

**Lincoln Early Intervention
Pre-Kindergarten
Program
Handbook**



**For Parents and Students
2021-2022**

<https://lincoln.tiffincityschools.org>

Dear Parents,

As the Lincoln Principal/Director of Educational Programming at Tiffin City Schools, I would like to welcome you to the Lincoln Early Intervention Pre-Kindergarten Program. Thank you for choosing our program for the 2021-2022 school year. This decision has given our Early Childhood Intervention Specialists and Paraprofessionals the wonderful and exciting opportunity to teach and nurture your child. We all know that the preschool years are a time of incredible growth, development, and change. It is during these years that children develop the basic knowledge, understanding, and interests that they'll need to become successful learners. These basic skills will lay the groundwork for being successful in reading, writing, and mathematics and will be the building blocks in future years. All young learners deserve access to experiences that will help them to achieve this goal.

During these years, we will develop a partnership that will support your child's readiness for future school success. In order to foster and support this partnership, communication will be a critical component. Please feel free to call my office with any questions or concerns throughout the school year. The Lincoln staff is looking forward to meeting you and your child.

Sincerely,

Michelle Tuite
Director of Educational Programming
Lincoln Pre-Kindergarten Principal
Tiffin City Schools
419-455-9107 option 1

Welcome

Welcome to Tiffin City Schools! Tiffin City Schools and Lincoln Early Intervention Pre-Kindergarten Program will provide your child with a high quality, early learning and development standards-based education. This handbook has been written to help you understand the procedures and programs at Lincoln Early Intervention Pre-Kindergarten Program.

Tiffin City Schools Mission Statement

Tiffin City Schools in partnership with students, families and community, will create a learning environment where all students will be provided the opportunity to achieve at their full learning potential.

Vision

Great Schools! Great Students! Great Future!

Lincoln Pre-Kindergarten Vision

We Can! We Will! We Must!

Philosophy

Early childhood is the time period of development and growth that starts at birth and continues through kindergarten. Children in this period of development learn best when they interact with their environment, with people, and when they manipulate objects. Their primary motivation for learning is their longing to make sense of the world around them. The way these young students learn dictates how they should be taught. For these young learners to fully understand and remember, information must be presented to them as it connects to their own experiences and environment. If these experiences are relevant, they are more likely to persist and be motivated to continue their learning. The teachers and staff at Lincoln Early Intervention Pre-Kindergarten Program provide an environment and a variety of activities to foster this growth. When given opportunities to observe and model behaviors and skills displayed by children from various developmental levels, young learners develop a deeper understanding of their world and their role in learning. All our pre-kindergarten classrooms have typical developing peers to help provide these opportunities.

Belief Statements

- High expectations are directly related to student achievement.
- Our schools will provide the technological and social skills to compete in a global society.
- It is essential for our school system to embrace diversity, including ethnicity, religions, ability level, and socioeconomic status.
- Our schools must be safe, promote a positive learning atmosphere and be organized around the needs and interests of our students.
- Our families, students, staff and community share responsibility in the education of our children.
- Each person has intrinsic value and worth and is a unique individual.
- Every student should/will contribute to community/society.
- Increased accountability (parents/students/staff) will foster an environment of respect and acceptance.

- Every child needs basic skills-conflict resolution, problem solving, and innovative thought processes.
- Our district should be a source of PRIDE for our community.

Board of Education

Dr. Jeffrey Hoyda- President
 Dr. Andrew Gase- Vice President
 Victor Perez- Member
 Mr. Chris Widman- Member
 Dr. Meagan McBride- Member

Lincoln Pre-Kindergarten Contact Guide

For the 2021-2022 school year, communication will follow the Parent’s Guide to Contacts.

Classroom Teacher/
 Early Childhood Intervention Specialist



Lincoln Pre-Kindergarten Administrative Assistant
Carissa Boeser



Principal/Director of Educational Programming
Michelle Tuite

Lincoln Early Intervention Pre-Kindergarten Program Location/Information

Lincoln Pre-Kindergarten
 124 Ohio Avenue
 Tiffin, Ohio 44883
 419-455-9107

Hours:

4-day/week classes: A.M. Session- Monday through Thursday, 8:00-11:00 a.m.

4-day/week classes: P.M. Session- Monday through Thursday, 12:00-3:00 p.m.

Tuition

Typically developing students will have an annual tuition of \$1,000 for four days per week class (a.m. or p.m.). Tuition is due the last Friday of each month. Payments begin in September and end in May. There is no payment due in December. For your convenience, you will receive a monthly invoice. A sliding scale has also been developed to assist families who have financial needs to send their child to pre-kindergarten. Typically developing students residing outside of the Tiffin City School district will not qualify for the sliding scale option.

All tuition accounts must be current on the first day of each month. After the first day of each month, student accounts with two or more missed payments will be placed on hold. Your student will not be able to attend until the account has been made current or payment arrangements have been made with the office. If you desire to withdraw your child, please notify us in writing so we will not hold a place for your child and continue to charge your account. Financial assistance is available for those who qualify. Tuition can be paid by check, cash, money order, (checks need to be made out to Tiffin City Schools).

Payments can be made at Lincoln Pre-Kindergarten.

Attn: Carissa Boeser
Tiffin City Schools
Lincoln Pre-Kindergarten
124 Ohio Avenue
Tiffin, Ohio 44883

Admission

Selection of students for admission is mandated by state guidelines and will be made on the basis of qualifications.

- Students who live within the boundaries of our school district,
- Are between the ages of 3 and 5
- Who are determined eligible for special education services through a multi-factored evaluation process,

Students will be enrolled through the same process as all students in Tiffin City Schools. Our program does not discriminate in any way on the basis of race, religion, ethnicity, or socio-economic status.

In addition to providing services to students who are eligible for special education, we offer education opportunities for non-disabled children to join the Early Childhood Program. Families will pay a monthly tuition and parents will provide transportation. Openings are limited. Applications must be completed and submitted to Michelle Tuite, Principal/Director of Educational Programming.

Arrival and Dismissal

Our morning classes begin promptly at 8:00 am, however, we have staff on hand to monitor students beginning at 7:50am. The morning program begins dismissal at 11:00 am. Afternoon classes begin promptly at 12:00 pm. Those students can begin drop off at 11:50 am. Dismissal for the afternoon session begins at 3:00 pm.

Students riding the bus, a cab, or SCAT will be greeted at the doors on Ohio Avenue. Walkers are also asked to use this entrance. Our staff will use a forehead scan thermometer to check the student's temperature before allowing them in the building. Student's with a temperature higher

than 100 degrees will not be able to attend school for the day and will need to follow the established illness guidelines for the building.

Students transported by car will be accepted at the back door. As parents arrive, the first car should park on the number 1, the second car on number 2 and so on. As the line grows, the line will continue out of the driveway to Dwight St.

Due to the traffic pattern, we encourage parents to approach Dwight St. from Ohio Ave.

Upon arrival, our staff will remove your student and their belongings from the vehicle. Your vehicle **MUST** be put in park while we are assisting your child from the vehicle for the safety of students and staff. We ask that you remain in your vehicle. Our staff will use a forehead scan thermometer to check the student's temperature before taking them out of the vehicle. Student's with a temperature higher than 100 degrees will not be able to attend school for the day and will need to follow the established illness guidelines for the building.

At dismissal, our staff will place your child into the vehicle. Your vehicle **MUST** be in park while your child is being loaded. Due to liability, we are not able to fasten your student in their car seat or booster. Therefore, we ask that you **REMAIN IN YOUR VEHICLE** and then drive around the loop to the opposite side and park to fasten your child into their car seat.

Due to the fashion of drop off and pick up, it is not a good time to have conversations with the staff on your child's progress. Please make an appointment to meet or email any questions directly to your child's teacher.

Attendance

1. Daily Attendance

Daily attendance is encouraged and expected. Students benefit most from a program when they can be part of the classroom everyday. Of course, there are good reasons for being absent from school. These include: personal illness, illness in the family necessitating the presence of the child, quarantine of the home, death of a relative, observation of religious holidays/absence for religious reasons, or professional appointments. It is imperative that you make daily attendance for your child a priority. There are many families who request an opening at Lincoln and would attend regularly. If your child is not able to attend regularly, they may be withdrawn so that another student may attend full time.

When a student is absent from school, the parent needs to call their student's absence in. Absences will be reported via SafeArrival, Tiffin City Schools absence management system.

Interactive Toll-free Phone 1-833-837-7032

1. Call the toll-free, interactive telephone system.
2. Follow the instructions to report an absence.

Absences can be reported in advance:

- 24 hours/day
- 7 days a week
- For any school day in the school term
- Up to the cut-off time on the day of the absence

When an absence is reported or updated, you will receive a confirmation notice by email and/or text message (assuming you have provided your contact information to the school).

If you do not report your child's absence in advance, the automated notification system will try to contact you (using your communication preferences if you have set them up in the SchoolMessenger app). This may include push notifications to the app, email, SMS text messages, or phone calls. You will be asked to provide the reason for your child's absence immediately. You may do so using the phone line, website or mobile app.

If an absence is not explained within approximately 20 minutes of the time that the school starts the notification process, the school secretary or program director, will make every attempt to contact the parents at home or at work to make sure that your child is safe. If you try to explain an absence using SafeArrival, but are then told that it is past the cut-off time, please contact the school directly.

If your student is tardy or needs to leave school early he/she must be signed in or out of school at the office.

If an absence is planned, parents will also need to send a note to school at least three days before the absence indicating the dates your child will be gone in order to notify your student's teacher. Please check with your student's teacher to find out what will be covered during their absence.

2. Extended Vacations/Extended Student Absence During the School Year

Students are permitted to go on vacation during the school year without penalty. The district will accommodate parents who must take their vacations during the school year. Parents are encouraged to follow these guidelines:

- A. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the Pre-Kindergarten Director or his/her designee and the child's classroom teacher. The length of the absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.
- B. The student may be given approximate assignments and materials and pages to be completed.
- C. The time missed will be counted as authorized, excused absences and any related service time will be missed.

Birthdays/Invitations

Children may bring a birthday treat on or near their birthdays. As we are a nut free facility, please check with your child's teacher before sending a treat. Treats and invitations may only be distributed if given to all children in class. All treats must be in their original packaging with the nutritional facts listed. We have many children who have life threatening allergies and we cannot distribute items for consumption until we check the contents.

Bloodborne Pathogens

The Tiffin City Schools Board of Education policy for Bloodborne Pathogens states: Staff and students incur some risk of infection and illness each time they are exposed to bodily fluids or other potentially infectious materials. While the risk to staff and students of exposure to body fluids due to casual contact with individuals in the school environment is very low, the Board regards such risk as serious.

Consequently, the Board directs adherence to universally recognized precautions. Universally recognized precautions require that staff and students approach infection control as if all direct contact with human blood and body fluids is known to be infectious for HIV, HBV, HCV and/or other bloodborne pathogens.

Child Find

Child Find is the process of locating, evaluating, and identifying children with disabilities who may be in need of special education and related services and/or may be entitled to protection from discrimination based on his/her disability. Parents, relatives, public and private agency employees, childcare providers, physicians, and concerned citizens are encouraged to help TCS find any children, ages birth to 21, who may have a disability and are in need of special education and related services. If you suspect a child may have a disability, help is available for that child. Contact Nick Smith, Special Education Director, at 419-455-9107 or by mail at Lincoln Early Intervention Pre-Kindergarten Program, 124 Ohio Avenue, Tiffin, Ohio 44883.

Control of Casual Contact Communicable Diseases and Pests

If a child is ill, appears to be ill, has been diagnosed with a communicable, untreated illness, or has an illness still considered contagious, the administrative staff has the authority to exclude or isolate the student. Students having symptoms of a fever 100 degrees or higher, vomiting, diarrhea, or other signs of a possible communicable disease, must be sent home and remain at home until they are symptom-free for 24 hours without the benefit of acetaminophen, ibuprofen, or anti-diarrhea medications.

For communicable illnesses such as strep, pink eye, ringworm, and impetigo that require medication treatment, students must complete a minimum of 24 hours of treatment before returning to school. For whooping cough and chickenpox, the exclusion time will be longer and may require a physician's note to return to school. Students with evidence of lice infestation may be excluded until treated. Students may return after meeting with the nurse as long as no live bugs are present. Students with scabies are also excluded until treated.

Curriculum and Assessment

The Lincoln Early Intervention Pre-Kindergarten Program utilizes the Creative Curriculum and Handwriting Without Tears: Get Set for School as guides for instruction. The Creative Curriculum and Handwriting Without Tears are based on scientific research and is aligned with the Ohio Early Learning Content Standards. The Lincoln Early Intervention Pre-Kindergarten Program includes 11 interest areas, and describes how and what children learn in each area, the supplies and materials needed, how the teacher interacts with children to promote learning, and how to share information about the area with families. Assessments will rely heavily upon observations by the teacher and parent and work samples. Assessments include self-help skills, social development, language and literacy, motor skills, math, and science.

Cumulative Records

It is necessary to maintain personal information on each child and family. Information in the records is available only to appropriate school personnel and to the child's parents or legal guardian in accordance with the law, yet guarded with confidentiality. The Lincoln Early

Intervention Pre-Kindergarten Program will maintain the following records on each child via Final Forms, Tiffin City Schools online records program:

- Personal Data- name, address, date of birth, social security number.
- Family Data- name, address, telephone number.
- Emergency Medical information
- Admission and withdrawal dates
- Attendance
- Parent authorization to transport
- Permission for photo release/field trip release
- Request for roster information for circulation to preschool participants
- Medical Family Health History

A permanent file will also be kept in the office for your student. The following records will be maintained on each child:

- Copy of birth certificate
- Custody papers when applicable
- Immunization records
- Current physical
- Progress reports
- Child release
- Physician verification statement
- Incident reports
- Parent request to administer medication

Discipline/Code of Conduct

Young children need guidance in learning to show respect for others and for themselves. Every child needs limits set to develop self-discipline and socially acceptable behaviors. Sensible and consistent rules and limits need to be set in any group to help a child feel comfortable, safe, and secure. Classroom rules will be posted in each room and children will be reminded of the rules and reasons for the rules.

- Children will be given the opportunity to work out their own conflicts. Teachers will intervene before it becomes physically or emotionally harmful. Teachers will work together with the children to help them discover a better way to resolve problems.
- Natural consequences will be used when possible. Children will be asked to discontinue play with a certain toy, in a play area or with certain children for a while if appropriate behavior is not occurring. They will be expected to repair any damage done to physical structures children have built. Teachers will redirect the children to more appropriate activities.
- Knowing they imitate adults, teachers will set a positive example for children.
- Teachers will have reasonable expectations for children. Children will not be expected to perform tasks for which they are not developmentally ready.

The rules in the classroom and on the bus reflect safety, common sense, and respect for each other and our school. In all environments, the Lincoln Early Intervention Pre-Kindergarten

Program staff uses developmentally appropriate management techniques including positive reinforcements, reminders, talking through the situation with the child, redirection, cues, prompts, and/or separation from problem situations. During situations where students do not respond to these strategies/techniques, a parent conference will be held and the parents and the staff will develop a more formal behavior plan.

We are required by ODE to include the following, additional information:

- The purpose of this code is to ensure the safety and physical and emotional well being of all individuals on the premises.
- Our 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, punching, shaking, spanking, or biting.
 - No discipline shall be delegated to any other 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 may regain control.
 - 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.
 - No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse.
 - Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
 - Techniques of discipline shall not humiliate, shame, or frighten a child.
 - Discipline shall not include withholding food, rest, or toilet use.
 - 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Dress Code

Students enrolled in the Lincoln Early Intervention Pre-Kindergarten Program should wear clothing that is comfortable, clean, and appropriate for the weather. Sandals and open-toe shoes are NOT permitted. It is helpful if the children wear clothes they can manage themselves, but is not a requirement. Our classrooms are relaxed, creative, and active centers-based environments. Play clothes that are washable are most appropriate. We will have outdoor play almost every day (depending on the weather); so jackets, sweatshirts, or sweaters are a must. Winter items will be needed during our colder weather. Please mark all your child's belongings (jackets, book bags, etc.) with your child's name so they can be returned if lost.

An extra set of clothes should be kept at school or in your child's backpack. Place extra clothing in a Ziploc bag with your child's name written on it with marker.

Emergency Weather Delays

There will be AM preschool on days when school is delayed due to inclement weather. Students enrolled in the AM program will attend from 10 a.m. to 12:00 p.m. Afternoon preschool students will attend from 1:00 p.m. until 3:00 p.m. Please review these adjusted times and have a plan for your child in the event a weather delay occurs.

School Hours	Regular	Weather Delay
AM Preschool start time	8:00 a.m.	10:00 a.m.
AM Preschool dismissal	11:00 a.m.	12:00 p.m.
PM Preschool start time	12:00 p.m.	1:00 p.m.
PM Preschool dismissal	3:00 p.m.	3:00 p.m.

Emergency Closing of School

If the school is closed because of poor weather conditions or an emergency, the closing will be announced over local radio and television stations. Notification will also go out through the SchoolMessenger system. Tiffin City Schools utilizes this system to send notifications directly to your mobile phone. To sign- up for notifications with this free service, parents or guardians will text “Y” or “YES” to our school’s code number, 67587. Please do not call school employees, the Pre-Kindergarten or the central office to find out about school closings. Listen to the radio stations and watch the local television stations. If you are signed up for the Instant Alert System, you will be notified of any school closings or delays.

Field Trips

- Parents may volunteer for field trips when there is available space.
- A nominal fee may be charged to cover admission fees, etc.
- Children will wear name tags.
- Emergency Medical Authorization Forms will be taken on all field trips.
- Permission slips must be signed by the parents and returned to the teacher in order for a student to attend a field trip.
- Children must ride the bus to the field trip destination. Any child going home with a parent, rather than returning to school on the bus must be signed out by the parent before leaving on the field trip.

Forms

Lincoln Pre-Kindergarten required registration forms are located on the district’s online registration system, Final Forms. A parent account can be created by going to <https://tiffin->

oh.finalforms.com/. From here, you will be able to create a parent account and register your student. The accounts will be automatically linked. All necessary forms that are required by Lincoln Pre-Kindergarten are located here and must be completed prior to the first day of classes. Failure to complete the entire registration process, or turn in all required documentation, will result in your student being placed on a wait-list.

In addition to the final forms requirement, the following additional documentation is required and must be on file prior to the first day of classes;

- Child's Birth Certificate or Certified Record of Birth
- Current Immunization Record
- Parent or Guardian Identification (valid photo ID)
- Physical Exam / Well-Child (within past 12 months)
- Proof of Address (Residency can be verified by providing a copy of a utility bill, rental/lease agreement, purchase agreement or tax record.)
- Copy of 1040 Tax Form

Please contact the school if you have any questions.

Health and Safety Training

All Pre-Kindergarten Early Intervention teachers are trained in first aid, common childhood illnesses, CPR, and child abuse recognition and prevention. All staff members are trained to recognize signs of abuse. Ohio law requires that the Children's Protective Service Agency be notified when child abuse or neglect is suspected.

1. Health Examination

Immunizations are required by the State of Ohio. Your child's documentation of shots or exemptions needs to be on file before the first day of school. Students without proper documentation will be excluded from the Lincoln Early Intervention Pre-Kindergarten Program.

Immunizations for Lincoln Pre-Kindergarten Early Intervention include:

- 3 Polio
- 4 DTP (Diphtheria, Tetanus, and Whooping Cough)
- 1 MMR
- 1 HIB
- 3 Hepatitis

A yearly physical exam is mandatory for Pre-Kindergarten and must be on file prior to the first day of school. Assessments are valid for one full year from the date recorded by the doctor. To remain eligible for our program, a child will require up to date medical records.

2. Safety

The staff is responsible for the safety of all students. All our staff members are familiar with emergency procedures, such as fire and tornado drills and accident reporting procedures. All staff members are trained in communicable disease and first aid, as is the nurse in the building. Other safety trainings will be addressed to meet the needs of all students.

The Lincoln Early Intervention Pre-Kindergarten Program has established the following policies and procedures to ensure the safety of your child.

- No child will be left alone or unsupervised.
- Children will be instructed on the proper use of equipment and materials.
- Staff members have immediate access to a telephone in case of emergency.
- Fire, emergency, and weather alert plans are posted in each classroom.
- Fire drills will be conducted monthly. Tornado drills are conducted during tornado season.
- When an accident occurs that necessitates attention, staff will complete an incident report form and the original will be given to the parent and a copy placed in the child's file at school. Attempts will also be made to contact parents by phone.
- All chemical and potentially dangerous materials are kept out of reach of children.
- The district has a Crisis Team and Plan in place.

Individuals with Disabilities Education Improvement Act and Section 504/ADA

Tiffin City Schools provides a variety of special education programs and related services to students identified with disabilities through an evaluation process as defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Free assessment is available to families to determine whether or not a disability exists. If a disability listed in the IDEIA is identified, the child can begin receiving the appropriate special education and related services through an Individualized Education Program. A child's parents are a big part of this process and are encouraged to be an active participant in this process.

A preschool child, age 3 through 5, with a disability is a child who has one of the following disabilities, as defined in rule 3301-51-01 of the Administrative Code: autism, intellectual disability, deaf-blindness, deafness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, visual disability, or developmental delay.

A school age child, age 5 through 21, with a disability is a child identified with one or more of the following conditions: autism, intellectual disability, deaf-blindness, emotional disturbance, hearing impairment, multiple disabilities, orthopedic impairment, other health impairment, specific learning disability, speech or language impairment, traumatic brain injury, or visual impairment.

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act (Section 504) provides that no individual will be discriminated against on the basis of a disability. An individual with a disability means a person who has a physical or mental impairment that substantially limits one or more major life activities; or has a record of such impairment; or has been regarded as having such impairment. This protection applies not just to the student, but all individuals who have access to the district's programs and facilities.

To inquire about the procedures or programs, you may contact the Director of Special Education, Nick Smith or the Pre-Kindergarten Director at 419-455-9107

ODJFS Healthchek Services for Children Younger than Age 21

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

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

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.

Learning Environment

Developmentally appropriate activities and active learning experiences are implemented throughout each day. The environment includes materials and equipment that stimulate and challenge. The Pre-Kindergarten classroom is organized into areas called centers. At these centers children learn to experiment, explore, discover, ask questions, and solve problems. Some of the centers include:

- Art- Children learn to use their imaginations and to be creative with paints, paper, crayons, glue, play dough, scissors, tape and other materials. Art encourages children to make choices, try out ideas, plan, and experiment.
- Blocks- Children learn about balance, gravity, size, shape, comparison, measurements, counting, and sorting. Children develop eye-hand coordination, enhance language skills, and strengthen social interaction skills.
- Dramatic Play- Children learn about themselves and their families by playing dress-up, talking on the phone, and pretend cooking. They learn to cooperate, to share, and to imitate life experiences.

- Sensory Table- Children discover and explore floating, sinking, molding, digging, pouring, and measuring. Tactile sensory materials such as water, beans, snow, ground corn cobs, and rice enhance language, social, and motor skills while helping the children to master many state standards for math and science.
- Manipulatives- Children learn eye-hand coordination by doing puzzles, stringing beads, and by placing pegs in a pegboard. Children learn problem-solving skills and observe relationships involving space and size.
- Writing- Children experiment with writing by drawing, tracing, copying, and inventing their own spelling.
- Science- Children learn about the five senses, body parts, animals, plants, weather, magnets, simple machines, and observe and predict changes.
- Computer- Children become familiar with operations of the computer and mouse. The preschool software enhances learning of shapes, colors, numbers, letters, words, patterns, and classifications.
- Library- Children discover people, places, and things through words and pictures. A variety of fiction and nonfiction books are available along with digital listening centers for many stories.

Children's work in the centers occupies part of their daily routines. The remainder of the day is devoted to language activities, small group activities, and large muscle play.

Management of Communicable Disease

A person trained in prevention, recognition, and management of communicable disease or other illness shall observe each child daily. A staff member will notify the parent or guardian of a child suspected of having a communicable disease (observed to have signs or symptoms of illness) and the child will be isolated and discharged to his parent or guardian. Signs of illness can include:

- Fever higher than 100F
- Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping or barking sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis; (weeping or matter in the eye)
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es);
- Unusually dark urine and/or grey or white stool;
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation
- Unusual spots or rashes

- Sore throat or difficulty swallowing; or
- Vomiting

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program;
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- Observed carefully for worsening condition;
- Discharged to parent or guardian as soon as practical.

Medication

In rare cases, it may be necessary for a student to take medication at school. The parent and physician prescribing the medicine must complete a signed release form. The medication must be in the prescription bottle stating the time and amount to be given. These forms are available from the school office. All medication must be kept in the office.

Medication Procedures

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that do not hinder the health or welfare of others. If possible, the parent(s) at home should give all medication. If this is not possible, it is done in compliance with the following:

1. Only employees of the Board who are licensed health professionals, or who are appointed by the Board and have completed a drug administration-training program conducted by a licensed health professional and considered appropriate by the Board, can administer prescription drugs to students.
2. The Director or designee supervises the secure and proper storage and dispensation of all medications. The drug must be prescribed by a physician and received in the same container in which it was dispensed.
3. Completed permission form must be received from the parent(s) of the student, requesting that the school nurse or an appropriate person comply with the physician's order.
4. The Director or designee must receive and retain a statement, which complies with State law and is signed by the physician who prescribed the drug or other person licensed to prescribe medication.
5. The parent(s) must agree to submit a revised statement, signed by the physician or other licensed individual who prescribed the drug, to the nurse or other designated individual if any of the information originally provided by the physician or licensed individual changes.
6. No employee who is authorized by the Board to administer a prescribed drug and who has a copy of the most recent statement is liable in civil damages for administering or

failing to administer the drug, unless he/she acts in a manner which would constitute “gross negligence or wanton or reckless misconduct.”

7. No employee employed by the Board is required to administer a drug to a student except pursuant to requirements established under this policy. The Board shall not require an employee to administer a drug to a student if the employee objects on the basis of religious convictions, to administering the drug.

Inhalers for Asthma

Students have the right to store their metered-dose inhaler or a dry-powder inhaler at school to alleviate asthmatic symptoms or before exercise to prevent the onset of asthma symptoms. The right applies at school or at any activity, event or program sponsored by or in which the student’s school is a participant.

In order for a student to hold the inhaler, he/she must have written approval from the student’s physician and completed parent or other caretaker. The Director and/or designee must have received copies of these required written approvals.

The physician’s written approval must specify the minimum following information:

1. The student’s name and address;
2. The name of the medication contained in the inhaler;
3. The date the administration of the medication is to begin;
4. The date, if known, that the administration of the medication is to cease;
5. Written instructions which outline the procedures school personnel should follow in the event that the asthma medication does not produce the expected relief from the student’s asthma attack;
6. Any severe adverse reactions that may occur to the student using the inhaler that should be reported to the physician;
7. Any severe reactions that may occur to another student for whom the inhaler is not prescribed, should he/she receive a dose of the medication;
8. At least one emergency telephone number for contacting the physician;
9. At least one emergency telephone number for contacting the parent, guardian or other person having care or charge of the student in an emergency; and
10. Any other special instructions from the physician.

In no circumstances will the District, any member of the Board or any Board employee be liable for injury, death or loss of person or property when a District employee prohibits a student from using an inhaler because the employee believes, in good faith, that the required written approvals have not been received by the principal. Additionally, liability cannot accrue because the employee permits the use of any inhaler when the employee believes in good faith that the written approval(s) have been received by the appropriate authority.

Epinephrine Autoinjectors

Students that require the use of epinephrine autoinjector (epi-pen) to treat anaphylaxis (severe allergic reactions) are permitted to keep an epi-pen at the school. The classroom teacher, aide, Director and/or designee will administer medication when and if it is needed. The right to use an epi-pen extends to any activity, event or program sponsored by the student’s school or activity, event or program in which the school participates.

Student possession of an epi-pen is permitted only if the student has written approval from the prescriber of the medication, if a minor, from his/her parent. Pre-Kindergarten students may not be permitted to carry epi-pens on them. Written approval must be on file with the Director and, if one is assigned, the school nurse. In addition, the principal or school nurse must receive a backup dose of the medication from the parent or student.

The prescriber's written approval must specify at least the following information:

1. Student's name and address;
2. Names and dose of the medication contained in the autoinjector;
3. The date the administration of the medication is to begin and, if known, the date the administration of the medication is to cease;
4. Acknowledgement that the prescriber has determined that the student is capable of possessing and using the epi-pen appropriately and has provided the student with training in the proper use of the epi-pen;
5. Circumstances in which the epi-pen should be used;
6. Written instructions that outline procedures school personnel should follow if the student is unable to administer the medication or the medication does not produce the expected relief from the student's anaphylaxis (allergic response).
7. Any severe reactions that:
 - a. the student may experience that should be reported to the prescriber or
 - b. that may occur to another student for whom the medication is not prescribed, if that student receives a dose of the medication;
8. At least one emergency telephone number each for contacting the prescriber and the parent and;
9. Other special instructions from the prescriber.

Whenever a student is administered epinephrine at school or at an activity, event or program sponsored by the school or in which the school is a participant, a school employee must immediately request assistance from an emergency medical service provider. Requests for medical assistance applies whether the student self-administers the medication or a school employee administers it to the student.

The Board and District employees are not liable in damages in a civil action for injury, death or loss to person or property allegedly arising if:

1. A school employee prohibits a student from using an epi-pen because he/she has a good faith belief that the conditions for carrying and using the medication have not been satisfied;
2. A school employee permits a student to carry and use an epi-pen because of the good faith that the conditions have been satisfied; or
3. In instances in which a student is rightfully permitted to carry an epi-pen, the medication is used by a student for whom it was prescribed.

All immunities granted to schools under the sovereign immunity law or any other law applies.

Nutrition

1. Nut-Free Zone

We recognize that food allergies can cause serious, life threatening conditions for some children. To keep all our children safe, the Lincoln Early Intervention Pre-Kindergarten Program will aim to eliminate those foods that have been determined to cause allergic reactions in children. We will maintain a no-nut environment in our classrooms during preschool hours.

Our program will provide the snacks served to the children in the classrooms. No snacks, which contain nuts or indicate that they were manufactured in a plant using nuts, will be served in the school. Under special circumstances (e.g. dietary restrictions or food allergies) parents may provide a snack for their own child(ren) if consistent with this policy (e.g. no nuts and not processed with nuts) and pre-approved by the Director. Others may provide store bought packaged treats on special occasions, such as birthdays or school parties, if consistent with this policy and pre-approved by the Director.

Additional precautions will be taken in the classrooms to minimize the risk of incidental contact to nuts. Classroom materials not intended for consumption (e.g. art activities, sensory table materials, science and math materials, etc.) may not contain nuts or indicate that they were manufactured in a plant using nuts. The classroom tables will be wiped down with a bleach solution at the following times: prior to children arriving in the classroom, after any food is eaten by the children, and at the end of the classroom session. Children and staff must wash their hands upon arrival at school, before snack, and whatever other times are deemed necessary based on the activity performed.

Education and awareness about allergies will be promoted within the preschool. All Lincoln Early Intervention Pre-Kindergarten staff shall complete annual epi-pen and allergy awareness training at the beginning of each school year. The completion of this training will be documented in their staff files. For the protection of the children, a list of children with allergies will be posted in each classroom. "No nuts" signs will be posted in each classroom. We will also send at least one letter home to parents providing allergy-related information and links to additional educational resources available on the Internet (e.g., FAAN). Additional letters may be sent home to remind parents of this policy if necessary.

Parents of a child with a food allergy must complete a Food Allergy Plan, which includes identification of the allergy, signs to watch for in case of reactions, and procedures to follow in case of reaction. Parents must meet with the teachers prior to the start of the school year to discuss the specifics of their child's plan. A copy of the plan (signed by the parents, teachers, and physician where applicable) will be kept in the child's classroom and in the student's file in the Director's office. Each student with a diagnosed food allergy must have a physician's authorization for any medication to be administered to help counteract any possible allergic reactions. Parents must provide the medication, with its original label, to Lincoln Early Intervention Pre-Kindergarten Program for administration to their child.

2. Meals and Snacks

The Lincoln Early Intervention Pre-Kindergarten Program is structured in such a way that lunch may be provided. Snacks will also be made available to students each day. The school will provide water or milk. The school will provide all paper products. We ask that you keep common food allergies in mind. We will notify you if your child is in a room with a student who has a food allergy. If your child requires a special diet or special food need, we ask that you provide

the daily snack for your child. If you have any questions, please talk with your child's teacher or the Pre-Kindergarten Director.

Snacks: Snacks that include two foods from the basic food groups are provided by the pre-kindergarten. A monthly snack menu will be sent home to parents. Snacks will be healthy selections and will follow licensing guidelines. Children are encouraged to try new foods and participate occasionally in preparation of their own snacks. Parents are asked to send in 2 boxes of crackers each month. These may be cheese crackers, saltines, graham crackers, etc.

Ohio's Early Learning Program Guidelines

Ohio's Early Learning Program Guidelines function as the foundation for all programs funded or administered by the Ohio Department of Education, Office of Early Learning and School Readiness. The guidelines address the outcomes and goals considered to be essential for the healthy development and intellectual, social and emotional success of children. These guidelines are constructed with the following beliefs:

- All children are competent and resourceful learners;
- All children can and do make meaning of complex ideas and concepts;
- All children want to and do contribute to their own learning;
- All learning takes place through social interactions;
- All learning experiences can be tailored for different periods in a child's life;
- All learning experiences can contribute to the intellectual and social foundation considered essential for success in school and life;
- All learning experiences can take place in the context of play as well as through structured activities in the hands of competent teachers;
- All families have the right to participate in their children's educational journeys;
- All families hold a position of power and by sharing that power contribute to the learning of all;
- All teachers grow in confidence and competence through relationships and connections with children, families and their peers; and
- All teachers, by virtue of their positions, have an obligation to do the very best for children within their care.

Ohio's Early Learning and Development Standards

Ohio's Early Learning and Development Standards describe key concepts and skills that young children develop during the birth-to-five-year period. Their purpose is to support the development and well being of young children and to foster their learning. The standards promote the understanding of early learning and development, provide a comprehensive and coherent set of expectations for children's development and learning, and guide the design and implementation of curriculum, assessment and instructional practices with young children. You can access Ohio's Early Learning and Development Standards through the Ohio Department of Education web site at www.education.ohio.gov, keyword "Early Learning and Development Standards."

The Early Learning and Development Standards in all Essential Domains of School Readiness, Birth to Age 5 include five domains:

- Social and Emotional Development
- Physical Well-being and Motor Development
- Approaches Toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

Parent Notification System

The district's parent notification system will be used in emergency situations and will not replace TV and/or radio. The system is voice activated and will start when a phone is answered OR when the call is dropped into voice mail. If neither of these takes place, the system will continue to try to reach a voice for a short period of time and you may receive multiple calls in these cases. If you have caller ID, the incoming number you will see is 419-447-2515. If you miss the call, please do not dial this number. Listen to your voicemail message, watch your TV, listen to your radio, or wait for the automated call to come through again. You will receive the information quicker through one of these electronic methods than waiting for someone to answer your phone call.

Parents will have the opportunity to control their contact information with this system and will have the option of receiving an instant alert notification. Any changes to the primary contact number must take place at the building level. The Honeywell Instant Alert information can be found on our website, <http://www.tiffin.k12.oh.us/>.

Parent Teacher Conferences

Lincoln Early Intervention Pre-Kindergarten Parent/Teacher conferences will be scheduled twice a year (Fall and Spring), or whenever a parent or teacher deems necessary. To discuss progress and any problems concerning a student, the parent should consult with the teacher. Appointments with teachers must be held outside of class time. Conferences are usually 15 minutes in length. If school is cancelled on the day of the scheduled conferences, the meetings will be cancelled as well. Your student's teacher will reschedule with you at a later date.

Personal Property at School

Neither Lincoln Early Intervention Pre-Kindergarten nor Tiffin City Schools can be held responsible for loss of or damage to items brought from home. For this reason, we encourage you not to allow your child to bring electronics or other items of value.

Unmarked articles of clothing will be turned into the office if the owner does not claim them. Parents are requested to mark their children's coats, rainwear, sweaters, hats, gloves, boots, and book bags so that they are easily identified. The school will have a "Lost and Found" that students and parents should check for any lost items.

Potty Trained

Please know it's expected that all typically developing preschool students are completely potty trained by the time they attend Lincoln. Exceptions will be made for students who are eligible for special education services. If your student requires diapers or pull-ups to be changed while at school, we ask that you provide an adequate supply to your student's classroom, weekly. Lincoln Pre-K does not provide diapers or pull-ups for students.

Screenings

All Pre-Kindergarten students will be screened for vision and hearing each year. If, during this screening, a problem is detected, a written referral will be mailed home. At any time throughout the school year, if a parent is concerned that their child is having difficulty hearing or seeing, they should contact the school for a screening. The school will then notify the parents of the screening results.

Student Records/FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Student Support Services

Tiffin City Schools and Lincoln Early Intervention Pre-Kindergarten Program offer many services to students and families to ensure equal opportunity for all children, including enrichment services, early childhood education, academic intervention, Title I, reading support programs, services to support English language learners, home instruction, special education, and

related services including speech and language therapy, physical therapy, occupational therapy, psychological services, and transportation.

Student Success Team

At Lincoln Early Intervention Pre-Kindergarten Program we take student success very seriously. For this reason, we have a student success team. This team is made up of the child's teacher, the program director, the school psychologist, the nurse, the speech language pathologist, other service providers (occupational therapist, physical therapist), and parents.

Transportation

Transportation will be provided to all students who are eligible for special education (IEP), Monday through Thursday. The parents must transport all typical students. Parents with children new to the district or recently placed on an IEP, not yet receiving transportation, will need to complete the online transportation application in order to have your student added to a bus route. The transportation form is located in the student's Final Forms form-set. This will need to be completed by July 15th of the calendar year to ensure your student is placed on a route prior to the first day of school.

If your student is continuing at Lincoln Pre-K, they will automatically be placed on a route for the upcoming school year. And do not need to request transportation.

- Situations may cause a bus schedule to be shorter or longer, such as inclement weather.
- An adult will need to be seen by the bus driver before a child can be dropped off.
- If you transport your child, please follow the established pick up and drop off times and locations. Parking is available directly outside of the main doors. Parents then walk to the set of doors at the front of the building to get their child. Please do not park in the bus area outside of the main entrance.
- A signed transportation request form must be completed and kept on file.

Visitors

For security and safety, we ask all visitors report to the main office with a driver's license or valid state ID, where you will be scanned into the Raptor System and receive a visitor's pass. Lincoln Early Intervention Pre-Kindergarten takes the safety of our children seriously and the building doors will be locked at all times. The building will have a buzz in system at the pre-kindergarten entrance for use during the time periods when the doors are locked.

****MANDATORY NOTICES****

Title IX Coordinator

The following individual has been designated to serve as the District's Title IX Coordinator. Such Coordinator is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

Michelle Tuite

(Name)

Tiffin City Schools

(School District Title)

419-447-2515

244 South Monroe St.

(Office Address)

michelle_tuite@tiffincityschools.org

(District Email Address)

NOTIFICATION OF POLICY

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

NOTIFICATION OF GRIEVANCE PROCEDURE

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at: <https://4.files.edl.io/3448/12/10/20/195601-6f9ffa36-7586-4884-b252-fa81f5ff5a47.pdf>

File: KBA

PUBLIC'S RIGHT TO KNOW

The Board supports the right of the people to know about the programs and services of their schools and makes efforts to disseminate appropriate information. Each building principal is authorized and expected to keep the school's community informed about the school's programs and activities. The release of information of Districtwide interest is coordinated by the Superintendent.

Business of the Board is discussed and decisions are made at public meetings of the Board, except such matters required to be discussed in private executive sessions.

The official minutes of the Board, its written policies, its financial records and all other public records are open for inspection in the central office during the hours when the administrative offices are open.

Each Board member attends public records training every term for which he/she is elected to public office. However, the Board may, by resolution, designate one or more persons to attend public records training on its behalf. If so decided, the Board appoints a designee whenever the composition of the Board changes.

The District may ask that the identity of an individual requesting information and the reason the information is sought be in writing. The District first informs the requester that such disclosure is not mandatory, unless the request is for student directory information. The District also informs the requester that providing such information in writing enhances the District's ability to identify, locate or deliver the records sought. The District may also ask that the request be put in writing, but notifies the requester that it is not mandatory to do so.

Any individual who wants to obtain or inspect a copy of a public record may request to have the record duplicated on paper, on the same medium on which the record is kept or on any other medium that the Superintendent/designee determines reasonable. If the request is ambiguous or overly broad, the District informs the requester of the manner in which records are maintained and accessed in the ordinary course of business and allows the requester to revise the request.

Records pertaining to individual students and other confidential materials are not released for inspection. Only that information deemed “directory information” may be released from an individual student’s file, and only after complying with the regulations prepared by the administration for the release of such information. Student directory information is not released for profit-making purposes or when parents have affirmatively withdrawn their consent to release in writing. Student records that consist of “personally identifiable information” generally are exempt from disclosure.

All records responsive to the request are made available in a reasonable period of time. The District makes the requester aware of any information that is exempt from disclosure requirements by notifying the requester of any redacted information or by making redactions in a plainly visible manner. If a public records request is denied, the District provides an explanation with legal authority for the denial of the request. This explanation is provided in writing if the request is made in writing or if the Superintendent/designee determines written explanation is necessary.

The Superintendent/designee transmits the information sought by mail or by any other means of delivery requested, if the method is reasonably available. The number of requests physically sent by mail or another delivery service to any one person may be limited to 10 a month unless the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes. If the District provides public records on a free and accessible website the number of requests delivered in a digital format to any one person may be limited to 10 a month unless the records requested are not provided on the website and the person certifies, in writing, that neither the records nor the information in them will be used for commercial purposes.

A fee may be charged for copies and/or delivery. The District may require the fee charged for copies and/or delivery be paid in advance.

The Board’s public records policy is posted in a conspicuous location in the central office and in all other District buildings and employee handbooks provided by the District. The policy is distributed directly to the records custodian and receipt of the policy by the custodian is acknowledged. A copy of the records retention schedule is maintained and readily available to the public in the central office.

[Adoption date: July 23, 2001]
[Re-adoption date: March 27, 2007]
[Re-adoption date: September 25, 2007]
[Re-adoption date: January 22, 2008]

[Re-adoption date: June 25, 2013]
[Re-adoption date: December 20, 2016]

LEGAL REFS.: Family Educational Rights and Privacy Act; 20 USC, Section 1232g
ORC 121.22
149.011; 149.35; 149.381; 149.41; 149.43
3319.321
OAC 3301-35-03; 3301-35-04

CROSS REFS.: BDC, Executive Sessions
BDDG, Minutes
EHA, Data and Records Retention
GBL, Personnel Records
GBS, Health Insurance Portability and Accountability Act (HIPAA)
IGBA, Programs for Students with Disabilities
JO, Student Records
KA, School-Community Relations Goals
KKA, Recruiters in the Schools



Please sign and return this form to school with your child.

I have read and understand the Lincoln Early Intervention Pre-Kindergarten Parent Handbook completely.

Child's Name _____ Child's Teacher _____

Parent/Guardian's Signature _____ Date _____

Please don't hesitate to call, email, or stop by Lincoln in the event you have a question and/or concern. I would be glad to speak with you.

Michelle Tuite
Lincoln Principal/Director of Programming
124 Ohio Avenue
Tiffin, OH 44883
419-455-9107 work
419-350-5439 cell
michelle_tuite@tiffincityschools.org