
MUSKINGUM VALLEY PRESCHOOL PARENT AND STUDENT HANDBOOK 2025-2026



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1. Introductions and Philosophy

Welcome to the Muskingum Valley Preschool!

Mission Statement: Muskingum Valley Preschool connects with children and families to create high quality, affordable programs that contribute to Kindergarten readiness for all students.

Muskingum Valley Preschool is an Early Childhood Education Program governed by the Muskingum Valley Educational Service Center (MVESC) Board of Directors. The focus of MVESC is quite simple—providing the best education to preschool children. The members of the MVESC Governing Board provide both leadership and support to our preschool programs. Members of the Governing Board are Robert Doughty, Larry, Good, Dr. Barb Hansen (Vice President), Brian Hill (President), Ed Penrod, Sharon Slowter, Michael Smith.

Part of the program funding is generated through an Early Childhood Education grant awarded by the Ohio Department of Education. Grant monies are received by MVESC to serve children and families in the East Muskingum, West Muskingum, and Newcomerstown school districts. The remaining costs of the program are supported by the local school districts and a sliding tuition fee. MVESC is audited annually to assure funds are utilized appropriately.

The Muskingum Valley Preschool recognizes these concepts to be a firm foundation to build upon:

- A. Families are recognized as the child’s first and foremost teacher. Parent involvement is encouraged through parent trainings, parent interaction days and the volunteer program.
- B. All staff and/or volunteers recognize that children learn more effectively in a supportive environment of facilitated purposeful play and exploration utilizing a “hands on” approach. Teachers plan experiences to promote child learning in Language and Literacy Development, Social and Emotional Development, Physical Well-Being, and Motor Development, Approaches Toward Learning, and Cognition and General Knowledge.
- C. All classrooms will exhibit individuality and developmentally appropriate practices.
- D. Respect will be evident for all persons involved in the program. Collaborative efforts will be recognized both internally and in all community contacts.
- E. Families enrolled in the Muskingum Valley Preschool will receive fair and equal treatment regardless of race, creed, age, sex, color, handicapping condition, socio-economical and/or educational level.

2. School Calendars

Early Childhood Education services are available 2 or 4 days per week during the regular school hours. Flexibility is available permitting families to set consistent, specific, part time schedules within these assigned hours. For your child to gain the most benefits from the program, part-day schedules should include morning arrival with an early pick-up time. Transportation is not available mid-day. Please work with your child's teacher to establish the schedule that best fits your needs. Our preschool operates a minimum of 12.5 hours per week for a total of 455 hours per year at all locations.

You will receive a copy of a school calendar at the time of enrollment. If you lose your calendar, please feel free to request an additional copy.

3. Curriculum

Children enrolled in Muskingum Valley Preschool will engage in active learning to facilitate their individual progress in the following domains as outlined in the Early Learning and Development Standards (ELDS) established by the Ohio Department of Education:

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

Frog Street 2020 has been adopted as Muskingum Valley Preschool Curriculum. Key learning domains are woven into every aspect of Frog Street's curriculum for pre-k, and weekly instructional plans are easy to follow and implement with fidelity. Integrated STEAM projects promote problem-solving and beginning coding skills. Interactive digital programs support virtual learning and families at home. An exclusive partnership with the Conscious Discipline® program provides the tools for a strong social-emotional foundation.

Our pre-kindergarten curriculum includes a research-based scope & sequence for literacy, math, and content domains. Acknowledging the individual needs of ALL learners, the pre-k curriculum includes strategies for differentiated instruction, and adaptations for special needs and English Language Learners, and more. Cultural responsiveness strategies are also included at point-of-use, with prompts and reminders to help teachers maintain an anti-bias mindset. A fully integrated digital assessment tool informs instruction, and professional development tips at point-of-use help to build teacher capacity.

4. What Will My Child Learn?

Children participate in activities designed to aid in the development of physical, intellectual, self-help, social and emotional growth. The philosophy that children learn best through hands on activities and structured play is displayed throughout the program. Classrooms are divided into learning activity areas that encourage socially and developmentally appropriate activities. Areas include science, music, books, computer, blocks, dramatic play, writing, reading readiness and creative arts. Structured adult/child learning times are incorporated throughout the day to work on group and individual learning activities.

Major emphasis is placed on language and literacy development, social and emotional development, physical well-being and motor development, approaches toward learning, and cognition and general knowledge. Screenings are conducted on all children to determine individual educational needs.

5. Tracking Children's Learning

Muskingum Valley Preschool is required by the Ohio Department of Education to track child performance in the areas of language and literacy, social development and math. This information is then reported in a statistical format to the Department of Education to help identify the effectiveness of our program and the learning growth of the children. Your permission will be requested at enrollment to include your child's progress in this report.

6. Preschool Inspection Reports

Each preschool classroom is inspected yearly by the Ohio Department of Education to assure compliance with Chapter 3301-37 of the Ohio Administrative Code Rules for Preschool programs. The most recent written compliance reports shall remain posted in the preschool classroom until the next compliance report is received. Copies of previous compliance reports are available for review upon request at the main office.

7. Transportation

If you live, and have a pickup/drop off site within the designated bus route of your school district and your child attends full day services, your local public-school bus will provide transportation to and from school. An adult is required to walk your child to and from the bus stop each day.

8. Parent's Role

Parents are asked to participate in two parent teacher conferences and/or home visits during the school year. Parents are encouraged to visit their child's classroom anytime during school hours. Your child will feel proud and excited by your presence.

Muskingum Valley Preschool staff encourages all parents to volunteer whenever possible, communicate with staff and check book bags, etc. In all our classrooms, we want the children to feel good about themselves. We encourage your child's positive behavior without using threats, loud voices, or negative punishment. Please allow staff to handle all discipline situations.

9. Dress Code and Hygiene

Students will follow the dress code of the school they are attending. Students with special needs will be held to the same standards and consequences as their typical peers regarding dress code violations. All students should be dressed for play and appropriately for the weather. A change of appropriate fitting clothing must be provided by the parent to be left at the school. This includes at least one; shirt, bottoms (shorts or pants), a pair of underwear and socks.

Students will keep their hair and nails at an appropriate length to function within the classroom setting and not cause hindrance to themselves or others. If a student's hair or nails become a distraction, the

classroom teacher has a right to clip or secure a student's hair back and to request that the parent or guardian trim nails to an appropriate length to keep students from harming themselves or others or for sanitary reasons.

All typically developing students are required to be potty trained to participate in our program. In the instance that your typical child has an accident, preschool staff will assist in changing of the students clothing and bagging of soiled items. Students with special needs will have toileting accommodations made based on their individual needs. If a student with special needs is not potty trained, they will be required to wear a Pull-Up. Our goal is to promote toileting independence for all students. Preschool staff will promote this through frequent bathroom trips, cueing (now pull up your pants, etc.) and potty charts. It is the responsibility of the parent/guardian to supply Pull-Ups, wipes and any other necessary toileting supplies. Students may be sent home from school and not permitted to return until parent(s)/guardian(s) provide extra clothes and/or Pull-Ups and wipes as needed.

10. Volunteer Program

All parents and/or guardians are encouraged to volunteer in the Muskingum Valley Preschool classrooms. Our volunteers are important and special. The staff and children need you to make our program a success. Come and volunteer! We promise to welcome you with respect and gratitude at Muskingum Valley Preschool. You will be asked to complete a volunteer survey indicating how you are interested in volunteering. Volunteers are welcome in the classroom and at the Muskingum Valley Preschool main office. Opportunities for volunteering include assisting on field trips, preparing items for the classroom, and making phone calls to other parents.

General Guidelines:

A. Discipline

If a problem arises, please bring it to the attention of one of the teaching staff. The teaching staff will be responsible for disciplining the child. You are encouraged to direct children to follow the classroom rules. No corporal punishment is ever permitted in the Muskingum Valley Preschool classroom or any school function. Please remember you are there to assist with all children.

B. Dress Code

Please dress comfortably and remember you will be helping children paint, glue, serve themselves food, play outside, etc.

C. Volunteer Orientation

At the time of enrollment orientation, parents will receive a Volunteer Survey/ Agreement. All families are asked to complete this form as part of the enrollment process. Additional Volunteer Guidelines are explained on the agreement.

D. Random Fingerprinting

For the protection of the children, random fingerprinting can be implemented at any time. The Bureau of Criminal Investigation (BCI) reports will be used to determine if persons have been convicted of crimes against others such as, child abuse, domestic abuse, assault, child molestation, kidnapping, etc.

Anyone found to have any record of these crimes would be prohibited from volunteering in the classrooms.

E. Confidentiality Issues

Within all areas of volunteering, strict confidentiality must be kept for the protection of yourself, the children, and other families. The volunteer survey includes a confidentiality statement and is completed by all volunteers.

11. Family Education and Engagement Activities

Family Education and Engagement Activities are held multiple times per year. Families are encouraged to send an adult to participate in the event with their child. Activities for these events will be determined by the classroom teacher. Adults will be provided the opportunity to observe and participate in classroom activities or accompany children on educational experiences outside of the classroom. Children who are not enrolled in the program are NOT permitted in the classroom during regular school hours. Occasionally other children are permitted to attend field trips or other special events that vary from regular classroom routines. Special event flyers will make you aware of these times.

12. Parent Visitation

To minimize interruptions and distractions during valuable classroom time, parental classroom observations may be limited at the discretion of the classroom teacher and/or the Preschool Department Supervisor. If there is a need for more parental observation, additional visits may be scheduled through the Muskingum Valley Preschool Supervisor.

The right to observe a student's instructional program during classroom time resides solely with a child's parent(s), legal guardian or foster parent and does not extend to grandparents, other interested close relatives, or caregivers. A grandparent, close relative or caregiver may schedule a classroom visit if a parent has provided written permission, and the classroom teacher consents. Visits shall be scheduled by the classroom teacher for a time and date convenient to both the visitor and the teacher.

13. Physicals

Physicals are required by state rules and regulations. Physicals need to be completed prior to the child's first day of attendance. Physical exams are good for one (1) calendar year.

14. Immunizations

Immunization Summary for School Attendance Ohio

VACCINES	FALL 2017 IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	K Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required. * 1-12 Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. Grades 7-12 One (1) dose of Tdap vaccine must be administered prior to entry. **
POLIO	K-7 Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required. *** Grades 8-12 Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	K-12 Two (2) doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.
HEP B Hepatitis B	K-12 Three (3) doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.
Varicella (Chickenpox)	K-7 Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. Grades 8-11 One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	Grade 7-8 One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. Grade 12 Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry. ****

Your child will be excluded from school, unless your child has been immunized by a method of immunization approved by the Ohio Department of Health.

15. Healthcheck Services

Healthcheck is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT Program). It is a service package for babies, kids, and adults younger than age 21 who are enrolled in Ohio Medicaid. The purpose of Healthcheck is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthcheck 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	Vision screening	Immunization assessment (making sure the child receives them on time)
Complete unclothed exam (with parent approval)	Dental screening	Lead Screening
Developmental screening (to assess if child's physical and mental abilities are age appr.)	Hearing assessment	Other services and screenings as needed

If your child(ren) is/are enrolled on Ohio Medicaid, Healthcheck services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthcheck services, too. For more information, please visit: medicaid.ohio.gov/forohioans/programs/healthchek.aspx

16. Attendance

Regular attendance is very important for your child. Every day is a new learning experience in all of our classrooms. If for some reason your child will be absent, please call your child's teacher before 9:30 am. Four consecutive unexcused absences or sporadic attendance will result in a referral to the Program Coordinator.

17. Complaint Procedure

The Muskingum Valley Preschool staff attempts to do everything possible to cooperate with families involved in the program, but if a concern arises, please follow these steps:

1. Contact your child's teacher to discuss any concerns regarding the classroom activities.
2. Contact the Program Director, Krystal McFarland at 740-452-4518 ext. 1167, if you feel your concerns were not resolved.

All complaints and reports concerning the operation of programs regulated by Chapter 3301-37 of the Ohio Administrative Code Rules for Preschool programs and sections 3301.52 and 3301.59 of the Revised Code may be reported to the Department Ombudsman or the Office of Early Childhood Education at 614-466-0224 or 877-644-6338. Both numbers shall also be posted in each classroom.

18. Child Abuse Reporting Policy

State law requires all preschool employees to report any suspected abuse to their local Children Services Board. Strict confidentiality will be followed in this matter.

19. Homeless Students

Children who meet the Federal definition of "homeless" will be provided a free appropriate public education in the same manner as all other students of the District. To that end, homeless students will not be stigmatized or segregated on the basis of their status as homeless and will be assigned to the school serving those non-homeless students residing in the area in which the homeless child is actually living. The District shall establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence, and include those who meet any of the following criteria:

- A. share the housing of other persons due to loss of housing, economic hardship, or similar reason
- B. live in motels, hotels, trailer parks, or camping grounds due to a lack of alternative adequate accommodations
- C. live in emergency or transitional shelters
- D. are abandoned in hospitals
- E. are awaiting for foster care placement
- F. have a primary nighttime residence that is a public or private place not designed for or ordinary used as a regular sleeping accommodation for human beings, or
- G. live in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting

Additionally, pursuant to Federal and State law, migratory children who are living in circumstances described in A-G above are also considered homeless.

Homeless preschool-aged children and their families shall be provided equal access to the educational services for which they are eligible, including preschool programs administered by the School District.

The District shall remove barriers to the enrollment and retention of homeless students in schools in the District. Homeless students shall be enrolled immediately, even if they do not have the necessary enrollment documentation such as immunization and health records, proof of residency or guardianship, birth certificate, school records, and other documentation.

Homeless students will be provided services comparable to other students in the District including:

- A. transportation services;
- B. educational services for which the homeless student meets eligibility criteria including services provided under Title I of the Elementary and Secondary Education Act or similar State and local programs, educational programs for children with disabilities, and educational programs for students with limited English proficiency;
- C. programs in vocational and technical education;
- D. programs for gifted and talented students; and
- E. school nutrition programs;
- F. before- and after-school programs.

Homeless students have the right to remain in their school of origin or the local attendance area school, according to the child's best interest. The school of origin is the school that the student attended when permanently housed or last enrolled. The local attendance area school is any public school that non-homeless students who live in the attendance area in which the student is living are eligible to attend.

Homeless students have the right to dispute their school assignment if their assignment is other than their school of origin. In determining the best interest of the student, the District shall, to the extent feasible, keep the student in the school of origin, except when doing so is contrary to the wishes of the homeless student's parent or guardian or the unaccompanied youth.

If the student is sent to a school other than the school of origin or a school requested by the parent or guardian, a written explanation, including a statement regarding the right to appeal, will be provided to the homeless student's parent or guardian or the unaccompanied youth.

The Board of Education requires that these rights and the dispute process be communicated to the parent or guardian of the homeless student or unaccompanied youth.

In addition to notifying the parent or guardian of the homeless student or unaccompanied youth of the rights described above, the District shall post public notice of educational rights of children and youth experiencing homelessness in each school.

At the request of the parent or guardian, or in the case of an unaccompanied youth, the local homeless liaison, transportation shall be provided for a homeless student to and from the school of origin as follows:

- A. If the homeless student continues to live in the School District in which the school of origin is located, transportation will be provided in accordance with District policy/administrative guidelines.
- B. If the homeless student moves to an area served by another district, though continuing his/her education at the school of origin, the district of origin and the district in which the student resides must agree upon a method to apportion responsibility and costs for transportation to the school of origin. If the districts cannot agree upon such a method, the responsibility and costs must be shared equally.

The Superintendent will appoint a Liaison for Homeless Children who will perform the duties as assigned by the Superintendent. Additionally, the Liaison will coordinate and collaborate with the State Coordinator for the Education of Homeless Children and Youth as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths.

The homeless liaison will assist, to the extent feasible, the homeless students and their parent(s) or guardian(s) or unaccompanied homeless students in their efforts to provide documentation to meet State and local requirements for entry into school.

All records for homeless students shall be maintained so that they are available in a timely fashion and can be transferred promptly as necessary.

No Board policy, administrative procedure, or practice will be interpreted or applied in such a way as to inhibit the enrollment, attendance, or school success of homeless children.

20. Medical/Dental Emergency

If a medical/dental accident happens, you will be contacted immediately. If for some reason we cannot contact you at home and/or work, we will contact the three (3) emergency contact people you have listed. It is very important to keep these numbers current. Minor scrapes and bruises will be attended to by the teachers. These incidents will be documented on an incident report form and sent home at the end of the day.

21. Release of Children from the Classroom

Unless parents have never been married, or legal custody documentation is provided establishing custodial rights, both biological parents are to be considered equal parents. In the case of a divorce, or a protective services decree in which a designated parent cannot see a child, documentation must be provided and kept on file at the Muskingum Valley Preschool office. **Until legal documentation is furnished to the Muskingum Valley Preschool Program, a child must be released to any biological parent, as required by Ohio state law guidelines.**

Authorization by the custodial parent is given at the time of enrollment to those individuals 18 years of age or older named on the emergency/medical release form as an emergency contact or “release” individual. When an individual who is not known to the staff as a custodial parent/guardian, or an authorized “release” individual comes to pick up a child, the staff person will first check the emergency/medical release form for that person’s name. If that name does not appear on the form, the child will not be released. If that name is listed, satisfactory identification such as a **picture ID must** be provided.

It is the parent/guardian’s responsibility to ensure all current court documentation is provided to staff members in a timely manner. Contact your child’s teacher or the Preschool office any time to make changes to the emergency/medical release form.

22. Kindergarten Age Children

Kindergarten age children are not eligible for the Muskingum Valley Preschool Programs Program unless they have been identified as a preschool child with a disability by the local school district.

Kindergarten age children are encouraged to attend registration and screenings available at the child’s home school district. If, after your child has been registered and/or screened, you still have concerns; you are encouraged to contact your local public school special education coordinator to request an evaluation for a suspected disability.

23. School Closing

All emergency school closings will be the same as your child’s local school district.

East Muskingum – Perry, New Concord #1, New Concord #2

West Muskingum – West M 1, West M 2, Preschool Partners @ West M Middle School

Newcomerstown – Newcomerstown 1, 2, 3 and 4

Maysville – First Friends @ Maysville Administration Center

Listen to any local radio station and/or TV station for cancellations; watch the district Facebook page or sign up to be on district “all call” system (if available)

24. Withdraw Policies

Your child will be eligible for the program the entire year regardless of any changes in your income. You may withdraw your child at any time you feel it is needed. A child can be placed on a waiting list with parental consent. Please call your child’s teacher and/or the Program Coordinator if you would like to withdraw your child from the program.

25. Parent Teacher Conferences/Home Visits

The State of Ohio rules for preschool programs requires the Muskingum Valley Preschool teaching staff to complete two parent meetings each year. These meetings can be parent teacher conferences, home visits, or a combination of both. Home visits or conferences will be at the convenience of the families. These meetings are to further encourage communication between staff and parents.

Home visits/conferences will include, but not be limited to:

1. Discussion of child’s progress and sharing information in the child’s file.
2. Encouraging parents to volunteer.
3. Discussion and clarification of any concerns parents may have.
4. Follow-up on physical forms, dental exams, and shot records.

26. Tips to Help Your Child

The Muskingum Valley Preschool wholeheartedly believes you are your child’s first and foremost teacher. Below are a few tips to help your child:

1. Ask your child to tell you about school. To help your child with this, be specific. Ask about stories they heard, letters they learned, games they played, rules in the class, etc.
2. Be patient with a child hesitant to come to school at first or after long breaks such as winter or spring. Being away from you is big step. Some children need time to transition, as much as a month or more. Be kind, but firm, especially if your child will be starting Kindergarten the following year.
3. Try to volunteer as much as possible. Your child will feel you are part of his/her class if he/she sees you are involved. If you have other family member or friends that would like to volunteer please contact your child’s teacher.
4. Call your child’s teacher or the Program Coordinator anytime you have concerns.
5. Teachers will send home activities based on what the children are studying in class. Practice these activities at home, and call if you have questions or concerns.
6. Make an effort to attend Parent Interaction Days offered at your site.

27. Rest/Quiet Time

State requirements for Preschool Licensing (Chapter 3301-37-03 of the Ohio Administrative Code) require that a full day program serving preschool children have a nap/rest period reflected in the daily schedule. The schedules will allow approximately one-half hour to prepare for rest time after lunch is served. During these time children will take care of toileting needs, read books, prepare mats/sleeping areas and/or watch an age appropriate video. Story tapes or soft music will be played, the lights will be dimmed, and activity will be restricted to provide a quiet environment. During this time, children are encouraged to keep their hands, feet and head on their individual mat. Each child will be given the opportunity to attempt to nap or rest quietly for 15 – 20 minutes. If after that time, the child is not asleep, staff will allow the child to do a quiet activity on their mat. Nap/rest periods shall not exceed one and one-half hours in the daily schedule. Each child will be provided with a labeled cot/mat and may bring his own blanket/pillow.

What can you do to help make rest time a positive experience?

1. We ask that you send in child size pillow and blanket for your child to keep at school. (adult-size blankets are often too bulky and may be too warm for your child).
2. Your child may bring in a favorite stuffed animal to be used as a “sleep buddy”. Please be sure it is a toy that doesn’t light up or make noises.
3. If your child begins to show sadness or anxiety about rest time, try to be patient! Anything different can be difficult at first. Stick with it! Try to be as positive as possible at home about rest time. Your child sometimes mirrors your feelings of anxiety at school, so attempt to make only positive statements in your child’s presence.
4. As with any problem and/or concern you may have with your child’s class, feel free to discuss these with your child’s teacher.

28. Behavior

The Muskingum Valley Educational Service Center policy on the discipline of children aligns with the program's goals and standards to encourage children to develop socially, emotionally, physically and intellectually.

Positive social development is encouraged through appropriate environment, daily programs, activities and experiences, supportive interactions and partnerships with families. The program further supports this development by using the many behavioral events that occur throughout the day as opportunities to teach, praise and reward positive behaviors.

We recognize that preschool students sometimes have difficulty with a variety of behavioral issues. Our primary strategy is to continue working with students to redirect them back to task and keep them working on their educational activities. At times, however, due to the frequency, intensity or duration of their challenging behavior, it is necessary to intervene physically with the child. Interventions that may be used include:

Graduated manual guidance (GMG) means the use of brief, physical contact to assist a student in completing a task/response. GMG is a teaching technique using, for example, hand-over-hand physical prompts or arm and wrist support to teach children how to engage in a desired activity. Other examples include:

- physically assisting children to use utensils during meals and snacks;
- physically assisting children to restore the environment they have disrupted (e.g., pick up toys that have been thrown).

Physical Escort is a form of GMG that involves the temporary touching or holding of the hand, wrist, arm, shoulder, waist, hip or back for the purpose of encouraging a student to move to a safe location. Other examples include:

- holding a child's hand to encourage walking instead of running;
- assisting children who drop to the floor to a standing position, and providing support to move from one place to another (It may be necessary to carry children who refuse to walk. It is preferable for two staff members to assist in escorting children rather than carrying them.)
- physically guiding children to return to their chairs during instruction or meals.

Additional Forms of Appropriate Physical Contact would be reserved for the following or similar purposes:

- to calm or comfort a student;
- to break up a fight between students;
- to knock a weapon away from a student's possession;
- to prevent an impulsive behavior that threatens the student's immediate safety or the safety of others.

A common classroom scenario might involve sitting directly behind the chair of a student while assisting them in completing an assignment. If they were to become agitated or upset, gently hugging or holding the hands would be used to help calm and comfort the student.

Time out is used as a reductive technique where the student is temporarily removed from the reinforcing aspect of the classroom experience. It is reserved for instances of inappropriate behaviors toward self, staff or other students, at which time that student would be escorted to a padded corner designated for that purpose for a brief, two-minute period. In certain circumstances, time out also may occur in a chair that is turned to remove them from the reinforcing aspect of the activity. If the time out occurs outside of the classroom, the use of a chair may be necessary, but if possible, the student should be moved to a location where a corner mat is available to implement time out.

Time-out blocking (TOB) is to be used initially if a child is resistant to staying in the time-out corner. The adult will face away from the child but will back closely to them with arms pointed down and back. This allows the adult to remain in proximity of the student, limit the amount of reinforcing contact, but still provide a clear boundary for the student to remain within.

Any other uses of time out or use of other restrictive behavioral interventions will require written plans with parental approval and training of staff to assure proper implementation.

Physical Restraint is reserved for instances when the student's behavior poses an immediate risk of physical harm to the student or others, and no other safe or effective intervention is available. Examples of behavior that would require physical restraint may include:

- students who are aggressively attacking other students or staff;
- students who are emotionally distraught (i.e., having a meltdown) who throw themselves recklessly from chairs, steps, tables or thrash on the floor;
- students engaging in self-injurious behavior (SIB).

In these circumstances, staff members are provided training in how to safely and efficiently engage small children from behind in a seated basket hold. The children's arms are to be crossed across their upper chests, and they are to be held loosely by the wrists from behind. A second adult may be used to help secure the students' feet if necessary. This may occur seated on the floor or in two chairs if possible. De-escalation and calming procedures are used to minimize the restraint period, but students are not released until they demonstrate ready behaviors (e.g., relaxed muscle tone, calm breathing and acknowledgement of readiness to return to normal activity).

PRONE (FACE DOWN) RESTRAINT IS STRICTLY PROHIBITED. CARE IS TAKEN ALWAYS TO ENSURE THE STUDENT'S ABILITY TO BREATHE IS NOT COMPROMISED.

Incidents of physical restraint will be reported to the office as soon as the student is safely maintained and the teacher can make the appropriate phone calls to notify a parent or legal guardian. The phone report should be thorough but kept brief to maintain the integrity of the classroom. A detailed, written report shall be made available to parents within 24 hours, and a copy will be maintained in the classroom (Prior Written Notice – PR01).

All discipline policies are in accordance with Ohio Administrative Code 3301-32-09 or 3301-32-09.

Throughout the year, anyone on the student's IEP team may ask to call a meeting to discuss recent behaviors, behavior plan, changes taking place at home or school, etc. It is imperative that both home and school work together toward both academic and behavioral issues to help the student succeed. All students will have the option of using a "safe zone" when necessary. The "safe zone" is an area within the classroom where a student can relocate to practice previously taught calming strategies.

According to Preschool Licensing Rules (ORC Section 3301-37-10)

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

6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
7. Discipline shall not include withholding food, rest or toilet use.
8. Techniques of discipline shall not humiliate, shame or frighten a child; and
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
11. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

29. Seasonal Celebrations

Muskingum Valley Preschool's classrooms reflect families of all race, gender, culture and beliefs. To avoid excluding any child or family, seasonal celebrations at Muskingum Valley Preschool will be free of any religion. Parents complete a holiday observance survey indicating any family preferences at the time of enrollment. All activities will be developmentally appropriate, allowing for a range of choices for each child, and reflect educational goals that are part of curriculum.

30. Special Education Services

Some preschool children have specific delays or difficulties that require special education services. Support services personnel assigned to address these developmental needs may include special education itinerant teacher, speech therapist, occupational therapist, physical therapist and preschool psychologists. These therapists and teachers work with the preschool teachers and assistants as a team. This cooperative effort allows for consistent implementation of recommendations each day; so that support services or therapies are not limited to times when the therapist is on site.

Because we believe in the value of play in a safe and accepting environment, specialized objectives and goals are often addressed during naturally occurring activities and routines of the preschool. This differs from traditional "pull out" therapies, but allows for a broader provision of services in the natural environment of the child. The parent continues to be the child's greatest teacher. We consider parents a part of the team. We invite you to contact one of our staff if you are interested in learning ways to help your child at home.

31. Ill Child / Communicable Disease Procedures

1. If your child has had any of the following symptoms within the past twenty-four (24) hours, you should keep him/her at home:
 - * Unexplained Rash
 - * Upset stomach (diarrhea or vomiting)
 - * Runny nose, sniffles, unusual cough
 - * Fever (100 or above)?
 - * Complaints of unusual pain
2. If your child has a common cold, the child is to be kept home for at least 24 hours

before returning. Please be sure that he feels well enough to fully participate in all classroom activities including outdoor play, and there is no excessive nasal discharge or cough.

3. If your child has been exposed to a communicable disease and shows any signs of the disease, he/she, must stay at home until all symptoms disappear or until a physician states he is no longer communicable. Most communicable diseases require a physician's release upon returning to school. Please report any communicable disease to Muskingum Valley Preschool staff immediately.

Per Preschool Rules Section 3301-37-11 Ohio Administrative Code, the following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

- (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool; or
- (i) Stiff neck; or
- (j) Evidence of lice, scabies, or other parasitic infestation.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the teacher and the parent or guardian.

The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes;
- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

(4) Programs shall follow the Ohio department of health "child day care communicable disease chart" (www.odjfs.state.oh.us/forms) for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall be:

- (a) Cared for in a room or portion of a room not being used in the preschool program;

- (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- (c) 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, vomitus or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
- (d) Observed carefully for worsening condition; and
- (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

32. Medications

Medication prescribed by a physician: Policy requires that for prescribed medications, the appropriate form must be completed by the physician and given to the classroom teacher before the medication can be given. This form is available from the classroom teacher.

Additionally, the medication must be presented to school personnel by the parent or guardian in its original container and labeled with the pharmacy label that includes the student's name, doctor's name, name of the medication, dosage to be given, route for administration and time to be taken. Any change from the original order must be provided in writing from the student's prescribing physician. All medication, supplies and information must be provided by the parent. All medications will be given by an adult staff member, trained by a nurse, and documented. If medication is transferred on the bus (i.e., Diastat, Epi-Pen, Glucose, etc.), a transfer sheet must be signed every day by the school and transportation staff, as well as the parent or guardian.

FDA-approved non-prescription medication: If non-prescription medications are required to be given at school, they must be in the original container and accompanied by a form with the child's name, name of the medication, amount to be given, time to be given, date to be started and date to be discontinued. This form must be signed by the student's parent or guardian. All medication (including cough drops) must be stored in the clinic or labeled and locked in a classroom cabinet. Dosages exceeding manufacturer's recommendations must be accompanied by a physician's order as described above. All medications are to be delivered to school by the parent or guardian. Prior to the end of the school year, the parent or guardian must pick up any unused medications or the medications will be discarded.

33. Child Record Confidentiality

Individual files are kept for each student at Muskingum Valley Educational Service Center's Zanesville Office and the school site. Access to files is limited to appropriate program staff. Parents may review or request copies of all information in their child's file at any time. Student files are forwarded to the school building and teacher when the child transitions to kindergarten.

Documentation of screenings and assessments are kept in each student's file. Results are shared with parents during conferences or at other times throughout the year as appropriate. Screenings and assessments are used for planning lessons and individualizing activities to best meet each student's needs.

Parental permission is obtained prior to releasing records, including screening and assessment results, to persons outside of the agency.

34. 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 PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.