Parent Handbook

2026-2027

The Early Learning Center

Ohio Step Up To Quality GOLD AWARD

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https://tinyurl.com/esclc-elc

Policies in this handbook are included in the Lorain County Board of Education Preschool Program Governing Board Policy. Guidelines in the Governing Board Policy reflect the standards set forth by the Ohio Department of Education. A copy of the Lorain County Board of Education Preschool Program Governing Board Policy is available upon request.

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GENERAL INFORMATION

The Lorain County Early Learning Center (ELC) is licensed through the State of Ohio, Department of Education. We follow all rules and regulations required by the Division of Early Childhood Education. The license is posted in each classroom and in the display case by the front office at all times. Our integrated preschool program serves children ages 3-5 without special needs as well as those with special needs from four participating school districts in Lorain County **(Clearview and Firelands in the morning; Keystone and Wellington in the afternoon).** The children attend school Monday through Friday. We offer morning, afternoon or full day sessions. A parent provided lunch and a school provided rest period are additional components to the full day program. Teachers work on skills that are developmentally appropriate for each child attending the program. Children entering the program on an Individualized Education Program (IEP) will have their goals and objectives included throughout the daily schedule. Related services such as speech therapy, occupational therapy, and physical therapy are provided to students with IEP's as determined by the evaluation team process. Typical peers will have two learning goals established at the beginning of the school year. All students will have a standards based report card where progress will be reported each trimester. Itinerant teachers serve students in their homes, playgroups, or other preschool settings.

PROGRAM PHILOSOPHY AND MISSION STATEMENT

Mission Statement: ***At the Early Learning Center we encourage learning in growth in a safe and fun environment for All children, families, and educators.***

The Lorain County Early Learning Center is part of the Educational Service Center of Lorain County. The program is a Gold rated program through Ohio's Step-Up to Quality rating system. This is a child-centered program devoted to meeting each child's unique needs. Our concern is for the whole child. We believe it is important to provide a safe and nurturing setting in which to foster each child's self help, physical/motor, social/emotional, language/communication, learning/cognitive and aesthetic development.

Preschool children learn best through meaningful play. The teachers serve as facilitators to guide children in varied learning experiences. Each individual classroom shall post their schedule of activities in their rooms. These activities are primarily child-oriented and child-directed and shall include a balance of both quiet and active play throughout the day.

Children progress at their own developmental pace. The overall goal is to foster in each child a positive sense of their self-worth and a belief in their own ability to learn and grow as capable, independent individuals.

It is strongly believed that family involvement is critical to a child's growth. Parents are important partners in the development and provision of learning situations. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities and expectations and available agency services through periodic progress reports, newsletters, and/or telephone contacts from the preschool teacher. Parents of qualifying children will participate in Individualized Education Plan (IEP) meetings .

CONFERENCES

Parents are expected to attend regular conferences scheduled twice a year, Fall and Spring, to discuss progress. Parents are not limited to two conferences and can request a conference with a teacher any time. We welcome your input and involvement.

VOLUNTEER/CLASSROOM VISITS

Parents are welcome to observe or visit their child's classroom. Please contact your child's teacher or particular therapist to set-up a time and date for the observation or visit. Please sign in at the office when you arrive for the observation or visit. If you would like to schedule multiple observations or visits (max 9 per school year) the principal will work with you on a schedule so that it does not become intrusive for the students or interfere with the daily activities involved in the school day. We encourage participation in the classroom through attendance at parent focused events or volunteering. Your child's teacher will inform you of the volunteer opportunities within their particular class. If you are volunteering in the classroom, you will be asked to review and sign the volunteer policy before starting to volunteer. We also encourage parents to participate as members of the Parent Teacher Organization (PTO). The PTO meets once a month. You may join in person or virtually. Participation in the PTO is a great way to get involved in your child's school and meet other parents.

ADMISSION

Typically developing children must be potty trained and at least 3 years old by September 30th each year to be eligible to attend classes. Children must be 4 by September 30th to be eligible for a full day spot. The enrollment process for the next school year begins in January. Registration opens up to current families early January and then to the public two weeks later. Acceptance letters are emailed late March with registration packets. Parents must complete the registration packet, provide a copy of a legal birth certificate, and a current immunization record. All spots are filled on a first come, first served basis. New students are required to participate in a mandatory peer screening. An email notification concerning peer screening will be sent to the email provided on the PaySchools registration.Each family will be charged tuition on a monthly basis, and must also pay a **non-refundable $60 registration fee** upon enrollment. All children must have a current immunization record on file **within 30 days of enrollment** into the program. To enroll in extended care, there is a **$60 non-refundable registration fee per session, $120 for both AM & PM.** Slots for extended care will be filled on a first come, first serve basis.

Preschool children with disabilities are eligible to attend the ELC at no cost as determined by the Policies and Procedures for the Education of Children with Disabilities. The school district in which the parent resides is responsible for determining a child's eligibility for special education services. Transportation schedules are coordinated by the district of residence.

WITHDRAW

If for any reason you need to withdraw your child from the program, a withdrawal form must be completed. For children attending on an IEP, you must withdraw your child from your home school district as well as from the Early Learning Center. After the correct forms are completed and any outstanding fees are paid, the student's records will be released.

TUITION

Tuition is due on the **first of each month, August 1st - April 1st.** Please contact us immediately if you are having difficulty with payments so we can work with you in order to bring the account current. ***If a tuition payment is more than 1 month overdue, your child(ren) will not be allowed to attend until tuition fees are current, including extended care fees. Accounts that remain delinquent and are placed for collections, may be charged a reasonable attorney fee, collection fees, and/or court costs.***

We will be using the PaySchools payment portal for parents as well as accepting payments via check (made out to: ESCLC) and money orders. **We will not be accepting cash payments.** Directions for establishing a PaySchools account will be included in a packet that will be sent home with your child. We encourage you to drop tuition payments off in the office. If you choose to send tuition payments in your child's bookbag, we are not responsible for lost checks. Please send payment slip in with a check or money order made payable to ESCLC.

FAMILY

We believe that family involvement in education is critical to a child's growth. Parents are important partners in their child's learning and development. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities, expectations, and available agency services through trimester report cards, parent/teacher conferences, newsletters, notes home,electronic notifications through class dojo and/or telephone contacts from the preschool teacher. Parents of qualifying children will participate in an Individualized Education Program (IEP) meetings.

STANDARDS OF CONDUCT

The Lorain County Early Learning Center respects and promotes the unique identity of each child and family and refrains from stereotyping or discrimination on the basis of gender, race, ethnicity, culture, religion, or disability. The staff will follow program confidentiality policies concerning information about children, families and other staff members. Staff members never leave children alone or unsupervised while under our care. We do not use corporal punishment, emotional or physical abuse or humiliation. The Lorain County Early Learning Center staff is required by law to report any suspected child abuse and/or neglect. The phone number for the Child Abuse Hotline is 440-329-5340.

DISCIPLINE POLICY

The preschool staff works to help our students to become gradually more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors. The program is working to implement a Positive Behavior Intervention and Supports model (PBIS). The staff has training in behavior intervention and support annually. They may use modeling of appropriate behavior, positive reinforcement, natural and logical consequences and redirection. Teachers encourage children to express their feelings in an acceptable way. The teachers address student behaviors on an individual basis. Three school expectations are (1) be safe, (2) be a learner, and (3) be a friend. There is an acknowledgement system where students earn Bee Cards for displaying behaviors related to the three expectations.

It is our belief that in order to maintain an environment conducive to learning, it shall be necessary to develop an appropriate classroom management policy. This policy shall be conducted and supervised by the certified staff in each classroom. For the safety of the child and others around them, all teachers and classroom aides are certified in non-violent crisis intervention training and are required to renew/update that certification every school year. No employee is, at any time, to commit an act of physical or emotional abuse against any student in the program.

Conscious Discipline is a research-based, trauma-informed approach to behavior management that helps children develop self-regulation, social-emotional skills, and healthy relationships. It focuses on creating a safe, connected, and supportive classroom environment by teaching children how to identify their feelings, solve problems peacefully, and make positive choices. Through modeling and consistent routines, teachers guide students in building empathy, responsibility, and emotional resilience.

The following policies have been adopted by our Board and are determined by The ODE Preschool Program Licensing Rules: 3301-37-10: Behavior Management/Discipline

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

(D) 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 punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle
5. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's 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.

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

CONTENT STANDARDS

We follow the Ohio Department of Education (ODE) Early Learning content standards when developing lesson plans. These standards lead directly into the ODE Elementary content standards. Currently we have standards for language, math, social studies and science. These standards can be found on the ODE website at http://www.earlychildhoodohio.org/elds.php. Preschool Fundations literacy curriculum, Heggerty, Touch Math Preschool curriculum, and Handwriting without Tears are used as a foundation for classroom learning and are aligned with the Ohio Department of Education Early Learning Content Standards.

Curriculum

Frog Street Pre-K Curriculum is a comprehensive, research-based early learning program designed to support the development of the whole child. It integrates language, literacy, math, science, social-emotional learning, and physical development through engaging, age-appropriate activities. The curriculum is organized into thematic units that spark curiosity and foster a love for learning, while also promoting school readiness skills. With a strong focus on social-emotional development and intentional instruction, Frog Street Pre-K helps prepare children for a successful transition to kindergarten.

ASSESSMENT

Teachers assess students in a variety of ways, which may include the following formal assessments:

- ***Teaching Strategies GOLD Assessment*:** The Lorain County Early Learning Center uses Teaching Strategies GOLD®, an ongoing, observation-based assessment system that helps teachers understand each child's development and learning. Teachers gather information through everyday classroom activities, observations, conversations, and work samples to monitor progress in areas such as social-emotional development, language, literacy, mathematics, physical development, and cognitive skills.

  This assessment allows teachers to identify each child's strengths and areas for growth, plan meaningful learning experiences, and communicate progress with families. Teaching Strategies GOLD® is aligned with Ohio's Early Learning and Development Standards and helps ensure that instruction meets the individual needs of every child.

- ***Childhood Outcome Summary Form (COSF)* - For students that have an IEP:** Students' cognitive, language, and social skills are assessed by teachers twice a school year using this format, as well as other methods.

Progress Reports and Report Cards will be given at the end of each trimester and are evaluated using short cycle assessments, The Early Learning Assessment, observation as well as performance based data collection methods.

STAFF

Our preschool staff meets or exceeds state standards for certification and licensure as teachers and instructional aides. We continue to gain knowledge through in-services and continuing education. All staff participate in a minimum of 15 hours of professional development annually.

MATERIALS

Our materials are developmentally appropriate for use with preschool children. Safety is a main consideration for toy selection. Toys are routinely washed, disinfected and checked for safety. **TOYS FROM HOME ARE NOT PERMITTED** except for days designated by your child's teacher (ex.-Show and Tell)**.**

CLOTHING

Clothing should be “play-type,” comfortable and suitable for preschool activities, such as painting, gluing and outside playing. **It is unrealistic to expect your children to keep their clothes clean at preschool!** Shoes should fit comfortably and have rubber soles. We recommend comfortable clothes, socks, and closed toed shoes be worn daily. Crocs are discouraged due to playground mulch. Clothing should be easy enough for children to manage by themselves. “Onesies”, bodysuits, suspenders, etc. are difficult to fasten and **should not be worn to school**. When sending your child to school in a dress or skirt, please consider having them wear a pair of shorts underneath as preschoolers spend a lot of time on the floor during play and circle time activities.

Whenever possible, preschool students will be taken outside for gross motor activities. Please dress your child with appropriate outdoor clothing as the weather dictates. If it begins to rain, snow heavily, or the wind chills and temperatures drop below 40 degrees, gross motor activities will take place indoors.

OUTDOOR PLAY WEATHER GUIDE

The students will have an opportunity to go outside when the weather is free of precipitation and the temp is between 40-85. Please dress your child with the appropriate clothing to go outdoors under these conditions.

SUNSCREEN POLICY

To promote good health, safety and to protect all students from harmful ultraviolet rays, the Lorain County Early Learning Center encourages the regular use of sunscreen on students during all outside events and activities.

Whenever outdoor play is possible, ***it is recommended that all children in the program have sunscreen applied by the parent prior to arriving at school***.

SNACKS/LUNCH

Please provide a healthy snack and drink daily for your child. For the full day program two healthy snacks and lunch will be provided by the parent. It is requested that there are two lunch boxes for full day students one that contains their snacks and one that contains their lunch. **Lunches are not permitted to be heated by the Early Learning Center Staff** as there is no food services license at the building. **Please let your child’s teacher know about any food allergies.** Because of severe allergies, ***no food should contain peanuts***. If you would like to send in a special snack or treat, please talk to your child’s teacher beforehand. Please make sure your child has eaten before arriving at school.

*Although your child will have the opportunity to eat a snack at school it should not take the place of breakfast or lunch. Please be sure your child has eaten before arriving at school.

NAPPING PROCEDURES

Full-day classrooms will have a nap/rest period reflected in the daily written schedule. Nap/rest periods shall not exceed 1.5 hours in the daily schedule. A quiet space for children who want to rest or nap will be provided. A child who attends a full day classroom will be assigned a rest/nap cot with their name clearly labeled. All rest/nap cots will be cleaned before being assigned to another student. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. Parents can provide items for napping such as blankets, pillows, etc. These items will be sent home with the child at the end of each week to be washed by the parent(s). Parents are requested to provide a bag so that napping items can be transported to and from school.

ATTENDANCE

Children attending the Lorain County Early Learning Center half-day session will be in class from 8:30 a.m. to 11:30 a.m. (morning session) or 12:30 p.m. to 3:30 p.m. (afternoon session). The full day session is held from 8:30 a.m. to 3:30 p.m. Classes are held Monday through Friday following the calendar adopted by the Educational Service Center of Lorain County. Please try to be prompt when dropping your child off for school. Late arrivals are disruptive to the class and are counterproductive to the lessons being taught. Children shall only leave with a parent or persons designated on the enrollment paperwork. If someone other than a designated person will be picking up your child, please follow the procedure as stated in the Child Release Policy section of this handbook. Attendance is taken daily. Please call the office at 440.324.3178 if your child will be absent.

A phone call home will be made in your child’s absence if no notification has been received. We need a note on the day that he/she returns to school explaining the reason for absence. If your child is absent for five days in a row without notifying the school, parents will be asked if they plan to continue the child’s enrollment in our program. Additionally, if your child is a *bus rider* and he/she will be absent, **please call the transportation department for your school district to inform them that day also.**

ARRIVAL/DISMISSAL PROCEDURES

Children will be monitored to and from their classrooms by designated staff members at the beginning and end of school. At arrival, parents who transport should pull up to the designated car line area and wait for a staff member to get their child. At dismissal, parents should pull up to the designated car line area and wait for a staff member to bring their child to their vehicle. Parents who come in the building must sign in and out in the office.

Car Rider Procedure

PLEASE ADHERE TO THE SPEED LIMIT SIGNS. SAFETY IS OF THE UTMOST IMPORTANCE.

- Come in the "ENTER" which is the south driveway.
- For quick drop off or pick up there will be **TWO ROWS** of cars. Follow the traffic arrows around the north end of the parking lot and pull up to the red line just before the white cross walk.
- **An ELC employee will be directing traffic; please adhere to their directions.**
- When the first four cars are emptied/filled we will release those cars and the next cars should pull up. You are responsible for buckling/unbuckling your child. Please pull over to the designated area if you need extra time to buckle your child.
- After your child is safely out of the car, please wait for a staff member to take them from you. Wait with your child until the staff member has their hand.

~ Return to your car and wait to be dismissed by the traffic director.

~ Turn right and leave the parking lot through the "EXIT," north driveway.

- **Car signs must be displayed at all times. If they are not displayed a staff member will ask you to go through the car line, park and come in to sign out your child. You will be asked for your ID.**

If you plan on getting out of your car for any reason, please remember to park in a parking space rather than pulling into the drop off/pick up line.

All children must be picked up promptly by 11:30 and 3:30. If the circumstances arise that you are unable to pick up your child on time, you must call the office.

EXTENDED CARE

Before Care time is 6:30-8:15 (arrive anytime within this window). We ask if you are arriving after 8:15 that you wait until the doors open at 8:20. Your child can walk in with the rest of the morning students.

1. When you arrive for before care, ring the bell and a staff member will buzz you in.
2. Walk with your child to the Extended Care Room.
3. Sign your child in when you enter the room.
4. You are welcome to bring a breakfast snack for your child. Set them up with the snack at the table prior to leaving. Ideally, breakfast should be done by 8:00 AM.

After Care time is 3:45-5:30 (arrive anytime within this window). **If for any reason your child will not be going to after care on a certain day, write a note to the teacher so that your child can take part in our typical dismissal procedures.** If there is a change during the school day and your child will not take part in after care, call the office. Send an additional snack for your child to have during after care if they will be staying past 4:45. When you arrive for after care, ring the bell and a staff member will buzz you in.

1. Walk to the Extended Care Room. If the students are using the gym or outdoor play areas, the staff will direct you to where your child is after you sign them out in the room.
2. Sign your child out.

If an extended care payment is more than 1 month overdue, your child(ren) will not be allowed to attend until extended care fees are current. Accounts that remain delinquent and are placed for collections, may be charged a reasonable attorney fee, collection fees, and/or court costs.

If you have an emergency during before or after care hours, please call 440.324.3178 ext 1264. **If you come to pick up your child past 5:35 there will be a $5.00 fee per minute that you are late. This fee is to cover the staff members overtime that they will incur while waiting with your child. The fee will be added to your monthly tuition statement and will be due when tuition is due.**

SAFETY

The following guidelines are observed:

1. No child will be left unsupervised or alone at any time.

2. Immediate access to working telephones in each classroom.

3. Fire, tornado, and intruder drills are held on a regular basis. Students are instructed by the teachers on these procedures. These drills are required by law.

4. In the event of a fire, weather, or medical emergency, the staff will follow plans which state action to be taken and staff responsibilities. These are posted in each classroom with diagrams showing evacuation routes. Rules for action by children will be explained periodically and practiced regularly.

5. In the event of an accident or minor emergency, a staff member will administer first aid and contact a parent/guardian, as well as send a written notification of the incident.

6. A staff member will notify the Lorain County Children Services when it is suspected that a child has been abused or neglect.

7. Each classroom contains a first aid kit which meets the preschool state licensing requirements.

8. The outside play area will be supervised so that all children are visible to a staff member at all times. Children will be supervised going to and coming in from the outside playground and the classroom.

9. A registered nurse from the Lorain County Health Department acts as a consultant to the school program and is available as needed. While the nurse is assigned hours to our program, her duties do not require her to be on site each day. Staff is able to reach her when her expertise is needed.

10. Current safety inspections are posted in the glass case outside the front office for your review.

11. Cameras are in the hallway, playground, parking lot and nature classroom for everyone's safety.

HEALTH

All children must have immunizations required for their age. Parents will provide information regarding emergency medical and dental care, emergency transportation and the names of a **minimum of three** persons who have permission and are available to pick up your child. It is the parent's responsibility to notify us of any changes in this information. If you need assistance in finding resources to complete the required health screenings, please contact the school nurse and they will provide you with information. **Contact number 440.324.3178.**

Any child needing medication during school hours must have a form completed and signed by the parent **and** physician to specify medication, dosage and time medication is to be given to the child. **Medication must be** brought to school in the original container appropriately labeled by the pharmacy. A written log will be kept by the child's teacher to verify dosage and time the medication was given. Staff is trained annually on medication administration by the school nurse. When a child has a specific medication administration plan, the nurse and staff in that child's classroom will sign-off on being trained on that specific medication administration plan. The training documents will be included with medication plans and the medication in the medication lock box located in each classroom.

Our teachers are trained in first aid, recognition of child abuse, hand-washing procedures, and symptoms of communicable disease. Every child's health will be observed daily.

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids and young adults, younger than age 21, who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if a child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your child is enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Helpful websites

http://www.pbs.org/parents/child-development/preschool-kindergarten/

http://www.cdc.gov/ncbddd/childdevelopment/positiveparenting/preschoolers.html

http://childdevelopmentinfo.com/ages-stages/toddlers-preschooler-development-parenting/

COMMUNICABLE DISEASE POLICY

• The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.

• A staff member is available to observe all children upon entering their group. The school will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms of illness. If a communicable disease is suspected, the child will be sent home.We may require a note from the physician for the child to return to school.

• A child who has been suspected of communicable disease shall be provided with a cot and isolated in a designated area awaiting parent authorized pick up. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised.

• Children suspected of a communicable disease may not be allowed to access district transportation. It is the parent's responsibility to transport their child home.

• A child who has been ill may be readmitted to our school after sufficient time has lapsed for the child to overcome his/her signs of illness. A child will be admitted by the authorization of his/her doctor, or in less serious cases, by the authorization of the administrator. **Your child must be symptom free for 24 hours before returning to school. Fever less than 100 degrees (without fever reducing medication), nit free, diarrhea free, and clear mucus or on antibiotic therapy for twenty four hours.**

• The Communicable Disease Chart is posted in each classroom.

• A staff member will immediately isolate and discharge the child to the parent/guardian or responsible individual as indicated on the enrollment form, if the child shows the following symptoms:

Isolated and sent home:

1. Diarrhea (2 or more loose stools)
2. Severe coughing (whooping) (red/blue face)
3. Difficult or rapid breathing
4. Yellow skin or eyes
5. Conjunctivitis (pink eye) is the inflammation or infection of the transparent membrane that lines your eyelid and eyeball. It's characterized by redness and a gritty sensation in your eye, along with itching.
6. 100.4 deg F. temp
7. Infected skin patches
8. Dark Urine/gray or white stool
9. Stiff neck
10. Unusual spots or rashes
11.. Vomiting
12. Lice including nits, scabies or other parasites
13. Sore throat/difficulty swallowing
14. Excessive discolored mucus that is interfering with instruction

Observed:

1. Minor cold symptoms alone
2. Not feeling well enough to participate
3. Elevated temperature
4. Excessive mucus
5. Excessive coughing

Mildly ill children may be observed within the group, and observed for worsening conditions. The child may be isolated and sent home if symptoms continue to worsen.

SICK CHILD PICK-UP POLICY

It is very common for children at this young age to become sick with little or no warning. Children may vomit, begin to evidence a fever, or break out in an unidentified rash while in school. When this happens the office or teacher will contact the child's parents or guardians. Please understand that while every effort will be made to keep your child comfortable, the Early Learning Center is not equipped to keep sick children for extended periods of time. We do request a parent/guardian/caregiver be available to come and pick up a child who becomes ill **within 30 minutes of the initial phone call.** Safety of the other students and staff is a priority.

CHILD RELEASE POLICY

If your child should need to be sent home early due to illness, etc., every effort will be made to reach a parent or guardian. If the parent or guardian is unavailable, the emergency contact persons on the enrollment form will be contacted. If you are having your child picked up by someone else, that person and their relationship to your child must be included on the enrollment form.

If someone other than the approved contacts should need to pick up your child, the parent/guardian must send a note to the teacher stating the name of the person who will be picking up the child. The note must be signed and dated by the parent/guardian. The person picking up your child will be required to sign in at the office. That person may also be asked to show a photo ID to verify identification. This procedure is in place for the protection of your child.

PARENT ROSTER INFORMATION

The preschool will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from this list. The roster is available to you upon request.

Change of Address

Please contact the office if you have a change of address, email, or phone number.

SCHOOL CLOSING POLICY

Winter brings snow and occasional winter storms. When these winter storms cause road conditions to close schools, the Lorain County Early Learning Center may also be closed. For weather related issues, the decision to close our school will be made based on the closing of the districts we serve: Firelands, Clearview, Keystone, and Wellington. The Early Learning Center will make the decision based on the amount of school districts closed and the weather conditions. Since our primary concern is for your safety and that of your child on snowy roads, follow these guidelines:

1. Watch any of the local television stations (Channel 3, 5, 8, or 19) for the **Lorain County Early Learning Center** to be delayed or closed. The name of our school will be listed.

2. Sign up for the Class Dojo at the beginning of each school year. Parents will be given information in order to register with the Class Dojo by the classroom teacher.

3. If your school district is closed and the Lorain County Early Learning Center remains open, you may drive your child to school that day. Otherwise, your child will have an excused absence for the day.

4. If your school district is on a two-hour delay, the buses from your district will not provide transportation for students in the morning class session. You may use your own discretion whether to drive your child to and from school that morning. Afternoon class sessions will not be affected by two-hour delay.

5. Families will be informed of school closings for other reasons (i.e. broken water line, no heat, etc.) via Class Dojo.

GRIEVANCE POLICIES AND INSPECTION REPORT ACCESS

All building and licensing inspections are posted outside the building office. If parents would like a copy of any of the inspection reports please contact the building secretary in writing.

This preschool is licensed by the Ohio Department of Education. Ohio Department of Education personnel are available to discuss any concerns or complaints you have as a parent. However, it is recommended that you attempt to solve the matter internally with the Principal or Governing Board before filing a formal complaint.

Principal: Tori Carrier 440.324.3178 x 1241

Governing Board: Educational Service Center of Lorain County 440.324.5777

If you still have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call: 614.466.0224 or toll free 877.644.6338 and ask for the Preschool Program Licensing.

If your child has an IEP and you have concerns regarding your parental rights or your child’s program, please call 614.466.0224 or toll free 877.644.6338 and ask for the Office of Early Learning and School Readiness.

PHOTOGRAPHS/VIDEOS

We like to take photos and videos to share with the parents and the community of our activities with the children. At times, photos will be used on the Educational Service Center's website and marketing materials. In addition, there may be times that we invite the local newspapers to our school to cover an event and your child's photo may be taken. In order for students' photos to appear in our publications, it is required that we obtain parental permission by completing the Photo Release form in your registration packet.

SOCIAL MEDIA

The ELC's Facebook page is the Early *Learning Center of Lorain County*. Information and announcements are posted for parents to keep up-to-date.

WEBSITE

Our website page can be found on www.elcofloraincounty.org. The following important information is listed on our page:

- Enrollment Forms
- Poverty Guidelines
- ELC Facts
- School Calendar
- Calendar of Events
- Itinerant Handbook
- Our Brochure
- Supply Lists
- Link to Facebook
- Parent Handbook
- PBIS Parent Library

CUSTODY

The Early Learning Center office must be notified of any change in the status of a child's custody. Students may only be released to the legal guardian(s) as noted on the registration form unless the office is notified of other arrangements in writing. All custody papers must be on file in the office and updated if the custody orders are changed.

FIELD TRIPS

Students are provided opportunities throughout the school year to participate in field trips. These trips are intended to provide opportunities for families to engage socially, students to practice skills learned in school, and teachers to observe students in a variety of settings. Parents are required to provide transportation to/from the location and are required to stay on site with their child. Preschool field trips take the place of the regular preschool day. Information regarding each field trip is sent home to parents 2-4 weeks in advance. There may be additional costs for the field trip.

CLASSROOM SUPPLIES

Most preschool supplies are provided by the school. Parents are asked to provide a standard sized book bag/backpack and snack bag for their child. Preschool supplies lists can be found on The Early Learning Center's website or a hard copy can be provided upon request. A classroom list will also be emailed with orientation information in August.

Additional information

If you need assistance or have questions regarding an early care and education program which includes:

- Licensing compliance
- File a complaint
- Report alleged operations
- Step Up To Quality

For additional support, please visit Early Care and Education or email us at childcarepolicy@childrenandyouth.ohio.gov

HEALTH AND DEVELOPMENTAL INFORMATION

Helpful Websites:

http://www.cdc.gov/ncbddd/childdevelopment/positiveparenting/preschoolers.html

http://childdevelopmentinfo.com/ages-stages/toddler-preschooler-development-parenting/

https://www.myplate.gov/

https://www.loraincountyhealth.com/

https://exceptionalchildren.org/

Early Learning and Development Standards:

https://education.ohio.gov/getattachment/Topics/Early-Learning/Early-Learning-Content-Standards/Early-Learning-and-Development-Standards.pdf.aspx?lang=en-US

Early and Periodic Screening, Diagnostic and Treatment:

https://www.medicaid.gov/medicaid/benefits/early-and-periodic-screening-diagnostic-and-treatment/index.html

COMMUNITY RESOURCE INFORMATION

Community Resource Services (CRS)

Website: https://www.aalcrs.org/

Phone: 933-5639 An On-site Emergency Food Pantry. The pantry is open daily to anyone in need of food. Emergency Financial Assistance. Clients are able to receive assistance with utilities, rent, auto repair, medical/prescription costs, school-related expenses and other basic needs once it has been established that they fall within our income qualification guidelines. On-site access to Lorain County's UCAN Collaborative CRS is currently hosting a representative from the United Way of Lorain County's Emergency Assistance Collaborative, the United Community Assistance Network (UCAN) a few days each month. UCAN is a county-wide emergency financial assistance collaborative that includes partners throughout the county. They are working to ensure that all residents of Greater Lorain County have year-round access to emergency financial assistance for rent, utilities, or other emergency basic needs. Information and Referral. If it's determined that the services necessary to best suit an individual client's needs are outside of our own capabilities, CRS has a vast network of agencies and other support groups to use as sources of referral, including the Ohio Benefit Bank (OBB). SEASONAL PROGRAMS CRS sponsors a number of seasonal programs that are designed to help relieve the burden on families during times that often carry added stress. These programs include our Santa's Workshop program in December, our Mother's Day Women of Worth program, Thanksgiving and Easter food baskets, and our Back-to-School

Backpack Program.

United Way of Greater Lorain County 2-1-1

Website: http://www.211lorain.org/

What is United Way of Greater Lorain County First Call for Help? Every day in Lorain County, someone is in need of essential services - from finding substance abuse treatment to securing food for their family. Faced with these problems, people often don't know where to turn. In many cases, people end up going without these necessary and readily available services because they don't know where to start. United Way of Greater Lorain County 211 assists over 10,000 callers in finding services to meet their needs each year. What is 2-1-1? 2-1-1 is an easy to remember phone number that connects individuals with resources in the community. 2-1-1 provides individuals with information about and referrals to human services for everyday needs and can also help them in crisis situations. 2-1-1 is a central number to call when individuals and families need services, or when they want to make a meaningful contribution of time or goods. Is 2-1-1 free? Yes! All 2-1-1 services are absolutely free. Is 2-1-1 always available? Yes! Our 2-1-1 program is available 24 hours a day, 7 days a week. As a result, people can find available help whenever the need arises. Is my call confidential? Yes! Your call is completely confidential. Our staff will ask for basic information including age and zip code in order to provide an appropriate referral. Is 2-1-1 available in other locations? As of 2013, over 90% of the United States population has access to 2-1-1. Visit www.211.org to search for 2-1-1 Information and Referral services in other communities. Inclusion/Exclusion Criteria It is the function of United Way of Greater Lorain County 211 to provide information about and referrals to a broad range of human service agencies throughout the Lorain County area. It is the intent of the program to provide as much information as possible to individuals who call to enable them to make informed decisions about which of the available resources may best meet their needs. While we strive to give the most accurate and appropriate information and/or referrals possible, United Way of Greater Lorain County 211 is not responsible for the quality of service delivered by any agency to which a caller is referred. 211 Staff refer to available agencies; they do not recommend one over another. It shall be United Way of Greater Lorain County 211's practice to maintain as comprehensive a file as possible of agencies and programs whose services are directed toward the solution of human problems. To view our Inclusion/Exclusion Criteria, http://www.211lorain.org/content.aspx?inclusion

Need more information? Dial 2-1-1 or call 1-800-275-6106

Lorain County Public Health Department

Since 1920, Lorain County Public Health has worked to create healthy communities for all to live, work, and play. Lorain County Public Health protects your well-being, prevents disease, and promotes overall health…

- Vaccines for all ages
- Lead poisoning testing

- Free fitness opportunity
- Low-cost car seats
- Free home visits for families and newborns
- Low-cost prescription medications
- Local WIC office
- Inspect the places where you buy food
- Test public pools and beaches for safety
- Provided funding for the walking path at Avon's Every Child's Playground

Lorain County Health and Dentistry

Website:http://www.lorainhealth-dentistry.org/

Call: (440) 240-1655 LCH&D provides high quality, affordable medical and dental care to members of the entire family. LCH&D follows Federal Poverty Guidelines and discounts fees for those who do not have health insurance or qualify for Medicaid. As a federal Health Center, LCH&D must charge a fee for uninsured patients who qualify for a full (100%) discount. In medical clinics, the fee is $20/visit while in dentistry it is $25/visit.

Connecting For Kids

Website: http://www.connectingforkids.org/

Phone: 1-440-250-5563

Email: info@connectingforkids.org

Connecting for Kids is a nonprofit with a mission of providing education and support for families with questions or concerns about their child. We serve families on Cleveland's west side with children under the age of 13 by providing programs and support for families as well as through educational campaigns. Connecting for Kids is more than just "a group for special needs families." We welcome any family with a concern about their child - whether the child has a formal diagnosis or has been described as shy, anxious, impulsive or quick to anger. All of our programming is provided at no cost to the families through fundraising, grants, and through generous donations from our community. To learn more about our organization, please visit the links below. Or, join us today and become a part of our growing family of professionals and parents.