

Policies and Guidelines for
Starlight Preschool

Tuscarawas County Board of Developmental Disabilities

In accordance with the
Ohio Department of Education:
Ohio Operating Standards for Children with Disabilities,
Office of Early Learning and School Readiness,
Ohio Revised Code Preschool Licensure Rules

Adopted: December 19, 2011
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OVERVIEW

The Starlight School Preschool program shall be guided by written policies of the Tuscarawas County Board of Developmental Disabilities that are consistent with applicable statutory requirements contained in the Revised Code and Rules adopted by the Ohio Board of Education and the Ohio Department of Developmental Disabilities. Specific policies and procedures governing the Starlight Preschool are written in accordance with policies and procedures established by the Tuscarawas County Board of Developmental Disabilities (DD). The School Principal shall be responsible for implementing the Starlight Preschool policies and procedures.

Any parent of a child enrolled in the Starlight Preschool shall have unlimited access to the school during its hours of operation to contact the child, evaluate the care provided by the program, the premises, or for other purposes approved by the Principal. Upon entering the premises, the parent shall report to the school office to receive a visitor badge.

PERSONNEL GUIDELINES FOR PRESCHOOL EMPLOYEES

Qualifications

All staff will be recruited, employed, assigned, and evaluated in accordance with the guidelines set forth by the Ohio Department of Education and the Ohio Department of DD. All assignments will agree with certification requirements, qualifications, and job descriptions. All teachers will have bachelor's degrees in early childhood education from accredited colleges and be licensed or certified as an early childhood intervention specialist through the Ohio Department of Education. All classroom assistants will have educational aide permits issued by the Ohio Department of Education. Copies of proper licenses and certificates will be on file along with other necessary records when hired. All staff members are expected to remain current with licenses, certificates and permits and will participate in any in-services, classes, trainings, etc., necessary to renew when appropriate.

In- service

Appropriate in-service records will be on file verifying that staff are adequately prepared and trained as required. For those preschool staff who do not hold an associate or higher degree in child development or early childhood education, evidence of 15 hours of in-service training will be completed on an annual basis, up to 45 cumulative hours, in early childhood education, child abuse recognition and prevention, first aid, and management of communicable diseases. In- services records will include hours, dates of completion, trainer qualifications, and topic.

For staff holding a two year degree or higher in child development or early childhood education or have completed 45 hours of in-service training, evidence of ten (10) hours of in-service will be completed on an annual basis in child care, child development, early childhood education, or other child-care related subjects. Staff will keep current in their training on child abuse recognition and prevention, first aid, and management of communicable diseases.

Renewal of teaching licenses or certificates will be handled through the school's Local Professional Development Committee (LPDC).

Early childhood in-service providers may hold an associate or higher degree in child development or early childhood education, home economics, nursing, nutrition, psychology, dental hygiene, social work, or be a licensed physician or registered nurse.

CUMULATIVE RECORDS

The following records shall be compiled and kept on file in a locked file cabinet in the School Office for each preschool child enrolled in the Starlight Preschool. These materials must be reviewed annually and kept current. Appropriate releases must be signed if the child transfers to another educational setting and every effort will be made to keep the educational transition as uninterrupted as possible. Records for students no longer enrolled in the program will be maintained according to the Board's record retention policy. Staff will be made aware of each child's cumulative and health records and kept abreast of changes occurring in the lives of the children as the school is made aware.

These records include:

1. Student Information Sheet
2. Verification of Birth/copy of birth certificate
3. Copy of social security card
4. Emergency medical information listing primary physician and dentist
5. Medication request Form
6. Medical forms including lead and hematocrit testing.
7. Copy of immunization records
8. Medical history reports and medical information, including all screenings/results
9. Educational Team Reports (ETR)
10. Current Individual Education Plan (IEP) and related materials
11. IEP and related material from previous years including and behavior support plans and data summaries when applicable
12. Individual attendance records
13. Accident/incident reports
14. Documentation of communication with parents/caregivers
15. Record of access to file

INSPECTION REPORTS AND FILING COMPLAINTS

Starlight School has the responsibility to post inspection report in the school building. Its location is on the bulletin board in the main office. To obtain a copy of the inspection report a person must come to the front office and request a copy of the document.

If there is a need to file a complaint you must follow the policies set by the Tuscarawas County Board of Developmental Disabilities: Section 1.11 Non Discrimination Complaint Policy and Procedure or Section 1.12 Discrimination Complaint Procedure. You may also refer to Section 1.23 Administrative Resolution of Complaints and Due Process Rights if necessary. To report any concerns, complaints, and/or violations with the Ohio Department of Education (ODE) call (614) 466-0224 or the Department Ombudsperson at (877)-644-6338. All procedures can be found in the main office. Upon request the school secretary will provide copies.

DEVELOPMENTALLY APPROPRIATE PROGRAM

STAFF RATIOS

A ratio of 2 staff members to no more than 12 students will be maintained at all times. Each classroom will be staffed with a fulltime teacher and fulltime assistant. If a fulltime staff member is absent a substitute will be placed in the room for the duration of the absence. The needs of some students may require an attendant assigned just to him/her. When this need arises, the Local Education Agency (LEA) will be asked to provide this support as needed.

FOCUS

Developmentally appropriate practices will be followed in accordance with the program philosophy and goals as well as the standards of the Ohio Department of Education. Materials and equipments will be selected and reviewed by the Principal and the early childhood teachers and monitored and maintained by said staff. The Ohio Early Learning and Development Standards will be used as the basis of our curriculum used to meet the intellectual, physical, social and emotional needs of the preschool children.

The early childhood program will be housed in a setting designed to accommodate the identified needs of the preschool child and his/her family related to promoting the child's development. This shall include at a minimum: equipment, materials, curriculum, and assessments that are developmentally appropriate and reflect the functioning ability and safety needs of the preschool children.

SERVICES

Services shall be provided in the least restrictive environment (LRE). The LRE shall be individually determined and may be this setting or a service offered by this facility as

determined to best meet the needs of the child. The enrollment shall include screened, age-eligible typically developing peers according to established ratios of the Office of Early Learning and School Readiness.

Ongoing, systematic data shall be collected to measure the progress of individual goals and objectives. At a minimum, this data shall be shared in quarterly progress reports to the parents. A conference involving the Teacher and Parent shall be held at least twice a year. The program is future-oriented to reflect transition toward the next environment and includes systems for linking with agencies and other service providers. The Principal, and other appropriate staff, shall be available for all children and families of children enrolled in the preschool.

PARENT INVOLVEMENT

The program is family-centered and responsive to the needs, interests, and priorities of the family. Parents/Caregivers are encouraged to participate in their child's program to the extent possible. The program shall have on file and provide to each parent a Parent Handbook that will encourage parental participation and keep parents informed about the Program's operations, services and policies. The Handbook shall include information to advise parents how to obtain copies of inspection reports of the program and how to file a complaint.

HEALTH AND SAFETY

PREVENTION

The services of this agency shall be prevention-oriented to insure the health and well-being of each child served. Emergency numbers and medical and dental emergency procedures will be posted in each classroom and by each telephone. In addition, all fulltime staff members will be trained in the administration of first aid, child abuse recognition, and the management of communicable diseases. At least one staff member in each preschool classroom shall also be trained in CPR.

There shall be a clinic on the premises with a nurse, or delegated nurse, on duty. First aid supplies shall be available in a convenient, accessible area with posted medical protocol as well as written procedures and documentation for the administration of medications.

Preschool students shall be supervised at all times while in attendance at the Starlight Preschool.

ENVIRONMENT

The Tuscarawas County Board of DD shall maintain safe, sanitary, well-maintained facilities. Fire inspection, school environment inspections, and food/pool licenses shall be current and on file. Fire and tornado drills shall be conducted according to the rules

governing public facilities and procedures shall be posted in each classroom. Records of each fire and tornado drill are to be kept on file in the school office.

HEALTH RECORDS

Staff and child health records shall be on file. Child records shall include an Emergency Medical Authorization, physician statement including immunization records along with lead and hematocrit levels, physician and dentist written authorizations to administer medications when necessary, treatment of allergies when applicable, and a list of medications, food supplements, modified diets, or fluoride supplements being administered to the child. Any chronic medical problems shall be identified along with a complete medical history. Parent forms on file shall include names, addresses and telephone numbers of at least three persons to contact in an emergency.

FURNITURE/EQUIPMENT

Furniture and equipment shall be maintained in a safe, sanitary condition and be of an appropriate size and type. Adaptive equipment shall be provided to meet the individual needs of children with disabilities.

SNACKS

Breakfasts and hot lunches are provided by New Philadelphia City Schools or if preferred, parents may elect to send a breakfast snack or a sack lunch to school. Menus will follow dietary guidelines as outlined in the school food service manual issued by the Ohio Department of Education. Students' health and well-being is of utmost importance to the Board. We ask that snacks consist of selections from two of the four basic food groups (grains, dairy, meat, and fruits/vegetables) and take into account special dietary considerations of food allergies, etc.

DIAPERING

The changing of diapers for all non-toilet-trained children shall occur in a space that contains a hand-washing facility. The program shall provide disposable gloves for diapering; however, the use of gloves or hand sanitizer does not preclude requirements for proper hand-washing. The central diaper changing station shall be disinfected after each diaper change with an appropriate germicidal agent in a manner consistent with the manufacturer guidelines. If the changing station is soiled after a diaper change, it shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent. Any product used during diapering on more than one child shall be used in such a way that the container does not touch the child so as not to contaminate the product or its container. Common containers shall be cleaned and disinfected with an appropriate germicidal agent when soiled. For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions. The instructions shall include the name of the ointment, cream or lotion; name of child; birth date of child; date and signature. Written instructions shall be valid for no longer than three months.

Authorization for administration may be cancelled at any time by written request of the parent.

A clean supply of diapers stored in a specifically designated area shall be available at all times. Diapers or clothing used during diaper changing and brought from the child's home shall be stored in space assigned exclusively for each child's belongings. Soiled clothing and/or diapers shall be sent home daily.

Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of reach of children. Soiled diapers to be disposed of shall be placed in a common plastic-lined covered container which shall be emptied, cleaned and disinfected with an appropriate germicidal agent daily or more frequently as needed. Soiled disposable diapers shall be discarded daily.

MEDICAL AND DENTAL EMERGENCY PLANS

- Staff will be certified in first aid.
- In the case of a medical or dental situation needing staff attention staff will notify the Nurse and/or refer to the Medical Procedures Notebook located in the Clinic.
- If professional attention is required, every attempt will be made to contact the child's dentist or physician identified on the child's Emergency Medical Form located in the file.
- Parents will be notified.
- Emergency phone numbers including Poison Control will be posted on each telephone in the building.
- The staff member involved with the child will complete an Accident/Incident Report Form and distribute copies as required.

MANAGEMENT OF COMMUNICABLE DISEASE

FOCUS

It shall be the policy of the Tuscarawas County Board of DD to provide and maintain an environment conducive to optimal promotion of the health and safety of all individuals. The management of communicable diseases is essential to insure the health and safety of all persons in the agency who are assigned to or frequent the various buildings and administrative center. The maintenance of sound habits in personal hygiene is each individual's responsibility. Effective infection control measures are dependent upon the cooperation of all.

STAFF

Staff shall be trained in the prevention, recognition, and management of communicable disease signs and symptoms of illness, proper hand washing and disinfecting procedures as established by the Ohio Department of Health. At all times, at least one Preschool staff member will be readily available who has completed courses approved by the Ohio Department of Health or the approved American Red Cross program in First Aid, Prevention, recognition and management of communicable diseases and child abuse recognition and prevention.

ISOLATION OF ILLNESS

The clinic shall be the designated area for isolating ill children who need to be removed from the preschool classroom. The nurse or designee shall observe and monitor the child's condition and shall notify parents of child's illness. Beds and linens used by an ill child shall be cleaned, laundered and properly disinfected according to guidelines.

DISCHARGE/RE-ADMITTANCE

A procedure shall be in place for discharge and re-admittance of an ill child and notification of parents when a child is ill or exposed to a communicable disease. Dependent on the student medical concern the nurse has the right to determine whether a student needs to be sent home from school. Dependent on the type of communicable disease, student accident or illness the nurse has the right to request a doctor's excuse conveying that the student is able to return to school. **If a student misses more than 3 days of school in a row it is necessary that a doctor's excuse be provided with the student's return to school.**

PROCEDURES FOR MANAGEMENT OF COMMUNICABLE DISEASE

It shall be the intent of the Tuscarawas County Board of DD to provide a healthy environment for all consumers, students, employees and the general public in fulfilling the mission of the Board. The Board shall be committed to prevention and reduction in the number of illnesses that could be transmitted to others in the school environment.

All employees shall be knowledgeable in signs and symptoms of possible illnesses to accomplish this goal.

GENERAL INSTRUCTIONS:

1. If a student exhibits any symptoms listed below while at home, they should not come to school.

2. If a student exhibits any symptoms listed below while at school, they shall be sent home. An approved contact person with access to transportation should be available by phone at all times.
3. All ill students shall be reported to, and if possible, seen by the Nurse prior to being sent home.
4. Following is a list of symptoms to be used as a guideline:
 - a. TEMPERATURE—100 degrees or higher (temporal artery) in conjunction with other symptoms of illness. Person should remain home until temperature returns to normal for 24 hours without any fever reducing medication such as Tylenol, ibuprofen, etc.
 - b. DIARRHEA—more than one abnormally loose stool within a 24 hour period or blood in the stool. Person should remain home until diarrhea has stopped for 24 hours. Doctor's release may be required to return to school, at the Nurse's discretion. If an antibiotic is prescribed, the student must remain on antibiotic for at least 24 hours before returning to school.
 - c. BREATHING—Difficult or rapid breathing—should seek medical care immediately
 - d. VOMITING—Shall be sent home and remain home until vomiting has stopped for 24 hours.
 - e. DISCHARGE FROM NOSE—Shall be sent home and remain home if continuous or frequent discharge from nose, accompanied by extreme irritability, or if interferes with daily classroom tasks as determined by the Nurse or classroom teacher.
 - f. COUGH—Productive cough that brings up green, yellow or blood tinged mucous, frequent dry cough that interferes with daily classroom tasks as determined by the Nurse or delegated personnel or severe coughing that causes the student to become red or blue in the face or to make a whooping sound. To remain home until cough is no longer present. Doctor's release may be required to return to school, at the Nurse's discretion. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school.
 - g. EYES—Redness of eyes accompanied by thick or greenish-yellow drainage and/or matted eyelashes and/or sensitivity to light; yellowed whites of the eye or skin around the eyes. May return to school after having been seen by a doctor and must provide doctor's release. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school.
 - h. EARS—Shall be sent home if there is abnormal discharge or foul odor from ears or complaints of severe pain. May return to school after having been seen by a doctor and must provide doctor's release. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school.
 - i. THROAT—Sore throat with red, inflamed areas or white patches, difficulty swallowing. May be required to see a doctor. Doctor's release may be required to return to school, at the Nurse's discretion. If antibiotic

is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school.

- j. RASH---The Nurse should be consulted for rash to be evaluated on an individual basis. Doctor's release may be required to return to school, at the Nurse's discretion. Students may need to be brought to school to be checked before being allowed to ride the bus.
- k. SEIZURES—The Nurse should be consulted for seizure activity to be evaluated on an individual basis. As each person who has seizures experiences them in different ways, the Nurse will decide if transportation home on the bus may be done safely. Written doctor's orders will be followed, if prescribed for seizure activity. When a seizure occurs, documentation will be sent home to the family/caregiver. If there is no history of seizures, the local emergency squad will be summoned for transportation to the hospital as listed on the student's emergency medical form.
- l. OPEN AREAS—areas not bleeding nor showing signs of infection (white/green or red tinged drainage, redness of skin around open area, foul smell, etc.) and not interfering with daily classroom/work tasks may attend if area is able to be covered and remain covered the entire time. Otherwise, the student shall remain home until area has healed.
- m. LICE/NITS—Shall be sent home and remain home if the Nurse or delegated personnel detects head lice or nits. May return to school 24 hours after the student has been treated with a lice product and all lice and nits have been removed. Parent/caregiver must transport student to school for the Nurse or delegated personnel to check to make sure no nits or lice remain. Parent/caregiver may also have the student's head checked for lice/nits at the county health department. A release form may be required from the health department before the student returns to school. Board transportation vehicles will not transport student to school without the all clear being received from the Nurse, delegated personnel or the county health department.
- n. SUNBURN—Shall be sent home and remain home if sunburn involves face, eyes, ears or is over a large area of the body, if sunburn results in blisters and/or interferes with activities as determined by the Nurse or delegated personnel.
- o. PAIN—Shall be sent home and remain home if has unusual complaints or displays of pain or discomfort, including a stiff neck.
- p. COMMUNICABLE DISEASES—Evidence of potential communicable diseases shall be evaluated by the Nurse. May be required to see a doctor. Doctor's release may be required to return to school, at the Nurse's discretion.
- q. URINATION PROBLEMS—Difficulty urinating, absence of normal urine pattern, burning during urination, pink/red urine, unusually dark urine (and/or grey or white stool), or foul smelling urine. May return to school after having been seen by a doctor and must provide doctor's release if requested.

- r. ANY OTHER SYMPTOMS OF ILLNESS OR DISEASE not covered in a-q must be investigated by the Nurse who may require the student be seen by a doctor and provide a doctor's release to return to school.
5. The Nurse or delegated personnel will communicate with the residence their concerns before sending a student home in the form of a phone call plus a written report, a copy of which will be sent home with the student.
 6. Emergency medical treatment will be handled in accordance with each individual's Emergency Medical Release form, the Board's guidelines and agreement with the parent/caregivers.
 7. In the event of illness or injury, the parent/caregiver will be responsible for transportation home or to a medical facility if ambulance service is not warranted.
 8. The Nurse's or delegated personnel's decision based on the guidelines is final with regard to immediate steps for protection of the individual's health and safety, significant changes in health, mental and/or behavior status. The Board's policy on filing a complaint may be followed if further discussion is warranted.

STAFF ORIENTATION AND TRAINING

The Principal will ensure that:

1. An initial orientation is scheduled for employees including Public Employee Risk Reduction Program (PERRP) regulations, epidemiology, and modes of transmission and prevention of infectious diseases.
2. Yearly training is provided on Communicable Diseases and Universal Precautions to reinforce recognizing signs of illness and knowledge of disease prevention.
3. All staff shall wash their hands with soap and running water after each diaper change or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucus secretions. Disposable towels shall be available at all times.
4. Staff will be responsible to train students in appropriate universal precautions and to monitor appropriate utilization of these precautions.
5. Starlight School will develop and send home a yearly reminder to parents concerning when to keep students home from school when sick.

PERSONNEL

1. Hiring
 - a. All persons employed by or contracted by the Tuscarawas County Board of DD shall be informed of the risks of exposure to specific communicable diseases. Documentation of this notification shall be signed and kept on file.
 - b. Employee physical examinations shall be current and reviewed by a health care professional for freedom from communicable disease.

2. On-site
 - a. Infection control procedures as outlined in “ODH—Hepatitis B Guidelines for Community Facilities for Individuals with Developmental Disabilities.
 - b. Past Exposure letter (Hepatitis B).

PREVENTATIVE MEASURES

A. HEALTH EDUCATION shall be provided as follows:

1. Enrollees
 - a. Personal Hygiene
 - b. Hand washing
 - c. Disease information (as appropriate)
2. Personnel
 - a. In-service education
 - 1) Specific Communicable Disease Information
 - 2) Communicable Disease Control Technique
 - 3) Universal Precautions

B. IMMUNIZATION

1. Use of Ohio Department of Health Guidelines
2. Immunization records shall be submitted with entrance forms.
3. Dates of immunizations shall be assessed by a health care professional to determine that the immunization status is age appropriate and any recommended boosters are up to date.

C. SCREENING

The health needs of students will be assessed by a screening program approved by the Tuscarawas County Board of DD. Parents shall be notified in writing prior to student screenings. Results of all health screenings shall be summarized and presented to parents.

D. MAINTENANCE OF RECORDS

1. Enrollee
 - a. Immunization record—current for age
 - b. Physical examination—required within 30 days of enrollment and then annually thereafter.
 - c. Physician’s release to return to school after hospitalization, surgery or at the Nurse’s discretion.
 - d. Waiver form or statement from physician or parent for immunization not received.
2. Personnel
 - a. Current physical examination including Hepatitis B vaccine status
 - b. Physician’s release to return to school after hospitalization, surgery or at the Nurse’s discretion.

- c. Notification of information regarding possible exposure to communicable diseases.
- d. Post exposure to infectious diseases letter, when applicable.

ADMINISTRATION OF MEDICATION POLICY

The administration of medication (prescription or non-prescription) shall occur only when the following are in order:

1. For acetaminophen (Tylenol-type medication), a written request, signed by the Physician of the child, must be provided to the nurse which indicates that the medication can be administered. OTHER NON-PRESCRIPTION MEDICATIONS (I.E. COUGH SYRUP, COLD TABLETS, ETC.), FOOD SUPPLEMENTS, MODIFIED DIET OR FLUORIDE SUPPLEMENT MUST ALSO HAVE SIGNED PERMISSION FROM A PHYSICIAN. **A Request for Authorized Personnel to Administer/Pass Medication form must be completed for all non-prescription and prescription medications anytime they are initiated or changed.** This is according to the Ohio Revised Code.
2. For prescription medications, including prescriptions for colds, sinuses, etc., a signed request from the parent/caregiver and the physician prescribing the medication must be presented. This includes the completion of a **Request for Authorized Personnel to Administer/Pass Medication form which is included in the enrollment packet with additional forms available from the school office when needed.**
3. A minimum of one week supply of the medication may be brought to the school by a parent/caregiver or sent in the bus lock box. ANY MEDICATION MUST BE GIVEN DIRECTLY TO SCHOOL OR BUS PERSONNEL. CHILDREN ARE NEVER ALLOWED TO TRANSPORT ANY MEDICATION. Empty medication containers will be sent home when a refill is needed.
4. Medication must be in a container with a label indicating the child's name, name of medication, dosage and the time to be taken. **The container must be one that was dispensed by the physician or a licensed pharmacist or other medical personnel having prescriptive authority.** Each medication must be in a separate labeled container.
5. The Nurse is responsible for monitoring the medications taken by the student and providing education, including specific instruction pertinent to the medications to all staff working with the student.
6. Each time a medication is administered, a written record or log that includes dosage, date and time shall be noted. The record or log shall be kept on file in the Nurse's Clinic for one year.

7. The Nurse shall be responsible for supervising the storing and dispensing of any medications. In the absence of the Nurse, medications will be distributed by trained Delegated Nursing Personnel or a Substitute Nurse.

ADMISSION/PLACEMENT/WITHDRAWAL PROCEDURES, SUPPORT SERVICES

ADMISSIONS/PLACEMENT

1. All typical children must complete an application for enrollment. This may be done at any time. Each application is date and time stamped and children are considered on a first come basis.
2. A copy of birth certificate, social security card and immunization record must be provided upon acceptance for enrollment.
3. All typical children must go through a developmental screening conducted by Starlight Personnel.
4. For children who are suspected of having developmental delays, a complete assessment (ETR) must be completed by the Local School District of Residence.
5. If at least two delays are documented through this assessment, the children may qualify for educational and possibly support services.
6. Information from the assessment is used to write an IEP to meet the educational needs of the students within the preschool environment and determine the least restrictive placement.
7. For children who are determined to be typically developing, a limited number of slots will be available on an annual basis.
8. Openings for both children with IEPs and typically developing are limited as per Ohio Department of Education rules.
9. It is the Board's Policy to place current typical Preschool children that have attended a Starlight Preschool Class for the next school year prior to placing new applicants.

WITHDRAWALS

If the need should arise to withdraw a child from the preschool program, parents should contact the Starlight School Office. A release of information form shall be completed and signed if the parent has information as to where the child will be going to school next. School records cannot be forwarded to another school without a release form on file.

SUPPORT SERVICES

Support services are available for children with IEPs. These may include:

1. Speech/Language Therapy
2. Occupational Therapy
3. Physical Therapy

4. Nursing Services
5. Transportation Services
6. Family Support Services
7. Service Support Administration Services

Only Nursing Services will be provided to typical children.

ROSTER

Starlight School Preschool shall make available to parents annually, for each group of children in the program, a roster of the name and telephone number of each child and child's parent, being careful to list only those children for whom the parents have given permission to be included on said roster. **No one but parents will be furnished with this preschool roster.**

ATTENDANCE

STANDARDS

Attendance is a basic and integral part of education. Frequent absences disrupt the continuity of the instructional process. As a result, the benefit of regular instruction is lost.

RECORDS

Individual attendance records will be kept on file no later than the first day of attendance and include admission date, attendance dates, and withdrawal dates as applicable. The Tuscarawas County Board of DD will confer with the LEA regarding action on school attendance issues.

ABSENCES

Anytime a student does not attend school, leaves early or arrives late, the parent/caregiver is requested to provide a written excuse to the school. Any illness beyond five consecutive days may require a release from the child's doctor saying the student is free of disease, not contagious, and capable of attending school. School officials will be notified that a child has contracted a communicable disease so other parents/caregivers or pregnant women can be notified. If an absence is due to hospitalization or surgery, parents are required to notify the Nurse as well as the teacher. A doctor's release must accompany the child upon his/her return.

DISCIPLINE

CLASSROOM CLIMATE

A Preschool Staff Member in charge of a child or group of children shall be responsible for their discipline. The County Board adopted Behavior Support Policies and Procedures 9.1. Policy shall be on file at the school office for viewing. Starlight School provides a safe and nurturing environment by use of such techniques as positive reinforcement, praise, and redirection. Student behavior plans will be determined by IEP team consensus which includes family input. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises. The Program's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments 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 restrictions 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, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, or derogatory remarks about the child or the child's family or other verbal abuse.
6. Discipline shall not include withholding food, rest or toilet use.
7. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a Preschool Staff Member in a safe, lighted and well-ventilated space.
8. The Program shall not abuse or neglect children and shall protect them from abuse and neglect while in attendance in the Preschool Program.

Parents/caregivers may be contacted by a phone call or attend a conference if situation warrants it. Starlight school complies to the ORC: 3313.16 and 3313.661 that all violations of school rules and regulations, during the time a student is properly under the auspices of school personnel or involved in any school activity, may result in disciplinary action. This includes, but is not limited to, school buses and property under the control of the school authorities, and while at school activities or programs. Starlight School abides by the Discipline of Students with Disabilities: Implementing IDEA 2004 Regulations and its relationship with local school districts in regards to these regulations.

The administration of Starlight School reserves the right to prohibit and discipline any behavior or conduct that is not consistent with a safe, non-distracting educational program that may or may not be contained in this policy.

Parents of a child enrolled in the Preschool Program shall receive a copy of the written disciplinary policy as well as all Staff upon employment.

INTERVENTIONS

Setting limits gives the child the security of knowing that one's strong emotions will not lead the child to do things that will later be regretted. The child knows an adult will take the responsibility for stopping unacceptable behavior until the child is able to do so for him or herself. Desirable behaviors will be complimented or otherwise rewarded and undesirable behavior will be kept at a minimum before problems arise.

TRANSPORTATION

TRANSPORTATION

The Tuscarawas County Board of DD shall provide transportation services in accordance with Section 5126-05 of the Ohio Revised Code. Emergency Medical Authorization Forms and other student information will be carried on each board owned vehicle in case of emergency. For typically developing preschoolers, parents are to complete the Starlight Preschool Transportation Form that is included in their enrollment packet prior to the beginning of the school year. The Starlight Preschool Transportation Form can be found in each individual typically developing preschoolers file located in the main office.

COMMUNITY OUTINGS

Prior to the beginning of educational services, parents/caregivers will be requested to give permission for their child to participate in community based education, recreational activities, or community outings.

School activities shall be set up based upon the idea and philosophy that they are activities for education and development of the students both physically and mentally. These criteria shall be met before authorization is given for any school activity, including community outings. Staff members will carry with them, at all times when off school grounds, a copy of each child's Emergency Medical Authorization Form.

explanation of the absence. If an explanation is not received, it will be considered an unexcused absence and the principal will be notified.

When an unexcused absence of five (5) consecutive school days or more occurs, a school representative will send a written notice to the parent/guardian of the problem, with a copy to the student's school district. It will then be the responsibility of the school district to investigate. A special conference or IEP review may be called to discuss the problems.

CODE OF CONDUCT

Starlight School is committed to providing an environment for the delivery of quality teaching and learning by:

- Promoting the rights and safety of all students, teachers and parents.
- Ensuring students' responsibility for their own actions and behaviors.
- Prohibiting all forms of unfair discrimination and intolerance.
- Eliminating disruptive and offensive conduct.

The Code of Conduct spells out the rules regarding student behavior at Starlight School and describes the disciplinary system to be implemented by the School concerning transgressions by students. The Code of Conduct applies to all learners while they are on the school premises or when they are away from the school representing it or attending a school function.

The School rules are intended to establish a disciplined and purposeful environment to facilitate effective teaching and learning at the School. Nothing shall exempt a learner from complying with the School rules. Ignorance of School rules is, therefore, not an acceptable excuse.

1. Students are expected at all times to behave in a courteous and considerate manner towards each other, all staff and visitors to the school.
2. Students are expected to abide by the school rules with regard to appearance and behavior when representing the school both during school hours and after school hours, at school and away from school. Students may not say or do anything that will discredit themselves or the school.
3. No student has the right at any time to behave in a manner that will disrupt the learning activity of other students, or will cause another student physical or emotional harm.
4. The school will contact parents/guardians when a student's behavior becomes a cause of concern and will work collaborative to resolve the problem.

2016 - 2017 Starlight School Preschool Home Calendar

August, 2016						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September, 2016						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October, 2016						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November, 2016						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December, 2016						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January, 2017						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February, 2017						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March, 2017						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April, 2017						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May, 2017						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June, 2017						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

First Day of School

No School

Last Day of School

- | | |
|--|--|
| <p>August 24, 2016
 August 29, 2016
 September 5, 2016
 October 10, 2016
 October 21, 2016
 November 11, 2016
 November 23, 2016

 November 24 & 25, 2016
 December 22, 2016 – January 2, 2017
 January 16, 2017
 February 17, 2017

 February 20, 2017
 March 24, 2017
 April 10 – April 14, 2017
 May 29, 2017</p> | <p>First day for students with IEPs
 First day for typical students
 No School – Labor Day
 No School – Columbus Day
 No School – Employee Inservice
 No School – Veterans' Day
 No School – Comp Day for Parent/Teacher Conferences (Evenings of November 3 & 9)
 No School – Thanksgiving Break
 No School – Winter Break
 No School – Martin Luther King Day
 No School – Comp Day for Parent/Teacher Conferences (Evenings of February 1 & 9)
 No School – Presidents' Day
 No School – Employee Inservice
 No School – Spring Break
 No School – Memorial Day</p> |
|--|--|

Early dismissal or late start for staff training may be scheduled. Specific days to be determined with advance notice provided as it is finalized. Normal office hours for the Service & Support Center, School, and Adult Services are 7:30 a.m.–4:00 p.m.

Make-up days required to meet the minimum amount of hours per school year will be made up as follows:
April 10, April 11, April 12 – Spring Break Days
 End of the school year – **June 1, 2, etc.**