

A Guide To Preschool * Education



*(Ages 3-5 years)

2016-2017

Hancock County Educational Services Center
7746 County Road 140
Findlay, Ohio 45840
419.422.7525 Fax 419.422.8766



Dear Parents and Guardians

This handbook has been compiled to give you information about the Hancock County Preschool Program. The students in the classroom are a blend of special needs students and peer model students. We hope this information will help you and your child have an easy adjustment to their first school experience.

In this handbook we have tried to answer many of the questions we thought you might ask. We know we have not covered all possible questions, concerns, or suggestions, so please feel free to contact us.

** Each individual preschool location will also have information specific to that preschool location.*

We hope you will actively join us in our endeavor to provide your child with the best possible educational opportunity by meeting his or her unique strengths, interests and needs. We feel parents are an important part of this process, and we look forward to working closely and communicating openly with you.

Sincerely,

Donna K. Josimig

*Hancock County Educational Service Center
Preschool Supervisor*



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HANCOCK COUNTY PRESCHOOL PROGRAM

Hancock County Educational Service Center

7746 CR 140

Findlay, Ohio 45840

Phone 419.422.7525 Fax 419.422.8766

Larry Busdeker, Superintendent

Governing Board

President: John Oman

Vice President: Jim Farmer

Member: Nancy George

Member: Terry Huffman

Member: Marcia Musgrave

Donna Losiewicz, Preschool Supervisor (losiewicz@d@hancockesc.org)

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Shannon Sorosiak-Simon, Preschool Psychologist (sorosiaksimons@hancockesc.org)

Dana Helfrich, Admin Asst/Tuition Coordinator (helfrichd@hancockesc.org)

PRESCHOOL PROGRAM LOCATIONS

Arcadia Elementary • 419.894.6431

David Golden, Building Principal

Lynn Vera, Teacher (veral@hancockesc.org) • Sarah Moses, Justine Beard, Aides

Arlington Elementary • 419.365.5121

Scott Marcum, Building Principal

Tina Ruetz, Teacher (ruetz@d@hancockesc.org) • Denise Russell, Aide

Cory Rawson Elementary • 419.963.7017

Heath Huffman, Building Principal

Marianne Brinkman, Teacher (brinkmanm@hancockesc.org) • Beth Courtney, Aide

Liberty Benton Elementary • 419.422.9161

Brian Burkett, Building Principal

Jane Cassidy, Teacher (cassidyj@hancockesc.org) • April Tiell, Aide

McComb Elementary • 419.293.3286

Matt Davis, Building Principal

Jennifer Brown, Teacher (brownj@hancockesc.org) • Kim Zeller, Jennifer Kiser, Aides

Riverdale Elementary • 419.694.2211 ext 1811

Dr. Julie Spade, Building Principal

Jill Richards, Teacher (richardsj@hancockesc.org) • Lora Bianchi, Sherri Trasente, Aide

Jennie Engrissei, Teacher (engrisselj@hancockesc.org) • Brittany Miller, Aide

Van Buren Elementary • 419.299.3416

Michael Newcomer, Building Principal

Michelle Barger, Teacher (bargerm@hancockesc.org) • Annette Lutz, Jennifer Kiser Aides

Hancock County ESC • 419.422.7525

Carly Shinn, Itinerant Teacher (shinn@d@hancockesc.org)

Parent Mentor • 419.422.7525

Laurie Betscher, Ext. 105 (betscherl@hancockesc.org)

Related Services

Speech Pathologist • Occupational Therapist • Adapted PE Teacher • Physical Therapist

PURPOSE

The purpose of this handbook is to help you understand the preschool services, and to become a knowledgeable advocate for your child.

As with any handbook, this is not intended to provide the total in-depth information you may need to know about the Hancock County ESC Preschool Program. Rather, the intent of this handbook is to provide a starting point and a foundation for understanding the process and to clarify some terms that are unique to preschool.

LICENSURE

- The Hancock County Educational Services Center (ESC) Preschool is licensed by the Ohio Department of Education (ODE) Early Childhood Division, and sanctioned by the Hancock County ESC Board of Education.
- A copy of the Rules for Preschool Programs is available at the ODE website (<http://education.ohio.gov/Topics/Early-Learning>).
- The licensing record for each individual school program, which includes compliance reports, will be displayed in the preschool room for your viewing.
- Evaluation forms from the health, building, and fire departments are available for inspection in the school office.

If you 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**, ask for **Preschool 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**, ask for **Barbara Weinberg, Office of Early Learning and School Readiness**.

Parents can view preschool licensing inspection reports at:

<http://education.ohio.gov/Topics/Early-Learning/Preschool-Licensing>

The licensing reports are also displayed in the preschool rooms. If you need assistance finding the licensing reports, please ask the preschool teacher or preschool supervisor

EDUCATIONAL PHILOSOPHY

The Governing Board of the Hancock County ESC believes that every individual possesses the capacity and will to learn. We recognize that every learner has different abilities, needs, and interests which affect their degree of learning and realize that this necessitates a varied curriculum and a stimulating environment.

We also believe that it is our responsibility to develop a high quality educational service organization dedicated to providing administrative, curricular, instructional, pupil personnel, and professional development services to the schools of Hancock County by the most efficient and economical means possible. These services are primarily designed to assist boards of education, administrators, teachers, and other staff members of the local school districts so that they may develop into strong leaders in their schools and that the students may become socially and economically productive members of society.

Therefore, to promote this belief, we recognize that it is our purpose to assist local school districts in developing educational programs that they deem necessary and compelling for the improvement of their schools, and to provide leadership that is alert to the best educational practices of the day.

PRESCHOOL EDUCATIONAL PHILOSOPHY

The Hancock County ESC preschool goal is to prepare our students for success in kindergarten. To reach this goal we provide developmentally and individually appropriate experiences to help each child reach their fullest potential. Our program focuses on developing the "whole" child. This means our program plans meaningful hands-on experiences to improve children's development in the following areas of development: social/emotional, cognitive and general knowledge, motor skills (fine & gross motor), self-help skills, and language and literacy.

Our program adheres to Ohio's Early Learning and Development Standards.

HANCOCK COUNTY PRESCHOOL GOALS

1. To provide skills leading to independence.
2. To be developmentally appropriate.
3. To provide training in modes of communication that is appropriate to the needs of the child.
4. To introduce and reinforce readiness skills.
5. To assist in development of large and small motor skills.
6. To assist students in developing social skills.



7. To assist students in developing responsibility for their own behavior.

DESCRIPTION OF PROGRAM

The preschool classes are comprised of students on an Individualized Education Program (IEP), and students who are not on an IEP. These students are referred to as “peer model” students. A student who is enrolled in the program on an IEP has met specific eligibility requirements as mandated by the State of Ohio. A child on an IEP has a documented deficit in communication, hearing, vision, social-emotional skills, cognitive skills, motor skills, or adaptive or behavior needs. Our program is designed to provide the least restrictive environment (LRE) for the preschooler on an IEP. Recognizing that each child is unique, we offer a continuum of services to meet the needs of all the preschoolers in our program.

The teacher/child ratio is one teacher and one assistant to 16 children for each class. A petition to the State Board of Education must be submitted to obtain a waiver to increase class sizes. Each class consists of a *maximum* sixteen children with various abilities, 6-8 of whom are identified as children with special needs.

A State Certified Highly Qualified Preschool Education teacher and a State Certified Highly Qualified assistant facilitate each class. The total preschool special education team includes a preschool special education teacher, assistant, speech/language pathologist, occupational therapist, physical therapist, preschool psychologist and an adaptive physical education teacher. Should a family have questions or need more information they are encouraged to contact any of the above named personnel.



DAYS/HOURS OF OPERATION

Monday-Thursday

AM Program: 8:00 a.m. – 11:00 a.m. or 8:30 a.m. – 11:30 a.m.

PM Program: 12:00 p.m. – 3:00 p.m. or 12:30 p.m. – 3:30 p.m.

Our preschools operate Monday through Thursday and offer a morning or afternoon class. Each classroom will have their daily schedule posted. Please confirm actual start and end times with your child’s preschool teacher as individual classroom times may vary.

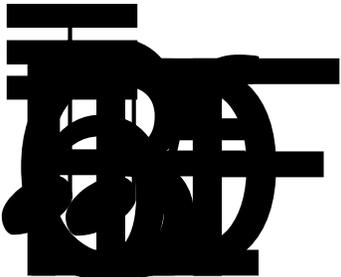
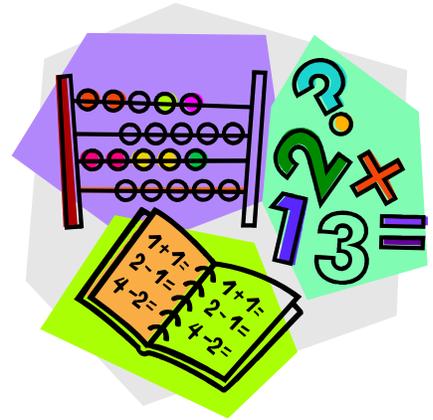
CURRICULUM

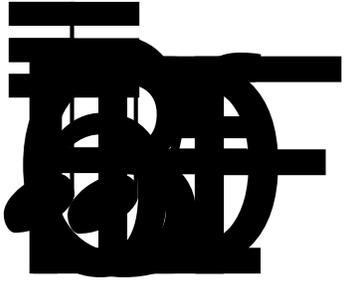
The Hancock County ESC Preschool Program follows a curriculum guide developed for young children with varying levels of abilities. It is designed as a working document reflecting current research, children's developmental needs, and their interests. The curriculum centers on the content areas of language arts, science, mathematics, social studies, and physical education. In preschool these areas are integrated into classroom activities and they center on children's interests and interactions while they are engaged in play.

The current curriculums used in our programs are:

- DLM Early Learning Express® – aligned to ODE preschool standards

We encourage you to ask your preschool teacher to review a copy of the curriculum.





SNACKS

As a daily language routine in the class, nutritious snacks will be served. Encouraging independence is a regular part of snack time. Daily snacks will include selections from two food groups. Smart and healthy snacks include fruit, unsweetened applesauce and raw vegetables, whole grains such as crackers and cereal, and low-fat dairy foods.

Snack Guideline

Licensing guideline:

The program shall provide meals and snacks in accordance with all of the following:

- 1) Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S. Department of Agriculture meal patterns. (www.fns.usda.gov/cacfp/meals-and-snacks)



- 2) Fluid milk shall be vitamin D fortified. Low-fat, skim or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used only for cooking and shall not be used as a beverage.
- 3) A choice from two of the groups listed below must be served for snack:
 - a) Meat/meat-equivalent group;
 - b) Bread/bread-alternatives group;
 - c) Milk group; or
 - d) Fruit/vegetable group.
- 4) Parents providing snacks shall be given information on nutritious snack choices.

Current menus for the entire week shall be posted in a conspicuous place and shall reflect all meals and snacks to be served by the program. Any substitute foods served shall be from the same basic food group and shall be recorded on the posted menu on the day the substitute food is served.

FAMILY INVOLVEMENT

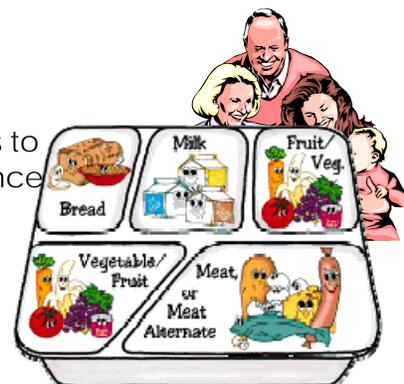
Family involvement is a key component of the program. Families are the primary educators of their children. Therefore, a continuing goal is to build and maintain a relationship between families and staff. Families have an opportunity to participate through classroom visits/activities, conferences, and communication through daily notebooks, newsletters, and home visits.

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operations to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the supervisor. Upon entering the premises, the parent shall report to the school office.

Our preschool classes welcome families to become involved...

Individual Classroom Involvement

The Hancock County ESC Preschools welcome families to become involved in their children's preschool experience



much as possible. There are many ways to become involved! Field trip chaperone, cooking with children; videotaping in the classroom; taking photographs; sharing your talents such as music, crafts, and gardening, just to name a few. The list is endless, and you can be creative in how you are involved.

Conferences

All families will have the opportunity to attend a parent-teacher conference at least twice a school year.

Home Visits

Families *may be offered the option of having a home visit* throughout the school year. The purpose of home visits is to work with you to help your child accomplish specific goals. The home visit gives you an opportunity to have an open, informal discussion about your child. It is an opportunity to discuss the wonderful things your child is doing, as well as to discuss any concerns you may have and what types of interventions you may implement at home.

Roster

A student roster including addresses, phone numbers, dates of birth, and names of parents will be provided to preschool parents upon request. Parents must return the Annual Class Roster form and indicate what information may be shared.



TRANSPORTATION

Our preschool day is carefully balanced to provide a rich variety of opportunities to our young children. We liken arrival and departure to embarking on an airplane. If we are a few minutes early, we are able to adjust and calm ourselves to prepare for the flight. If we are too late in our arrival, we often are rushing to try to “catch up”. On the departure end, if we are more than a few minutes late, our children often feel like they’ve been “left at the gate”.

We respect that arrival and dismissal times are especially delicate for some young children. Please feel free to schedule a meeting to discuss and plan with your child’s teacher if your child needs extra adult attention at this time. It is our intention to offer each child a warm greeting and welcome to school each day, and to provide the same loving exchange at the end of the day.

Bus Arrivals:

Children arriving on busses will be met by a staff member and escorted into the building for safety purposes. Children will also be escorted out at the end of the day. If transportation issues arise, we urge you to consult with your child’s teacher who will assist you in contacting *your school’s* transportation department to resolve issues.



Field Trips:

On occasion the preschoolers may take field trips off of the school grounds. Parents will be given information about any field trips that occur during the school year and will be asked to sign a permission form.

SAFETY**Fire Drills**

Fire drills will be held monthly. The children will exit the building according to the posted fire evacuation plan in each classroom.

Tornado Drills

Tornado drills are held at least once a year. The children will follow the emergency plan posted in each classroom.

Lock-Down/Safety Drills

Schools are also required to practice lock-down and safety drills. Please ask your child's teacher if you have any questions about your school's policies.

Child Abuse and Neglect

All Hancock County ESC preschool staff members are trained in child abuse and neglect. All professional staff members are knowledgeable in the signs and indicators of child abuse and shall actively seek to identify and report suspected cases. Any staff member who has reason to believe a child has suffered abuse or neglect shall immediately report such information to the preschool supervisor.

Health and Safety

The program's health and safety policies and procedures as set forth by Ohio Administrative Code 3301-37-11 ensure that the health and safety of the children are safeguarded by an organized program of school health services designated to identify child health problems and to coordinate school and community health resources for children.

- Child/Staff ratios and maximum group sizes maintained.
- No child shall ever be left alone or unsupervised.
- A phone shall be available when the program is in session.
- Emergency procedures, including fire drills, rapid dismissals, and tornado drills, and emergency contact information are posted.
- Written documentation of an annual fire inspection and approval of the facility shall be posted in each preschool building.
- All preschool staff are trained to recognize signs and symptoms of illness, and in hand-washing and disinfection procedures.

- The program follows the Child Day Care Communicable Disease Chart.
- Parents shall be notified of accident or injury using a building accident report.

EMERGENCIES

Each child must have a completed Emergency Medical Authorization Form on file. Ohio Department of Education Preschool Regulations requires a physician's and dentist's name with addresses and phone numbers to be listed. The Emergency Medical Authorization Form must also list the names and phone numbers of three additional contacts who can be reached when the child is sick or injured or when another emergency exists during the school day.

In case of a medical emergency, the following procedures will be taken:

1. Parents will be contacted immediately unless the situation is life-threatening, in which case, 911 will be called before calling the parents.

If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Authorization Form.

PLEASE NOTIFY THE SCHOOL IMMEDIATELY IF ANY CHANGE IS MADE IN HOME/WORK ADDRESS, HOME/WORK PHONE NUMBERS, OR EMERGENCY PHONE NUMBERS. We stress the importance of giving emergency phone numbers; relatives, neighbors and friends are good sources. These people should be responsible, easy to contact, and usually at home (especially if your family is without a telephone).

MEDICAL POLICY

The Ohio Department of Education Rules for Preschool Program requires that each child have on file:

- A medical form completed by a licensed physician prior to the date of admission or not later than thirty days after the date of admission and annually from the date of examination thereafter.
- Immunization record must be up-to-date for admission to school. Proof of immunization or a completed waiver form must be on file at the beginning of school, or the child may be excluded from school until appropriate records are provided.
- A dental form must be completed by a licensed dentist with thirty days of admission. This form only needs to be completed once upon enrollment.
- A lead screening must also be completed within thirty days or a refusal must be on file. This form only needs to be completed once upon initial enrollment.

Preschool teachers must have a medical examination on file that is updated every five years.

Medications

In the event your child would need to take some form of prescription medication during the school day, we are required by law to have an authorization for the administration of medication completed by your doctor and on file before any medication can be given at school.

Absolutely no prescription medication will be dispensed at school by school personnel unless we have the following:

1. A physician's authorization form must be completed by your child's medical practitioner.
2. The medication received by the parent must be in its original container. Identification of the drug, recommended dosage, and number of times per day to be administered must be clearly identified on the label and the form. A parent or guardian may come to school and give the medication during the day without using the form.

NO medications are to be transported by your child. No medication is to be sent to school in your child's backpack or otherwise.

Non-prescription medications (Ibuprofen, antacids, cough drops, etc.) may be administered by school personnel if parents have completed and signed an over-the-counter medication form.

The school office and/or staff shall maintain a log of all medication administered.

Contagious Conditions/Illness

Parents should notify the school if a child is not attending school for any reason.

Parents should not send their child to school when any signs or symptoms of illness and especially of contagious disease are present. If your child has a temperature, diarrhea, or any other signs of possible illness, please keep him/her home for 24 hours after the symptoms disappear. The resistance of small children who have been ill is low, and if they come back to school too soon, they will be more susceptible to other diseases or infections. We realize school attendance is important for young children; however they will not benefit from the school day when they are feeling ill.

The following precautions should be taken for children suspected of having a communicable disease:

1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - a. Diarrhea (more than one abnormally loose stool within a 24-hour period);
 - b. Severe coughing causing the child to become red or blue in the face, or to make a whooping sound;
 - c. Difficult or rapid breathing;



- d. Yellowish skin or eyes;
 - e. Conjunctivitis;
 - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
 - g. Untreated infected skin patch(es);
 - h. Unusually dark urine and/or grey or white stool;
 - i. Stiff neck;
 - j. Evidence of lice, scabies, or other parasitic infestation.
3. A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room not being used in the preschool program within sight and hearing of an adult at all times:
- a. Unusual spots or rashes;
 - b. Sore throat or difficulty in swallowing;
 - c. Elevated temperature;
 - d. Vomiting.

The child shall be made comfortable on a cot. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the preschool staff. The child, while isolated at the program, shall be carefully observed for signs of additional symptoms and/or a worsening condition. The child shall be discharged to the parent, guardian or designated other as soon as practical.

All linens and blankets used by the ill child shall be laundered before being used by another child. The cot shall be disinfected with an appropriate germicidal agent. If soiled, the cot shall be cleaned with soap and water prior to being disinfected.

Readmission Policy

Children may return to the program under the following conditions:

1. When they have been treated by prescription medication for twenty-four (24) hours.
2. With a note from a physician or other medical professional stating they are no longer contagious, or
3. When they are fever or symptom-free for twenty-four (24) hours without the aid of fever-reducing or other medications.

Parents are urged to examine their child before sending him/her to schools for signs and symptoms of illness and keep him/her home when in doubt.

Care of Mildly Ill Children

"Mildly ill child" means a child who is experiencing minor common cold symptoms (sneezing, occasional coughing), but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities but who is not exhibiting any of the symptoms above.

A child with mild illness shall be within sight and hearing of an adult until he/she feels like returning to the group or until discharged to parent or guardian.

Notification of Exposure to a Communicable Disease

It is not uncommon for children to contract contagious conditions such as pink-eye, chicken pox, head lice, ringworm, scabies, etc. If your child or a family member contracts one of the conditions, please notify your child's teacher immediately. This will help to prevent further spread of the condition among his/her classmates.

Parents will be notified by a note from the teacher or school nurse when children are exposed to a diagnosed communicable disease while at school.

REQUIRED PAPERWORK

The following birth information/medical information/permissions forms are given to the parent/guardian to complete and satisfy the child's enrollment requirements in the preschool program and will be kept in the students file at the school:

- Copy of Birth Certificate (not birth record);
- Updated immunization record due by 1st day of school;
- Child's Medical Statement provided with 30 days of enrollment (updated annually);
- Child's Dental statement provided within 30 days of enrollment;
- Lead test within 30 days of enrollment;
- Emergency Procedure and Medical Authorization Form.

SCHOOL DELAYS/CLOSINGS AND INCLEMENT WEATHER



On occasion, your school may need to close due to inclement weather or unforeseen circumstances. In the event of a delay, an emergency closing, or inclement weather closing, the parents will be informed via television and radio announcements. School delays can be found on the radio thru WFIN AM (1330), and WKXA FM (100.5); television, Channel 11 or 13 out of Toledo. In addition WFIN.com and WKXA.com provide links to delays and cancellations and offer the option of receiving an alert by text or email.

At their discretion, some schools have used a "3 hour delay" with an "extended day". Each school will adjust their schedules individually.



CLOTHING

Preschool experiences require many hands-on activities. While these are very meaningful to the children they may also become very messy. We ask that you please have your children wear clothes to school in which they are able to explore, play and even get dirty! Also, please make these clothes easy to get into and out of for toileting purposes. You will also be asked to provide an extra set of clothes that are seasonally appropriate in case any changes need to be made during the school day. Please place your child's clothing in a large Ziploc bag with their name clearly marked. Finally, we go outside frequently, so please make sure your child is dressed for the weather. Winter clothing should include boots, snow pants, mittens and hats. Spring weather may still require boots, as the playground may be muddy.



BEHAVIOR MANAGEMENT/DISCIPLINE 3301-37-10

- 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 positive reinforcement 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 himself or his family, or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- 8) Discipline shall not include withholding food, rest or toilet use, and food shall not be used as a reward for behavior.
- 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

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

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

DISCIPLINE POLICY

The most important purpose behind a discipline policy is the safety of all the children in the classroom. We also believe that our discipline policy should promote self-control in the students. As a class, we will create and discuss some basic classroom rules. Every student will be expected and encouraged to follow the class guidelines. Some examples of these rules are:

- Use walking feet and inside voices in the classroom.
- On the playground, we go down the slides feet first.

The rules will be stated in a clear and simple manner and posted in the classroom. Rules will be formed in a positive way to show the children what to do. It is easier for young children to comprehend the rules when they are stated in a way that tells children what to do. Young children often need reminders. Therefore, throughout the year the rules will be stated calmly and often to the children as reminders of appropriate classroom behavior.

Along with the class rules, in appropriate situations choice will be given to the children. Choices provide children with a sense of control and responsibility. An example of some choices is:

- You have to put on your hat and your gloves – what do you want to put on first?

Choices will be offered only when choices are available. For example the children need to come in after recess; however they can run or skip to line up. Children feel important and in control when making their own choices.

In addition to choices, children will learn that their actions can have consequences. An example would be:

- If you throw the blocks, you will be told to put them away.

Children need to see and learn that they are responsible for their actions. They need to learn how their behaviors impact the environment and the people around them.

Redirection is also another key to effective discipline. Young children can often be redirected before a major disruption occurs. An example of redirection:

- Jen has the police hat right now; here is a firefighter hat for you.

Even though steps have been taken to prevent major discipline problems, some will inevitably occur. Safety of the children is always the first priority. So if a child is injured, that is where the initial attention and care will be focused first. The following are the steps of disciplinary action that will be taken if a child is deliberately harming another child or teacher, or if a child is continuously disobeying the classroom guidelines:

1. Verbally reinforce the rule that has been broken to the child.
2. Work together with the children toward a better solution to the problem.
3. Removal of the child from the conflict situation to allow time for all students involved to calm down.
4. If it is a reoccurring problem, parents will be notified of the incident.
5. If a problem continues, there will be a conference between the teacher and parents to determine the next course of action (possibly a behavior plan)



GET SET FOR SCHOOL (Moving from Preschool to Kindergarten)

As your child moves to kindergarten many things will be happening that you the parent need to know about. The preschool team will help decide if your child will need extra care to be successful in kindergarten. This is how the process evolves:

**The preschool teacher will schedule visits to the kindergarten classroom. This will allow children to see the kindergarten teachers and the kindergarten classroom.*

**Parents should contact the elementary office at their school and register for kindergarten and kindergarten screening.*

**If parents have a child on an IEP, the parents will be invited to a kindergarten transition conference to discuss if a new Evaluation Team Report (ETR) is needed. If a new ETR is needed, a planning form and consent will be signed by the parent(s) or guardian(s). Information will then be gathered from the preschool team, preschool psychologist, and of course you, the parents. Everyone (school staff, parents, preschool psychologist) will get together and share this information so we can identify what your child may need to be successful in kindergarten. If needed, a kindergarten Individualized Education Program (IEP) will be completed.*

Kindergarten Readiness Checklist – from the Ohio Department of Education

To do well in school, children need to be supported and nurtured in all areas of development. It is also important that your child is physically, socially, and emotionally ready for school. This checklist can help serve as your guide. But please remember, young children change so fast! If they cannot do something this week, you may see them do it a couple of weeks later.

Is your child ready for kindergarten? Ask yourself these questions:

Physical Skills

Does your child...

- enjoy outdoor play such as running, jumping, and climbing;
- draw and trace basic shapes;
- cut with scissors;
- bounce a ball; or
- ride a tricycle?

Tips to help your child with physical skills:

- Materials that will help your child develop the motor skills needed to learn to write include crayons, markers, pencils, glue, scissors, paper and paint, puzzles, Legos and blocks.
- Activities that will help your child's coordination include climbing, jumping, skipping, playing ball, using playground equipment and riding a tricycle.

Health and Safety Needs

Has your child...

- had required shots;
- had a dental exam;
- had a vision exam;
- learned own first and last name;
- learned first and last name of parent;
- learned to watch for cars when crossing the street;
- learned to not talk to strangers;
- developed a set routine for going to bed;
- follow rules for safety?

Tips to help your child with health and safety needs:

- Help your child learn their full name, address and telephone number.
- Help your child to look both ways when crossing the street.
- Talk with your child about strangers and who to go to for help.
- Use bedtime as the opportunity to read to and talk to your child.

Kindergarten Readiness Checklist – from the Ohio Department of Education *continued...*

Personal Needs

Without your help, can your child...

- use the bathroom;
- wash hands;
- brush teeth;
- use tissue to blow nose;
- button and zip up shirts and pants;
- put on and take off coat;
- tie and/or Velcro shoes?

Tips to help your child with personal needs:

- Create morning and bedtime bathing and tooth-brushing routines.
- Allow your child to dress themselves.

- Practice putting shoes on.
- Help your child learn to use their words to tell other grownups when they are feeling sick or hurt.

Social and Emotional Skills

Does your child...

- play well with other children;
- separate from a parent without being upset;
- share with other children;
- care about the feelings of others;
- follow routines;
- put toys away when asked?

Tips to help your child with social and emotional needs:

- Give your child small chores to learn responsibility.
- Help your child learn to follow directions by giving simple steps.
- Encourage your child to share.
- Praise your child when he or she does something well.
- Provide guidance when your child is having difficulty.

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INFORMATION AND REFERRAL PERSON	CALL 211	I&R Web site	http://www.referweb.net/211toledo/
ABUSE - CHILDREN / ELDERLY		CRIME VICTIM ASSISTANCE	
Center for Safe and Healthy Children	419-425-1475	Prosecuting Attorney Victim Assistance	419-424-7089
HC Job and Family Services 1-800-228-2732	419-422-0182	DAYCARE / NURSERY SCHOOL / REFERRAL SOURCE	
ADOPTION SERVICES		HC Job and Family Services 1-800-228-2732 419-422-0182	
Am. World Adoption Association awaa.org	800-429-3369	Help Me Grow	419-423-8687
Catholic Charities (place, keep, adopt)	800-926-8277	Headstart HHWP Community Action Comm.	419-423-3147
Diversion Foster Care	419-422-4770	YMCA Childcare	419-422-3174
HCJFS Children's Services 1-800-228-2732	419-424-7022	YWCA Childcare Resource and Referral	419-225-5465
Keeping Kids Safe	567-525-4640	DAYCARE / RESPITE CARE SENIORS (See Yellow Pages also)	
SAFY	419-427-3320	Agency on Aging	419-423-8496
Women's Resource Center	419-424-9948	Julien Faisant Adult Day Care	419-425-3165
ALCOHOL, TOBACCO / SUBSTANCE ABUSE SERVICES		DENTAL	
A Renewed Mind	419-422-7800	Dental Center of Northwest Ohio	419-422-7664
Al-Anon & Al-Ateen Mtgs./Information	800-344-2666	Dr. Bruce Mutchler (takes Paramount)	419-423-0343
Alcoholics Anonymous www.area55aa.org	419-423-6273	DEVELOPMENTALLY DISABLED	
Century Health	419-425-5050	The Center for Autism and Dyslexia	567-525-4487
Choices	419-422-7767	Challenged Champions Equestrian Center	419-456-3449
Clearview	419-420-9308	Gliding Stars of Findlay (Cindy Bregel)	419-423-4536
Family Resource Center – youth & their families	419-422-8616	HC Board of Developmental Disabilities	419-422-6387
Pioneer Club - Narcotics Anonymous, AA	419-424-9233	Help Me Grow (birth – 3)	419-423-8687
Salvation Army - Referrals to Program	419-422-8238	Opportunities for Ohioans with Disabilities	419-228-1421
BEFORE & AFTER SCHOOL PROGRAMS		Special Kids Therapy 419-422-5607	
Findlay Area Before/After School (FABSS)	419-420-7050	Special Olympics	419-422-6387
Homework Central (Central Church of Christ)	419-422-3306	YMCA	419-422-4424
BENEFITS - (help getting them)		DISABILITY SERVICES	
Benefit Bank (Community Action Committee)	419-423-3755	SSR1 (State Support Region 1)	800-346-8495
BUDGETING / MONEY MANAGEMENT		Social Security SSI 800-772-1213	
Advantage Credit Counseling Service	866-699-2227	DISASTER RESPONSE	
HHWP Community Action Commission (CAC)	419-423-3755	American Red Cross	419-422-9322
Ohio State University Extension HC	419-422-3851	Fire Relief Foundation	419-346-2776
CHILDREN'S SERVICES		DOMESTIC VIOLENCE / RAPE CRISIS	
Boy Scouts of Am. (Black Swamp Area)	419-422-4356	Open Arms	419-422-4766
Camp Fire USA	419-422-5415	First Step (Fostoria)	419-435-7300
Children's Mentoring Connection	419-424-9752	EARLY CHILDHOOD DEVELOPMENT / SERVICES	
Children's Museum of Findlay	567-250-9616	Blanchard Valley Center	419-425-8747
Family Resource Centers (TDD 419-423-9139)	419-422-8616	Family Resource Centers (TDD 419-423-9139)	419-422-8616
4-H Clubs (OSU)	419-422-4356	Findlay City Schools Parent Mentor 3+ years	419-427-5408
Girl Scouts - central office in Lima	419-225-4085	Gliding Stars of Findlay (Cindy Bregel)	419-423-4536
HCJFS Children's Services 1-800-228-2732	419-424-7022	Hancock Co. ESC Parent Mentor ages 3+ yrs	419-422-7525
Harmony House	419-420-9261	Help Me Grow	419-423-8687
Voices for Children: CASA of HC	419-424-3262	Headstart HHWP Community Action Comm.	419-423-3147
CHILD SUPPORT		EDUCATIONAL SERVICES	
HCJFS, Child Support Unit	419-424-1365	Blanchard Valley Center	419-425-8747
CLOTHING ASSISTANCE / SECOND HAND		Brown-Mackie 419-423-2211	
CHOPIN Hall	419-422-6401	Findlay City Schools	419-425-8212
Goodwill Shop	419-424-1361	Findlay City Schools Parent Mentor ages 3+	419-427-5408
Nearly New	419-423-4335	Findlay City Schools Special Education	419-425-8231
Once Upon a Child / Plato's Closet	419-422-0700	HC ESC Parent Mentor ages 3+ Ex 105	419-422-7525
Twice But Nice	419-957-2866	Hancock Co. Educational Service Center	419-422-7525
Salvation Army	419-422-0311	Macklin Institute for Intergenerational Studies	419-425-3049
CLUBS (See "Clubs" Yellow Pages also)		Millstream Adult Education 419-427-5422	
www.hancockcounty2-1-1.org	Or dial 211	Ohio State University Extension HC	419-422-3851
COMMUNITY MEALS		Owens Community College, Findlay Campus 419-429-3500	
http://www.liveunitedhancockcounty.org/food-calendar		Read for Life (HF Library) Extension 232 419-422-1712	
City Mission - dinner at 5 pm daily	419-423-9151	University of Findlay	419-434-4732
Salvation Army - last full week of month	419-422-8238	EMPLOYMENT / JOB SERVICES	
First Lutheran Church (1st Sunday)	419-422-2638	Blanchard Valley Industries 419-422-6386	
First Presbyterian Church (2nd Sunday)	419-423-2112	Ohio Means Jobs Hancock 419-422-3679	
Findlay 1st Assembly of God (last Tuesday)	419-422-6862	Opportunities for Ohioans with Disabilities 419-228-1421	
Saint Andrews UMC (3rd Sunday)	419-422-4845	EYEGLASSES	
Saint Pauls UMC (4th Sunday)	419-422-4131	Lion's Club - Steve Lehtomaa 419-424-0777	
Saint Pauls UMC (2nd Thur. take home dinner)	419-422-4131	FINANCIAL ASSISTANCE	
Howard UMC (5th Sunday)	419-422-8412	Associated Charities 419-423-2021	
Summer Food Service Prog (to 18 free, Glenwood)	419-423-8687	Advantage Credit Counseling Service 866-699-2227	
COUNSELING SERV. - CRISIS HOTLINE 888-936-7116		Cancer Patient Services 419-423-0286	
A Renewed Mind	419-422-7800	Christian Clearing House 419-422-2222	
Catholic Charities (place or keep baby)	800-926-8277	HC Job & Family Services 1-844-640-6446 419-425-6375	
Century Health	419-425-5050	HHWP Community Action Commission (CAC) 419-423-3755	
Family Resource Centers	419-422-8616	Salvation Army 419-422-8238	
Lutheran Social Services	419-422-7917	Social Security 877-628-6548	

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INFORMATION AND REFERRAL PERSON	CALL 211	I&R Web site	http://www.referweb.net/211toledo/
FOOD http://www.liveunitedhancockcounty.org/food-calendar		MIGRANT SERVICES	
CHOPIN Hall	419-422-6401	PathStone	http://www.pathstone.org 800-899-6770
Christian Clearing House (Food Vouchers)	419-422-2222	TMC Teaching & Mentoring Community	800-422-2805
The Catalyst (bread Thurs. 5:30-7:00 or gone)	419-953-2363	includes Headstart	tmccentral.org
City Mission	419-423-9151	POISON CONTROL	800-222-1222
HC Job & Family Services 1-844-640-6446	419-425-6375	PREGNANCY	
Lutheran Social Services	419-422-7917	Caughman Clinic	419-427-0809
Salvation Army	419-422-8238	Help Me Grow	419-423-8687
Women Infants Children (WIC)	419-424-0720	Women Infants and Children (WIC)	419-424-0720
YMCA Feed-A-Child Program	419-422-4424	Women's Resource Ctr of H C (diapers too)	419-424-9948
GRIEF / BEREAVEMENT		PRESCRIPTION	
Bridge Home Health & Hospice (Living Thru Loss)	419-423-5351	Associated Charities	419-423-2021
HOMELESS SHELTER - Emergency		Cancer Patient Service	419-423-0286
City Mission	419-423-9151	Caughman Clinic	419-427-0809
Samaritan House (Lima) Women & Children	419-222-4663	Christian Clearing House	419-422-2222
HOUSING SERVICES		HHWP Community Action Commission (CAC)	419-423-3755
Habitat for Humanity of Findlay/Hancock Co.	419-429-1400	Salvation Army	419-422-8238
Hancock Metro Housing Authority	419-424-7848	REENTRY SERVICES	
HHWP Community Action Commission (CAC)	419-423-3755	Besor Ravine Ministries	419-348-6226
Hope House	419-425-4673	SENIOR CITIZEN SERVICES (also see "daycare seniors")	
Hope House Housing Office	419-427-2848	Blanchard Valley Industries	419-422-6386
Judson Palmer Home (Women 50+)	419-422-9656	Hancock County Agency on Aging	419-423-8496
IMMUNIZATIONS		HC JFS Housecleaning 800-228-2732	419-422-0182
Caughman Clinic	419-427-0809	Social Security	419-423-9373
Hancock Public Health	419-424-7105	SUPPORT GROUPS (partial list)	
INFORMATION AND REFERRAL		Autism (BVC phone)	419-422-6387
I & R Specialist 1-800-650-HELP (4357)	Or dial 211	DBSA (Depression, Bipolar, Ivy Billings)	419-619-3938
www.hancockcounty2-1-1.org		Focus on Friends Drop In Center	419-423-5071
HC Family First Council	419-423-8687	Moms (Caughman Clinic phone)	419-427-0809
www.ffchelpmegrow.org		NAMI (Mental Illness, Michelle Huff)	419-957-9423
HC Job and Family Services 1-800-228-2732	419-422-0182	PALS (Suicide Loss, Nancy Stephani)	419-422-3711
HHWP Community Action Commission	419-423-3755	www.hancockcounty2-1-1.org	Or dial 211
United Way of Hancock Co.	419-423-1432	See "Calendar" in Courier Newspaper	419-422-5151
http://www.liveunitedhancockcounty.org		TAXES	
Center for Non-Profit Resources	419-241-9513	Benefit Bank (Community Action Commission)	419-423-3755
LATINO RESOURCES		United Way	419-423-1432
Adelante - Latino Resource Center (Toledo)	419-244-8440	TRANSPORTATION	
LEGAL SERVICES		HATS (HHWP CAC)	419-423-7261
HC Common Pleas Domestic Relations Court	419-424-7818	UTILITY ASSISTANCE	
Legal Services of NW Ohio 419-425-5745	888-534-1432	Associated Charities	419-423-2021
Hancock County Public Defender	419-424-7276	Hancock Christian Clearing House	419-422-2222
Voices for Children: CASA of HC	419-424-3262	HHWP Community Action Commission (CAC)	419-423-3755
LIBRARIES		Ohio Consumer's Council (Advocacy, Education)	877-742-5622
Black Heritage Library and Cultural Center	419-423-4954	Salvation Army	419-422-8238
Findlay Hancock County Public Library (FHPL)	419-422-1712	THE FAMILY CENTER AGENCIES	419-425-5988
Arlington Branch of FHPL	419-365-5755	Alzheimer's Association	419-425-5409
McComb Public Library	419-293-2425	Associated Charities	419-423-2021
LIFE SKILLS		Cancer Patient Services	419-423-0286
Family Resource Center - Various Programs	419-422-8616	Caughman Clinic	419-427-0809
Ohio State University Extension HC	419-422-3851	C.H.O.P.I.N. Hall	419-422-6401
Youth for Christ, Youth Guidance	419-422-7452	Christian Clearing House	419-422-2222
LITERACY / GED		Dental Center of NW Ohio	419-422-7664
ABLE (Adult Basic Literacy & Education)	419-422-3679	Hancock Metropolitan Housing Authority	419-424-7848
Owens Community College - Findlay Campus	419-429-3500	Hope House Housing Office	419-427-2848
Read for Life (HF Library) Extension 232	419-422-1712	Legal Aid of Western Ohio	419-425-5745
MEDICAL		Women Infants Children (WIC)	419-424-0720
Aids Resource Center, Lima www.arcoho.org	419-422-0827	FAMILY FIRST COUNCIL AGENCIES	
Alzheimer's Association	419-425-5409	City of Findlay, Mayor's Office	419-424-7137
American Cancer Society	888-227-6446	Family Resource Centers (TDD 419-423-9139)	419-422-8616
Blanchard Valley Hospital	419-423-4500	Findlay City Health Department	419-424-7105
Brain Injury Information	800-444-6443	Findlay City Schools	419-422-8212
Cancer Patient Services	419-423-0286	Findlay HC Community Foundation	419-425-1100
Caughman Clinic	419-427-0809	HC Alcohol, Drug Add & Mental Hlth Serv Brd	419-424-1985
Epilepsy Center of NW OH 419-867-5954 fax	800-589-5958	HC Board of Developmental Disabilities	419-422-6387
Findlay City Health Department	419-424-7105	Hancock County Commissioners	419-424-7044
Findlay City Health Dept - Nursing Division	419-424-7441	Hancock County Educational Service Center	419-422-7525
Hancock County Health Department	419-424-7869	HC Family First Council	419-423-8687
Juv. Diabetes Research Found http://jdrf.org/	419-873-1377	Hancock County Health Department	419-424-7869
Lupus Foundation of Am. Greater OH Chap.	440-717-0183	HC Job and Family Services 1-800-228-2732	419-422-0182
Physician's Plus - Urgent Care	419-423-3888	HHWP Community Action Commission	419-423-3755
Planned Parenthood - Toledo	419-255-1123	Help Me Grow	419-423-8687
NW Ohio Helath Partners (Promedica)	419-427-3030	Ohio Department of Youth Services	419-245-3040
VETERANS SERVICE		Ohio State University Extension HC	419-422-3851
Veterans Service Office & Commission	419-424-7036	United Way of Hancock County	419-423-1432
		Youth for Christ	419-422-7452

**Additional Information
for
Parents of Children
on an
Individualized Education Program
(IEP)**

HOW SPECIAL SERVICES ARE PROVIDED TO PRESCHOOLERS

Preschool children who have a delay in development may be eligible for special services. Every school district administers these services through its special education department.

Developmental problems can occur in any of these areas:

- Language (talking and understanding)
- Motor (walking and movement)
- Hearing
- Visual
- Adaptive
- Social/Emotional
- Cognitive

Preschool special education includes evaluation and a variety of special services. There are many choices as to where and how special services can be provided. You have a say in what happens. The IEP (Individualized Education Program) team consists of you, the chairperson from the school district, someone who evaluated your child or can interpret the evaluation, teachers, and related service personnel.

Details about this process are provided in the rest of this booklet.



Preschool special education services can be provided in our Hancock County ESC preschools in the local schools, at the county DD schools, or in the home or at private preschool settings through itinerant services. Parents and the school IEP team will discuss service options to see what is the best and the least restrictive way to serve the child.

THE PRESCHOOL SPECIAL EDUCATION PROCESS



REFERRAL: Call the Hancock County ESC (419.422.7525) expressing the need for a free multidisciplinary evaluation. Referrals can come from a variety of places including parents, doctors, or social services caseworkers.

EVALUATION: The ESC Preschool Supervisor will notify you concerning the evaluation site. An evaluation for the child will be scheduled. The evaluation team will consist of a preschool teacher, speech pathologist, occupational therapist, adaptive physical education teacher, and preschool psychologist.

ESC MEETING: After the evaluation is scored and written, the evaluation team will meet with you; you can bring anyone you choose with you to the meeting. At the meeting you will discuss the results of the evaluation and determine if your child is eligible for services. If he/she is eligible, you and the rest of the team will develop an Individualized Education Program (IEP). Goals and services for your child will be spelled out.

PARENTS NOTES:

WHAT IS AN EVALUATION?

Evaluation refers to a careful examination of a child's skills, strengths and weak areas in order to determine current levels of functioning and how best to plan for the child. An evaluation procedure consists of gathering information through observation, family interviews and testing.



OBSERVATION (with parental consent):

Sometimes the evaluator will come to the home, daycare center or preschool and see how the child is relating and performing. Other evaluators may call the childcare professional to gather information about specific concerns, behaviors, previous screening and general thoughts about how the child is performing at the center.

FAMILY INTERVIEWING: Much of the same information is gathered from the child's family. What questions do they want addressed? How does the child act at home? How has the child developed over the years? Parental input (i.e., their view of the strengths, needs, and personality) of their child is a very important piece of the evaluation process.



TESTING: The formal testing includes all areas of development:



motor...moving, using his/her body, using "fine muscles" for tasks like grasping



cognition...thinking, figuring things out, problem solving



speech language...talking, understanding, communicating

adaptive...self-help in areas like dressing and



eating



social/emotional...getting along with others, coping

physical...general health overview



The reports that are received as a result of the evaluation should give a clear idea about how a child is functioning in the key areas of development. What can he/she do? What does he/she like to do? What kinds of things should he/she be encouraged to do next? What do you as a parent want for him/her?

The answers to these questions are the foundation of an IEP. The plan consists of goals based on developmental scales and a child's particular needs and strengths. Early childhood teachers, parents and various specialists (such as speech pathologists, psychologists, occupational/physical therapists and teachers) team together to plan and carry out an appropriate program.

AT YOUR IEP MEETING

After your child's evaluation is reviewed, and if he/she is eligible, the team will begin to talk about services that can be offered. You may want to think about your feelings and opinions about the following questions. All of these issues can and should be dealt with at your IEP meeting. Your views and priorities for your child are important and should guide the meeting.

- What skills would you most like your child to learn?
- Are there concerns about your child's functioning at home that could be helped by work at school (toilet training? self-help? talking, communicating?)?
- Are there aspects of your child's behavior that you believe need to be improved?



- What do you believe to be your child's strengths and weaknesses?
- What methods have you found to be effective in rewarding and disciplining your child?
- To what extent does your child interact with children in the neighborhood? Do you want help increasing your child's social skills?
- What are your feelings about providing opportunities for your child to interact with "typical" children (i.e., those children who have not been identified as having any special needs)?
- How can you and the school work together to address these concerns?



- your child's goals for the year;
- the methods and services that will be used to reach these goals;
- how the teacher/therapists will keep you informed about how things are going.



**Hancock County
Educational Services Center**

"Meeting Student Needs Through Cooperative Efforts"

7746 CR 140 - Findlay, OH 45840
Phone (419)422-7525 - Fax (419)422-8766

Board Approved
July 2016