



**Elyria Early Childhood Village
Elyria City Schools**

**Program Handbook
2023-2024**

42331 Griswold Rd
Elyria, Ohio 44035
Phone # (440) 284-8250
Fax # (440) 284-8162
www.elyriaschools.org

Jackie Plantner, Principal
Myia Bruening, Building Secretary
Gissele Lugo, Building Secretary
Jennifer Packman, School Nurse

TABLE OF CONTENTS

Program Information	2
General Information	3
Enrollment Policies and Procedures	5
Daily Routine Policies and Procedures	8
Supervision, Safety, and Security	12
Health and Wellness	14
Additional Policies and Procedures	18
Code of Pupil Conduct (Appendix A)	19
District Calendar (Appendix B)	20
Health Check (Appendix C)	21
Incident/Injury Report (Appendix D)	23
WIC Program Application (Appendix E)	24
Building for the Future CACFP Information (Appendix F)	25



PROGRAM INFORMATION

SCHOOL INFORMATION

Elyria Early Childhood Village

42331 Griswold Rd.

Elyria, Ohio 44035

440-284-8250 (phone) 440-284-8162 (fax)

earlychildhoodvillageoffice@elyriaschools.org (main office general email address)

BUS GARAGE (First Student Transportation): 440-284-8030

HOURS OF OPERATION

Office: 8:00 AM - 4:30 PM

Refer to Appendix B for the current school year calendar.

STAFF

Principal: Jackie Plantner

Secretaries: Gissele Lugo and Myia Bruening

Nurse: Jennifer Packman

School Psychologists: Sarah Eby and Judy Giannuzzi

Occupational Therapists: Katie MacDonald and Laura Sweeney

Physical Therapist: Becky Farmer

Adapted Physical Education Teacher: Greg Burgund

Speech & Language Pathologists: Jennifer Clayborn, Michele Krueger, and Sarah Green

Center-Based Preschool Teachers and Paraprofessionals (4-Day Classes):

- Aqua Room - Cori Adams (teacher); Jessica Gill (paraprofessional)
- Blue Room - Andy Menner (teacher); Kim Simons (paraprofessional)
- Orange Room - Kristie Grisez (teacher); Darla Revette (paraprofessional)
- Gray Room - Kate Petiya (teacher); Jessica Lurry and Debbie Gregory (paraprofessionals)
- Peach Room - Racheal Wiegand (teacher); Teri Murphy and Savannah Rozanski (paraprofessionals)
- Pink Room - Mollie House (teacher); Audrey Bauer (paraprofessional)
- Yellow Room - Jeana Wenrick (teacher); Teresa Guignette and Leila Brown (paraprofessionals)
- Support Paraprofessionals - Cheryl Roderick, Lisa Brown, Janice Tessaro

Early Childhood Education Teachers and Paraprofessionals (5-Day Classes):

- Coral Room - Dawn Westerfeld (teacher); Peggy Schaffer (paraprofessional)
- Gold Room - Sara Shade (teacher); Lindsey Whitacre (paraprofessional)
- Green Room - Karla Moore (teacher); Robyn Highsmith (paraprofessional)
- Lilac Room - Kim LaVecchia (teacher); Rosemary Chura (paraprofessional)
- Purple Room - Tara Shaw (teacher); Maria Moriarty (paraprofessional)
- Silver Room - Madilyn Riley (teacher); Desiree Boddy (paraprofessional)
- Support Paraprofessionals - Cheryl Roderick, Lisa Brown, Janice Tessaro

Itinerant Intervention Specialists:

- Emma Heller
- Erica Koson
- Ashlee Torres

GENERAL INFORMATION

ELYRIA CITY SCHOOLS BELIEF STATEMENTS

We believe

- Excellence is achieved through a detailed vision, commitment, and moral leadership.
- All Pioneers should have a voice in decisions that affect them.
- Learners thrive when school is engaging and personally meaningful.

OVERVIEW OF EECV PRESCHOOL

The Elyria Early Childhood Village serves preschool children from the entire district. Our integrated preschool program serves children ages 3-5 years old with and without special needs from the Elyria City Schools District in Lorain County. Our program consists of 4-day per week (Monday through Thursday) and 5-day per week classroom models. Our program consists of half-day morning and afternoon sessions. Morning sessions are from 9:10 am to 11:40 am and afternoon sessions are from 12:40 pm to 3:10 pm. Students attending our half-day sessions are offered a nutritious snack that meets Preschool Licensing Requirements. Preschool itinerant teachers serve students in their homes and other preschool/child care settings within 1 mile beyond Elyria City School District boundaries. Related services such as speech therapy, occupational therapy, physical therapy, and adaptive physical education are provided to students as determined by a student's Individual Education Program if applicable.

The Elyria Early Childhood Village Preschool is licensed by the Ohio Department of Education. Two sets of rules are followed in the administration of the program which includes: The rules for Preschool Programs, Chapter 3301-37, and the rules for the Education of Students with Special Needs, Chapter 3301- 51. The school's license is posted inside the office. If you have any concerns regarding the program following licensing regulations, please call the Ohio Department of Education at (877) 644-6338.

PHILOSOPHY

Our philosophy is based on meeting the developmental needs of all children. Our goal is to meet each child's intellectual, physical, emotional, and social needs at each successive stage of development.

Our learning environment provides opportunities for active exploration, guided discovery, and firsthand experiences. We emphasize problem solving, good decision making, independent and creative thinking, plus opportunity for concrete, real, and practical experiences. Developing a firm readiness foundation for the learning years ahead is essential, as well as teaching children to become responsible and productive citizens.

We emphasize the full development of the young child both as an individual and as a member of a group. Helping children develop a deeper understanding of the feelings and rights of those around them is an important goal. Opportunities for cooperating, helping, and negotiating are part of each day. We strive to build understandings and skills that will promote a love of learning and a sense of positive self-worth in each child.

Parents are the child's primary teacher. Teachers are seen as partners in the educational process providing support and assistance. Parent participation, observation, and feedback are encouraged to build understanding and consistency. Parent communication and involvement are also essential elements in the program. Expected parent participation, at a minimum, includes participation in screening appointments, attendance at parent/teacher conferences, attendance at one or more family engagement activities, and participation in transition to kindergarten planning and meeting.

CURRICULUM

To ensure that each child meets their full potential, all preschool programs follow Ohio's Early Learning and Development Standards. We focus on developmentally appropriate activities which encourage kindergarten readiness skills as well as fine and gross motor, social- emotional skills, language skills, and self-help skills which are incorporated into the daily schedule.

ASSESSMENTS

Preschool staff will assess the children over the course of the school year. Informal and formal assessments will be completed, including curriculum based as well as state and local assessments. Progress will be shared with parents through regular interactions, projects and items completed and sent home, written notes, and/or phone calls. Parent/Teacher conferences will be held during the school year as well as at a mutually agreed upon time as requested by parent or teacher.

If requested by parents, school district, or if the program is participating in a program requiring assessments, a formal acknowledgement will be completed by the parent and programs involved before information is shared.

LICENSING

Elyria City Schools' Preschools are licensed by the Ohio Department of Education. A copy of current licensing inspections are posted on site and are also available online at childcaresearch.ohio.gov. A copy of the law and rules governing the program are available for your review upon request. Ohio Department of Education's toll free number is located on the center's license and may also be used to report suspected licensing violations.

SCHEDULE

The classroom teacher will provide the exact daily schedule for each classroom in order to meet the individual needs of each group.

Preschool Sessions:

Morning = 9:10-11:40 AM

Afternoon = 12:40-3:10 PM



ENROLLMENT POLICIES AND PROCEDURES

ENROLLMENT

Registration is initiated online at www.elyriaschools.org. Parents/Guardians may also make arrangements to utilize chromebooks in the school office or at Central Registration. When registering your child for school, a copy of the child's birth certificate, immunization records, 2 proofs of residency, custody papers, and individualized education plans (IEPs), if applicable, need to be made available to the school at the time of enrollment. Registration will no longer be accepted for the current school year beginning April 1st. The Elyria Schools will not discriminate in enrollment of children upon the basis of race, color, religion, sex, national origin, or disability.

1. Name and date of birth
2. Name, address, and telephone number of parents
3. Name, addresses, and telephone numbers of two local persons to contact in an emergency
4. Name of persons to whom the child can be released
5. Parent authorization for transportation related to the program
6. Medical statement signed by a licensed physician – dated within 12 months prior to date of admission and every 13 months from the date of the examination thereafter
7. Immunization record
8. List of allergies and treatment for said allergies
9. List of medications, food supplements, modified diets, or fluoride supplements currently administered
10. List of chronic physical problems and history of hospitalizations
11. List of any diseases the child has had
12. Names, addresses, and telephone numbers of physician and dentist to contact in case of emergency
13. Permission of parent for emergency medical and dental care
14. Permission of parent for emergency transportation

NOTE: Please keep office personnel/teachers informed of any changes of names and phone numbers.

EECV ELIGIBILITY FOR SERVICE AND TUITION COSTS

All Preschool children must register with Elyria City Schools District in order to attend. Children who meet the eligibility requirements as determined by the Rules for the Education of Preschool of Children with Disabilities will receive special education services at no cost to the parents. The school district is responsible for determining a child's special education services with the parent. Our preschool special education programming is offered Monday through Thursday, with center based programming of 10 hours per week or through itinerant intervention services.

Preschool children who do not meet eligibility requirements as a student with a disability may be required to pay tuition for preschool services. Parents who wish to enroll their children will be accepted on a first come, first served basis and may be charged a registration fee and monthly tuition rate. EECV offers a 4-day per week special education integrated preschool program which requires peer model students to pay a monthly tuition. This program is offered Monday through Thursday, 10 hours per week. EECV also offers a 5-day per week general education preschool program. Tuition for the 5-day program is based on eligibility for the Ohio Department of Education Early Childhood Education grant program and takes into account student age, residency, and family household income. Students who are eligible for the Ohio Department of Education Early Childhood Education (ECE) Grant Program must be 3 or 4 years old by 9/30/23 and must meet household income requirements. The Early Childhood Education program is offered 12.5 hours per week to total 455 hours for the school year in a Monday through Friday format. Students eligible for the ECE Grant will attend tuition free. Students who wish to attend the 5-day per week program but do not qualify for the ECE Grant will be required to pay a monthly tuition rate. To see if your child qualifies for the grant, please stop by the office for eligibility information and for an application. Tuition is not adjusted for the days a student does not attend (i.e. if the child is sick, is taking vacation, or doctor's appointment, etc.). Tuition is paid in advance, monthly by check or money order (made out to Elyria City Schools). Families may also pay online. No cash will be accepted. Any check returned by the bank will be subject to a \$15.00 fee. If tuition is not paid when it is due and a payment plan has not been arranged with the EECV office your student may be asked not to return to preschool until payment is made.

If for any reason you need to withdraw your student from the program, a withdrawal form must be completed at the EECV office. Although we understand that emergencies arise, late pick-up of your child is not allowable. If you have an emergency, please call our office to let us know when you will be here and/or who will be picking your child up. As a courtesy, we will send a reminder after the first late pick-up. A fee for subsequent late pick-up will be assessed to your tuition at the rate of \$5.00 for every 15 minutes that you are late. Late pick-up begins 5 minutes after your scheduled pick-up window.

ITEMS YOUR CHILD WILL NEED

1. A complete change of clothes, labeled in a Ziploc bag to be left at school at all times, since accidents of spilled water, juice, paint, etc. do happen. These occurrences are manageable for staff and the child when the child has dry clothes of his/her own available. Please check regularly that this change of clothes fits your child and is appropriate for the season. **Soiled clothes will be sent home with the child and replacement items should accompany your child upon return to school.**
2. A standard-sized book bag and folder. The bookbag should zip open/close and have 2 straps to go on your child's back. Please do not send wheeled bags, messenger bags, or totes as these are not easily managed by preschool students. **Students need to bring their book bag and folder to school daily.**

ITEMS NOT PERMITTED AT SCHOOL

Children are not permitted to have gum, candy, throat or cough drops, or money. If you wish your child to have ChapStick or hand lotion during the cold weather, it must be given to the teacher and you must complete an administration of medicine form.

Students should not bring personal items, or items that disrupt the classroom or interfere with learning, in their backpacks to school. Items including toy guns, firearms, knives, and aggressive-type toys are prohibited and will be confiscated.

School personnel will not assume any responsibility for loss or damage of such personal items.

CLASSROOM ASSIGNMENT

Children enrolled in Elyria City Schools will be assigned to a classroom teacher. Classroom assignments are done at random. However, some consideration is given to identified special needs, health concerns, and language learning needs in order to best meet the needs of the child and program.

ORIENTATION and SCREENING

All students, along with their parent/guardian, will attend an orientation and screening prior to starting school. At the orientation screening appointment, program staff will review enrollment requirements and program policies/procedures and students will participate in a developmental screening that is designed to identify young children in need of intervention and/or further assessment. This screening will provide a snapshot of your child's abilities in the areas of language development, fine and gross motor skills, cognitive abilities, and social/emotional development. Lastly, information on periodic health and development screenings is shared with parents (located in Appendix C) and children may participate in beginning health screenings (height, weight, vision, and hearing). Information obtained from these screenings will be shared with the parents (via letter or conference as appropriate) with information on referral and support agencies provided as needed.

CONFERENCES

The school has scheduled fall and spring conferences. A conference may be held with a teacher or the principal at any time by calling the office for an appointment.

Parents are encouraged to contact the teacher with any concerns regarding the child's educational program or social, emotional, or physical well-being. Teachers may be contacted by note, email, or telephone. If you call during the day, the secretary will leave the appropriate message for the teacher and your call will be returned at the teacher's earliest convenience. If you wish to schedule a meeting with your child's teacher, please contact the teacher in advance to schedule an appointment at a mutually agreeable time. Teachers are not available during instructional time nor during arrival and dismissal. The typical daily schedule does not allow for drop-in conferences.

NON-DISCRIMINATION POLICY

The preschool programs of Elyria City Schools are committed to the policy that all persons who may benefit from our program shall have equal access to the program/facilities and no discrimination shall occur based on race, color, religion, sex, national origin, or disability.

CONSIDERATION OF CHILDREN WITH HEALTH CONCERNS and/or SPECIAL NEEDS

When any child's health condition is deemed consistent with group care, a written medical/physical care plan (per Ohio Licensing Law and Rules) must be put on file that clearly identifies the needs of the child. Parents/guardians will discuss the child's needs and care with the school nurse or school staff. Agreement to the plan will be evidenced by all parties signing and dating the plan prior to the completion of the enrollment process.

Parents of any child who has been identified with a special need, must provide a copy of (or give written permission to obtain a copy of) the child's Individual Education Plan (IEP) and the child's Evaluation Team Report (ETR). The teaching staff of the school will collaborate with the child's service providers to carry out the IEP.

Preschool age children that are suspected of having a disability may be referred by parents, physicians, outside agencies (e.g. the Health Department, Help Me Grow, Head Start), and teachers to Elyria Schools. If the child suspected of having a disability is not an enrolled student with Elyria City Schools, the parent or guardian of the child must complete a pre-registration with the district to confirm age, custody, and residency prior to the referral being processed. Pre-registration includes an online application and submission of documents (birth certificate, 2 proofs of residency, and applicable custody documents). After pre-registration is completed in full, a school psychologist will reach out to the parent/guardian of the child to begin the referral process. The process may require a screening by Elyria Schools Staff to determine if a disability is suspected by the district. If a disability is suspected by the district, an evaluation of the child will be scheduled with parent permission. The results of the evaluation will be shared with the parent at a meeting where eligibility for preschool special education services will be determined. Once eligibility is determined, preschool options are discussed and a decision is made on the most appropriate program option for the individual child.

WITHDRAWAL FROM SCHOOL

To withdraw a student from school, it is necessary for the parent/guardian to go to the office to complete a withdrawal form. Records will be sent directly to the future school upon receipt of signed "Release of Records". We encourage families to notify us with the intent to withdraw as soon as possible so that we can help transition the child out of the program and into their new program.

RECORDS

A student's registration forms, medical forms, attendance record, standardized testing data, and child custody papers are kept in a district electronic system. It may also contain data from transferring schools and other data pertinent to the child's education. Federal law provides that a parent/guardian has the right to review, upon request, the contents of the cumulative record. The cumulative record is kept confidential.

DAILY ROUTINE POLICIES AND PROCEDURES

ATTENDANCE POLICY

School attendance is important. The general principle of attendance is that every child attends school every day that school is in session unless the student is ill or has other legitimate reasons for being absent. Attendance check: The following steps are necessary when a child is absent from school in accordance with the Missing Children's Act:

1. The parent/guardian is to call the school office to report the absence of a child. The office answering machine accepts calls anytime during the evening or nighttime hours. If the illness is extended, please call each day of absence.
2. If a call is not received, our automated system or a school office person will call a parent or guardian at home or at work to confirm that the parent/guardian is aware of the child's absence.
3. If a student is absent for 10 consecutive school days or more with no contact from the family to the Elyria Early Childhood Village office, the student will be withdrawn from the school district and their program spot will not be held. A letter will be mailed home stating that the student has been withdrawn effective their last day of attendance.

ARRIVAL AND DEPARTURE

All preschool students must arrive at school and depart from school with an adult (18 years of age and older). Upon arrival, students should be checked in with a preschool staff member - please wait for verbal confirmation of arrival from staff. Each child will be given a daily health check by a staff member trained in recognizing any signs of communicable diseases or other illnesses, or possible signs of abuse. It is helpful when parents volunteer information about how their child is feeling or if the child has sustained any unusual bangs, bruises, cuts, or scratches.

Anyone who picks up your child, including a parent, may be asked for a photo I.D. if a staff member is not familiar with the individual. So, for your convenience and security reasons, please bring a photo I.D. when picking up your child and have anyone else picking up your child do the same. Your child will only be released to those individuals named on his/her release form. **Please note, even if you pick up on a regular basis, an unfamiliar staff member (i.e. substitute) may still require an ID before releasing your child. This policy is in place for your child's safety and security.**

It is important that children are signed in and out by the preschool staff, so please be patient during arrival and dismissal routines.

EARLY AND LATE ARRIVAL OR DISMISSAL

Please do not drop your child off to school prior to their scheduled arrival as supervision is not available during this time. A student who arrives **after** their school start time is considered tardy. Parents/guardians must bring their child into the office to sign in. Be advised, missing the bus, oversleeping, and running late are not excused and your child will be marked tardy-unexcused. **Students must be accompanied by an adult and checked in with a staff member upon arrival.**

If you, or another designated and responsible person over the age of 18, are planning to pick up your child by car or walking, prompt pick up is expected. Requests for early dismissal should be made in writing or by calling the school office. Parents, or authorized adults, will need to enter the school office and sign the "SIGN OUT SHEET". At that time, the office staff will call for your child. All staff have been instructed to dismiss students directly to the office and only when notified by the office.

To keep disruptions to instruction to a minimum and to maintain the highest level of security for students, parents/guardians are not permitted to take their children to classrooms.

Although we understand that emergencies arise, late pick-up of your child is not acceptable. If you have an emergency, please call our office to let us know when you will be here and/or who will be picking your child up. As a courtesy, we will send a reminder after the first late pick-up. A fee for subsequent late pickup will be assessed to your tuition at the rate of \$5.00 for every 15 minutes that you are late. Late pick-up begins 5 minutes after your scheduled pick-up window.

CHANGE IN THE USUAL DISMISSAL PROCEDURE OF A STUDENT:

NO CHANGE in the usual dismissal procedure of a student will be permitted unless a verified signed note from the parent or guardian is presented to the office staff. For example, a bus student may not be a car rider unless a signed note from a parent is sent to school with the child. This note must include the child's name, and describe the change, date, and signature. Classroom teachers will send a note to the office with the daily attendance report. In case of emergency, phone call changes will be accepted but only if the call comes in 30 minutes prior to the end of the school session.

CHILD RELEASE POLICY

Your child will be released only to parents/legal guardians or persons for whom the school has written authorization. Proper authorization (photo ID) will be required. Children will only be released to an adult (**individual 18 years or older**).

In cases of separation or divorce where one parent is non-custodial, legal evidence of the party holding custody must be on file at the school. Without court documentation of legal custody, we cannot deny either parent from visiting the child or releasing a child to a parent.

BUS TRANSPORTATION

Although the Elyria School district furnishes transportation in accordance with state law, it does not relieve parents or guardians of students from responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day. In order for the student to exit the bus, an adult (18 years or older) must be in visual contact of the bus driver.

Students on the bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Failure to follow established rules as outlined by the Code of Pupil Conduct (Appendix A) might result in disciplinary actions as deemed appropriate by the building administrator.

Any changes in bus transportation need to be requested in writing on a TRANSPORTATION FORM. These forms are available in the school office and should be returned to the school office. The office will fax the change request to First Student. **Changes usually take 3-4 days to take place.** First Student Transportation can be reached at 440-284-8030.

CLOTHING

Children should be dressed in comfortable clothing suitable for active play and work. For safety reasons, children should wear rubber-soled full shoes - not flip flops, clogs, open-toed or open-back, Heelys, or Crocs. Gym or Tennis shoes are the best choice and allow children the best control, especially during movement based activities. Please remember that activities can become messy; it is best if clothing worn to school is washable. Elyria City Schools assumes no responsibility for children's clothing that may become stained or damaged.

When dressing your child for school, please consider the changes in temperature and weather that may occur throughout the day. We spend time outside when the temperature (with or without wind chill) is above 32°F and it is not raining, or otherwise threatening. Additionally, your child will spend time outdoors each day, weather permitting, and should have appropriate outdoor clothing which may include (label all items with your child's name):

- Coat appropriate for the weather
- Gloves and hat for winter months
- Boots (must provide shoes for classroom)

Parents should also send an extra change of clothes (pants, shirt, underwear, and socks) to remain at school in case of an accident. When no change is available, parents will be called and expected to bring their child a change of clothing as well as help their child properly clean and change themselves. **Please label all items with your child's name.** We are not responsible for lost items and those not labeled appropriately.

GROSS MOTOR PLAY

Physical activity is an integral part of the daily routine. Our preschool has a licensed outdoor and indoor play space. Daily gross motor play will be held outdoors, except in extreme or inclement weather at which time indoor play space will be utilized. Outdoor play will occur unless the temperature is below 32°F, with or without the wind chill factor. When it is below 32°F the time of outdoor play will be adjusted accordingly. ***Please be sure to dress your child appropriately for outdoor play daily.***

DAILY SNACK

All preschool students will receive free snacks while at EECV. All snacks are provided by Elyria City Schools and meet USDA guidelines promoting good nutrition. Please let the staff know of any food allergies your child may have and assist in completing a care plan for identified allergy. *Any treats sent to school for the whole class must be store bought, individually, prepackaged items and include a list of ingredients.*

If you are interested in information on the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), please visit the website: <https://www.loraincountyhealth.com/wic>.

EECV participates in the Child and Adult Care Food Program (CACFP) to support the cost of the snacks served to preschool students. You can find more information on CACFP in Appendix F. A weekly snack menu will be provided to families each month. The menu is also posted in the classroom.

TREATS AND CELEBRATIONS

We love to celebrate and recognize special occasions in our students' lives. Sending in treats or items from home is not required or necessary; however, if you would like to send something in to celebrate an occasion, such as your child's birthday, please keep the following in mind:

- We have many students with allergies, so be sure to discuss treats with the classroom teacher first. All treats must be pre-approved by the classroom teacher. No food sent in for birthdays/celebrations will be consumed at school. It will be sent home in backpacks.
- All food items sent in must be individually wrapped, pre-packaged, and include a list of ingredients. Again, no food sent in for birthdays/celebrations will be consumed at school. It will be sent home in backpacks.
- We encourage non-food items such as stickers, small containers of playdough or bubbles, temporary tattoos, glow sticks, or crayons and coloring books.
- NO balloons or large decorations will be permitted in the building.

CONCERNS

Problems, questions, or complaints are best addressed with those directly involved. Usually, the teacher is the most appropriate person with whom to begin the communication process. The following procedure is recommended:

1. Talk with the *teacher*. If the problem is NOT resolved, then,
2. Talk with the *principal*. If the problem is still NOT resolved, then,
3. Talk with the *student services director*.

A copy of our current licensing inspection is posted onsite and produced upon request. This information is also available online at childcaresearch.ohio.gov. To contact the Ombudsman- Advocate, please call 1-877-644-6338.

State law requires any staff member or administrator of a center caring for children to report any suspected case of child abuse to the County Children's Services Board.

PARENT COMMUNICATION

Every effort is made to communicate with each family regularly. Teachers may share brief information during arrival and dismissal, but will request a conference time if the conversation needs more attention. Other methods of communicating information may include, but are not limited to:

- Daily reports in folders
- Written notes
- Newsletters
- Classroom Communication Boards/Bulletin Boards
- Emails, texts, and phone calls

PARENT PARTICIPATION/FAMILY INVOLVEMENT

Because each child is a unique individual with special talents, interests, and needs, understanding and meeting those needs is important to us. To accomplish this, it is vital for parents and teachers to have ongoing communication. Parents are a child's first and primary teacher and are one of the preschool team's most valuable resources. We would appreciate knowing if there is anything special or unusual affecting your child. Often a child needs support and understanding during those times and making us aware of a situation helps us accommodate special circumstances.

Parent volunteers are encouraged and welcomed in the school and classrooms. Newsletters will be distributed to all children to inform parents of upcoming events, opportunities to share, and program curriculum. Parent workshops will be offered throughout the year, which include topics such as behavior management and communication/language development. The Elyria Schools website is accessible to anyone that has internet access. Please contact the classroom teacher if you have additional ideas or ways you would like to participate.

STUDENT ROSTERS

In accordance with Rules for Preschool Programs (3301-37-04-B3), a roster will be prepared at least annually for each preschool classroom and/or site. The roster will include the names of students and parents or guardians, telephone number, address, and email address. Rosters are made available upon request to parents or guardians of children attending and included on the roster for that particular classroom. **The roster will not include the name of any individual who has requested to be omitted. Permission to be included or denied will be granted at registration.**

SUPERVISION, SAFETY, AND SECURITY

SAFETY:

Each staff person in charge of a group of children will be responsible for their safety. The following guidelines are observed:

- No child will be left unsupervised or alone.
- Arrival and departure is monitored so that a staff person is aware of each child's presence at EECV Preschool. A staff member will check in and out each child.
- Evacuation, shelter in place, lockout, and lockdown drills are held on a regular basis. Students are instructed by teachers on procedures to be followed. These drills are required by law.
- In the event of a fire, weather alert or medical emergency, the staff will follow the plans which state action to be taken and staff responsibilities. These are posted near each classroom door along with diagrams showing evacuation routes. Rules for action by children will be explained and practiced regularly.
- In the event of an accident or minor injury, a staff member will administer first aid and contact parent/guardian.
- In the event of a building emergency, every Elyria City School building has a designated alternate site.
- All school staff members are mandatory reporters. A staff member will notify Lorain County Children's Services when he/she suspects a child has been abused or neglected.
- Each preschool classroom has a first aid kit.
- Outside play will be supervised so that all children are visible to a staff member. Children will be supervised going to and coming from the outside playground area and the classrooms.
- A school nurse from the Elyria City School acts as a consultant to the school program and is available as needed.

DISCIPLINE POLICY

A preschool staff member is in charge of a child or group of children and shall be responsible for their discipline. The safety and well being of our children is first and foremost. All staff are responsible to ensure that all children will be handled with respect and compassion. All preschool staff members shall receive a copy of the discipline policy for review.

Elyria City Schools' staff follows this disciplinary policy as well as the student discipline policy of Elyria City School District. (See Board Policy: Student Discipline JG) The Code of Pupil Conduct (Appendix A) is followed and disciplinary procedures regarding emergency removal, suspension and expulsion are followed according to board policy. IDEA procedural safeguards are followed with children that are identified for special education services. Disciplinary procedures are issued as appropriate for age and severity. Preschool staff are trained in appropriate disciplinary techniques.

DISCIPLINE PHILOSOPHY

The philosophy of our preschool is based on the concept that our staff is here to help our students to become more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors which may include redirection, modeling the correct behavior, separation from problem situations, talking with the child about the situation, praising appropriate behavior, providing the child with an alternative way to behave, replacing that behavior, using their words to express their feelings appropriately, positive behavior supports, and/or re-enforcers. The daily schedule is organized to encourage children to play and work in productive ways, to help children evaluate their own creations, and to take pride in their achievements. If behaviors interfere with learning and productive activities, the teacher will inform parents and a plan will be developed to address behavior issues. Interfering behaviors may include excessive use of foul language, physical aggression towards staff or other children, or throwing objects. If one of these behaviors occurs the following may take place:

1. The teacher will contact the parent or guardian explaining the incident.
2. This information is shared with the principal.
3. The teacher will use language that is developmentally appropriate for the student and will suggest and practice more appropriate ways to handle the situation.
4. The teacher and/or principal will contact the parent by phone or written note with additional information.

DISCIPLINE PROCEDURES

The parent of a student enrolled in Elyria City Schools preschool shall receive the written discipline policy in the student handbook. When a behavioral incident occurs the parent will be notified by phone or written letter. Methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to pinching, punching, shaking, or biting.
- Discipline will not be delegated to another child.
- 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 can regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
- No child will be subjected to profane language, threats, and derogatory remarks about himself/herself, family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Discipline shall not include withholding food, rest, or toilet use.
- Techniques of discipline shall not humiliate or shame a child.
- Separation (time out), 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.
- Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

VISITORS

The Elyria Board of Education encourages parents and other citizens of the district to visit classrooms and observe the works of the schools and to learn what the schools are doing. To ensure that no unauthorized persons enter buildings, all visitors to schools will report to the school office upon entering. At the office, the person will receive authorization before entering elsewhere in the building. A visitors tag must be worn while you are in the building and in many cases the person will be escorted by staff to the desired destination.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or loitering on grounds.

EECV VILLAGE VOICES PARENT GROUP

This parent group does not elect officers because of our unique situation with Preschool only. We function as an interested parent/guardian group that supports the students and teachers through our Student Activities Account. Funds raised are donated to the EECV Student Activities Account and recognized on Board Agendas. Mrs. Plantner, Principal, and Teacher Representatives work with the interested parents to organize the group activities. Village Voices will be asked for their opinions and input on a variety of family and school issues.



HEALTH AND WELLNESS

ILLNESS AT SCHOOL

To maintain a healthy school environment for all children, we ask that you do not bring your child to school if he/she is ill. A child is considered to be sick when displaying one or more of the following symptoms:

- A. Diarrhea (3 or more abnormally loose stools within a 24-hour period)
- B. Severe coughing (causing 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. Redness of the eye or eyelid, thick and pus eye discharge, matted eyelashes, burning, itching, or eye pain
- F. Temperature of 100°F, taken by the auxiliary method, 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 with an elevated temperature
- J. Evidence of lice, scabies or other parasitic infestation
- K. Sore throat or difficulty swallowing
- L. Vomiting more than one time or when accompanied by any other sign/symptom of illness

A child displaying any of the above symptoms at school will be isolated and the parent or guardian will be notified. The child, while isolated, shall be watched carefully for symptoms listed above as well as the following: unusual spots or rashes, and/or an elevated temperature. Elyria City Schools Preschools follows the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses. A child isolated due to suspected communicable disease shall be cared for in the clinic or in the office within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. Children will be made comfortable and provided with a cot. We will continue to observe carefully for worsening conditions; and will discharge the student to parent, guardian or person designated by the parent or guardian as soon as practical. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal or school nurse.

Upon arrival at school each day, each student will be checked by a staff member who has been trained by a qualified instructor to recognize the common signs of communicable diseases or other illnesses. If the child shows any signs or symptoms, the child will not be able to remain at school. Emergency contacts will be called to pick up the child if parents do not arrive within a reasonable time period or if the staff is unable to contact the parents or guardians.

The school nurse will review the signs and symptoms of illness and proper safeguard and disinfecting procedures with all staff members. All linens and blankets used by an ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with appropriate germicidal agents. No staff member will attend school if they show signs of a communicable disease.

NOTIFICATION OF COMMUNICABLE DISEASE/ILLNESS

The Ohio Department of Health--Communicable Disease Chart is posted in the clinic. Parents may refer to the chart for information and requirements on exclusion, symptoms, and incubation periods. Upon confirmation of a communicable disease or illness, staff will send written notification to parents/guardians of the classroom group affected. These notifications will be documented in the injury/illness log as well as posted outside of the affected preschool classrooms and in the school office for the duration of the communicable period.

THE "MILDLY ILL" CHILD

The mildly ill child is one who is experiencing minor cold symptoms or who is not feeling well enough to participate in the classroom activities. If a child does not feel well enough to participate, he/she will be allowed to rest on his/her cot for a 15 minute interval. They will be in an area where they will be able to be observed by a staff member. If they do not feel well enough to participate after 15-20 minutes, the parent/guardian will be called and the child should be cared for at home.

RE-ADMITTANCE AFTER SHOWING SIGNS OF ILLNESS

If any child has been discharged to a parent/guardian for illness or communicable disease, we may request a doctor's note, which will include the date of visit, the type of illness, the date the child may return to school and the doctor's signature. **PreK students must be symptom free for 24 hours before returning to school. If a PreK student is sent home by the school, the child may be asked not return the next day depending on symptoms and severity of symptoms.**

MEDICATION AT SCHOOL

In most cases, medication can be given on a schedule at home. If your doctor says there is a need that it is given at school, please call and discuss the details with our school nurse. Medication WILL NOT be dispensed at school without a completed Medication Administration Request form from your child's doctor with the doctor's signature. Medication must be brought to school by parent or guardian and be in its original container, appropriately labeled by the pharmacy. Parents may request that the pharmacist dispense two bottles of medication, one for home and one for school. Over the counter medication (i.e. tylenol, benadryl, etc), cough drops, chapstick, sunscreen and the like CANNOT be used or given to children without a doctor's written authorization.

INJURY AT SCHOOL

Each student will be required to provide emergency contact information. It is extremely important that this is updated as changes occur.. Be sure to include a phone number where someone can be reached in case of an emergency. **Also, remember to let us know if telephone numbers change during the course of the year. At least one emergency contact needs to have transportation to pick up your child in case of illness or injury.** Minor bumps or abrasions will be taken care of at school. Parents will be notified if something serious occurs.

Parent notification procedure for a child that is injured:

1. A preschool staff member will contact the parent to explain the incident and injury. A decision is made if the child needs to go home. (Staff will call the school nurse and/or 911 if necessary. The school nurse and principal can also call the parent if this is warranted).
2. The staff member observing the incident will complete an incident report – Appendix D. This document is signed by the observer and administrator as well as parent, if possible. The original is sent to the business office with copies provided to the parent and building file.
3. The incident is documented on a yearly log sheet kept in the office.

REPORTING ILLNESS and ABSENCES

Parents should notify the program of student illness and absences by calling the school office. Additionally, students utilizing school transportation should notify the bus garage of absences by calling 440-284-8030.



EARLY AND PERIODIC SCREENING

Health screenings benefit the overall health of your child. It is through checkups and tests that potential health problems can be identified. Your child may either be provided health screenings or be referred for health screenings by school staff. Below are common health screenings and their importance.

Lead: Lead can harm your child, slowing physical and mental growth and damaging many parts of the body. The most common way children get lead poisoning is by being around old house paint that is chipped or peeling. Some authorities recommend lead tests at 1 and 2 years of age.

Vision and Hearing: Your child may be screened in vision and hearing by staff if the student is available. If at any age your child has any of the vision or hearing warning signs listed below be sure to talk with your healthcare provider. Difficulty with vision and hearing can impact children's growth and development.

Vision Warning Signs

- Eyes turning inward or outward
- Squinting
- Headaches
- Blurred or double vision

Hearing Warning Signs

- Poor response to noise or voice
- Slow language or speech development
- Abnormal sounding speech

Hemoglobin: The Ohio Department of Education requests a screening for anemia (blood test). Anemia is having less than the normal number of red blood cells or less hemoglobin than normal in the blood.

Height and Weight: Your child may be measured for height and weight to determine growth throughout the school year. Height and weight is typically noted on yearly physical forms.

Dental: The sooner children begin getting regular dental checkups, the healthier their mouths will stay throughout their lives. Early checkups help prevent cavities and tooth decay, which can lead to pain, trouble concentrating and other medical issues. Children with healthy teeth chew food easily, learn to speak clearly and smile with confidence. We encourage all families to have their preschooler receive regular dental checkups. A form is available in the school office for the dentist to complete and have returned to the nurse to show that a dental checkup has been completed.

Height, weight, vision, and hearing screenings may be attempted by school health professionals. Parents will receive results of the screenings if the child is screened and there are any concerns. Parents are encouraged and responsible for having their child receive a dental check up, vision screening, hearing screening, lead screening, and hemoglobin screening. No students will be excluded from the program based on not completing these screenings, however, having your child screened is extremely beneficial in early detection of concerns. For a list of health care providers who can complete these screenings, please see the school nurse.

MEDICAID HEALTH CHECK SERVICES

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program (Appendix C). It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on 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. If your children are 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.

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 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

Information on early and periodic screening is made available to parents during orientation and screening appointments. Additional opportunities for health and wellness screenings are also sent home periodically throughout the school year. Appendix C contains handouts on the Healthchek program.

ADDITIONAL POLICIES AND PROCEDURES

SAFETY DRILLS

Throughout the school year, students are given safety instructions that include evacuation, shelter in place, lockout, and lockdown. Evacuation drills are held monthly during the school year; shelter in place drills are held monthly during tornado season; and lockout and lockdown drills are practiced several times throughout the year. Procedures are posted in each classroom and children are expected to remain quiet and orderly during drills. A log of drills is kept in the office.

In the event of an emergency, evacuation will take place if it is determined safer outside than inside the building and staff, students, and visitors can safely reach the evacuation location without danger. Program staff will check for injuries, take attendance, and wait for further instruction from Elyria City Schools administration. Family reunification will follow the Elyria City Schools protocol. Parents, or designated contact, will be notified and updated by Elyria City Schools. All parents, or designated contact, will need to provide photo identification and sign out their student.

SCHOOL CLOSINGS

In the event of an emergency, which would require the closing of a school or possibly the closing of all schools, you will receive an automated phone call. That is one reason it is so important to keep your phone number current in our records. Also, school closing information is available on the district website at www.elyriaschools.org.

LEGAL CUSTODY

Parents have an obligation to inform the school any time the custody of a child changes. The Ohio Revised Code, Section 3313.64, states that the parent who has custody of a child has the duty of informing the school of any limitations on rights of the non-custodial parent. School officials will need to see and copy court papers pertaining to a child's custody or change of custody. Only the custodial parent has the right to make educational decisions requested by the school; however, the non-custodial parent may request a copy of the child's report card, attendance records, or have the opportunity to have a teacher conference.

FIELD TRIPS

Field trips may include walking in the immediate school area. Bus transportation will be provided to locations farther away. In addition, classroom visitors and outside resource people will provide further experiences for the children. Teachers will notify parents before any trips are taken and permission slips for student participation must be filled out and returned prior to the trip. On each field trip, teachers will carry individual emergency medical forms and a first aid kit. Adult chaperones will be invited by the school. Board policy is to maintain a **1:5 adult to student ratio** on preschool field trips. Chaperones **cannot** bring siblings to the event since their duties will be to supervise the students.

SWIMMING

Children do not participate in any swimming programs or activities while attending preschool at Elyria City Schools.

LACTATION ACCOMMODATION

A private area is available in the school office for mothers that are breastfeeding or need to express breast milk. Please see the main office for assistance when needed.



**ELYRIA CITY SCHOOLS
CODE OF PUPIL CONDUCT**

[Link to Elyria City Schools → Departments → Pupil Services → Student Conduct](#)

ELYRIA CITY SCHOOLS SCHOOL CALENDAR

[Link to Elyria City Schools → Departments → Human Resources → School Calendar](#)



2023-2024 SCHOOL CALENDAR The Elyria Schools

AUGUST				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

FEBRUARY				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

SEPTEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MARCH				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

NOVEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

DECEMBER				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JANUARY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

JULY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

- August**
 - 14 New Teacher Orientation Day 1
 - 15 New Teacher Orientation Day 2
 - 16 Optional PD
 - 17 Convocation/ Opening Day - No School for All Students
 - 18 Professional Day - No School for All Students
 - 21 First Day of School - All EHS Students
 - 21 K-8 Staggered Start: First Day for Students with Last Name A-G
 - 22 K-8 Staggered Start: First Day for Students with Last Name H-O
 - 23 K-8 Staggered Start: First Day for Students with Last Name P-Z
 - 24 First Day of School - ALL K-8 Students
 - 28 First Day of Preschool
- September**
 - 4 Labor Day - Schools Closed
- October**
 - 13 NEOEA Day - Schools Closed
 - 20 End of 1st Grading Period - 43 Days
 - 23 Records Day - No School for All Students
- November**
 - 7 Professional Day - No School for All Students
 - 22 Conference Make-Up Day - No School for All Students
 - 23 Thanksgiving Vacation - Schools Closed
 - 24 Thanksgiving Vacation - Schools Closed
- December**
 - 20 Winter Break Begins - Schools Closed
- January**
 - 3 School Resumes
 - 11 End of 2nd Grading Period - 44 Days
 - 12 Records Day - No School for All Students
 - 15 Martin Luther King - Schools Closed
 - 16 Professional Day - No School for All Students
- February**
 - 19 President's Day - Schools Closed
 - 20 Professional Day - No School for All Students
- March**
 - 21 End of 3rd Grading Period - 47 Days
 - 22 Records Day - No School for All Students
 - 25 Spring Break Begins - Schools Closed
- April**
 - 2 School Resumes
 - 8 Conference Make-Up Day - No School for All Students
- May**
 - 27 Memorial Day - Schools Closed
 - 31 End of 4th Grading Period- 42 Days
 - 31 Last Day for Students
- June**
 - 3 Teacher Records Day

Board Approved: March 15, 2023



Prevention,
treatment, and
support services
for all babies, kids,
and adults younger
than age 21

Healthchek

Early and Periodic Screening, Diagnostic, and Treatment services

- Well-child exams
- Vaccinations
- Lead testing
- Vision, dental, and hearing exams
- Developmental and mental health screenings
- Follow-up services
- Support services like transportation and referrals to other social services
- and more!



Call:

Your county Healthchek Coordinator

Ohio Medicaid Consumer Hotline
(800) 324-8680



Go online:

medicaid.ohio.gov/healthchek

Ohio | Department of
Medicaid

Ohio Department of Medicaid
HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET

HEALTHCHEK- CHECK IT OUT!

Did you know Ohio's Medicaid program includes **Healthchk** services for children up to 21 years of age? (These services are also called EPSDT sometimes.) **Healthchk** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchk** services are free. You can get help and information by contacting your county Healthchk Coordinator, or your managed care plan, and by going to:

<https://medicaid.ohio.gov/wps/portal/gov/medicaid/families-and-individuals/citizen-programs-and-initiatives/healthchk1/healthchk>

Screening Services

Doctors want children to have well-child check-ups (exams or screenings) while they are growing up so that health problems can be found early. Check-ups covered by **Healthchk** include:

❖ Dental exams	❖ Developmental screenings	❖ Hearing exams
❖ Immunizations, if needed	❖ Mental health screenings	❖ Physical exams
❖ Vision exams	❖ Nutrition screenings	

Mothers should have prenatal exams and children should have exams at: birth, 3 to 5 days of age, and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

Treatment Services

If the doctor finds a problem during a check-up, the doctor may provide the treatment, or may refer you to another doctor. **Healthchk** covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchk Coordinator for more information.

Support Services

The names, addresses and phone numbers of Healthchk Coordinators for all counties can be found at <https://medicaid.ohio.gov/static/Families%2C+Individuals/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchk Coordinator can give you a list. Your Healthchk Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchk Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchk Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <https://www.odjfs.state.oh.us/healthchk/index.asp>

Appendix D

Reset Form

Ohio Department of Job and Family Services
INCIDENT/INJURY REPORT FOR CHILD CARE

<input type="checkbox"/> Child Care Center				<input type="checkbox"/> Family Child Care				<input type="checkbox"/> In-Home Aide			
SECTION I											
Name of program						Program number					
Street address				City				Zip code		County	
Is this a child who has a written medical/physical care plan on file as defined in the Ohio Administrative Code? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(If yes, explain in summary section)</i>											
Full name of child (first name, last name)						Child's date of birth (MM/DD/YY)			<input type="checkbox"/> Female <input type="checkbox"/> Male		
Date of incident/injury/illness						Time of incident/ injury/illness					
Name of person responsible for child at time of incident										Witness(es)	
At the time of the incident/injury/illness											
How many children were there in this child's group?						How many child care staff members were supervising the group?					
Were parents contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No				Who provided first aid?				Date			
If yes, when?											
How many hours is this child in your care per day? (check one) <input type="checkbox"/> Part-time (< four hours per day) <input type="checkbox"/> Full-time (> four hours per day)											
Age of child-group that child was assigned to at the time of the incident/injury/illness											
<input type="checkbox"/> Young Infant (Less than 12 months)		<input type="checkbox"/> Infant (12 - 18 months)		<input type="checkbox"/> Toddler (18 months - 3 years)		<input type="checkbox"/> Preschool (3 - 5 years & not in school)		<input type="checkbox"/> School Age Child (eligible for kindergarten and older)			
SECTION II											
TYPE OF INJURY (check all that apply)						BODY PART AFFECTED (check all that apply)					
<input type="checkbox"/> Bit tongue/Cheek/Lip		<input type="checkbox"/> Object Inserted into Body Part		<input type="checkbox"/> Arm		<input type="checkbox"/> Head		<input type="checkbox"/> Back		<input type="checkbox"/> Knee	
<input type="checkbox"/> Bite-Human		<input type="checkbox"/> Puncture Wound		<input type="checkbox"/> Chin		<input type="checkbox"/> Leg		<input type="checkbox"/> Scrape/Scratch		<input type="checkbox"/> Lungs/Difficulty Breathing	
<input type="checkbox"/> Bite/Sting-Animal or Insect		<input type="checkbox"/> Something in Eye		<input type="checkbox"/> Ear		<input type="checkbox"/> Mouth/Teeth		<input type="checkbox"/> Burn		<input type="checkbox"/> Neck	
<input type="checkbox"/> Bump/Bruise		<input type="checkbox"/> Stubbed Finger/Toe		<input type="checkbox"/> Eye		<input type="checkbox"/> Nose		<input type="checkbox"/> Choking		<input type="checkbox"/> Shoulder/Collarbone	
<input type="checkbox"/> Cut		<input type="checkbox"/> Sunburn		<input type="checkbox"/> Face		<input type="checkbox"/> Throat		<input type="checkbox"/> Swelling/Redness		<input type="checkbox"/> Toe	
<input type="checkbox"/> Difficulty Breathing		<input type="checkbox"/> N/A - Incident/Illness		<input type="checkbox"/> Fingers		<input type="checkbox"/> Whole Body		<input type="checkbox"/> Hand			
<input type="checkbox"/> Nosebleed				<input type="checkbox"/> Front of Trunk/Stomach				<input type="checkbox"/> Genitals/Buttocks			
				<input type="checkbox"/> Hand							
TYPE OF ILLNESS (check all that apply)											
<input type="checkbox"/> Diaper Rash		<input type="checkbox"/> Fever		<input type="checkbox"/> Stomachache/Vomiting/Diarrhea		<input type="checkbox"/> Other Illness (specify in summary section)		<input type="checkbox"/> N/A - Injury/Incident			
TYPE OF INCIDENT (check all that apply)											
<input type="checkbox"/> Baby Fed Wrong Bottle		<input type="checkbox"/> Collision w/Object		<input type="checkbox"/> Fall - Walk/Run/Trip		<input type="checkbox"/> Fighting		<input type="checkbox"/> Blood or Bruise Found on Child		<input type="checkbox"/> N/A Injury/Illness	
		<input type="checkbox"/> Collision w/Person		<input type="checkbox"/> Fall to Surface							
WHERE DID INCIDENT/INJURY HAPPEN? (check all that apply)											
<input type="checkbox"/> Bathroom		<input type="checkbox"/> Classroom		<input type="checkbox"/> In Vehicle		<input type="checkbox"/> On Fieldtrip/Routine Trip		<input type="checkbox"/> Pool		<input type="checkbox"/> Stairway	
<input type="checkbox"/> Changing Table		<input type="checkbox"/> Hall/Doorway		<input type="checkbox"/> Inside Play Area/Large Muscle Area		<input type="checkbox"/> Outdoor Play Area					
<input type="checkbox"/> Crib		<input type="checkbox"/> High Chair		<input type="checkbox"/> Kitchen/Eating Area		<input type="checkbox"/> Parking Area/Driveway					
INCIDENT HAPPENED DURING?											
<input type="checkbox"/> Arrival/Departure		<input type="checkbox"/> Diaper Change		<input type="checkbox"/> Naptime/Rest Period		<input type="checkbox"/> Bus/Vehicle During Transportation		<input type="checkbox"/> Indoor Play/Group Activities/Free Play		<input type="checkbox"/> Outdoor Play	
<input type="checkbox"/> Classroom Activity		<input type="checkbox"/> Meals/Snacks		<input type="checkbox"/> Transition Between Activities							
ACTION TAKEN (check all that apply)											
<input type="checkbox"/> Bandage		<input type="checkbox"/> Ice		<input type="checkbox"/> Returned to Normal Activity		<input type="checkbox"/> Body Part Elevated		<input type="checkbox"/> Pressure Applied		<input type="checkbox"/> Sent Home Early/Picked Up Early	
<input type="checkbox"/> Contacted Children's Protective Services		<input type="checkbox"/> Referred for Further Medical Care		<input type="checkbox"/> Washed/Soaped		<input type="checkbox"/> Hug/Pat		<input type="checkbox"/> Rested on Cot			
Summary of Incident/Injury/Illness (Explain, attach additional paper if needed)										Date	
Print First and Last Name of Person Completing Form						Signature of Person Completing Form			Telephone Number		
Person Receiving Form - Parent/Family Member (Optional - for record keeping purposes only)										Date	

Appendix E

Ohio Department of Health
WIC Program Application
 Please answer all questions on the top portion of this page.

Parent, guardian or applicant's name	Other parent/guardian	Telephone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell <input type="checkbox"/> Leave Message			
Street Address	City	State	ZIP	County	
Mailing address (if not the same as street address)	City	State	ZIP		
Is anyone else in your household pregnant, recently had a baby, or is an infant or child under the age of 5? <input type="checkbox"/> Yes <input type="checkbox"/> No					

By signing this WIC application, I agree to give proof of eligibility for information entered on this form and any other information asked to meet program rules.

and Family Services to exchange any information I have provided through the application process to enable the departments to determine my eligibility.

I authorize any person who furnishes me with health care or medical supplies to give the Ohio Department of Medicaid, the Ohio Department of Job and Family Services, or the Ohio Department of Health any information related to the extent, duration, and scope of services provided to me under the Medicaid, WIC, and other medical assistance programs.

I understand that this application is considered without regard to race, color, national origin, sex, age, or disability.

I also authorize the Ohio Department of Health, the Ohio Department of Medicaid, and the Ohio Department of Job

and Family Services to exchange any information I have provided through the application process to enable the departments to determine my eligibility. By my signature below, I affirm under penalty of perjury that to the best of my knowledge and belief all answers on this application are true and complete. I understand that the law provides penalty of fine or imprisonment (or both) for anyone convicted of accepting assistance he or she is not eligible to receive.

Signature of applicant who completed this form	Date of signature
Signature of person who helped complete this form	Date of signature

STOP HERE

AGENCY USE ONLY

Pregnancy Verification Medical statement attached

Medical chart location (office name)	Patient name and number	
Telephone (name)	Agency/Business	Call date
Verification statement		

Identification Verification

Name (I C P N B) <input type="checkbox"/> Present <input type="checkbox"/> Exempt	Document type or number	Name (I C P N B) <input type="checkbox"/> Present <input type="checkbox"/> Exempt	Document type or number
Name (I C P N B) <input type="checkbox"/> Present <input type="checkbox"/> Exempt	Document type or number	Name (I C P N B) <input type="checkbox"/> Present <input type="checkbox"/> Exempt	Document type or number
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Name (I C P N B) <input type="checkbox"/> Present <input type="checkbox"/> Exempt	Document type or number	Name (I C P N B) <input type="checkbox"/> Present <input type="checkbox"/> Exempt	Document type or number
Medicaid/OWF/SNAP verification			
WIC personnel signature			Date

Building for the Future

This childcare facility participates in the Child and Adult Care Food Program (CACFP), a federal program that provides healthy meals and snacks to children receiving day care.

Each day millions of children participate in CACFP at childcare homes and centers across the country. Providers are reimbursed for serving nutritious meals which meet USDA requirements. The program plays a vital role in improving the quality of day care and making it more affordable for low-income families.

Meals: CACFP homes and centers follow meal requirements established by USDA.

Breakfast	Lunch or Supper	Snacks (Two of the five components)
Milk Fruit OR Vegetable Grains or Bread* *Meat/Meat Alternate may replace entire grain up to 3x/week	Milk Meat or meat alternate Grains or bread Vegetable AND Fruit or Second Vegetable (if serving two vegetables they must be different foods)	Milk Meat or meat alternate Grains or bread Fruit Vegetable

Participating Facilities: Many different homes and centers operate CACFP and share the common goal of bringing nutritious meals and snacks to participants. Participating facilities include:

- **Child Care Centers:** Licensed or approved public or private nonprofit childcare centers, Head Start programs, and some for-profit centers.
- **Family Child Care Homes:** Licensed private homes.
- **After School Care Programs:** Centers in low-income areas provide free snack and/or meal to school-age children and youth.
- **Emergency Shelters:** Programs providing meals to homeless children.

Eligibility: State agencies reimburse facilities that offer non-residential day care to the following children:

- Children aged 12 and under,
- Migrant children aged 15 and younger, and
- Youths through 18 in emergency shelters and after school care programs in needy areas.

Contact Information: If you have questions about CACFP, please contact one of the following:

Sponsoring Organization/Center

Elyria City Schools Food Service
601 Middle Ave.
Elyria, OH 44035
Phone: 440-284-5225

Ohio Department of Education and Workforce

CACFP Program Specialist
25 S. Front Street, MS 303
Columbus, OH 43215-4183
Phone: 614-466-2945
Toll Free: 1-800-808-6235

Nondiscrimination: In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email: Program.intake@usda.gov

This institution is an equal opportunity provider.