

Licensure Rule 3301-37-10 (Behavior Management/Discipline) requires that all early childhood centers include methods of discipline that apply to all persons on the premises and shall be restricted in the following plan. These rules have been implemented in our preschool behavior management/discipline philosophy and guidelines and are part of the building's "positive" intervention plan for all preschool students. All parents and Staff members receive a copy of the discipline policy.

Early Childhood Philosophy Regarding Discipline of Preschool Children

The New Albany Plain Local School District believes that children of preschool age are to be disciplined by using constructive, developmentally appropriate child guidance and management techniques at all times to foster positive self-esteem and to provide a safe environment for all children. Early Childhood Program staff follows a general plan that is positive and proactive in preventing behavior problems.

Preventive techniques may include, but are not limited to:

- Positive reinforcement (increasing behavior by adding something to the environment that is perceived as positive to the child).
- Positive phrasing (telling a child what he/she can do instead of what he/she can't do; i.e., "We sit on the chair, not on the table.").
- Reflective listening (honoring and labeling a child's emotion; i.e., "It makes you sad when it is time to clean up.").
- Modeling appropriate behavior (modeling desired behavior; i.e., teacher helps a child calm down by demonstrating deep breathing or taking a break).

Interventions addressing a child's behavior may include, but are not limited to:

- Planned ignoring of undesired behavior (attending to child doing the correct thing; i.e., "Mary is sitting quietly.").
- Verbal and nonverbal redirection (redirecting child to desired activity/teach alternative behavior).
- Proximity control or touch control (moving closer to a child who is having behavioral difficulty, touching his/her shoulder to redirect behavior).
- Limiting choices (limiting child's choices to 2, and following through).
- Taking a break or time away from activity (briefly asking child to move away from group until he/she is ready to rejoin and participate).
- Natural consequences (temporarily losing a motivator; i.e., child intentionally throws toy, child loses privilege that moment to play with toy).

Methods of Discipline of Preschool Children

Constructive, developmentally appropriate child guidance and management techniques are used at all times and include such measures as redirection, separation from problem situations, problem talking with the child about the situation and praise for appropriate behavior.

These discipline methods shall apply to all persons on the premises and shall be restricted as follows:

- There shall not be cruel, harsh, Corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, Shaking, Spanking and/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, 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, which 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 early childhood staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Health Services

Administration of First Aid and Caring for illness

The school nurse is available every day throughout the week. Teachers, teaching assistants and/or office staff will handle illnesses and injuries when the nurse is not present. All teachers and teaching assistants maintain an active First Aid designation as part of our licensure requirements. You may call the School nurse any time you have questions about an illness or medication. The School nurse needs to be aware of any health concerns that you may have about your child so that his/her health and welfare are maintained at the highest level.

Health Assessments and Screenings

Vision and hearing Screenings are conducted annually. Additional screenings may be done at the request of parents or Staff. You will be notified of any results outside the normal range. If you have any questions regarding these screenings or do not wish to have your child participate, please contact the School nurse.

Immunization Policy

The immunization sheet provided by the Ohio Department of Health, will be provided upon enrollment.

State law requires immunizations for all children. A report of immunization status is sent to the State of Ohio by October 1 of each school year.

State School Immunization Law, Sections 370.13, 3313.671 and 5104.011 (A) (5) of the Ohio Revised Code states that all students must have an Immunization Record on file within 14 days of entrance. If the student is not in compliance, exclusion from School is required until this compliance is met. If you have any questions regarding this policy, please contact the school nurse.

Management of Communicable Disease

- The protocol for management of communicable disease at New Albany ELC will be based upon the Ohio Department of Health's guidelines and recommendations.

- All early childhood staff receives state mandated training in communicable disease recognition including recognizing signs and symptoms of illness, proper hand washing techniques and disinfection procedures.
- Children identified with a communicable disease will be isolated from other children in an area with a cot in the nurse's or Principal's office under the direct supervision of staff until a parent or authorized individual is able to pick the child up from school.
- Parents/guardians will be contacted by phone (phone numbers listed for your child online will be called) in the event that their child is exhibiting the following signs or symptoms of illness.
 - Fever (100 degrees or over)
 - Diarrhea (more than one abnormally loose stool within a twenty four hour period)
 - Vomiting
 - Severe Coughing, causing the child to become red or blue in the face or to make a whooping sound
 - Difficult or rapid breathing that is undiagnosed
 - Yellowish skin or eyes
 - Conjunctivitis
 - A temporal temperature of one hundred degrees or more
 - Untreated infected skin patch(es)
 - Unusually dark urine and/or or grey or white stool that is undiagnosed
 - Stiff neck that is undiagnosed
 - Evidence of lice, Scabies or other parasitic infestation
 - Unknown spots or rashes
 - Difficulty swallowing or extremely sore throat that is undiagnosed
- If there is a child in a classroom that has been diagnosed with a communicable disease, letters notifying of possible exposure will be sent to all parents/guardians of children in that classroom. Letters will be sent home in the child's communication folder in their book bag.
- The following Communicable diseases must also be reported to the school nurse/designee:
 - Encephalitis
 - Meningitis
 - Ring Worm
 - Hepatitis
 - Mumps
 - Rubella (German Measles)
 - Infectious Mononucleosis
 - Polio
 - Scabies
 - Measles
 - Reyes' Syndrome
 - Whooping Cough

When to Keep your Child at Home

- Children who have a communicable disease will be excluded from school until they have been without fever, vomiting and diarrhea for 24 hours without the use of medications which would treat those Symptoms.
- In order for a child to return to school in the event of a communicable disease exhibiting as a rash, the rash must be gone or a note from a doctor stating that the child may return must be presented.
- If a child is exhibiting signs of conjunctivitis (crusty eyes, red or Swollen eyes), the symptoms must be gone or a note from a doctor stating that the child may return must be presented.

Each classroom has the communicable chart posted.

Prescription and Non-Prescription Medication

- [Form 5330f1](#) or [Form 5330f1b](#) as approved by the Board of Education must be filled out and on file in the office before school personnel can dispense prescription and/or non-prescription (over the counter) medication.
- This form requires the signatures of the prescribing physician and at least one parent/guardian. The form can be found on the New Albany Plain Local Schools website and is available in the school office. This form must be completed annually. Procedures, doses, dosage times, etc. stated in the form must be followed precisely and without exception as established by policy and law.

Please read "Administering Medicine to Students" in the District Elementary Student handbook.

Medical Examination

The Ohio Department of Education requires that we maintain a Medical Diagnostic Evaluation Form, a Child's Medical Statement (immunization records) form and a Dental Screening Form on file. These forms must be provided no later than 30 days after the date of enrollment in preschool. Please note: your child may not be due for a medical evaluation or dental screening during this time period; however, the forms still need to be completed by your child's physician/dentist based on the most current exam date. Throughout the year, these forms will expire on the exam date. We will notify you prior to that time indicating that new forms will be required. At the beginning of each preschool year, new forms will be sent home so that you may have them completed by your physician/dentist and returned to school. These forms and deadlines are mandated by the State. Your assistance in making sure your child's examinations are completed by the annual review dates is appreciated.

Emergency Medical Information

The purpose of this information is to provide all telephone numbers where parents and/or their designee may be reached in an emergency and to enable parents to authorize emergency treatment for children when parents cannot be reached.

As part of enrollment or prior to the start of school every year, you will be asked to make sure this information is accurate/updated on Infinite Campus. Please see the instructions listed under Changes in Family information.

- Your child cannot attend preschool if this information has not been completed. Please make certain numbers are accurate and updated any time there is a change.
- Anytime you have a change in address or other vital information; such as, email address, marital status, custody situation, etc., you should notify the school immediately and update this information in Infinite Campus.
- Two emergency contact persons other than mother and father, who are in the area, must be listed as well as the child's doctor, dentist and a preferred hospital.

IMPORTANT PLEASE NOTE: The early childhood program must have on file an active working telephone number at all times for at least one parent or your child cannot attend.

Student Roster

A student roster which includes each child's name, telephone number and email address will be prepared annually by teachers and provided to parents upon request. Parents will be asked to sign a statement indicating whether they desire to have their child's name included on the roster.

DRESSING FOR SCHOOL

Students will do many different things during the school day, including large muscle play in the gym or outside. During the winter season, please send your child to school in a warm jacket, hat, mittens and boots if the weather is cold or snowy.

Please save these shoes to wear at home. They are not safe for preschool activities.

- Flip flops
- Clogs
- Sandals
- Cowboy boots
- Shoes with slippery soles

Field Trips

Children may participate in field trips to enrich the early childhood curriculum, Parents indicate field trip permission during the enrollment process. This indication can be changed at any time. It is your responsibility to notify your child's teacher if you make a change online regarding your consent to field trips. A parent may change his/her mind or make a decision before each trip.

Rapid Dismissal Drills, School Safety Drills & Tornado Drills

- Rapid Dismissal Drills (formerly known as fire drills) are held at least six times throughout the year to prepare children and Staff for an emergency should one arise. Children and staff leave the building quickly and quietly. All persons are required to leave the building during the drill.
- Tornado emergency drills are practiced during tornado season (April-July when school is in session). Children and staff go to a designated safe place within the school and assume a protected body posture. If a tornado watch is in effect at regular dismissal times, students will be dismissed as usual. If a tornado warning is in effect at regular dismissal times, parents will be invited to shelter with their child inside the building until it is safe to leave.
- "School Safety Drills" are practiced at least three times during a school year to prepare children and staff for other possible emergency situations. After an announcement is made, teachers move students to a safe area and secure the classrooms or can be rapidly evacuated. At least one drill will have students secured in the building. The other two may be secured in the building or dismissed rapidly. Volunteers and visitors will remain in the classroom; a secured area; or evacuated until the drill is over.
- Please be aware these state mandated drills are taken very seriously to ensure the safety of our students should an event occur. Staff members cannot engage in conversation during this time.
- If you would happen to be dropping off your child late and it is during one of our drills, please remain with your child until you can officially sign them in at the office. If you would arrive to pick up your child early, you will need to wait until the drill is over.

Lost & Found

Please clearly mark students' coats, hats, mittens, boots and other articles of clothing and personal items for quick and easy identification. The school has a lost and found box that parents may check for any lost articles.

Parent Teacher Organization

The PTO is a very important link between the home and school. Through the PTO, parents, teachers and school staff work together for the good of all students. You will be contacted in the early fall about joining the PTO and will be given the opportunity to volunteer for various positions and/or functions throughout the year. Your Support is greatly needed and appreciated. Please visit the New Albany ELC website for a link to the PTO website.

Early Childhood Program Licensure

The most recent written compliance report for New Albany ELC Preschool is posted next to our program's current license in the main office. Please reference rule 3301-37-02 (I) of the Preschool Program Licensing Rules.

Copies of the inspection report are available from the office of Early Childhood Education (Central Region) upon request.

Withdrawal from the Early Childhood Program

Parents are asked to contact the school office when a student is going to be withdrawn from school. Please notify the office several days in advance. A withdrawal form will be sent home with the student for the parent to complete. A consent form for release of records will be signed by the parent/guardian and the student's records will be forwarded when the student is enrolled in his/her new school, if applicable.

Child Find

New Albany Plain Local Schools is responsible for locating any childbirth to 21 with a suspected disability who resides within the New Albany Plain Local School District. The school district provides special education services to any child who qualifies as disabled according to the Individuals with Disabilities Education Improvement Act (IDEIA) or Section 504 of the Rehabilitation Act ages 3 through 21 years of age. Suspected disabilities include: a preschool child with a disability, multiple disabilities, deaf-blind, hearing impairment, visual impairment, speech/language disability, orthopedic impairment, emotional disturbance, mental retardation, specific learning disability, autism, traumatic brain injury, and other health impairment. If you know of a child who is suspected to have a disability, please call the Director of Special Education at 614-450-6014 or contact your building principal for more information.

Ombudsperson

If you should have any concerns, complaints or to report violations about the preschool program that have not been resolved by the School district, you may contact the Ohio Department of Education's Ombudsperson at 1-877-644-6338. The Ombudsperson will provide you information and assist you in addressing your Concerns.

To obtain a copy of our most current inspection report you may contact the Ohio Department of Education at 614-466-0224. We post all recent inspection reports near the front ELC office.

For parents of students with an IEP, please refer to "Whose idea is This" provided at your child's IEP meeting or go to the following website:

<http://education.ohio.gov/getattachment/Topics/SpecialEducation/Students-with-Disabilities/Physical-or-Mentally-Handicap/Whose-IDEA-Is-This-A-Parent-S-Guide-to-the-Individ/Whose-IDEA.pdf.aspx>.

If you have questions about the early childhood program or would like additional information, please call your child's teacher, the Principal at New Albany ELC School or the Director of Special Education

We hope the information provided has been helpful. If you have additional questions, please do not hesitate to call New Albany ELC School at 614-413-8700.