be met before authorization is given for any school activity, including field trips. Staff members will carry with them at all times when off school grounds a copy of each child's Emergency Medical Authorization Form.