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# **GENERAL INFORMATION**

## **MISSION STATEMENT OF THE ELYRIA SCHOOLS**

Our mission is to foster in each child the ability to gain the knowledge, to learn the skills, and to develop the attitudes necessary to live successful, productive lives in a dynamic, global society by continually improving our learning environment and instructional practices in partnership with our community.

## **SCHOOL INFORMATION**

1215 Middle Avenue  
Elyria, Ohio 44035  
440-284-8007 (phone)  
440-284-8371 (fax)

**BUS GARAGE:** 440-284-8030

## **HOURS OF OPERATION**

Office: 8:50am - 3:30pm, Monday-Friday  
Preschool Session: 9:10am - 2:10pm, Monday-Thursday  
*Refer to Appendix B for the current school year calendar.*

## **PRESCHOOL STAFF**

Joel Melvin	Principal
Kelli Pelc	Secretary
Erin Poland	Teacher, Room A-116
Jill Henes	Teacher, Room A-114
Leslie Spencer	Paraprofessional, Room A-114
Yailine Lopez	Paraprofessional, Room A-116
Samantha Boneta	Intervention Specialist

## **OVERVIEW OF NEW BEGINNINGS PRESCHOOL**

Hamilton's "New Beginnings" Preschool is part of the New Beginnings initiative supported by the Stocker Foundation and Elyria City Schools. This program includes two classrooms designed for 4- and 5- year old students. Each classroom will be led by a licensed Early Childhood teacher and supported by an instructional paraprofessional.

Since this program is privately funded, tuition is waived, but good attendance and parent involvement is expected.

The classrooms are arranged in attractive learning centers designed to capture the children's interests, natural curiosity, and eagerness to learn. Each center enhances one or more areas of a child's development. The curriculum, which is aligned with the Ohio Early Learning and Development Standards, includes lessons to promote academic skills with the primary focus on literacy and math. Activities and materials are multi-leveled and open-ended to provide challenges for each child and to enhance his/her individual development. Arts and technology will be integral components of the daily routine.

"New Beginnings" Preschool is licensed by the Ohio Department of Education. Copies of license can be found in room A-114.

## **PHILOSOPHY**

Our philosophy is based on meeting the developmental needs of all children. Our goal is to meet each child's intellectual, physical, emotional, and social needs at each successive stage of development.

Our learning environment provides opportunities for active exploration, guided discovery, and firsthand experiences. We emphasize problem solving, good decision making, independent and creative thinking, plus opportunity for concrete, real, and practical experiences. Developing a firm readiness foundation for the learning years ahead is essential, as well as teaching children to become responsible and productive citizens.

We emphasize the full development of the young child both as an individual and as a member of a group. Helping children develop a deeper understanding of the feelings and rights of those around them is an important goal. Opportunities for cooperating, helping, and negotiating are part of each day. We strive to build understandings and skills that will promote a love of learning and a sense of positive self-worth in each child.

Parents are the child's primary teacher. Teachers are seen as partners in the educational process providing support and assistance. Parent participation, observation, and feedback are encouraged to build understanding and consistency. Parent communication and involvement are also essential elements in the program. Expected parent participation, at a minimum, includes participation in screening appointment, attendance at parent/teacher conference, attendance at one or more family engagement activities, and participation in transition to kindergarten planning and meeting.

### **CURRICULUM**

New Beginnings Preschool utilizes Houghton Mifflin Big Day for Pre-K curriculum. It provides a framework for planning activities that allow the children to learn and explore at many different levels. Weekly lesson plans are based on the children's needs and interests while working on pre-academic skills. This well-rounded curriculum focuses on the development of the whole child by including lessons to develop social skills, as well as motor development. Houghton Mifflin Big Day for Pre-K curriculum is aligned with the Ohio Early Learning and Development Standards. Curriculum includes a variety of learning activities including dramatic play, cooking, blocks, science, math, games, puzzles, books, recordings, art, gross motor and music. Additionally, New Beginnings Preschool utilizes the PreK Foundations curriculum as well as Heggerty Phonemic Awareness curriculum.

### **LICENSING**

New Beginnings Preschool is licensed by the Ohio Department of Education. A current license is available near room A-114. A copy of the law and rules governing the program are available for your review upon request. New Beginnings Preschool licensing record including any compliance report forms, complaint/investigation reports, and evaluation forms from Health, Building, and Fire Departments are available upon request. Ohio Department of Education's toll free number is located on the center's license and may also be used to report suspected licensing violations.

### **STAFF: CHILD RATIO**

New Beginnings Preschool license capacity is: 46. Staff: Child ratio is based on the youngest child's age and is maintained when children are present. This ratio is set by the Ohio Department of Education (ODE) and enhanced by Step Up to Quality (SUTQ) standards. New Beginnings preschool abides by SUTQ standards for staff:child ratio and max group size.

Age	ODE Ratio	SUTQ Ratio	Max Group Size per SUTQ
36mos to <48mos	1:12	1:10	20
48mos to kindergarten	1:14	1:12	24

### **EXCLUSIVE USE OF SPACE**

The preschool is located in a safe and convenient facility with space that accommodates the enrollment, supports child growth and development according to program objectives, and meets the requirements of Ohio Department of Education preschool licensing requirements. The space shall be for the exclusive use of the children enrolled in the preschool program when the program is in session.



## **SCHEDULE**

The classroom teacher will provide the exact daily schedule for each classroom in order to meet the individual needs of each group.

### **Sample Daily Program Schedule**

9:10 - 9:30	Arrival, Restroom, Breakfast
9:30 - 9:50	Meeting Time, Heggerty
9:50 - 11:00	Centers
11:00 - 11:10	Story Time
11:10 - 11:40	Foundations
11:40 - 11:55	Restroom, Transition to lunch
12:00 - 12:30	Lunch
12:30 - 12:40	Restroom, Transition to Rest
12:40 - 1:20	Rest Time
1:20 - 1:50	Large Muscle
1:50 - 2:00	Closing Meeting
2:00 - 2:10	Dismissal

## **ENROLLMENT POLICIES AND PROCEDURES**

### **ENROLLMENT**

Children are eligible to attend New Beginnings Preschool provided they are 4 years of age by September 30, reside within the Hamilton School neighborhood, and are independent with toileting. Enrollment will be processed on a first come, first serve basis. New Beginnings Preschool can accommodate a maximum of 32 students. Upon full capacity, students will be placed on a waiting list until a spot becomes available. Registration will no longer be accepted for the current school year beginning March 1st. The Elyria Schools will not discriminate in enrollment of children upon the basis of race, color, religion, sex, national origin, or disability.

Registration is now centralized at the Elyria Administration Building at 42101 Griswold Rd. When registering your child for school, a copy of the child's birth certificate, immunization records, 2 proofs of residency, custody papers, and individualized education plans (IEPs), if applicable, need to be made available to the school at the time of enrollment. Additionally, please note, to be enrolled at New Beginnings Preschool, your child must have the below listed information on file within 30 calendar days. **Failure to meet enrollment requirements will result in exclusion from the program until completion.** Parents are requested to bring as much of this information as possible to orientation.

1. Name and date of birth
2. Name, address, and telephone number of parents
3. Name, addresses, and telephone numbers of two local persons to contact in an emergency
4. Name of persons to whom the child can be released
5. Parent authorization for transportation related to the program
6. Medical statement signed by a licensed physician – within 12 months prior to date of admission and every 13 months from the date of the examination thereafter - including lead and hemoglobin testing
7. Immunization record
8. List of allergies and treatment for said allergies
9. List of medications, food supplements, modified diets, or fluoride supplements currently administered
10. List of chronic physical problems and history of hospitalizations
11. List of any diseases the child has had
12. Names, addresses, and telephone numbers of physician and dentist to contact in case of emergency
13. Permission of parent for emergency medical and dental care
14. Permission of parent for emergency transportation

**NOTE: Please keep office personnel/teachers informed of any changes of names and phone numbers.**

### **FORMS NEEDED FOR ENROLLMENT**

Registration is now centralized at the Elyria Administration Building. When registering your child for school, a copy of the child's birth certificate, immunization records, 2 proofs of residency, custody papers, and individualized plans, if applicable, need to be made available to the school. **Please note, additional papers or forms may be requested in compliance with Preschool Licensing rules during the orientation and screening appointment.**

***Please note, students may not begin PreK until an initial orientation/screening is completed. The first two days of the school year are designated orientation/screening days. Once the school year begins, orientation/screenings are completed by appointment. Please call the office to schedule your child's screening/orientation as soon as you have completed your enrollment at Central Registration.***

### **ORIENTATION and SCREENING**

At the orientation screening appointment, parents and program staff review enrollment requirements and program policies/procedures. Families receive a tour of the preschool environment and classrooms. All children are screened using the Speed DIAL-4 appropriate for their age. Trained individuals from the New Beginnings Preschool staff and other individuals with expertise in the field will administer the screening. This screening will provide a snapshot of your child's abilities in the areas of language development, fine and gross motor skills, cognitive abilities, and social/emotional development. The speech therapist will conduct the PLS-4 screening to assess the child's speech and language skills. The Ages and Stages Questionnaire is completed by parents and yields additional information on the child's development. Lastly, information on periodic health and development screenings is shared with parents (located in Appendix C) and children participate in beginning health screenings (height, weight, vision, and hearing). Information obtained from these screenings will be shared with the parents (via letter or conference as appropriate) with information on referral and support agencies provided as needed.

### **NON-DISCRIMINATION POLICY**

New Beginnings Preschool is committed to the policy that all persons who may benefit from our program shall have equal access to the program and facilities and no discrimination shall occur based on race, color, religion, sex, national origin, or disability.

### **CONSIDERATION OF CHILDREN WITH HEALTH CONCERNS and/or SPECIAL NEEDS**

When any child's health condition is deemed consistent with group care, a written medical/physical care plan (per Ohio Licensing Law and Rules) must be put on file that clearly identifies the needs of the child. Parents/guardians will discuss the child's needs and care with the school nurse and preschool staff. Agreement to the plan will be evidenced by all parties signing and dating the plan prior to the completion of the enrollment process.

Parents of any child who has been identified with a special need, must provide a copy of (or give written permission to obtain a copy of) the child's Individual Education Plan (IEP) and the child's Evaluation Team Report (ETR). The teaching staff of the center will collaborate with the child's service providers to carry out the IEP.

Preschool children that are suspected of having a disability are referred by parents, physicians, outside agencies (e.g. the Health Department, Help Me Grow, Head Start), and teachers to Elyria Schools via the Preschool Liaison, a school psychologist. The Liaison contacts the parent and sends out a packet of information requesting medical and developmental information about the child and enrollment information (birth certificate, immunization records and Social Security number). Once the parent returns the packet, the school psychologist sends a member of the preschool team out to the home or preschool of attendance, to observe. That information is discussed with the team and parent and a determination is made if the child needs a full evaluation. If the information suggests a suspected disability, further information is needed and a date for a play-based assessment is scheduled. At the time of play-based assessment, the due process brochure (*Who's Idea Is This*) is given to the parent that outlines Special Education eligibility criteria and program/service descriptions in accordance with Individuals with Disabilities Education Improvement Act (IDEIA). Evaluation procedures and testing procedures to

determine eligibility are followed as written in the Model Policies and Procedures for the Education of Children with Disabilities. Assessment information gathered at this time is reviewed by the preschool assessment team and with the parent. Once eligibility is determined, preschool options are discussed and a decision is made on the most appropriate program option for the individual child. IEP activities are held as designated in the Model Policies and Procedures for the Education of Children with Disabilities.

### **CLASSROOM ASSIGNMENT**

Children enrolled in the New Beginnings Preschool program will be assigned to a classroom teacher. Classroom assignments are done at random. However, some consideration is given to identified special needs, health concerns, and language learning needs in order to best meet the needs of the child and program.

### **ITEMS YOUR CHILD WILL NEED**

1. A complete change of clothes, labeled in a Ziploc bag to be left at school at all times, since accidents of spilled water, juice, paint, etc. do happen. These occurrences are manageable for staff and the child when the child has dry clothes of his/her own available. Please check regularly that this change of clothes fits your child and is appropriate for the season. **Soiled clothes will be sent home with the child and replacement items should accompany your child upon return to school.**
2. A standard-sized bookbag and folder. The bookbag should zip open/close and have 2 straps to go on your child's back. Please do not send wheeled bags, messenger bags, or totes as these are not easily managed by preschool students. **Students need to bring their bookbag and folder to school daily.**

### **ITEMS NOT PERMITTED AT SCHOOL**

Children are not permitted to have gum, candy, throat or cough drops, or money. If you wish your child to have Chap Stick or hand lotion during the cold weather, it must be given to the teacher and you must complete an administration of medicine form.

**Students should not bring personal items in their backpacks to school. Walkmans, CD players, MP3 players, handheld video game players, roller blades, hardballs, bats, skateboards, stuffed animals, trading cards, other games and toys provide unnecessary distractions /conflict and are NOT permitted at school. Items including toy guns, firearms, knives, and aggressive-type toys are prohibited.**

***School personnel will not assume any responsibility for loss or damage of such personal items.***

The following procedure will be followed if these items are confiscated at school:

1st offense: item will be returned at the end of the day.

2nd offense: item will need to be collected by a parent or guardian only for return.

3rd offense: item will be held until the end of the school year.

### **ASSESSMENTS**

New Beginnings Preschool staff will assess the children over the course of the school year. Informal and formal assessments will be completed, including curriculum based as well as state and local assessments. Progress will be shared with parents through regular interactions, projects and items completed and sent home, written notes, and/or phone calls. Parent/Teacher conferences will be held during the school year as well as at a mutually agreed upon time as requested by parent or teacher.

Using information gathered during formal and informal assessments, the classroom staff complete the Early Learning Assessment (ELA) twice per school year. This assessment includes rubrics ranging from early development through kindergarten in all developmental areas. If requested by parents, school district, or if the program is participating in a program requiring assessments, a formal acknowledgement will be completed by the parent and programs involved before information is shared.

### **STUDENT GOALS**

Screening and assessment information will be used by the teachers and parents to set at least two goals per child. Lesson planning activities will be based on the child's needs with differentiated instruction. All assessment and screening records will be placed in the child's permanent record along with any other parent communications.

### **CONFERENCES**

The school has scheduled fall conferences in November and spring conferences in February. A conference may be held with a teacher or the principal at any time by calling the office for an appointment.

Parents are encouraged to contact the teacher with any concerns regarding the child's educational program or social, emotional, or physical well-being. Teachers may be contacted by note, email, or telephone. If you call during the day, the secretary will leave the appropriate message for the teacher and your call will be returned at the teacher's earliest convenience. If you wish to schedule a meeting with your child's teacher, please contact the teacher in advance to schedule an appointment at a mutually agreeable time. Teachers are not available during instructional time (9:10-2:10) nor during arrival and dismissal. The typical daily schedule does not allow for drop-in conferences.

### **TRANSITIONS**

The program staff will assist with transition into the program during orientation and screening appointments. If a student transitions out of the program during the school year, every effort will be made to assist in making a smooth transition. Parents are encouraged to notify the program of intent to withdraw as soon as possible so that transition activities can begin.

All students will participate in activities preparing for kindergarten including visits to the kindergarten classroom, meeting kindergarten teachers, and slight variations to routine to align with kindergarten expectations. Each child's progress will be monitored during the school year and artifacts will be collected to share with the kindergarten team. Other transition activities and conferences will be announced at appropriate times to ensure a smooth transition. **All parents are required to attend a transition meeting during the month of May.**

### **WITHDRAWAL FROM SCHOOL**

To withdraw a student from school, it is necessary for the parent/guardian to go to the office or central registration to complete a withdrawal form. Records will be sent directly to the future school upon receipt of signed, "Release of Records". We encourage families to notify us with intent to withdraw as soon as possible so that we can help transition the child out of program and into their new program.

### **RECORDS**

A student's registration forms, medical forms, attendance record, standardized testing data, and child custody papers are kept in a district electronic system. It may also contain data from transferring schools and other data pertinent to the child's education. Federal law provides that a parent/guardian has the right to review upon request, the contents of the cumulative record. The cumulative record is kept confidential.

# **DAILY ROUTINE POLICIES AND PROCEDURES**

## **ATTENDANCE POLICY**

Attendance check: The following steps are necessary when a child is absent from school in accordance to the Missing Children's Act:

1. The parent/guardian is to call the school office prior to 8:30AM to report the absence of a child. The office answering machine accepts calls anytime during the evening or nighttime hours. If the illness is extended, please call each day of absence. The office phone number is (440) 284-8007.
2. If a call is not received, a school office person will call a parent or guardian at home to confirm that the parent/guardian is aware of the child's absence.
3. **Please remember good attendance is a requirement of participation in this program.** Students with 15 or more unexcused absences may be dismissed from the program.

## **ARRIVAL AND DEPARTURE**

All preschool students must arrive at school and depart from school with an adult (18 years of age and older). Upon arrival, students should be checked in with a Preschool Staff member - please wait for verbal confirmation of arrival from staff. Those students arriving by car or walking to school, will locate staff at the main entrance off Middle Avenue. Those students arriving by bus or daycare van will be transferred by driver to staff on 13th Street.

Upon arrival, each child will be given a daily health check by a staff member trained in recognizing any signs of communicable diseases or other illnesses, or possible signs of abuse. It is helpful when parents volunteer information about how their child is feeling or if the child has sustained any unusual bangs, bruises, cuts, or scratches.

All preschool students will exit the building on 13th Street. Please park and wait outside to retrieve your child and wait for verbal confirmation of dismissal from the Preschool Staff.

Anyone who picks up your child, including a parent, may be asked for a photo I.D. if a staff member is not familiar with the individual. So, for your convenience and security reasons, please bring a photo I.D. when picking up your child and have anyone else picking up your child do the same. Your child will only be released to those individuals named on his/her release form. **Please note, even if you pick up on a regular basis, an unfamiliar staff member (i.e. substitute) may still require an ID before releasing your child. This is for your child's safety and security.**

**It is important that children are signed in and out by the Preschool Staff, so please be patient during arrival and dismissal routines.**

## **EARLY ARRIVAL AND LATE ARRIVAL**

Please do not drop off your child before 8:55 AM. **Students must be accompanied by an adult and checked in with a staff member upon arrival.** There is no supervision before 8:55AM.

If you arrive after 9:10, buzz the office for entrance to the building. A parent or authorized adult must bring the child to the Hamilton office for an admittance slip. The student will be escorted to the appropriate classroom.

## **LATE PICK UP**

If you, or another designated and responsible person over the age of 18, are planning to pick up your child by car or walking, prompt pick up is expected. Dismissal is at 2:10pm. This is part of the expected parental involvement of this program. If late arrivals or dismissals become an issue, a conference with the principal will be scheduled. If the situation is not rectified, removal from the program may become necessary.



**CHANGE IN THE USUAL DISMISSAL PROCEDURE OF A STUDENT:**

NO CHANGE in the usual dismissal procedure of a student will be permitted unless a verified signed note from the parent or guardian is presented to the office staff. This note must include the child's name, and describe the change, date, and signature. Classroom teachers will send a note to the office with the daily report.

**CHILD RELEASE POLICY**

Your child will be released only to parents/legal guardians or persons for whom the school has written authorization. Proper authorization (photo ID) will be required. Children will only be released to an adult (**individual 18 years or older**).

In cases of separation or divorce where one parent is non-custodial, legal evidence of the party holding custody must be on file at the school. Without court documentation of legal custody, we cannot deny either parent from visiting the child or releasing a child to a parent.

**BUS TRANSPORTATION**

Although the Elyria School district furnishes transportation in accordance with state law, it does not relieve parents or guardians of students from responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day. In order for the student to exit the bus, an adult (18 years or older) must be in visual contact of the bus driver.

Students on the bus are under the authority of, and directly responsible to, the bus driver. The driver has the authority to enforce the established regulations for bus conduct. Failure to follow established rules as outlined by the Code of Pupil Conduct (Appendix A) might result in disciplinary actions as deemed appropriate by the building administrator.

**CLOTHING**

Children should be dressed in comfortable clothing suitable for play and appropriate for the weather. Please remember that activities can become messy and the school assumes no responsibility for children's clothing that may become stained or damaged.

For safety reasons, children should wear rubber-soled full shoes - not flip flops, clogs, open-toed or open-back, Heelys, or Crocs. Gym or Tennis shoes are the best choice and allow children the best control, especially during movement based activities.

When dressing your child for school, please consider the changes in temperature and weather that may occur throughout the day. Additionally, your child will spend time outdoors each day, weather permitting, and should have appropriate outdoor clothing which may include:

- Coat appropriate for the weather
- Gloves and hat for winter months
- Boots (must provide shoes for classroom)

Anything brought to school must be labeled with your child's name. We are not responsible for lost items and those not labeled appropriately.

**MEALS and SNACKS**

All preschool students will receive free breakfast and lunch. All meals are provided to the New Beginnings Preschool program by Elyria City Schools. Each meal meets USDA guidelines and promotes good nutrition. Please let the staff know of any food allergies your child may have and assist in completing a care plan for identified allergy. Please note, breakfast will be served in the classroom while lunch will be served in the school cafeteria. Parents are not responsible for providing meals or snacks for their child; however, if choosing to do so, items are to be sent in a lunch bag labeled with the child's name.

*Any treats sent to school for the whole class must be store bought, prepackaged items.*

**REST TIME**

Students will be offered a brief period of rest time daily in accordance with the Ohio Department of Education (ODE) preschool licensing rules. Upon enrollment, each student will be assigned a cot for their exclusive use while attending New Beginnings Preschool. Each cot includes a sheet and blanket specific to the cot. At the end of each week, the sheet and blanket are laundered and the cot is disinfected. Please refrain from sending personal items for student use during rest time.

**GROSS MOTOR PLAY**

Physical activity is an integral part of the daily routine. New Beginnings preschool has a licensed outdoor and indoor play space. Daily gross motor play will be held outdoors, except in extreme or inclement weather at which time indoor play space will be utilized. Outdoor play will occur unless the temperature is below 32°F, with or without the wind chill factor. When it is below 32°F the time of outdoor play will be adjusted accordingly. ***Please be sure to dress your child appropriately for outdoor play daily.***

**CONCERNS**

Problems, questions, or complaints are best addressed with those directly involved. Usually, the teacher is the most appropriate person with whom to begin the communication process. The following procedure is recommended:

1. Talk with the *teacher*. If the problem is NOT resolved, then,
2. Talk with the *principal*. If the problem is still NOT resolved, then,
3. Talk with the *pupil services director*.

A copy of our current licensing inspection is posted near room A-114. This information is also available online at [childcaresearch.ohio.gov](http://childcaresearch.ohio.gov). To contact the Ombudsman- Advocate, please call 1-877-644-6338.

**State law requires any staff member or administrator of a center caring for children to report any suspected case of child abuse to the County Children's Services Board.**

**PARENT COMMUNICATION**

Every effort is made to communicate with each family daily. Teachers may share brief information during arrival and dismissal, but will request a conference time if the conversation needs more attention. Other methods of communicating information include, but are not limited to:

Google Site: <https://sites.google.com/elyriaschools.org/henes/parents/required-documents>

Daily reports in folders

Written notes

Newsletters

Classroom Communication Boards/Bulletin Boards

Emails, texts, and phone calls

### **PARENT PARTICIPATION/FAMILY INVOLVEMENT**

Parents are always welcome in the school and classrooms. Please make arrangements with the classroom teacher any time you would like to help in the classroom. All parents must make their presence known by signing in at the school office and obtaining a visitor's badge. You may help on a regularly scheduled basis or on a drop-in basis when you are able. All parents are encouraged to share their special talents, interests, and hobbies. Parents will be invited to share special events such as career days and an annual open house. A bulletin board will be available for information about the program and community events. **Please check your child's folder daily and remove artwork, projects, and notices.**

Newsletters will be distributed to all children to inform parents of upcoming events and program curriculum. Parent workshops will be offered throughout the year, which include topics such as behavior management and communication/language development. The Elyria Schools website is accessible to anyone that has internet access. Hamilton and New Beginnings Preschool information is also included on this website.

Please contact the classroom teacher if you have additional ideas or ways you would like to participate. Notice of special times to share; i.e. community helper unit, etc. will be sent home.

### **STUDENT ROSTERS**

In accordance with Rules for Preschool Programs (3301-37-04-B3) a roster will be prepared at least annually for each preschool child in the New Beginnings Preschool program. The roster will include the names and telephone numbers of parents or guardians of children attending New Beginnings Preschool (by classroom) will be prepared and made available upon request to parents or guardians of children attending. **The roster will not include the name of any individual who has requested to be omitted. Permission to be included or denied will be granted at registration.** A class roster will be furnished only to a parent of a child in that particular classroom (when requested).

## **SUPERVISION, SAFETY, AND SECURITY**

### **SAFETY:**

Each staff person in charge of a group of children will be responsible for their safety. The following guidelines are observed:

- No child will be left unsupervised or alone.
- Arrival and departure is monitored so that a staff person is aware of each child's presence at New Beginnings Preschool. A staff member will check in and out each child.
- Evacuation, shelter in place, and lockdown drills are held on a regular basis. Students are instructed by teachers on procedures to be followed. These drills are required by law.
- In the event of a fire, weather alert or medical emergency, the staff will follow the plans which state action to be taken and staff responsibilities.
- In the event of an accident or minor injury, a staff member will administer first aid.
- In the event of a building emergency, Elyria High School has been designated as an alternate site. The phone number is 284-8300.
- All school staff members are mandatory reporters. A staff member will notify Lorain County Children's Services when he/she suspects a child has been abused or neglected.
- Each preschool classroom has a first aid kit.
- Outside play will be supervised so that all children are visible to a staff member. Children will be supervised going to and coming from the outside playground area and the classrooms.
- A school nurse from the Elyria City School acts as a consultant to the school program and is available as needed.

### **DISCIPLINE POLICY**

A preschool staff member is in charge of a child or group of children and shall be responsible for their discipline. The safety and well being of our children is first and foremost. All staff are responsible to ensure that all children will be handled with respect and compassion. All preschool staff members shall receive a copy of the discipline policy for review.

The New Beginnings Preschool staff follows this disciplinary policy as well as the student discipline policy of Elyria City School District. (See Board Policy: Student Discipline JG) The Code of Pupil Conduct (Appendix A) is followed and disciplinary procedures regarding emergency removal, suspension and expulsion is followed according to board policy. IDEA procedural safeguards are followed with children that are identified for special education services. Disciplinary procedures are issued as appropriate for age and severity. Preschool staff is trained in appropriate disciplinary techniques.

### **DISCIPLINE PHILOSOPHY**

The philosophy of New Beginnings is based on the concept that our staff is here to help our students to become more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors which may include redirection, modeling the correct behavior, separation from problem situations, talking with the child about the situation, praise appropriate behavior, providing the child with an alternative way to behave, replacing that behavior, using their words to express their feelings appropriately, positive behavior supports, and/or re-enforcers. The daily schedule is organized to encourage children to play and work in productive ways, to help children evaluate their own creations, and to take pride in their achievements. If behaviors interfere with learning and productive activities, the teacher will inform parents and a plan will be developed to address behavior issues. (The School Counselor or Response to Intervention (RTI) Team may be called to assist with behavior plans.) Interfering behaviors may include excessive use of foul language, physical aggression towards staff or other children, or throwing objects. If one of these behaviors occurs the following may take place:

1. The teacher will send a note or incident report to the parent explaining the incident.
2. This information is shared with the principal.
3. The teacher will use language that is developmentally appropriate for his/her age and will suggest and practice more appropriate ways to handle the situation.
4. The teacher and/or principal will contact the parent by phone or written note.

## **DISCIPLINE PROCEDURES**

The parent of a student enrolled in the New Beginnings Preschool shall receive the written discipline policy in the student handbook. When a behavioral incident occurs the parent will be notified by phone or written letter.

Methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to pinching, punching, shaking, or biting.
- Discipline will not be delegated to another 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 can regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or similar cubicle.
- No child will be subjected to profane language, threats, and derogatory remarks about himself/herself, family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Discipline shall not include withholding food, rest, or toilet use.
- Techniques of discipline shall not humiliate or shame a child.
- Separation (time out), 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.
- Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **VISITORS**

The Elyria Board of Education encourages parents and other citizens of the district to visit classrooms and observe the works of the schools and to learn what the schools are doing. To ensure that no unauthorized persons enter buildings, all visitors to schools will report to the school office upon entering. At the office, the person will receive authorization before entering elsewhere in the building. A visitors tag must be worn while you are in the building and in many cases the person will be escorted by staff to the desired destination.

Unauthorized persons will not be permitted in school buildings or on school grounds. School principals are authorized to take appropriate action to prevent such persons from entering buildings or loitering on grounds.

## **VOLUNTEERS**

Parents/Guardians are welcome and encouraged to volunteer throughout the building and can sign up for various activities and tasks. Also, throughout the year, your child's teacher may ask for volunteers on various classroom projects.



## **HEALTH AND WELLNESS**

### **ILLNESS AT SCHOOL**

To maintain a healthy school environment for all children, we ask that you do not bring your child to school if he/she is ill. A child is considered to be sick when displaying one or more of the following symptoms:

- a. Diarrhea
- b. Severe coughing
- c. Difficult or rapid breathing
- d. Yellowish skin or eyes
- e. Conjunctivitis
- f. Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, in combination with other signs of illness
- g. Untreated infected skin patch(es)
- h. Unusually dark urine and/or grey or white stool
- i. Stiff neck
- j. Evidence of lice, scabies or other parasitic infestation

A child displaying any of the above symptoms at school will be isolated. The child, while isolated, shall be watched carefully for symptoms listed above as well as the following: unusual spots or rashes, sore throat or difficulty in swallowing, an elevated temperature or vomiting. New Beginnings Preschool follow the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected. A child isolated due to suspected communicable disease shall be cared for in the clinic in the office within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised. Children will be made comfortable and provided with a cot. We will continue to observe carefully for worsening conditions; and will discharge the student to parent, guardian or person designated by the parent or guardian as soon as practical.

Upon arrival to school each day, each student will be checked by a staff member who has been trained by a qualified instructor to recognize the common signs of communicable diseases or other illnesses. If the child shows any signs or symptoms, the child will not be able to remain at school. Emergency contacts will be called to pick up the child if parents do not arrive within a reasonable time period or if the staff is unable to contact the parents or guardians.

The Hamilton nurse will review the signs and symptoms of illness and proper safeguard and disinfecting procedures with all staff members. All linens and blankets used by an ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with appropriate germicidal agent. No staff member will attend Hamilton Elementary or the New Beginnings Preschool if they show signs of a communicable disease.

### **NOTIFICATION OF COMMUNICABLE DISEASE/ILLNESS**

The Ohio Department of Health--Communicable Disease Chart is posted in each classroom. Parents may refer to the chart for information and requirements on exclusion, symptoms, and incubation periods. Upon confirmation of a communicable disease or illness, staff will send written notification to parents/guardians of children enrolled in the New Beginnings Preschool program. These notifications will be documented in the injury/illness log as well as posted outside of the preschool classrooms and in the school office for the duration of the communicable period.

### **THE "MILDLY ILL" CHILD**

The mildly ill child is one who is experiencing minor cold symptoms or who is not feeling well enough to participate in the classroom activities. If a child does not feel well enough to participate, he/she will be allowed to rest on his/her cot for a 15 minute interval. They will be in an area where they will be able to be observed by a staff member. If they do not feel well enough to participate after 15-20 minutes, the parent/guardian will be called and the child should be cared for at home.

### **RE-ADMITTANCE AFTER SHOWING SIGNS OF ILLNESS**

If any child has been discharged to a parent/guardian for illness or communicable disease, we may request a doctor's note, which will include the date of visit, the type of illness, the date the child may return to school and the doctor's signature. **PreK students must be symptom free for 24 hours before returning to school. If a PreK student is sent home by the school, the child may not return the next day.**

### **MEDICATION AT SCHOOL**

In most cases, medication can be given on a schedule at home. If your doctor says there is a need that it is given at school, please call and discuss the details with our school nurse. Medication WILL NOT be dispensed at school without a completed Medication Administration Request form from your child's doctor with the doctor's signature. Over the counter medication (i.e. tylenol, benadryl, etc), cough drops, chapstick, sunscreen and the like CANNOT be used or given to children without a doctor's written authorization.

### **INJURY AT SCHOOL**

Each student will receive an emergency card at orientation. It is extremely important that it be completed before you leave orientation. Be sure to include a phone number where someone can be reached in case of an emergency. **Also, remember to let us know if telephone numbers change during the course of the year. At least one emergency contact needs to have transportation to pick up your child in case of illness or injury.** Minor bumps or abrasions will be taken care of at school. Parents will be notified if something serious occurs.

Parent notification procedure for a child that is injured:

1. A preschool staff member will contact the parent to explain the incident and injury. A decision is made if the child needs to go home. (Staff will call the school nurse and/or 911 if necessary. The school nurse and principal can also call the parent if this is warranted).
2. The staff member observing the incident will complete an incident report – Appendix F. This document is signed by the observer and administrator as well as parent, if possible. The original is sent to the business office with copies provided to the parent and building file.
3. The incident is documented on a yearly log sheet kept in the office.

### **REPORTING ILLNESS and ABSENCES**

Parents should notify the program of student illness and absences by calling 440-284-8007. Additionally, students utilizing school transportation should notify the bus garage of absences by calling 440-284-8030.

### **EMERGENCY CARDS**

You will receive an emergency card that we keep on file. ***It is very important that this information on the card be kept current. If there is any change of address, phone number, doctors, or persons to be notified in case of emergency, please inform the school office immediately.*** Only persons listed on the emergency card can pick up your child from school without prior notice. **Please make sure at least one of your emergency contacts has transportation to pick up your child in case of illness or injury. Ill students may not remain at school.**



### **EARLY AND PERIODIC SCREENING**

All children enrolled in New Beginnings Preschool will be seen by our school nurse for height, weight, vision, and hearing screening. Pending those results, children may be referred for more comprehensive exams. For your information, Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program (Appendix C). It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

Information on early and periodic screening is made available to parents during orientation and screening appointments. Additional opportunities for health and wellness screenings are also sent home periodically throughout the school year. Appendix C contains handouts on the Healthchek program.

## **ADDITIONAL POLICIES AND PROCEDURES**

### **FIRE, EMERGENCY AND TORNADO DRILLS**

Throughout the school year, students are given safety instructions that include fire, tornado, and lockdown drills. Fire drills are held monthly during the school year; tornado drills are held monthly during tornado season; and lockdown drills are practiced several times throughout the year. Procedures are posted in each classroom and children are expected to remain quiet and orderly during drills. A log of drills is kept in the office.

In the event of an emergency, evacuation will take place if it is determined safer outside than inside the building and staff, students, and visitors can safely reach the evacuation location without danger. Program staff will check for injuries, take attendance, and wait for further instruction from Elyria City Schools administration. Family reunification will follow the Elyria City Schools protocol. Parents, or designated contact, will be notified and updated by Elyria City Schools. All parents, or designated contact, will need to provide photo identification and sign out their student.

### **SCHOOL CLOSINGS**

In the event of an emergency, which would require the closing of a school or possibly the closing of all schools, you will receive an automated phone call. That is one reason it is so important to keep your phone number current in our records. Also, school closing information is available on the district website at [www.elyriaschools.org](http://www.elyriaschools.org).



### LEGAL CUSTODY

Parents have an obligation to inform the school any time the custody of a child changes. The Ohio Revised Code, Section 3313.64, states that the parent who has custody of a child has the duty of informing the school of any limitations on rights of the non-custodial parent. School officials will need to see and copy court papers pertaining to a child's custody or change of custody. Only the custodial parent has the right to make educational decisions requested by the school; however, the non-custodial parent may request a copy of the child's report card, attendance records, or have the opportunity to have a teacher conference.

### TREATS AND CELEBRATIONS

All treats and celebrations must be pre-approved by the classroom teacher. Treats will be distributed at the student's lunchtime; therefore, it is best to send pre-packaged treats that are easy to pass out. Please be advised, we have many students with allergies, so be sure to discuss and approve treats with the classroom teacher first. NO balloons or large decorations will be permitted in the building.

### FIELD TRIPS

Field trips may include walking in the immediate school area. Bus transportation will be provided to locations farther away. In addition, classroom visitors and outside resource people will provide further experiences for the children. Teachers will notify parents before any trips are taken and permission slips for student participation must be filled out and returned prior to the trip. On each field trip, teachers will carry individual emergency medical forms and a first aid kit. Adult chaperones will be invited by the school. Board policy is to maintain a **1:5 adult to student ratio** on preschool field trips. Chaperones **cannot** bring siblings to the event since their duties will be to supervise the students.

### SWIMMING

Children do not participate in any swimming programs or activities while attending New Beginnings Preschool.

### LACTATION ACCOMMODATION

A private area is available in the Hamilton School office for mothers that are breastfeeding or need to express breast milk. Please see the main office for assistance when needed.



**ELYRIA CITY SCHOOLS  
CODE OF PUPIL CONDUCT**

[Link to Elyria City Schools → Departments → Pupil Services → Student Conduct](#)

**ELYRIA CITY SCHOOLS  
SCHOOL CALENDAR**

[Link to Elyria City Schools → Departments → Human Resources → School Calendar](#)



Prevention,  
treatment, and  
support services  
for all babies, kids,  
and adults younger  
than age 21

# Healthchek

Early and Periodic Screening, Diagnostic, and Treatment services

- Well-child exams
- Vaccinations
- Lead testing
- Vision, dental, and hearing exams
- Developmental and mental health screenings
- Follow-up services
- Support services like transportation and referrals to other social services
- and more!



Call:

Your county Healthchek Coordinator

---

Ohio Medicaid Consumer Hotline  
**(800) 324-8680**



Go online:

[medicaid.ohio.gov/healthchek](https://medicaid.ohio.gov/healthchek)

**Ohio**

Department of  
Medicaid

Ohio Department of Medicaid  
HEALTHCHEK AND PREGNANCY RELATED SERVICES INFORMATION SHEET

**HEALTHCHEK- CHECK IT OUT!**

Did you know Ohio's Medicaid program includes **Healthchk** services for children up to 21 years of age? (These services are also called EPSDT sometimes.) **Healthchk** services help children stay healthy and reduce the chances of sickness by treating health problems early. All **Healthchk** services are free. You can get help and information by contacting your county Healthchk Coordinator, or your managed care plan, and by going to:

<https://medicaid.ohio.gov/wps/portal/gov/medicaid/families-and-individuals/citizen-programs-and-initiatives/healthchk1/healthchk>

**Screening Services**

Doctors want children to have well-child check-ups (exams or screenings) while they are growing up so that health problems can be found early. Check-ups covered by **Healthchk** include:

❖ Dental exams	❖ Developmental screenings	❖ Hearing exams
❖ Immunizations, if needed	❖ Mental health screenings	❖ Physical exams
❖ Vision exams	❖ Nutrition screenings	

Mothers should have prenatal exams and children should have exams at: birth, 3 to 5 days of age, and at 1, 2, 4, 6, 9, 12, 15, 18, 24, and 30 months of age. After that, children should have at least one exam per year. All children should have tests for lead poisoning.

**Treatment Services**

If the doctor finds a problem during a check-up, the doctor may provide the treatment, or may refer you to another doctor. **Healthchk** covers treatment services. Some services may need prior approval. If your child is not in a managed care plan and needs prior approval for a service, your doctor will need to request it from Ohio Medicaid. If your child is in a managed care plan, your doctor will request prior approval from the plan. If you disagree with the decision made by Ohio Medicaid or your child's managed care plan, you can ask for a hearing. Check with your Healthchk Coordinator for more information.

**Support Services**

The names, addresses and phone numbers of Healthchk Coordinators for all counties can be found at <https://medicaid.ohio.gov/static/Families%2C+Individuals/Programs/countycoordinators.pdf> or by calling your County Department of Job and Family Services. If you need to find a doctor, dentist or other health care provider, your county Healthchk Coordinator can give you a list. Your Healthchk Coordinator can also help you make doctor's appointments and help you get transportation to the doctor. If your child is in a managed care plan, the plan can also help make doctor's appointments and may provide transportation to the doctor. The plan can also give you a list of doctors in their plan. You can go to the plan's website for more information.

You can ask your Healthchk Coordinator to make referrals for you to Head Start, the Women, Infants, and Children (WIC) program, Help Me Grow, and the Bureau for Children with Medical Handicaps. Your Healthchk Coordinator can give you names of other agencies that can help you get clothing, housing, food, and other services. You may also submit questions using an online form found at <https://www.odifs.state.oh.us/healthchk/index.asp>

## Appendix C

Departamento de Medicaid de Ohio

## HOJA INFORMATIVA DE SERVICIOS RELACIONADOS CON EL PROGRAMA HEALTHCHECK Y EL EMBARAZO

### HEALTHCHECK- ¡ÉCHELE UN VISTAZO!

¿Sabía usted que el programa Medicaid de Ohio incluye los servicios **Healthcheck** para niños de hasta 21 años? (A estos servicios también se los conoce en ocasiones como servicios de detección periódica temprana, diagnóstico y tratamiento (Early Periodic Screening, Diagnosis and Treatment, EPSDT)). Los servicios **Healthcheck** ayudan a los niños a mantenerse sanos y reducen las probabilidades de enfermarse al tratar los problemas de salud de forma temprana. Todos los servicios **Healthcheck** son gratuitos. Puede recibir ayuda e información si se comunica con el Coordinador de Healthcheck de su condado o su plan de atención médica administrada y si visita:

<http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthcheck.aspx>

#### Servicios de monitoreo

Los doctores quieren que los niños reciban controles de niño sano (exámenes o monitoreos) mientras crecen para poder detectar problemas de salud de forma temprana. Los controles que cubre **Healthcheck** incluyen:

❖ Exámenes odontológicos	❖ Evaluaciones de desarrollo	❖ Exámenes auditivos
❖ Vacunas, si fuesen necesarias	❖ Evaluaciones de salud mental	❖ Exámenes físicos
❖ Exámenes de visión	❖ Evaluaciones nutricionales	

A las madres se les deben realizar exámenes prenatales y a los niños se les deben realizar exámenes: al nacer, entre los 3 y 5 días de nacidos y a los 1, 2, 4, 6, 9, 12, 15, 18, 24 y 30 meses. A partir de entonces, a los niños se les deberá realizar al menos un examen por año. A todos los niños se les deberá hacer una prueba de intoxicación con plomo.

#### Servicios de tratamiento

Si el doctor encuentra un problema durante el control, el doctor podría validar el tratamiento o derivarle a otro doctor. **Healthcheck** cubre los servicios de tratamiento. Algunos servicios podrían requerir aprobación previa. Si su hijo/a no tiene un plan de atención administrada y necesita aprobación para un servicio, será necesario que su doctor se lo solicite a Medicaid de Ohio. Si su hijo/a tiene un plan de atención médica administrada, su doctor solicitará la aprobación previa del plan. Si no está de acuerdo con la decisión que Medicaid de Ohio o que el plan de atención médica administrada de su hijo/a haya tomado, puede solicitar una audiencia. Revise con su Coordinador de Healthcheck para obtener más información.

#### Servicios de apoyo

Los nombres, direcciones y números telefónicos de los Coordinadores de Healthcheck para todos los condados se pueden consultar en <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf> o llamando al Departamento de Servicios Laborales y Familiares (Department of Job and Family Services) de su condado. Si necesita encontrar a un doctor, dentista u otro proveedor de atención médica, el Coordinador de Healthcheck de su condado puede proporcionarle una lista. Su Coordinador de Healthcheck también puede ayudarle a hacer citas con el doctor y a obtener transporte hacia el doctor. Si su hijo/a tiene un plan de atención administrada, el plan también puede ayudar a programar las citas con el doctor y puede proporcionarle el transporte hacia el doctor. El plan también puede brindarle un listado de los doctores que figuran en su plan. Puede visitar la página web del plan para obtener más información.

Puede pedirle a su Coordinador de Healthcheck que le derive a Head Start, al Programa para mujeres, bebés y niños (Women, Infants, and Children, WIC), Help Me Grow y a la Oficina de Niños con Discapacidades Médicas (Bureau for Children with Medical Handicaps). Su Coordinador de Healthcheck puede darle los nombres de otras agencias que pueden ayudarle a obtener vestimenta, vivienda, alimentos u otros servicios. También puede enviar sus dudas usando un formulario en línea que se encuentra disponible en <https://www.odifs.state.oh.us/healthcheck/index.asp>.

## Appendix D

**Child Care Meal Pattern**

<b>Breakfast</b>			
Select All Three Components for a Reimbursable Meal			
<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12<sup>1</sup></i>
<b>1 milk<sup>2</sup></b> fluid milk	1/2 cup	3/4 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>3</sup> fruit and/or vegetable	1/4 cup	1/2 cup	1/2 cup
<b>1 grains/bread<sup>4</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

<sup>2</sup> Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 years and older and adults.

<sup>3</sup> Fruit or vegetable juice must be full-strength.

<sup>4</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

**Child Care Meal Pattern**

<b>Snack</b>			
Select Two of the Four Components for a Reimbursable Snack			
<i>Food Components</i>	<i>Ages 1-2</i>	<i>Ages 3-5</i>	<i>Ages 6-12<sup>1</sup></i>
<b>1 milk<sup>2</sup></b> fluid milk	1/2 cup	1/2 cup	1 cup
<b>1 fruit/vegetable</b> juice, <sup>3</sup> fruit and/or vegetable	1/2 cup	1/2 cup	3/4 cup
<b>1 grains/bread<sup>4</sup></b> bread or cornbread or biscuit or roll or muffin or cold dry cereal or hot cooked cereal or pasta or noodles or grains	1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/4 cup	1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/4 cup	1 slice 1 serving 3/4 cup 1/2 cup 1/2 cup
<b>1 meat/meat alternate</b> meat or poultry or fish <sup>5</sup> or alternate protein product or cheese or egg <sup>6</sup> or cooked dry beans or peas or peanut or other nut or seed butters or nuts and/or seeds or yogurt <sup>7</sup>	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1/2 oz. 1/2 oz. 1/2 oz. 1/2 1/8 cup 1 Tbsp. 1/2 oz. 2 oz.	1 oz. 1 oz. 1 oz. 1/2 1/4 cup 2 Tbsp. 1 oz. 4 oz.

<sup>1</sup> Children age 12 and older may be served larger portions based on their greater food needs. They may not be served less than the minimum quantities listed in this column.

<sup>2</sup> Milk served must be low-fat (1%) or non-fat (skim) for children ages 2 years and older and adults.

<sup>3</sup> Fruit or vegetable juice must be full-strength.

<sup>4</sup> Breads and grains must be made from whole-grain or enriched meal or flour. Cereal must be whole-grain or enriched or fortified.

<sup>5</sup> A serving consists of the edible portion of cooked lean meat or poultry or fish.

<sup>6</sup> One-half egg meets the required minimum amount (one ounce or less) of meat alternate.

<sup>7</sup> Yogurt may be plain or flavored, unsweetened or sweetened.

Appendix E

Ohio Department of Job and Family Services  
**INCIDENT/INJURY REPORT**  
**FOR CHILD CARE CENTERS/TYPE A HOMES/TYPE B PROVIDERS**

<input type="checkbox"/> Child Care Center <input type="checkbox"/> Type A Home <input type="checkbox"/> Type B Family Provider			
1. Name of child care facility/provider		2. License/Provider Number	
3. Street Address		4. City	5. Zip Code
6. County			
7. Is this a child who has a written medical/physical care plan on file as defined in the Ohio Administrative Code? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, explain in summary section)			
8. Full name of child (first name, last name)		9. Child's date of birth (MM/DD/YYYY)	10. <input type="checkbox"/> Female <input type="checkbox"/> Male
13. Name of person responsible for child at time of incident		11. Date of incident/injury/illness	12. Time of incident/injury/illness
14. Witness (es)			
At the time of the incident/injury/illness:		Were parents contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when?	
15. How many children were there in this child's group?		Who Provided First Aid?	Date:
16. How many child care staff members were supervising the group?			
17. How many hours is this child in your care per day? (check one) <input type="checkbox"/> Part-time (< four hours per day) <input type="checkbox"/> Full-time (> four hours per day)			
18. Age of child/group that child was assigned to at the time of the incident/injury/illness:			
<input type="checkbox"/> Young Infant (Less than 12 months)	<input type="checkbox"/> Infant (12 - 18 months)	<input type="checkbox"/> Toddler (18 mo - 3 years)	<input type="checkbox"/> Preschooler (3 - 5 years & not in school) (eligible for kindergarten and older)
<b>TYPE OF INJURY (check all that apply)</b> <input type="checkbox"/> Bit Tongue/Cheek/Lip (88) <input type="checkbox"/> Nosebleed (35) <input type="checkbox"/> Bite-Human (24) <input type="checkbox"/> Object Inserted into Body Part (63) <input type="checkbox"/> Bite/Sting-Animal or Insect (25) <input type="checkbox"/> Poisoning (34) <input type="checkbox"/> Blow to Head (86) <input type="checkbox"/> Puncture Wound (90) <input type="checkbox"/> Broken Bone (87) <input type="checkbox"/> Scrape/Scratch (19) <input type="checkbox"/> Burn/Scrub (20) <input type="checkbox"/> Something in Eye (26) <input type="checkbox"/> Burn (21) <input type="checkbox"/> Stubbed Finger/Toe (91) <input type="checkbox"/> Choking (33) <input type="checkbox"/> Sunburn (31) <input type="checkbox"/> Cut (22) <input type="checkbox"/> Swelling/Redness (92) <input type="checkbox"/> Difficulty Breathing (28) <input type="checkbox"/> Tooth (chipped, knocked out, loosened) (85) <input type="checkbox"/> N/A - Incident/Illness (94)		<b>BODY PART AFFECTED (check all that apply)</b> <input type="checkbox"/> Arm (71a) <input type="checkbox"/> Head (66a) <input type="checkbox"/> Back (88) <input type="checkbox"/> Knee (73b) <input type="checkbox"/> Chin (66d) <input type="checkbox"/> Leg (73a) <input type="checkbox"/> Ear (66e) <input type="checkbox"/> Lungs/Difficulty Breathing (E1) <input type="checkbox"/> Eye (66c) <input type="checkbox"/> Mouth/Teeth (67) <input type="checkbox"/> Face (66b) <input type="checkbox"/> Neck (70) <input type="checkbox"/> Fingers (71b) <input type="checkbox"/> Nose (68) <input type="checkbox"/> Foot (73d) <input type="checkbox"/> Shoulder/Collarbone (71d) <input type="checkbox"/> Front of Trunk/Stomach (72) <input type="checkbox"/> Throat (66g) <input type="checkbox"/> Genitals/Buttocks (69) <input type="checkbox"/> Toe (73c) <input type="checkbox"/> Hand (71c) <input type="checkbox"/> Whole body (E2)	
<b>TYPE OF ILLNESS (check all that apply)</b> <input type="checkbox"/> Allergic Reaction/Anemia (61) <input type="checkbox"/> Seizure (32) <input type="checkbox"/> Collapse/Faint (82) <input type="checkbox"/> Stomachache/Vomiting/Diarrhea (83) <input type="checkbox"/> Diaper Rash (87) <input type="checkbox"/> Other: Illness (specify in summary section) (84) <input type="checkbox"/> Fever (86) <input type="checkbox"/> N/A - Injury/Illness (85) <input type="checkbox"/> No Pulse/Breathing (36)		<b>WHERE DID INCIDENT/INJURY HAPPEN? (check all that apply)</b> <input type="checkbox"/> Bathroom (59) <input type="checkbox"/> Inside Play Area/Large Muscle Area (54) <input type="checkbox"/> Changing Table (79) <input type="checkbox"/> Kitchen/Eating Area (61) <input type="checkbox"/> Crib (72) <input type="checkbox"/> On Fieldtrip/Roadside trip (F4) <input type="checkbox"/> Classroom (57) <input type="checkbox"/> Outdoor Play Area (63) <input type="checkbox"/> Hall/Doorway (58) <input type="checkbox"/> Parking Area/Driveway (60) <input type="checkbox"/> High Chair (F1) <input type="checkbox"/> Pool (F5) <input type="checkbox"/> In Vehicle (F3) <input type="checkbox"/> Stairway (62)	
<b>TYPE OF INCIDENT (check all that apply)</b> <input type="checkbox"/> Another Adult Found Child (87) <input type="checkbox"/> Fall - walk/run/trip (27) <input type="checkbox"/> Baby Fed Wrong Bottle (95) <input type="checkbox"/> Fell to Surface (C3) <input type="checkbox"/> Blood or Bruise Found on Child (C1) <input type="checkbox"/> Fighting (26) <input type="checkbox"/> Child Ran Away (45) <input type="checkbox"/> Inappropriate Touching/Sexual Play (96) <input type="checkbox"/> Child Unattended (42) <input type="checkbox"/> Intruder (39) <input type="checkbox"/> Collision w/ Object (29) <input type="checkbox"/> Medication Error (C4) <input type="checkbox"/> Collision w/ Person (30) <input type="checkbox"/> Missing Child (41) <input type="checkbox"/> Corporal Punishment (44) <input type="checkbox"/> Vehicle Accident (95) <input type="checkbox"/> Death (37) <input type="checkbox"/> Weapon Found (86) <input type="checkbox"/> Diaper Rash (C5) <input type="checkbox"/> N/A Injury/Illness (C2)		<b>ACTION TAKEN (check all that apply)</b> <input type="checkbox"/> Bandage (50) <input type="checkbox"/> Ice (46) <input type="checkbox"/> Body Part Elevated (G1) <input type="checkbox"/> Pressure Applied (G2) <input type="checkbox"/> Contacted Children's Protective Services (G4) <input type="checkbox"/> Referred for Further Medical Care (G5) <input type="checkbox"/> Contacted Poison Control (51) <input type="checkbox"/> Rested on Cot (G3) <input type="checkbox"/> Emergency Services Called (53) <input type="checkbox"/> Returned to Normal Activity (46) <input type="checkbox"/> Emergency Services Transported Child (54) <input type="checkbox"/> Sent Home Early/Picked Up Early (52) <input type="checkbox"/> Hug/Pat (49) <input type="checkbox"/> Washed/Soap (47)	
<b>INCIDENT HAPPENED DURING?</b> <input type="checkbox"/> Arrival/Departure (75) <input type="checkbox"/> Meals/Snack (76) <input type="checkbox"/> Bus/Vehicle/During Transportation (83) <input type="checkbox"/> Naptime/Rest Period (76) <input type="checkbox"/> Classroom Activity (77) <input type="checkbox"/> Outdoor Play (81) <input type="checkbox"/> Diaper Change (D1) <input type="checkbox"/> Transition Between Activities (E2) <input type="checkbox"/> Indoor Play/Group Activities/Free Play (80)		Summary of Incident/Injury/Illness (Explain, attach additional paper if needed) (65)	
Facility Administrator/Provider (Optional)			
Date		Telephone Number	
Print First and Last Name of Person Completing Form			
Signature of Person Completing Form		Date	Person Receiving Form - Caregiver/Parent/Family Member (Optional - for record keeping purposes only)
			Date