

Policies and Guidelines for

Carroll Hills Preschool

Carroll County Board of Mental Retardation
And Developmental Disabilities

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

Revision
November 2008

PERSONNEL GUIDELINES FOR PRESCHOOL EMPLOYEES

Qualifications

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

In-service

Appropriate in-service records will be on file verifying that staff are adequately prepared and trained as required. For those preschool staff who do not hold a 2 year degree or higher in child development or early childhood education, evidence of 15 hours of in-service will be completed on an annual basis, up to 45 cumulative hours, in early childhood education, child abuse recognition and prevention, first aid, and management of communicable diseases. In-services will be recorded on forms to include hours, dates of completion, trainer qualifications, and topic.

For staff who hold a 2 year degree or higher in child development or early childhood education or have completed 45 hours of in-service training, evidence of 4 hours of in-service will be completed on an annual basis in child care, child development, early childhood education, or other child-care related subjects. Staff will keep current in their training on child abuse recognition and prevention, first aid, and management of communicable diseases.

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

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

CUMULATIVE RECORDS

The following records shall be compiled and kept on file for each preschool child enrolled in Carroll Hills Preschool. This material must be reviewed annually and kept current. Appropriate releases must be signed if the child transfers to another educational setting and every effort will be made to keep the educational transition as uninterrupted as possible. Records for students no longer enrolled in the preschool program will be kept indefinitely in an inactive file or until such time as the board modifies this policy. Records five years or older may be transferred onto some type of media other than paper, such as CD data disk, online retrieval, etc., and paper records destroyed.

These records include:

1. application for enrollment/continued enrollment
2. copy of birth certificate
3. copy of social security card
4. emergency medical form listing primary physician
5. and dentist
6. medication request form
7. medical and general information form
8. copy of immunization record
9. medical statement including height, weight, lead and hematocrit testing
10. dental health statement
11. vision and hearing screening results
12. permission forms: photographs/videos/school displays
 roster permission
 transportation
13. child release form
14. medical insurance form
15. professional referrals and follow-ups
16. resulting from screening result recommendations
17. developmental screening results from LEA
18. previous educational records including IEPs, ETRs, progress reports, support services documentation forms
19. individual attendance records

DEVELOPMENTALLY APPROPRIATE PROGRAM

FOCUS

Developmentally appropriate practices will be followed in accordance with the program philosophy and goals as well as the standards of the Ohio Department of Education. Materials and equipments will be selected and reviewed by the Director of Educational Services and the early childhood teachers and monitored and maintained by said staff.

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

SERVICES

Services shall be provided in the least restrictive environment (LRE). The LRE shall be individually determined and may be this setting or a service offered by this facility as determined is best to meet the needs of the child. The enrollment shall include age-eligible typically developing peers according to established ratios of the Office of Early Learning and Readiness.

Ongoing, systematic data shall be collected to measure the progress of individual goals and objectives. At a minimum, this data shall be shared in quarterly progress reports to the parents. The program is future-oriented to reflect transition toward the next environment and includes systems for linking with agencies and other service providers. The Director of Educational Services, and other appropriate staff, shall be available for all children and families of children enrolled in the preschool.

PARENT INVOLVEMENT

The program is family-centered and responsive to the needs, interests, and priorities of the family. They may determine the extent of their involvement from a range of options that is listed in the parent handbook and updated annually.

HEALTH AND SAFETY

PREVENTION

The services of this agency are prevention-oriented to insure the health and well-being of each child served. Emergency numbers and procedures are posted in each classroom in addition to the majority of staff being trained in the administration of first aid, CPR, child abuse recognition, and the management of communicable diseases.

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

ENVIRONMENT

The Carroll County Board of MR/DD shall maintain safe, sanitary, well-maintained facilities. Fire inspection, school environment inspections, and food licenses shall be

current and on file. Fire and tornado drills are conducted according to the rules governing public facilities and procedures are posted in each classroom.

HEALTH RECORDS

Staff and child health records are on file. Child records include a physician statement including immunization records, physician and dentist written instructions to administer medications when necessary, treatment of allergies when applicable, and a list of medications, food supplements, modified diets, or fluoride supplements being administered to the child. Any chronic medical problems are identified along with a complete medical history. Parent forms on file include names, addresses and telephone numbers of at least 4 persons to contact in an emergency.

FURNITURE/EQUIPMENT

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

SNACKS

Snacks meet RDA requirements as prescribed by the U.S Department of Agriculture. Menus follow dietary guidelines as outlined in the school food service manual issued by the Ohio Department of Education. Snacks consist of selections from two of the basic food groups and take into account special dietary considerations of food allergies, etc.

ADMISSION/PLACEMENT/WITHDRAWAL PROCEDURES, SUPPORT SERVICES

ADMISSIONS/PLACEMENT

1. All children must complete an application for enrollment. This may be done at any time. Each application is date and time stamped and children are placed in class on a first come basis.
2. Copy of birth certificate, social security card and immunization record must accompany initial application.
3. All children must go through a developmental screening conducted by their school district of residence.
4. For children who are suspected of having developmental delays, the school district must conduct a complete assessment.
5. If at least two delays are documented through this assessment; the children qualify for educational and possibly support services.
6. Information from the assessment is used to write an Individual Education Plan (I.E.P.) to meet the educational needs of the students within the preschool environment.

7. For children who are determined to be typically developing, a limited number of slots will be available.
8. Openings for both children with I.E.P.s and typically developing are limited as per Ohio Department of Education rules.
9. Each year, children who are currently enrolled in a Carroll Hills Preschool classroom receive an application for re-enrollment for the next school year. These are also date and time stamped.
10. It is our policy to place current Carroll Hills Preschool children that have a completed re-enrollment application on file for the next school year prior to placing new applicants.

WITHDRAWALS

If the need should arise to withdraw a child from the preschool program, parents should contact the Carroll Hills School and Preschool office to receive a Withdrawal Form. This brief form should be completed and turned back into the school office as soon as possible. School records cannot be forwarded to another school without the Withdrawal Form on file.

SUPPORT SERVICES

Support services are available for children with I.E.P.s. These may include:

1. Speech therapy
2. Occupational therapy
3. Physical therapy
4. Nursing services
5. Transportation services
6. Family Support Services
7. Service Support Administration Services

ATTENDANCE

STANDARDS

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

RECORDS

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

ABSENCES

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

DISCIPLINE

CLASSROOM CLIMATE

Preschool staff shall create a favorable climate for the children to help insure that the time spent in preschool will be relaxing, fun, and enriching for all. Discipline is a part of the climate and is the ongoing process of helping children to develop inner controls so that they may manage their own behavior in a socially approved manner.

INTERVENTIONS

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

MEDICAL AND DENTAL EMERGENCY PLANS

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

MANAGEMENT OF COMMUNICABLE DISEASE

FOCUS

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

STAFF

Staff shall be trained in the prevention, recognition, and management of communicable disease signs and symptoms of illness, proper hand washing and disinfecting procedures as established by the Ohio Department of Health.

ISOLATION OF ILLNESS

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

DISCHARGE/RE-ADMITTANCE

There is a procedure in place for discharge and re-admittance of an ill child and notification of parents when a child is ill or exposed to a communicable disease.

PROCEDURES FOR MANAGEMENT OF COMMUNICABLE DISEASE

I. Procedures for handling Infectious disease

A. ENROLLEE

1. Admission

- a. No individual identified as having a chronic infectious disease shall be excluded from any program for which he or she is otherwise eligible. Exception: HIV infected individuals will be admitted according to ODH guidelines.
- b. No one shall be admitted to a program without a physical examination current within 6 months.

2. On site

- a. Infection control procedures as outlined in "ODH—Hepatitis B Guidelines for Community Facilities for Individuals with Mental Retardation".

Although the document refers specifically to a disease, the infection control practices outlines are generic and provide an excellent quality of infection control. These procedures are adequate for control of Auto-Immune Deficiency Syndrome (HIV), Cytomegalovirus, Tuberculosis and various diarrhea infections such as histolytic a.

B. PERSONNEL

1. Hiring

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

2. On site

- a. Infection control procedures as outlined in “ODH—Hepatitis B Guidelines for Community Facilities for Individuals with Mental Retardation”.
- b. Past Exposure letter (Hepatitis B).

II. Preventative Measures

A. HEALTH EDUCATION

1. Enrollee

- a. Personal Hygiene
- b. Sexual Conduct (as appropriate)
- c. Hand washing
- d. Disease information (as appropriate)

2. Personnel

- a. In-service education
 - 1) Specific Communicable Disease Information
 - 2) Communicable Disease Control Technique
 - 3) Universal Precautions

B. IMMUNIZATION

1. Use Ohio Department of Health Guidelines
2. Immunization records should be turned in at time of initial application to program.
3. Dates of immunizations should be assessed by a health care professional to determine that the immunization status is age appropriate.

C. SCREENING

Current information from the Ohio Department of Health indicates that mass screening programs are not cost effective. Therefore, ODH does not recommend that any agency provides mass screening programs routinely. Screening programs may be instituted based on symptomatology in some situations and should be undertaken with medical advice and supervision.

D. MAINTENANCE OF RECORDS

1. Enrollee
 - a. immunization record—current for age
 - b. physical examination—required annually for preschoolers, every 3 years for school age students—recommended every 3 years for adult enrollees
 - c. T.B. skin test or X-Ray and Hepatitis B status per physician recommendation.
 - d. Physician's release to return to school or work after hospitalization, surgery or at the program nurse's discretion.
 - e. Waiver form or statement from physician or parent for immunization not received.
2. Personnel
 - a. current physical examination including Hepatitis B vaccine status
 - b. Physician's release to return to work after hospitalization, surgery or at the program nurse's discretion.
 - c. Notification of information regarding possible exposure to communicable diseases.
 - d. Post exposure to infectious diseases letter, when applicable.

ADMINISTRATION OF MEDICATION POLICY

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

1. For acetaminophen (Tylenol-type medication), a written request, signed by the Physician of the child, must be provided to the nurse which indicates that the medication can to be administered. **OTHER NON-PRESCRIPTION MEDICATIONS (I.E. COUGH SYRUP, COLD TABLETS, ETC.) MUST ALSO HAVE SIGNED PERMISSION FROM A PHYSICIAN. A Request for Authorized Personnel to Administer/Pass Medication form must be completed for all non-prescription and prescription medications anytime they are initiated or changed.** This is according to the Ohio Revised Code.
2. For prescription medications, including prescriptions for colds, sinuses, etc., a signed request from the parent/guardian and the physician prescribing the medication must be presented. This includes the completion of **Request for Authorized Personnel to Administer/Pass Medication form which is included in the enrollment packet with additional available from the school office when needed.**
3. A one week supply of the medication may be brought to the school by a parent/guardian or sent in the bus lock box. **ALWAYS GIVE ANY MEDICATION DIRECTLY TO SCHOOL OR BUS PERSONNEL. NEVER ALLOW CHILDREN TO TRANSPORT ANY MEDICATION.** Empty medication containers will be sent home with students on Fridays or the last day of school that week.
4. Medication must be in a container with a label indicating the child's name, name of

medication, dosage and the time to be taken. **The container must be one that was dispensed by the physician or a licensed pharmacist or other medical personnel having prescriptive authority.** Each medication must be in a separate labeled container.

5. The school nurse is responsible for monitoring the medications taken by the student and providing education, including specific instruction pertinent to the medications to all staff working with the student.
6. The school nurse, along with the Director of Educational Services, shall be responsible for supervising the storing and dispensing of any medications. In the absence of the school nurse, medications will be distributed by a trained Delegated Nurse.

TRANSPORTATION/FIELD TRIPS

TRANSPORTATION

The Carroll County Board of MR/DD shall provide transportation services in accordance with Section 5126-05 of the Ohio Revised Code. Details of the services are distributed annually to all parents/guardians/enrollees in the Transportation Handbook.

FIELD TRIPS

School activities shall be set up based upon the idea and philosophy that they are activities for education and development of the students both physically and mentally. These criteria shall be met before authorization is given for any school activity, including field trips.