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Madison Pre-K – HOME of the Little Blue Streaks!!!

Dear Parents/Guardians:

Welcome to Madison Preschool. We are a 5 STAR Step Up to Quality Rated Program and provide children ages 3-5 with a play based learning environment. A typical day includes gross motor time, fine motor time, art and music, snack, discovery time, and both large and small group activities. Additionally we partner with Madison Public Library to bring your children some amazing STEM (science, technology, engineering, and math) experiences and Rabbit Run Theater for music and drama.

All of our teachers use REMIND apps to keep you informed and we have a Parent Teacher Advisory Council to help us raise funds for special projects. All parents are automatically a member of our PTC and there is no cost to you. We encourage you to become an active member, attending the monthly meetings and perhaps volunteering for one of the programs. Every week starting in October we have a parent come and read to our classes in our library. We would love it if you were one of them!

We are so excited to return to some normalcy after the past year and hope that you enjoy all that Madison PreK has to offer. Please be sure to mark your calendars for our Open House which will be on Wednesday, September 8, at 6:30 PM.

Should your child need to miss preschool due to illness or other family emergencies, please call Mrs. Haury in the preschool office, 440-428-5111 to let her know.

Sincerely,

Ms. Jovette Hiltunen
Madison Director of Early Childhood

**THE MADISON LOCAL SCHOOL DISTRICT
PRE-KINDERGARTEN PROGRAM**

Madison Pre-Kindergarten Director
Ms. Jovette Hiltunen
428-5111

Superintendent
Mrs. Angela Smith
428-2166

Assistant Superintendent
Mr. David Bull
428-2166

Madison Board of Education
Shawn S. Douglas, President
C. Michelle Hayes, Vice President
Brian D. Horvath
Michael J. Haury
Jean M. Sency

The facility is licensed to operate legally by the Ohio Department of Education. The license and inspection reports for Madison Pre-K are posted in the school office. All complaints and reports concerning the operation of programs licensed by Ohio Department of Education may be reported to the Office of the Ombudsman at (614) 466-0224 or the Office of Early Learning and School Readiness (877) 644-6338.

STATEMENT OF PHILOSOPHY

Play Based Philosophy – Playing to Learn/Learning to Play. High quality early childhood programs teach children to think creatively so they may succeed in a complex and ever-changing world. Purposeful **play** is developmentally appropriate and a significant element of any early childhood program. Our play-based, child centered program reflects the integration of physical, cognitive, social, emotional, language, self-help and aesthetic areas for the total development of the child. Meaningful play encourages curiosity, discovery and problem solving which allows individual growth and development of a positive self-image.

Our Pre-K program provides each child with the skills and practice to meet the developmental milestones of his age group. Our staff is a group of highly skilled, nurturing teachers, assistants, and therapists who treat every child as an individual. The following developmental milestones are a good guideline as you watch your child grow this year. Please keep in mind that not all children will meet all milestones at the same time.

Often parents ask us what is normal (typical) for children their child's age. The following are milestones you can use to help you if you have questions regarding your child's development.

Three Year Old Milestones:

Check the milestones your child has reached by his or her 3rd birthday. Take this with you and talk with your child's doctor at every visit about the milestones your child has reached and what to expect next.

What most children do at this age:

Social and Emotional

- Copies adults and friends
- Shows affection for friends without prompting
- Takes turns in games
- Shows concern for crying friend
- Understands the idea of "mine" and "his" or "hers"
- Shows a wide range of emotions
- Separates easily from mom and dad
- May get upset with major changes in routine
- Dresses and undresses self

Language/Communication

- Follows instructions with 2 or 3 steps
- Can name most familiar things
- Understands words like "in," "on," and "under"
- Says first name, age, and sex

- Names a friend
- Says words like “I,” “me,” “we,” and “you” and some plurals (cars, dogs, cats)
- Talks well enough for strangers to understand most of the time
- Carries on a conversation using 2 to 3 sentences

Cognitive (learning, thinking, problem-solving)

- Can work toys with buttons, levers, and moving parts
- Plays make-believe with dolls, animals, and people
- Does puzzles with 3 or 4 pieces
- Understands what “two” means
- Copies a circle with pencil or crayon
- Turns book pages one at a time
- Builds towers of more than 6 blocks
- Screws and unscrews jar lids or turns door handle

Movement/Physical Development

- Climbs well
- Runs easily
- Pedals a tricycle (3-wheel bike)
- Walks up and down stairs, one foot on each step

Four Year Old Milestones:

What most children do at this age:

Social and Emotional

- Enjoys doing new things
- Plays “Mom” and “Dad”
- Is more and more creative with make-believe play
- Would rather play with other children than by himself
- Cooperates with other children
- Often can’t tell what’s real and what’s make-believe
- Talks about what she likes and what she is interested in

Language/Communication

- Knows some basic rules of grammar, such as correctly using “he” and “she”
- Sings a song or says a poem from memory such as the “Itsy Bitsy Spider” or the “Wheels on the Bus”
- Tells stories
- Can say first and last name

Cognitive (learning, thinking, problem-solving)

- Names some colors and some numbers
- Understands the idea of counting
- Starts to understand time
- Remembers parts of a story
- Understands the idea of “same” and “different”
- Draws a person with 2 to 4 body parts
- Uses scissors
- Starts to copy some capital letters
- Plays board or card games
- Tells you what he thinks is going to happen next in a book

Movement/Physical Development

- Hops and stands on one foot up to 2 seconds
- Catches a bounced ball most of the time
- Pours, cuts with supervision, and mashes own food

Five Year Old Milestones:

What most children do at this age:

Social and Emotional

- Wants to please friends
- Wants to be like friends
- More likely to agree with rules
- Likes to sing, dance, and act
- Shows concern and sympathy for others
- Is aware of gender
- Can tell what’s real and what’s make-believe
- Shows more independence (for example, may visit a next-door neighbor by himself [adult supervision is still needed])
- Is sometimes demanding and sometimes very cooperative

Language/Communication

- Speaks very clearly
- Tells a simple story using full sentences
- Uses future tense; for example, “Grandma will be here.”
- Says name and address

Cognitive (learning, thinking, problem-solving)

- Counts 10 or more things
- Can draw a person with at least 6 body parts
- Can print some letters or numbers
- Copies a triangle and other geometric shapes
- Knows about things used every day, like money and food

Movement/Physical Development

- Stands on one foot for 10 seconds or longer
- Hops; may be able to skip
- Can do a somersault
- Uses a fork and spoon and sometimes a table knife
- Can use the toilet on her own
- Swings and climbs

PROGRAM

The Early Childhood Program of the Madison Local School District is designed to meet the needs of three, four and five year old children. Based on developmental needs for early childhood development instructors and therapists will select and organize worthwhile learning experiences.

We emphasize the full development of the young child both as a member of a group and individually. Our goal is to maintain a balance between spontaneous behavior and conformity to society's standards. Our pre-kindergarten program seeks to help children realize their potential and at the same time, aid them to accept the limits of life in a democratic society, while maintaining a concern for the feelings and attitudes of other children.

We firmly believe that what a child learns and how he/she learns during the preschool years greatly influences later adjustment, attitudes and performance. As a result, our program is planned to provide a necessary balance. The preschool room always appears informal, but the program and environment are the result of careful planning and structuring to meet individual and group goals.

Enrollment

Age Requirements

For most of our programs, children must be three years old by September 30th to participate in the program. For any child participating in our five day per week grant program, he/she must be four years old by September 30th.

Toilet Trained

Children must be toilet trained. This includes being able to take care of their clothing before and after using the toilet. Some children with disabilities may be unable to meet this requirement due to the nature of their disability. These children are included in the program.

Registration

Registration is on a first come, first served basis. The first month's tuition is required at the time of registration. This tuition is non-refundable. The parent should indicate their preference for the four or five day a week program. A child's continued enrollment in the Madison Pre-Kindergarten Program is conditional to the parent's and child's adherence to all the policies and procedures of the program.

Enrollment in the program is considered continuous for one school year. We base our staffing on enrollment. In fact, parents "purchase" a one year enrollment "slot" for their child. Your child's tuition is a yearly fee (detailed on page 8), which is broken into monthly payments for your convenience and ease.

If a child is withdrawn before the end of the school year, the parent is doing so with the following options:

1. To secure the child's enrollment slot through continuous payment of full tuition through May, whether or not the child is in attendance.
2. To give up the enrollment slot entirely.

When an enrollment position is given up, we immediately consider our waiting list for entry.

Thirty days prior to planning to withdraw their child, parents should notify Mrs. Haury in the office. Full fees remain due until expiration of those 30 days whether or not the child is in attendance. Parents must fill out a withdrawal form. Forms are available in the Pre-K office.

School Forms

In order to complete the registration process, the Pre-K Registration Forms are to be completed and returned to the Pre-K office with the first month's tuition payment before the start of school. Parents will also need to present a birth certificate, acceptable proof of residency and a parent photo ID. Custody papers and/or restraining orders must be kept on file in the Pre-K office. NOTE: A medical statement signed by the child's physician is due before school begins - state law requires us to exclude students whose medical records are not up-to-date.

Tuition Payments

Tuition is payable by the month. Upon enrollment, you will pay one month's tuition and the program fee. The first tuition pays for August and December tuition. Thereafter you will pay tuition on the first day of each month except for December. We rely on your tuition payments to pay our staff and keep our program running. Should you have issues paying your tuition, please call the office secretary immediately. We do have some options for parents with financial difficulties. However, you must contact us immediately. No credit on tuition is given for school closings due to weather, emergency closings or children's absences. **PLEASE NOTE** that unpaid tuition can result in your child being removed from the program.

No adjustments will be made for more than one child enrolled. Payments should be made by check or money order and payable to Madison Local School District. Payments should be made in the school office. Tuition for the full year is pro-rated monthly.

At the beginning of the school year, each family will be given an envelope for their tuition payments. We will reuse this envelope every month, so please do not seal the envelope.

Tuition

We offer four day and five day programs. We also have a grant program with a sliding scale for students who are age 4 prior to September 30. *Note: with the assistance of a grant the Madison Local School District Pre-K Program provides reduced rates for families who qualify under the Federal Poverty Guidelines. Tuition is based on size of family and yearly income. Inquire in the Pre-K office for more information. If you feel you might qualify for the grant program, please inquire with Mrs. Haury. Four day tuition is \$110.00 per month and five day is \$140.00 per month.

Program Fee

The \$20.00 yearly program fee is due by September 15. It covers the cost of field trips and supplemental curriculum materials. This fee is non-refundable.

Tax Credit Number

The Madison Local School District Tax ID Number is 4303. Enter this number on the "Credit for Dependent Care Expense" line on your federal income tax form. Please remember to keep your receipts. The program does not issue end of year statements for tax purposes.

Class Schedule

Morning classes 8:30 – 11:00 a.m.

Afternoon classes 12:30-3:00pm

Arrival and Dismissal

Children need to know who is picking them up every day in order to feel safe at school. Otherwise they worry unnecessarily about where they are going at the end of their day. YOU MUST HAVE a form of Identification to pick up your child. Your child's safety is our priority. A parent/guardian must give previous written permission before any child is released to an individual on the permission to pick-up form. Parents are encouraged to add individuals to their child's pick-up form. This must be done in person at the school office. If an emergency arises, parents should immediately contact the Pre-K Office at 440-428-5111 so arrangements can be made for your child.

We have a drop-off and pick-up line for your safety and convenience. You will be given TWO cards (color-coded and numbered) to put in the passenger side window when retrieving your child. Your child will have a corresponding number on his/her bookbag with names of individuals approved to pick up your child. Please note that we reserve the right to check ID's even if we have seen you previously. This is for your child's safety. Thank you in advance for your cooperation. If you need to speak with your child's teacher, please send a note via remind app to set an appointment. All teachers and assistants are fully engaged in the drop-off and pick-up and are not able to conference during this time. However, we encourage you to contact your child's teacher or the preschool office if you ever have any questions or concerns.

The overtime charge for late pick up is \$5.00 for each 15 minutes past dismissal time (example: 11:01 charge is \$5.00, 11:16 charge is \$10.00). Parents who are chronically late will be asked to discuss the problem with the Pre-K Director. Habitual late pick up may be grounds for dismissal from the program.

The following is a sample daily schedule. Your child's teacher will share her schedule with you as the school year unfolds.

Sample Daily Schedule

8:30/12:30	Arrival
8:45/12:45	Bathroom
8:55/12:55	Journals
9:05/1:05	Greeting
9:15/1:15	Music
9:20/1:20	Large Group
9:30/1:30	Fine Motor
9:40/1:40	Gross Motor (outside or gross motor room)
10:00/2:00	Bathroom
10:10/2:10	Rhyme Time
10:15/2:15	Snack and Art Rotations
10:25/2:25	Discovery Time and Small Groups
10:45/2:45	Story Time
10:55/2:55	Closing Circle
11:00/3:00	Dismissal

Curriculum

Coordinated efforts are implemented each week by all the Pre-K teachers to develop Ohio's Early Learning standards-based lesson plans. These plans incorporate a variety of learning center activities which include any modifications required to address the needs of students with special needs. The process allows for small group and/or individual free choice activities to be scheduled daily and the opportunity for children to participate in art, print, construction and music. Age appropriate materials and manipulatives are used in the classroom across content areas. Materials are arranged so that children may select, remove and replace materials with minimum assistance. Time is allotted for free play. Staff members engage in modeling, supporting and demonstrating positive behaviors. They employ the least intrusive, positive strategies to reduce and/or decrease behaviors of concern. The staff prepares learning areas that foster exploration by the children and employ strategies to individualize instruction. Ohio's Early Learning Content Standards, Houghton-Mifflin Pre-k Curriculum, Heggerty Phonemic Awareness, Sit Together and Read read-aloud program, and Handwriting Without Tears Curriculum define and guide the Pre-K program to ensure that activities are developmentally appropriate and designed to enhance the children's overall abilities.

Positive Behavior Interventions and Supports (PBIS)

PBIS is a school-wide system of support that includes proactive strategies for defining, teaching and supporting appropriate student behavior to create positive school environments. A continuum of positive behavior support for all students within the school is implemented in areas including the classroom and non-classroom settings

(such as hallways, buses and restrooms). All teachers and assistants received a formalized training by our regional SST4 last year.

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

Madison Pre-K PBIS Behavior Matrix

Safety Teamwork Responsibility Effort and Kindness

Expectations School Settings	Be Safe	Be Responsible	Be Kind
<i>Arrival/Dismissal/Walkway</i>	Use walking feet Listen to directions Respect personal space	Listen for number Take care of personal belongings	Use greeting words
<i>Classroom</i>	Respect personal space	Use materials as instructed Have calm bodies	Use considerate manner words Take turns and share
<i>Hallway</i>	Be attentive, body front	Use voice level chart	
<i>Bathroom</i>	Follow bathroom routine	Be independent	
<i>Playground/Gross Motor</i>	Stay in playground area Use equipment as intended	Use equipment as intended Use voice level chart	Include others in play Take turns and share.

The Madison Pre-K has chosen Be Safe, Be Responsible, Be Kind as the three teaching areas of focus. Students are taught lessons around these areas of focus. For example, when in the hallway, students are taught to face forward and to watch out for items so they do not get hurt (Be Safe) and to use our inside voice level from our chart so they are responsible and don't disturb other children's learning.

Behavior Management / Discipline

Behavior management / discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on premises.

The Pre-K'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 an 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 restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so the child may regain control.
4. No child shall be place 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, derogatory remarks about himself or his 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. Techniques of discipline shall not humiliate, shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline shall be brief in duration and appropriate to the child's age and development ability, and the child shall be within sight and hearing of a pre-k staff member in a safe, lighted, and well-ventilated space.
10. The Pre-K shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Pre-K Program.

Parents/guardians of enrolled pre-K students will receive the Pre-K's written discipline policy. All Pre-K staff members shall receive a copy of the Pre-K's discipline policy for review upon employment. Any preschool staff member in charge of a child or a group is responsible for their discipline.

Teacher Qualifications

All teachers hold current teaching licenses issued by the Ohio Department of Education. Federal law allows you to ask certain information about your child's classroom teacher and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects being taught.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major; whether the teacher has any advanced degrees, and if so, the subject(s) of the degrees.
- Whether any teacher assistants or similar paraprofessionals provide services to your child, and if they do, what their qualifications are.

If you would like to receive any information, please call the Pre-K Program Director at 440-428-5111.

Calendar

The school year begins in August and continues through May. A Calendar will be provided which lists holidays, special closings and the days the program is in operation.

Clothing

Because we have a very active program, play clothes and rubber soled or tennis shoes are recommended. We sometimes have special days for PBIS rewards or just to emphasize a holiday or theme. You will receive notice of any of these special days in advance.

Parents must provide an extra set of clothing to keep at school in case of accidents. Please label each item with your child's name and send them to school in a large Zip-Loc bag.

During the winter months, having coats and boots that are easy to slip on help your child to be more independent. Please provide a pair of shoes for school use on days when boots are worn to school. Don't forget to label everything!

Class Size

Class size is based on guidelines set forth by state licensing standards. All classes at Madison Pre-K have a teacher and an assistant. Some of our classrooms have two assistants. Additionally we employ a speech language therapist, an occupational therapist, and a physical therapist who are available to students who have those needs. All therapists at times spend time in the center based classrooms.

Classroom Rosters

Individual classroom rosters are available in the school office upon request. Rosters list the names of children, parents' names, addresses and phone numbers. The roster will only be given to a parent of a child enrolled in the program and no other person. Parents must indicate on the registration form whether or not they wish to be included on the roster.

Field Trips / Special Guests

At least one field trip is planned each school year. There is no class scheduled on that day. Parents are responsible for the transportation of their child to the field trip and expected to wait for their child to transport them home. Field trips will last approximately one hour. Information will be sent home prior to the planned event. A first aid kit and emergency contact information will accompany staff on the trip. At least one person trained in first aid will be present on the trip.

To enhance our educational program, special guests will be invited to share their skills and / or talents with the children. Parents are also encouraged to participate if they have a particular skill.

Gym (Gross Motor Room) / Playground / Courtyard

Children will have the opportunity to use the gross motor room and the playground located on the south side of the building, weather permitting. All children are expected to participate. If your child is well enough to attend school, then he/she is well enough to play in the gross motor room or outside unless you provide written instructions from a physician restricting play.

Each year we continue our work in the Courtyard to make it a secondary learning space. This year we will open with a courtyard redesigned by a Girl Scout from Madison High School.

Birthday Celebrations

All food that comes into the Pre-K should be done so with prior approval. Allergies are more prevalent all the time and particularly in the preschool years. Please contact your child's teacher ahead of time if you wish to send a treat for your child's special day. If your child has a summer birthday, contact his/her teacher to make arrangements for an alternate day to celebrate. *(Please note: we do not distribute birthday invitations at school. Please ask for a roster from the office to personally invite students to the birthday parties.)*

Toys from Home

Toys brought from home present special problems for the child and the staff. Prized possessions are very difficult to share. Please help your child understand that toys are better off at home. The program's material and equipment are sufficient in quality and quantity for the children enrolled. (For safety and programmatic reasons, toy guns, knives, swords, war toys, and/or any toy which requires a child to put any part of it in his/her mouth will not be allowed.)

Snacks

Snack menus will be posted in a conspicuous place and reflect all snacks in the program. Snacks consist of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with USDA requirements and should consist of two of the following food groups:

meat/meat equivalent, bread/bread alternative, milk and fruit/vegetable. A list of children's allergies is posted in each classroom. Please notify the teacher and the office of any changes in your child's allergy information.

Attendance and Illness

Regular attendance is encouraged. However, children should not be in school if they are ill. Please refer to the Health Policy on pages 17-19 of this handbook. If your child is unable to attend school due to illness or a family emergency, please notify the Pre-K Office at 440-428-5111. Please bring your child to school on time. This is an important life skill for students.

Medication

Medication, prescription or non-prescription, is administered in accordance with Madison Local School District Policy. A physician must fill out the Physician's Request for the Administration of Medication Form before any medication can be administered. These forms are available in the school office. Each time a medication is administered a written record or log entry shall be made indicating the dosage, date, time, and initials of the person administering the medication. Only medications in the original container will be administered. The first dose of a newly prescribed medication must be administered at home by the parent.

Immunizations

The following immunizations will be required for admission into the Pre-K Program. Requirements are as follows:

3 and 4 year olds: 4 DTP, 3 OPV, 1 MMR

4 year olds: HIB

3 year olds: HEP B

5 year olds: All of the above, plus 1 more DTP and 1 more OPV **Immunizations can be obtained through the Lake County Health Department.**

Appointments must be made by calling the Health Department at 440-350-2554 (English) or 440-350-2186 (Espanol).

Physical Examination

Prior to the date of admission and every thirteen months from the date of examination thereafter, a report form from a licensed physician will be required. This report will affirm that the child is in suitable condition for enrollment. **Physical forms must be on file in the Pre-K office prior to the first day of attendance.**

Accidents / Injuries

Parents will be notified of an accident / injury by using an accident report form. A log of accident/injury reports is kept in the school office.

Get Acquainted Day

Parents and their children are invited to visit the classroom and meet their teacher at Parent / Child Orientation. Notification is sent home prior to the start of school.

Classroom Visitations

Parents of children enrolled in the program are permitted unlimited access to the school during its hours of operation to contact their child, to evaluate the program, the premises, or for any other purpose approved by the director. Please make other arrangements for siblings when visiting.

Parents who wish to visit the program before enrolling their child should call the Pre-K office for an appointment. These visitations are usually scheduled during January, February, March and April.

Parent / Teacher Communication

A program newsletter containing general information about school activities and upcoming events will be sent home each month. Your child's teacher will also send home a classroom newsletter and special notices many will be digital. All classrooms will provide a REMIND link for you to post any questions, etc. as well as the teacher to let you know of upcoming events in the classroom and/or concerns and celebrations. Parent / Teacher conferences are held in the fall and spring at which time a progress report will be provided. If you feel the need for additional information at any time during the school year, please do not hesitate to call the school (428-5111) to leave a message for your child's teacher. She will return your call as soon as possible.

Parent / Teacher Conferences

Parent conferences will be held at least two times per year. Documentation of the conferences will be retained in the office. While every effort will be made to accommodate a variety of parent schedules, in the event a "face-to-face" conference is not possible, a telephone conference will be held and similarly documented and retained in the child's file.

Parent Advisory Council

The Pre-K Parent Advisory Council (PAC) meets monthly. Topics of discussion may include program operation, function, and parenting topics related to the health and

well-being of children. All parents are members (no charge) and are encouraged to attend and babysitting is provided.

Parent Volunteers

Parents are encouraged to sign up to volunteer their time in the classroom. Please make other arrangements for siblings when volunteering. If parents are unable to volunteer in the classroom, contact the teacher to learn about ways to help out from home. All volunteer time is appreciated in the Madison Pre-K Program. Please note the following licensing requirement: each volunteer shall annually complete a non-guilty / non-conviction statement form. See your child's teacher or stop by the office for a copy before volunteering.

Pre-K Parent Resource Booklet

A comprehensive list of community resources is available in the school office.

Car Pools

Use the classroom roster to network with other parents who might be interested in car pooling. The roster lists the name of the parent, the child, and telephone number of the family and is available upon request in the Pre-K Office.

Children cannot be left unattended in a vehicle. Please drive slowly in the parking lots.

Health Policy / Management of Communicable Disease

A staff member trained to recognize the common signs of communicable disease or other illness will observe each child daily as he/she enters the group. In our effort to create a happy and healthy experience for your child, we follow these guidelines:

1. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent or guardian:
 - a. Sore Throat
 - b. Temperature at or above 100 degrees Fahrenheit, when in combination with other signs of illness;
 - c. Untreated infected skin patch(es);
 - d. Diarrhea and/or vomiting two or more times in the same day;
 - e. Evidence of lice, scabies or other parasitic infestation;
 - f. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - g. Difficult or rapid breathing;
 - h. Yellowish skin or eyes;
 - i. Unusually dark urine and/or gray or white stool;
 - j. Stiff neck; or
 - k. Conjunctivitis (pink eye)

2. A child with any one of the above signs or symptoms of illness will be immediately isolated from other children in our clinic or front office with the

secretary. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director or designee and the parent or guardian.

The child while isolated, shall be carefully watched for symptoms listed below:

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

All parents will receive a notification in the event that any of our students is reported to have a suspected communicable disease that includes how to recognize the symptoms, care and a reminder not to send children with the above symptoms to school.

3. Our program follows the Ohio Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illnesses.

4. A child isolated due to suspected communicable disease shall be:

- a. Cared for in a room or portion of a room not being used by the pre-k program (clinic or office area with the secretary)
- b. Within sight or hearing of a staff member
- c. Made comfortable with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. The cot shall be cleaned with soap and water and disinfected.
- d. Observed carefully for worsening conditions; and
- e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.

It is imperative that the Pre-K Program has current emergency information including **two** or more emergency contacts. Also, please make sure the alternate person(s) with authorization to pick up your child lives locally. An ill child should be picked up within a half hour.

Additional Information Concerning the Policy for the Management of Communicable Disease

Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent, if needed, depending on the nature of the disease or illness.

A communicable disease reference sheet is located for easy access to all classrooms.

The Department of Health Communicable Disease Chart is located in the clinic within the main office.

Staff is trained in the signs and symptoms of illness and hand washing and disinfection procedures.

Names of staff members who have completed the approved first aid training are posted in the office and on the emergency plan form.

A mildly ill child means a child who is experiencing minor cold symptoms, but who is not exhibiting any of the symptoms of communicable disease specified above, or a child who does not feel well enough to participate in activities. (For example: a mildly ill child may be excused from participation and allowed to rest within the classroom until he/she feels like returning to the group or until he/she is released to a parent or guardian.)

Parents or guardians of children who have been exposed to a diagnosed communicable disease such as pink eye, ringworm, strep throat, will receive a notice with information regarding the nature, cause, symptoms, and treatment of the disease. The parent or guardian will also be advised to seek medical opinion when warranted.

Re-Admission Policy

Children may return to the program under the following conditions:

1. they have been treated by prescription medication for 24 hours
2. a note from a physician or other medical professional stating they are not longer contagious
3. they are fever free or symptom free for 24 hours without the aid of fever-reducing or other medications.
4. in the case of lice infestation, the child will need to be examined by a school nurse and declared infestation free before he/she will be admitted back into the program.

COVID-19 Practices for June 2, 2021 forward

- **Handwashing:** Programs should continue to follow COVID-19 [CDC handwashing guidance](#) for both employees and children.
- **Symptom assessment, quarantine, isolation, discharge:** Programs should follow CDC guidelines for COVID-19 [symptom assessment](#), [quarantine](#) and [isolation](#) for both employees and children.
- **Reporting:** Pre-pandemic rule requires programs to report in the Ohio Child Licensing and Quality System (OCLQS) when a serious incident occurs. Positive COVID-19 cases for an employee or child are considered a serious incident and must continue to be reported in OCLQS. Additionally, COVID-19 should be reported to the local health department. The Communicable Disease Chart (JFS 08087) is being updated to require reporting for COVID-19.
- **Masks:** While masks are no longer required, beginning June 2, 2021, it is STRONGLY ENCOURAGED that providers adhere to CDC guidance, which states that unvaccinated populations should still mask and socially distance.

Other School District Policies

Discrimination

There shall be no discrimination on the basis of race, sex, color, age, religion, handicap or national origin. If a person feels discrimination has taken place, they should notify the Superintendent of the Madison Local School District.

Emergency School Closings

Emergency closings due to severe weather or public calamity will be announced on radio or television broadcasts. It should be assumed that school is open unless announced otherwise.

The best way to know what is happening is to check the school district website (www.madisonschools.net) or listen to the radio or television. You may tune to TV stations: 3, 5, 8, 19, 25 or radio stations FM 96.5, 97.1, 99.5, 100.7, 102.5, 104.7, 105.7, 106.5 and AM 970.

Fire Drills, Tornado Drills, and School Safety Drills

One emergency evacuation drill shall be conducted during the first ten days of the new school year (Ohio Fire Code 408.3.2)

At least nine Emergency Evacuation Drills shall be conducted during the school year (Ohio Revised Code 3737.73(A))

Tornado drills shall be conducted at least once a month during the tornado season. (OFC409.2)

School safety drills shall be conducted on or before each first day of December. (Ohio Revised Code 3737.73 (D))

IMPORTANT

**IN THE EVENT OF AN EMERGENCY AT THE PERRY
NUCLEAR POWER PLANT:**

Each school district within the “Emergency Planning Zone” (EPZ) has been provided with a set of operations procedures that have been designed to protect students and staff. If an emergency is thought to exist, school personnel in the central office will get instructions from the Lake County Emergency Operations Center in Kirtland. If the severity of emergency at the plant is substantial when school is in session, two types of action may be necessary: **sheltering or evacuation.**

According to the Standard Operation Procedures, parents of children in the Pre-K Program will be notified at the **Site Area Emergency** to pick up their children.

Any preschoolers not picked up by their parents by the time a protective action recommendation to evacuate is issued, will be evacuated to **Ontario Primary School, 2302 Wade Ave, Ashtabula, OH 44004.**