CHILDCARE PROGRAMS
PARENT HANDBOOK 2026-2027

Rev. 11/10/2026

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1. Introductions and Philosophy

Welcome to the Muskingum Valley Education Service Center's Childcare Programs!

> Mission Statement: Muskingum Valley's Early Childhood Programs connect with children and families to create high quality, affordable programs that contribute to Kindergarten readiness for all children.

Little Farmers Academy, Panther Cub Academy, Rising Stars Academy, Little Raider Academy, and Pike Pals Academy are Early Childhood Education Programs governed by the Muskingum Valley Educational Service Center (MVESC) Board of Directors. The focus of MVESC is quite simple—providing the best care and education to children. The members of the MVESC Governing Board provide both leadership and support to our preschool programs. Members of the Governing Board are Dr. Barb Hansen (President), Ed Penrod (Vice-President), Robert Doughty, Larry Good, Scott Welker, Carl Raines, and Lindsay Sheridan.

MVESC's Early Childhood Programs recognize 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 Little Farmers Academy will receive fair and equal treatment regardless of race, creed, age, sex, color, handicapping condition, socio-economical and/or educational level.

2. Center Calendars

Each childcare center is unique in its schedule and calendar.

Little Farmers Academy offers childcare services Monday – Friday, 6:00 am to 6:00 pm. Flexibility is available permitting families to set consistent, specific, part time schedules within these assigned hours. This program will operate on a full year basis. You will receive a copy of a center calendar at the time of enrollment. If you lose your calendar, please feel free to request an additional copy.

Panther Cub Academy offers childcare services Monday-Friday, 6:30am-5:00pm during the New Lexington School District calendar year. The program will be in session when school staff are scheduled to work. Holidays, school breaks, and calamity days are based on the school calendar and will be observed. Priority enrollment is given to approved business partners. Tuition is a flat

monthly fee based on full-time attendance. Summer programming may be available with shortened hours depending on need. The summer schedule, if applicable, will be available in May of each year.

Rising Stars Academy offers childcare services Monday-Friday, 6:30am-5:00pm during the Maysville School District calendar year. The program will be in session when school staff are scheduled to work. Holidays, school breaks, and calamity days are based on the school calendar and will be observed. Priority enrollment is given to approved business partners. Tuition is a flat monthly fee based on full-time attendance.

Little Raider Academy offers childcare services Monday-Friday, 7:00am-4:30pm during the Morgan Local School District calendar year. The program will be in session when school staff are scheduled to work. Holidays, school breaks, and calamity days are based on the school calendar and will be observed. Priority enrollment is given to approved business partners. Tuition is a flat monthly fee based on part-time or full-time attendance.

Pike Pals Academy offers childcare services Monday-Friday, 6:30am-5:30pm during the East Muskingum School District calendar year. The program will be in session when school staff are scheduled to work. Holidays, school breaks, and calamity days are based on the school calendar and will be observed. Priority enrollment is given to approved business partners. Tuition is a flat monthly fee based on part-time or full-time attendance. Summer programming may be available with shortened hours depending on need. The summer schedule, if applicable, will be available in May of each year.

3. Curriculum

MVESC's early childhood programs use the Frog Street curriculum to provide a consistent, engaging, and developmentally appropriate learning experience for every age group. This research-based program is designed to nurture the whole child—building language, literacy, social-emotional skills, and a love of learning through structured routines and playful exploration.

- Infants (0–18 months) – Joyful Beginnings™ Focuses on trust and responsive care with developmentally appropriate routines, sensory activities, and early language experiences in a warm, predictable environment.
- Toddlers (12–36 months) – Joyful Discoveries™ Encourages exploration, connection, and independence through gentle structure, flexible routines, and activities that support emotional growth and curiosity.
- Preschool (3 years) - Promotes vocabulary development, problem-solving, and social skills while introducing routines that help children learn how to participate in a classroom setting and build foundational learning habits.
- Pre-K (4–5 years) - Prepares children for kindergarten with a full-year curriculum that strengthens early academics, attention skills, and peer relationships, while continuing to support social-emotional development.

Frog Street's cohesive approach ensures that children grow confidently through each stage, building skills that support lifelong learning.

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. Licensing Inspection Reports

Each preschool classroom is inspected yearly by the Ohio Department of Children and Youth 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.

6. Tuition

Tuition rates vary by childcare site and the number of days a child is enrolled to attend each week. Current tuition rates and payment expectations will be discussed with families during the enrollment process. Prior to enrollment, each family will receive a Tuition Agreement outlining the specific tuition rate, payment schedule, due dates, and other applicable tuition policies. Parents/guardians are required to review and sign the Tuition Agreement before their child begins attending the program. The signed Tuition Agreement will serve as the family's acknowledgment and acceptance of the tuition and payment requirements for their child's enrollment.

- Late Payments
  - Reminder Notice: Sent by the 5th of the month if payment is missed.
  - Late Fee: A $25 fee applies if tuition is not received by the 10th.
  - Non-Payment:
    - Your child’s spot will be held for 10 business days if tuition is unpaid.
    - Your child may return within this period once the full balance is paid.
    - After 10 business days, enrollment will end, and the spot may be offered to a family on the waitlist.
    - Re-enrollment is possible if space is available, the full account balance is paid, and the next month’s tuition is paid in advance. Automatic bank withdrawal for future payments will then be required.

  - Late Pick-up Fees
    - Late pick-up fees are $1.00 per minute, per child, beginning immediately after the center’s scheduled closing time.

- Fees are calculated per minute and are due at the time of pick-up or added to the next tuition invoice.
- Repeated late pick-ups may result in additional fees or termination of care

- Additional Fees
  - Returned Payment Fee: Up to $25 for checks returned due to insufficient funds.

- Withdrawal
  - Families who wish to withdraw from the program are required to provide a minimum of two weeks' written notice prior to the intended withdrawal date.
  - Tuition charges remain due and payable for the full two-week notice period, regardless of attendance during that time.
  - Failure to provide the required notice will result in tuition charges being assessed in lieu of notice.

7. Dress

Children should be dressed appropriately for play and the weather. A change of appropriate fitting clothing must be provided by parents, to be left at the center. This includes a top, bottoms, underpants, and socks. Items are kept in a zip lock bag and clearly labeled with the child's name. Please keep in mind changes in weather. Teachers may request warmer or cooler items depending on the season.

Infants, toddlers, and preschoolers with special needs may also require toileting supplies. It is the responsibility of the parent/guardian to supply diapers, wipes, and any other necessary toileting supplies needed. Your child may be sent home from center and not permitted to return until parent(s)/guardian(s) provide extra clothes and/or diapers and wipes, as needed.

All personal items such as book bags, lunch boxes, etc. must be labeled with the child's name. Any items not labeled will be labeled by the teacher/educational assistant. We will not be responsible for lost or damaged clothing.

8. Meals

Little Farmers Academy, Rising Stars Academy and Pike Pals Academy require that all meals and snacks be provided by parents. In accordance with Ohio preschool licensing rules, parents will receive information on nutritious snack and meal choices to help guide food selections.

Snack Requirements:

- Each snack must include a choice of two (2) different food groups from the following:

  - Meat or meat-equivalent (e.g., cheese, yogurt, eggs)
  - Bread or bread-alternative (e.g., crackers, tortillas, cereal)
  - Milk

- Fruit
- Vegetable

Parent Responsibilities:

- Pack a nutritious lunch and daily snack(s) that meet the above snack guidelines.
- Clearly label all food containers with your child's name.
- Avoid items that require refrigeration or heating unless previously arranged with staff.

Center Procedures:

- If a child arrives without a meal or snack, the center will provide a supplemental food item to ensure no child goes without nourishment.
- Staff will monitor that snacks meet licensing requirements and may provide reminders or suggestions to parents as needed.

This policy helps ensure that every child receives healthy, balanced meals and snacks while respecting family preferences and meeting state licensing standards.

Infant food and/or formula provided by parents must be labeled with the child's name and date prepared. If breast milk is provided by the parent or guardian, it shall be labeled with the child's name, date expressed, date of receipt, and shall be immediately refrigerated. Formula provided by the parent shall be labeled with the child's name, the date of receipt, and immediately refrigerated. Breast milk or formula shall not be stored for more than twenty-four hours. The unused portion of formula, breast milk, or food remaining in the container from which the infant has been directly fed shall not be reheated or served a second time and shall be discarded. In case of emergency, the center will maintain a supply of formula that will be provided.

Panther Cub Academy & Little Raider Academy**:** AM Snack, Lunch, and PM Snack are provided by local school districts at no cost to families. Meals are provided through the CACFP program. Families are required to complete necessary paperwork at the time of enrollment to receive meals.

Infant food and/or formula provided by parents must be labeled with the child's name and date prepared. If breast milk is provided by the parent or guardian, it shall be labeled with the child's name, date expressed, date of receipt, and shall be immediately refrigerated. Formula provided by the parent shall be labeled with the child's name, the date of receipt, and immediately refrigerated. Breast milk or formula shall not be stored for more than twenty-four hours. The unused portion of formula, breast milk, or food remaining in the container from which the infant has been directly fed shall not be reheated or served a second time and shall be discarded. In case of emergency, the center will maintain a supply of formula that will be provided.

9. 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, if applicable. Children who are not enrolled in the program are NOT permitted in the classroom during regular center 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.

10. 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 program supervisor. If there is a need for more parental observation, additional visits may be scheduled through the center's Supervisor. The right to observe a child'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.

11. Health Record

The health record must include:

- Physician's or dentist's authorization and written instructions to administer prescription medication, medical food, modified diet, or fluoride supplement to a child enrolled in the program.
- A list of any allergies and treatment for said allergies.
- A list of any prescription or nonprescription medications, food supplements, modified diets, or fluoride supplements currently being administered to the child.
- A list of any chronic physical problems and any history of hospitalization.
- A list of any diseases the child has had.
- Names and phone numbers of physician and dentist in case of emergency.
- Permission of parent for emergency medical and dental care and transportation as required by section 3313.712 of the Revised Code.

This documentation ensures that every child's health needs are known and that proper care can be provided in an emergency.

12. Immunizations

Ohio Rule 5180:2-20-08 requires that parents provide prior to the date of admission or not later than thirty days after date of admission, and every thirteen months thereafter, a dated immunization record for enrollment in the preschool program.

- The immunization record is to contain the following information:
    - The child's name and birth date.
    - A record of the immunizations that the child has had, specifying the month, day, and year of each immunization.

The required immunizations include:
Chickenpox, Diphtheria, Haemophilus influenzae type b (Hib), Hepatitis A & B, Influenza, Measles Mumps, Pertussis (Whooping Cough), Pneumococcal disease, Polio, Rotavirus, Rubella, and Tetanus.

Exemptions:
A child is not required to receive a vaccine if:

- Immunization is medically contraindicated,
- The parent/guardian declines for reasons of conscience or religious beliefs, or
- The vaccine is not appropriate for the child's age.
  (Influenza is not required if the seasonal vaccine is unavailable.)

Parents must indicate any exemptions on the medical statement provided to the Academy.

13. Attendance
Regular attendance is very important for your child. Every day is a new learning experience in all our classrooms. If for some reason your child is absent, please call the center prior to your child's usual arrival time. Multiple unexcused absences or sporadic attendance will be discussed with the parents by the center director and could result in your child's removal from the program.

14. Complaint Procedure
At all MVESC's childcare centers, we value open communication and are committed to resolving concerns quickly. If you have a concern, please follow these steps:

1. Talk with Your Child's Teacher – For classroom-related concerns, start here.

2. Contact the Center Supervisor – For general concerns or if the teacher could not resolve the issue.

3. Contact MVESC Childcare Coordinator – Ashley Keck | 740-452-0101 or ashley.keck@mvesc.org

4. Contact MVESC Director of Early Childhood – Krystal McFarland | 740-452-4518 ext. 1167 or krystal.mcfarland@mvesc.org

5. Contact the Ohio Department of Children and Youth – For licensing or compliance concerns: Ohio Family and Customer Support Center: 1-844-234-5437 | childrenandyouth.ohio.gov

Note: We welcome questions and concerns. Sharing feedback helps us improve and ensures your child's experience is safe, nurturing, and enriching.

15. Child Abuse Reporting Policy
State law requires all preschool employees to report any suspected abuse to their local Children Services Board. Strict confidentially will be followed in this matter.

16. 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.

17. Release of Children

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 center office. Until legal documentation is furnished to the center, 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 office any time to make changes to the emergency/medical release form.

18. Center Closing

Little Farmers Academy: Emergency center closings will occur when the county is placed on a Level 3 advisory by the Muskingum County Sherriff's Department or when deemed necessary by the MVESC Superintendent. Listen to any local radio station and/or TV station for cancellations. You may also follow our MVESC Facebook page for announcements.

Panther Cub Academy: Emergency center closings will occur when New Lexington Schools are closed. Families will be notified via brightwheel of any emergency closing. You may also follow New Lexington School District's Facebook page for closing information.

Rising Stars Academy: Emergency center closings will occur when Maysville Schools are closed. Families will be notified via brightwheel of any emergency closing. You may also follow Maysville School District's Facebook page for closing information.

Little Raider Academy: Emergency center closings will occur when Morgan Schools are closed. Families will be notified via brightwheel of any emergency closing. You may also follow Morgan Local School District's Facebook page for closing information.

Pike Pals Academy: Emergency center closings will occur when East Muskingum Schools are closed. Families will be notified via brightwheel of any emergency closing. You may also follow East Muskingum School District's Facebook page for closing information.

19. Parent Teacher Conferences

MVESC childcare programs value strong partnerships between parents and teachers to support each child's growth and development.

Conference Requirement

In accordance with Ohio Administrative Code Rule 5180-37-03, parent-teacher conferences are held at least twice each year. These conferences:

- Review your child's developmental progress
- Provide updates on learning milestones and social-emotional growth
- Allow parents and teachers to discuss goals and strategies for continued success

Scheduling

- Conferences will be scheduled by the center and communicated to parents in advance.
- Additional conferences may be requested by parents or teachers as needed to discuss any questions, concerns, or updates regarding your child's development.

Parent Engagement

We encourage all parents to attend conferences and actively participate in discussions about their child's learning and progress. Open communication helps ensure that every child receives the support and guidance they need to thrive.

20. Tips to Help Your Child

MVESC childcare programs wholeheartedly believe 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 their day. To help your child with this, be specific. Ask about stories the heard, letters they learned, games they played, rules in the class, etc.
2. Be patient with a child hesitant to come to the center at first, especially if they have not attended any other programs. 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. Speak with your child's Teacher or the Center Supervisor anytime you have concerns.

21. Rest/Quiet Time

State requirements for Childcare Licensing (Chapter 5180:2-12-20 of the Ohio Administrative Code) require that a full day program serving children preschool age and younger 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 this 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 their own blanket/pillow.

Infants will be permitted to establish their own nap schedules. Cribs will be provided for each infant. In the event of shared cribs, bedding will be changed and the crib will be sanitized before being utilized by another child. **Infants are not permitted to sleep with blankets or pillows until they are over 12 months of age. Sleep sacks and sleepers are allowed.**

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 center. (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. (**Not allowable for infants in cribs.)**
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 the center, 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.

22. 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.

According to Preschool Licensing Rules (OAC 5180:2-20-10)

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 a staff member holding a child for a short period of time, so the child may regain control. Prone restraint of a child is prohibited. Prone restraint is defined as all items or measures used to limit or control movement or normal functioning of any portion, or all, of a child’s body while the child is in a face-down position.
4. No child shall be placed in a locked room or otherwise confined in an enclosed area.
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, and food shall not be used as a reward for behavior.
8. Techniques of discipline shall not humiliate, shame or frighten a child.
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.

23. Seasonal Celebrations

MVESC childcare classrooms reflect families of all race, gender, culture and beliefs. To avoid excluding any child or family, seasonal celebrations at our centers 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.

24. Management of Communicable Disease

At MVESC childcare centers, we prioritize the health and safety of all children and staff. In accordance with Ohio Administrative Code Rule 5180-37-11, we implement the following practices to manage communicable diseases:

Daily Health Screenings - Each child is observed daily by a staff member trained to recognize signs of illness or communicable disease upon arrival.

Isolation and Discharge Protocol

- Children exhibiting any of the following signs or symptoms of illness will be immediately isolated and discharged to their parent or guardian:
    - Diarrhea: Two or more abnormally loose stools within a 24-hour period.
    - Severe Coughing: Causing the child to become red or blue in the face or to make a whooping sound.
    - Difficult or Rapid Breathing: Labored or unusually fast breathing.
    - Yellowish Skin or Eyes: Jaundice.
    - Redness of the Eye or Eyelid: Accompanied by thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain.
    - Fever: A temperature of 100°F (37.8°C) or higher taken by the auxiliary method, when in combination with other signs of illness.
    - Untreated Infected Skin Patch(es): Visible skin infections requiring medical attention.
    - Unusually Dark Urine and/or Grey or White Stool: Indications of liver or digestive issues.
    - Stiff Neck with Elevated Temperature: Possible sign of meningitis.
    - Evidence of Untreated Lice, Scabies, or Other Parasitic Infestation: Visible signs of infestation.
    - Sore Throat or Difficulty Swallowing: Especially if accompanied by fever.
    - Vomiting: More than one time or when accompanied by any other sign or symptom of illness.

Isolation and Care

- Isolation: A child exhibiting any of the above symptoms will be immediately isolated from other children.

- Care: The child will be made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child will be laundered before being used by another child. After use, the cots will be disinfected with an appropriate germicidal agent.
- Observation: The child will be carefully observed for worsening condition.
- Discharge: The child will be discharged to the parent, guardian, or person designated by the parent or guardian as soon as practical.

Reporting and Compliance

- We adhere to all applicable health regulations and guidelines to prevent the spread of communicable diseases within our program.
- Staff members are trained in sanitizing procedures upon hire. Additionally, all staff members are required to take a state approved training course in Communicable Disease management within 30 days of hire.

We understand that illness can be concerning. By working together, we can help keep our community healthy and minimize the spread of illness. If you have any questions or concerns about our health and safety practices, please don't hesitate to reach out.

25. 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 center personnel by the parent or guardian in its original container and labeled with the pharmacy label that includes the child'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 child'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.

FDA-approved non-prescription medication: If non-prescription medications are required to be given at the center, 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 is discontinued. This form must be signed by the child's parent or guardian. All medication (including cough drops) must be stored in the office 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 the center by the parent or guardian.

26. Child Record Confidentiality

Individual files are kept for each student. 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.

Documentation of screenings and assessments are kept in each child'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 child's needs.

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

Here are condensed, handbook-ready versions that retain the key parent notification requirements, available resources, and contact information while reducing repetition.

27. Early and Periodic Screening, Diagnostic, and Treatment (EPSDT)
MVESC Childcare informs parents and guardians that Ohio's **Healthchek (EPSDT)** program is available to children under age 21 who are enrolled in Medicaid. Healthchek provides preventive health services, including well-child examinations, developmental screenings, vision and hearing screenings, dental care, immunizations, and necessary diagnostic and treatment services.

Parents are encouraged to contact their child's health care provider or Ohio Medicaid to learn more about available services.

Additional information:
https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthchek

28. Developmental Screening Services Under IDEA
MVESC Childcare informs parents and guardians that developmental screening, evaluation, and intervention services are available through the **Individuals with Disabilities Education Act (IDEA)**.

- Birth through age 2 (IDEA Part C):** Ohio's Help Me Grow Early Intervention program provides developmental screenings, evaluations, and services for eligible infants and toddlers with developmental delays or disabilities. Families may request a referral by calling 1-800-755-4769 or visiting https://fcf.ohio.gov/system-of-care/early-intervention.
- Ages 3 through 5 (IDEA Part B):** Children who may have developmental delays or disabilities may be eligible for preschool special education services through their local public school district. Parents may contact the district's special education department to request an evaluation.

MVESC Childcare staff will communicate developmental concerns to parents and provide information about available screening and referral resources. Parents are encouraged to seek evaluations and services when developmental concerns arise.

30. 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. As a program of MVESC, Little Farmers Academy will adhere to these rules.

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.