



**Elyria Early Childhood Village**  
**Elyria City Schools**

**Program Handbook**  
**2022-2023**

42331 Griswold Rd  
Elyria, Ohio 44035  
Phone # (440) 284-8250  
Fax # (440) 284-8162  
[www.elyriaschools.org](http://www.elyriaschools.org)

Jackie Plantner, Principal  
Myia Bruening, Building Secretary  
Gissele Lugo, Building Secretary  
Jennifer Packman, School Nurse

Revised 8/17/22

## ELYRIA EARLY CHILDHOOD VILLAGE CONTACT INFORMATION

### Elyria Early Childhood Village

**Address:** 42331 Griswold Road Elyria, Ohio 44035 \*\*\*NEW ADDRESS

**Phone:** 440-284-8250 **Fax:** 440-284-8162

**Principal:** Jackie Plantner 440-284-8250

**Secretary:** Gissele Lugo 440-284-8250

**Secretary:** Myia Bruening 440-284-8394

**Nurse:** Jennifer Packman 440-284-8250

**Bus Garage:** First Student 440-284-8030

### School Psychologists:

Sarah Eby 440-284-1050 (child's last name A-L)

Judy Giannuzzi 440-284-1033 (child's last name M-Z)

### Related Services:

*Occupational Therapists:* Katie MacDonald-Preschool

Laura Sweeney-Preschool

*Physical Therapist:* Becky Farmer-Preschool

*Adapted Physical Education:* Greg Burgund-District Wide

*Speech & Language Pathologists:* Jennifer Clayborn-Preschool

Michele Krueger-Preschool

### Center-Based Preschool Teachers and Staff (4-Day Classes):

- Blue Room- Andy Menner (teacher); Teri Murphy (paraprofessional)
- Yellow Room- Jeana Wenrick (teacher); Janice Tessaro (paraprofessional)
- Orange Room- Kristie Grisez (teacher); Darla Revette (paraprofessional)
- Gray Room- Kate Petiya (teacher); Jessica Lurry (paraprofessional)
- Pink Room- Kaitlyn Verlotti (teacher); Audrey Bauer (paraprofessional)
- Aqua Room- Cori Adams (teacher); Leila Brown (paraprofessional)
- Support Paraprofessionals- Debra Gregory, Lisa Brown, Sierra Williams

### Early Childhood Education Teachers and Staff (5-Day Classes):

- Lilac Room- Kim LaVecchia (teacher); Kim Simons (paraprofessional)
- Green Room- Karla Moore (teacher); Samantha Droddy (paraprofessional)
- Gold Room- Sara Shade (teacher); Lindsey Whitacre (paraprofessional)
- Coral Room- Dawn Westerfeld (teacher); Peggy Schaffer (paraprofessional)
- Silver Room- Madilyn Riley (teacher); Desiree Boddy (paraprofessional)
- Purple Room-Tara Shaw (teacher); Maria Moriarty (paraprofessional)
- Support Paraprofessionals- Debra Gregory, Lisa Brown, Sierra Williams

### Itinerant Preschool Teachers:

- Mollie House
- Erica Steele
- Tiffany Spinks

## **Elyria Schools Belief Statements**

### **We believe**

Excellence is achieved through a detailed vision, commitment and moral leadership.

### **We believe**

All Pioneers should have a voice in decisions that affect them.

### **We believe**

Learners thrive when school is engaging and personally meaningful.

### **At Elyria Early Childhood Village:**

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

## **ELYRIA EARLY CHILDHOOD VILLAGE (EECV) GENERAL INFORMATION**

### **PRESCHOOL**

The Elyria Early Childhood Village serves preschool children from the entire district. Our integrated preschool program serves children ages 3-5 years old with and without special needs from the Elyria City Schools District in Lorain County. Our program consists of 4-day per week (Monday through Thursday) and 5-day per week classroom models. Our program consists of half-day morning and afternoon sessions. Morning sessions are from 9:10 am to 11:40 am and afternoon sessions are from 12:40 pm to 3:10 pm. Students attending our half-day sessions are offered a nutritious snack that meets Preschool Licensing Requirements. Preschool itinerant teachers serve students in their homes and other preschool/child care settings within 1 mile beyond Elyria City School District boundaries. Related services such as speech therapy, occupational therapy, physical therapy, and adaptive physical education are provided to students as determined by a student's Individual Education Program if applicable.

The Elyria Early Childhood Village Preschool is licensed by the Ohio Department of Education. Two sets of rules are followed in the administration of the program which includes: The rules for Preschool Programs, Chapter 3301-37, and the rules for the Education of Students with Special Needs, Chapter 3301-51. The school's license is posted inside the office. If you have any concerns regarding the program following licensing regulations, please call the Ohio Department of Education at (877) 644-6338.

### **PRESCHOOL ENROLLMENT, ELIGIBILITY FOR SERVICE, AND COSTS**

All Preschool children must register with Elyria City Schools District in order to attend. Preschool children must register for the program at EECV or Elyria City Schools Central Registration Department located at the Elyria City Schools Administration Center. Parents must provide a legal birth certificate, 2 proofs of residency, custody documentation if applicable and an immunization record at the time of enrollment. Preschool age students must also have a completed Child Medical Statement on file within 30 days of the first day of school that is signed and dated by a physician, physician's assistant, advanced practice registered nurse or certified nurse practitioner. A copy of this form can be obtained in the school's main office.

Children who meet the eligibility requirements as determined by the Rules for the Education of Preschool Children with Disabilities will receive special education services at no cost to the parents. The school district is responsible for determining a child's special education services with the parent. Our preschool special education programming is offered Monday through Thursday, with center based programming of 10 hours per week or through itinerant intervention services.

Preschool children who do not meet eligibility requirements as a student with a disability may be required to pay tuition for preschool services. Parents who wish to enroll their children will be accepted on a first come, first served basis and may be charged a registration fee and monthly tuition rate.

EECV offers a 4-day per week special education integrated preschool program which requires peer model students to pay a monthly tuition. This program is offered Monday through Thursday, 10 hours per week.

EECV also offers a 5-day per week general education preschool program. Tuition for the 5-day program is based on eligibility for the Ohio Department of Education Early Childhood Education grant program and takes into account student age, residency, and family household income. Students who are eligible for the Ohio Department of Education Early Childhood Education (ECE) Grant Program must be 4 years old by 9/30/22 and must meet household income requirements. The Early Childhood Education program is offered 12.5 hours per week to total 455 hours for the school year in a Monday through Friday format. Students

eligible for the ECE Grant will attend tuition free. Students who wish to attend the 5-day per week program but do not qualify for the ECE Grant will be required to pay a monthly tuition rate. To see if your child qualifies for the grant, please stop by the office for eligibility information and for an application.

Tuition is not adjusted for the days a student does not attend (i.e. if the child is sick, is taking vacation, or doctor's appointment, etc.). Tuition is paid in advance, monthly by check or money order (made out to Elyria City Schools). Families may also pay online. No cash will be accepted. Any check returned by the bank will be subject to a \$15.00 fee. If tuition is not paid when it is due and a payment plan has not been arranged with the EECV office your student may be asked not to return to Preschool until payment is made.

If for any reason you need to withdraw your student from the program, a withdrawal form must be completed at the EECV office.

Although we understand that emergencies arise, late pick-up of your child is not allowable. If you have an emergency, please call our office to let us know when you will be here and/or who will be picking your child up. As a courtesy, we will send a reminder after the first late pick-up. A fee for subsequent late pick-up will be assessed to your tuition at the rate of \$5.00 for every 15 minutes that you are late. Late pick-up begins 5 minutes after your scheduled pick-up window.

## **CURRICULUM**

### Preschool Curriculum and Assessment:

To ensure that each child meets their full potential, all preschool programs follow Ohio's Early Learning and Development Standards. We focus on developmentally appropriate activities which encourage kindergarten readiness skills as well as fine and gross motor, social-emotional skills, language skills and self-help skills which are incorporated into the daily schedule.

Teachers assess students in a variety of ways, which include the following:

- Ages and Stages Screening Tool, 3<sup>rd</sup> Edition – The ASQ3 is an individually administered developmental screening tool designed to identify young children in need of intervention and/or further assessment. Children are assessed with the ASQ3 upon entrance into our program and annually thereafter.
- Ohio's Early Learning Assessment – The purpose of this assessment is to monitor children's learning over time and to ensure that all children are on the path for Kindergarten. This assessment includes teacher observation of everyday activities. The assessment is completed at least twice a year in the Fall and the Spring.

Results of these and any other assessments will be shared with the family either through information sent home or at Parent-Teacher Conferences.

## **EECV GENERAL BUILDING POLICIES**

### **ATTENDANCE**

School attendance is important. The general principle of attendance is that every child attends school every day that school is in session unless the student is ill or has other legitimate reasons for being absent.

If a student is absent for 10 consecutive school days or more with no contact from the family to the Elyria Early Childhood Village office the student will be withdrawn from the school district and their program spot will not be held. A letter will be mailed home stating that the student has been withdrawn effective their last date of attendance.

The following steps are necessary when a student is absent from school in accordance with the Missing Children's Act:

1. The parent/guardian is asked to call the school office prior to 9:30 AM to report the absence of a child. The office answering machine accepts calls anytime during the evening or nighttime hours. If the illness is to be extended, please indicate this in your message. Our phone number here at EECV is (440) 284-8250.
2. If a call is not received, our automated system or a school office person will call a parent or guardian at home or at work to confirm that the parent/guardian is aware of the child's absence.

Students shall not arrive prior to the posted arrival time. Please do not drop your child off early. There is no supervision before the designated time.

### **LATE ARRIVAL AND EARLY DISMISSAL**

A student who arrives after their school start time is considered tardy. A parent or authorized adult must bring the child to the EECV office. The parent will sign the sign in sheet with the child's name, reason, and time. Parents are not permitted to take their children to classrooms. Parents please be advised that missing the bus, oversleeping and running late are not excused. Your child will be marked tardy-unexcused.

Request for early dismissal of a student must be in writing to your child's classroom teacher. Please include the child's name and date, teacher's name, bus number, time to be dismissed, and reason in the written note. To keep disruptions to instruction to a minimum and to maintain the highest level of security for students, parents are not permitted to go to the classrooms. Parents or authorized adults will have to enter through the Early Childhood Village Front Door and proceed directly to the EECV office to sign the sign out sheet which notes the child's name, time, and parent's signature. We will then call your child to the office for you. All staff have been instructed to dismiss students directly to the office and only when notified by the office.

### **CAR RIDER AND BUS RIDER PROCEDURES**

All students should enter the building walking and using quiet voices through the designated doors for car riders and bus rider door for bus riders. These doors are only open during this time for student entry. Staff will be assigned to greet the entering students. Preschool students will be taken from the bus or car rider door and directly escorted to the appropriate classroom. Students must be walked to the door of EECV for drop off. We make hand-to-hand contact with the person picking up or dropping off each student.

### Bus Riders:

Any changes in bus transportation need to be requested in writing on a TRANSPORTATION FORM. These forms are available in the school office. Parents need to fill in the form and return it to the school office. The office will fax the change to First Student. Changes usually take 3-4 days to take place. **First Student Transportation (440) 284-8030**

### Car Riders:

When bringing your child to school, please use the Adelbert St. parking lot. Parents will enter the Westwood Campus off of Adelbert St. and then park and walk their child to the designated entry/exit door. The area in front of the school building is for school buses. Please do not park in the area designated for busses. Our objective is student safety and to allow the buses to enter and leave the school area in a timely manner. All vehicles should be driven slowly and cautiously when on or near school grounds.

Students riding home in car transportation will be dismissed at the end of their scheduled class time. If you are picking your child up, he/she will be waiting for you the door designated for his/her class. Parents or authorized adults will need to park in the Adelbert St. parking lot and walk on the sidewalk to the EECV dismissal doors. Children will only be released to their parents or to a person designated by the parent (childcare, grandparent, neighbor, etc.) as listed on the emergency card. Photo identification will be requested for designated persons unknown to staff members. We will dismiss your child to you. Parents, siblings, grandparents, friends are not permitted to wait inside the building or go to the classroom areas. Staff is assigned to dismissal duty and responsible for student safety. No supervision can be provided after dismissal.

### Pick Up of a Student by a Non-Parent:

Security must always be our first concern. Students will only be released to custodial parents or those listed on the emergency card by the parent (baby-sitter, grandparents, neighbor, etc.) For all others, verification is limited to a note signed by a parent or a completed telephone contact from the school to the custodial parent. A photo identification will be requested for designated persons unknown to staff members.

### Change in the Usual Dismissal of a Student:

No change in the usual dismissal procedure of a student will be permitted unless a verified signed note from the parent is presented to the office staff. For example, a bus student may not be a car rider unless a signed note from a parent is sent to school with the child and given to the classroom teacher. This note must include the child's name, and describe the change and date. Classroom teachers will send the note to the office with the daily attendance report. **In case of an EMERGENCY, phone call changes will be accepted but only if the call comes in 30 minutes before the end of the school session.**

## **SCHOOL ILLNESS/INJURY**

At the beginning of each school year, parents are required to fill out emergency information forms. It is imperative that this information be correct and should be updated if personal information changes. In the event of a school emergency we will call you at home or work and you will be asked to come and pick up your child. If staff is unable to reach a parent, persons listed on the emergency forms will be notified. **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 cannot remain at school.

When an accident or injury occurs, the person who observes the accident will complete an incident form. One copy is kept on file at the school office and one copy will be sent home. If an incident form cannot be sent home, the teacher will report the incident to the parent through a note or a phone call if necessary.

We must have on file an emergency transportation authorization signature for each child. This is designated in our online registration system. In the event that child needs emergency transportation, 911 will be called. Parents/Guardians are responsible for costs of transportation when deemed necessary by The Elyria Schools staff for the safety and health of the student.

**The following precautions shall be taken for children suspected of having a communicable disease:**

The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

A child with any of the following signs or symptoms of illness **shall be immediately isolated and discharged to his parent or guardian:**

- (a) Diarrhea (more than one abnormally loose stool within a 24-hour period);
- (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
- (c) Difficult or rapid breathing;
- (d) Yellowish skin or eyes;
- (e) Conjunctivitis;
- (f) Temperature of 100 degrees Fahrenheit, taken by the auxiliary method, when 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; or
- (j) Evidence of lice, scabies or other parasitic infestation.

A child with any of the following signs or symptoms of illness **shall be immediately isolated from other children.** Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the principal or school nurse.

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

Children who are discharged due to a fever must be fever free without medication for 24 hours before returning to school.

Children who are discharged due to vomiting must have not vomited for 24 hours prior to returning to school.

Children who are exhibiting mildly ill symptoms that may include but are not limited to: coughing, sneezing, runny nose, or appear to be overly tired or lethargic will be monitored of these symptoms. If these symptoms worsen or seem to interfere with the child's ability to participate in typical school activities the child will be isolated and the child's parent or guardian will be called. Children may be discharged to their parent or guardian depending on the severity and frequency of the symptoms.

EECV follows the Ohio Department of Health Child Day Care Communicable Disease Chart for appropriate management of suspected illnesses.

A child isolated due to suspected communicable disease shall be cared for in the clinic or 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. The school 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 the ill



child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent. We will continue to observe carefully for worsening condition; and will discharge the student to a parent, guardian or person designated by the parent or guardian as soon as practical.

No staff member will report to ECCV if they show any signs of a communicable disease.

If any child has been discharged to a parent/guardian for a communicable disease, we may request a doctor's note, which should include the date of visit to the doctor, the type of illness, the date child may return to school and the doctor's signature.

## **HEALTH SCREENINGS**

Health screening benefits the overall health of your child. It is through checkups and tests that potential health problems can be identified. Your child may either be provided health screenings or be referred for health screenings by the staff at EECV. Below are common health screenings and their importance.

### Lead:

Lead can harm your child, slowing physical and mental growth and damaging many parts of the body. The most common way children get lead poisoning is by being around old house paint that is chipped or peeling. Some authorities recommend lead tests at 1 and 2 years of age.

### Vision and Hearing:

Your child may be screened in vision and hearing by EECV staff if the student is available. If at any age your child has any of the vision or hearing warning signs listed below be sure to talk with your health care provider. Difficulty with vision and hearing can impact children's growth and development.

#### Vision Warning Signs

- Eyes turning inward or outward
- Squinting
- Headaches
- Blurred or double vision

#### Hearing Warning Signs

- Poor response to noise or voice
- Slow language or speech development
- Abnormal sounding speech

### Hemoglobin:

The Ohio Department of Education also requests a screening for anemia (blood test). Anemia is having less than the normal number of red blood cells or less hemoglobin than normal in the blood.

### Height and Weight:

Your child may be measured for height and weight to determine growth throughout the school year. Height and weight is typically noted on yearly physical forms.

### Dental:

The sooner children begin getting regular dental checkups, the healthier their mouths will stay throughout their lives. Early checkups help prevent cavities and tooth decay, which can lead to pain, trouble concentrating and other medical issues. Children with healthy teeth chew food easily, learn to speak clearly and smile with confidence. EECV encourages all families to have their preschooler receive regular dental

checkups. A form is available in the school office for the dentist to complete and have returned to the nurse to show that a dental checkup has been completed.

Height, weight, vision, and hearing screenings may be attempted by school health professionals. Parents will receive results of the screenings if the child is screened and there are any concerns. Parents are encouraged and responsible for having their child receive a dental check up, vision screening, hearing screening, lead screening, and hemoglobin screening. No students will be excluded from the program based on not completing these screenings, however, having your child screened is extremely beneficial in early detection of concerns.

For a list of health care providers who can complete these screening please see the school nurse.

#### Medicaid Health Check Services:

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. 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.

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

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.

## **HOME / SCHOOL COMMUNICATION**

Because each child is a unique individual with special talents, interests, and needs, understanding and meeting those needs is important. To accomplish this, it is vital for parents and teachers to have ongoing communication. Parents are a child's first and primary teacher and are one of the preschool team's most valuable resources. We would appreciate knowing if there is anything special or unusual affecting your child. Often a child needs support and understanding during those times and making us aware of a situation helps us accommodate special circumstances.

EECV encourages the participation of parents in all of our programs. Participation opportunities include but are not limited to: formal and informal parent/teacher conferences, screening/orientation, open house, volunteering for classroom and building activities, and other volunteer tasks.

#### Parent Conferences:

Parent/teacher conferences are always welcomed. Conference days are established in Fall and Spring. Please see the school calendar or watch the school newsletter for additional information. At other times, parents must call ahead for an appointment to be sure the teacher will be available. Teachers will not be called out of class to receive phone calls or meet in person. The office will be able to take phone messages

for the teacher, which the teacher can receive at a time not interrupting class instruction.

Parents also wishing to meet with the principal must call in advance to schedule an appointment. Due to the nature of the principal's schedule, the principal is not always available in the office. All phone calls will be returned at the first available time.

## OTHER SCHOOL GUIDELINES

### Dress Code:

Please dress your child for active play/work. Children feel more comfortable if they are wearing play clothes. Please remember that accidents happen and it is best if clothing is washable. **Parents should also send an extra change of clothes including underwear and socks to remain at school in case of an accident.** Please label the change in clothing and all articles of clothing with your child's name. When no change is available, parents will be called and expected to bring your child a change of clothing and help them properly clean and change themselves.

Tennis shoes are best for movement activities and climbing. We spend time outside when the temperature (considering wind chill) is above 25 degrees Fahrenheit and it is not raining or otherwise threatening. Please dress your child for both play indoors and outdoors including sweaters, jackets, mittens, coats, boots, hats, etc. and label all items clearly. Remember if boots are worn, a pair of shoes should be brought to school and worn to avoid wet and over-heated feet. No flip flops please.

Our school only provides supervision on the playground when an individual class is using the equipment. Parents and the public are free to use the playground before and after school.

### Treats and Celebrations:

All treats and celebrations must be pre-approved by the classroom teacher. Treats will be passed out at the student's snack time ONLY. Treats and birthday celebrations will not be held during academic time. Only **pre-packaged treats that are labeled with ingredients** and can be easily passed out at a snack table will be allowed. Please be advised that we have many allergies. No balloons and/or large decorations will be allowed in the building.

### Snack:

A nutritional snack will be provided for the all Preschool Students. Good nutrition is promoted. Please let your child's teacher know of any food allergies your child may have. A menu is available each month.

### Personal Toys:

**Except** for days chosen by the teacher, we find it best if your child's personal toys are left home. If a personal item is brought to the program, we cannot be held responsible for loss or damage.

### 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 as appropriate. Chaperones cannot bring siblings to events since their duties will be to supervise the students.

### Pictures:

Individual and class pictures will be taken in the Fall and Spring and sold on a prepaid basis. Parents will be notified well in advance so that they may dress their child accordingly.

### Village Volunteer Parent Club:

The **Parent Club** does not elect officers because of our unique situation with Preschool only. We function as an interested parent/guardian group that supports the students and teachers through our Student Activities Account. Funds raised are donated to the EECV Student Activities Account and recognized on Board Agendas. Mrs. Plantner, Principal, and Teacher Representatives work with the interested parents to organize the group activities. The membership fee is only \$2.00 per family.

## **STUDENT BEHAVIOR**

The student behavior philosophy of our program at EECV 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 for appropriate behavior, providing the child with an alternative way to behave, replacing that behavior, using their words to express their feelings appropriately, positive behavioral 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. Interfering behaviors may include excessive use of foul language, physical aggression to staff or other children, or throwing classroom furniture. If one of these behaviors occurs the following will take place:

- The teacher will send a note/or incident report to the parent explaining the incident. This information is shared with the principal.
- The teacher will discuss the behavior with the child using language that is developmentally appropriate for his/her age and will suggest and practice more appropriate ways to handle the situation. The teacher and/or the principal will contact the parent by phone to discuss the incident and strategies to make the child successful.

### Preschool Student Behavior Management:

A preschool staff member is in charge of a child or a group of children and shall be responsible for their behavior management. The safety and well-being of our children is first and foremost. All staff will ensure that all children will be handled with respect and compassion.

All preschool staff members are trained in appropriate behavior management techniques for this age group. Continual training and retraining will occur for all staff in the appropriate areas. The Elyria City Schools in conjunction with the State of Ohio follow the principles of Positive Behavior Interventions & Supports. The EECV preschool staff follows the discipline policy for Elyria City School District. The Code of Pupil Conduct is followed and disciplinary procedures regarding emergency removal, suspension and expulsion are 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.

### Procedures:

EECV methods of behavior management 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, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.

- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.
- No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as behavior management, 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.
- EECV shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

### **BUILDING SAFETY AND SECURITY**

For the safety and security of our students, all doors will be locked. We can exit from the inside. Parents and visitors must enter the building through the Elyria Early Childhood Village Front Door, located off the Griswold Road parking lot. Everyone must go directly to the EECV office to sign in with the secretary.

#### Safety:

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

- a.) No preschool age child will be left unsupervised or alone.
- b.) Arrival and departure is monitored so that a staff person is aware of each child's presence at the EECV. A staff member will check that the sign in and out sheets are signed.
- c.) Fire, Tornado, and Safety lock-down drills are held on a regular basis. Students are instructed by the teachers on procedures to be followed. These drills are required by law.
- d.) In the event of fire, weather alert or medical emergency, the staff will follow the plans, which state action to be taken and staff responsibilities. These are posted near each classroom door along with diagrams showing evacuation routes. Rules for action by children will be explained and practiced regularly.
- e.) In the event of an accident or minor emergency, a staff person will administer first aid and contact a parent/guardian.
- f.) In the event of a building emergency Westwood Elementary located at 42350 Adelbert St. has been designated as an alternative site. The phone number is 440-284-8002.
- g.) A staff member will notify the Lorain County Children Services when the staff member suspects that a child has been abused or neglected.
- h.) Outside play area 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 classroom.
- i.) A registered nurse from The Elyria City School acts as a consultant to the school program and is available as needed.

#### Fire Drills, Tornado Drills, and Lockdown Drills:

Drills are held on a regular basis. Students are instructed by the teachers on procedures to be followed. These drills are required by law. Procedures are posted in each classroom and children are expected to remain quiet and orderly during drills.

## GENERAL ECS DISTRICT POLICIES

### 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 the rights of the non-custodial parent. School officials will need to see and copy court orders 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 or request the opportunity to have a teacher conference.

### Medication:

If at all possible, parents should administer medications to their children at home. However, if it is not possible and if the medication must be administered at school, a Medical Administration Request form provided by Elyria Schools must be filled out by the child's physician and the parent before the medication can be given at school. Medication must be brought to school in its original container, appropriately labeled by the pharmacy. Parents may request that the pharmacist dispense two bottles of medication, one for home and one for school.

### Withdrawal:

To withdraw a student from school, it is necessary for the parent to go to the school office to complete a withdrawal form. Records will not be sent if outstanding debts are owed the school.

### Searches of School and Student Property:

Desks and lockers that are assigned to students are the property of the Elyria City Schools. Authorized school personnel reserve the right to inspect desks and lockers, without prior notice, for safety, damage, misuse, unauthorized contents or school property. Misuse or abuse of desks or lockers may result in disciplinary action.

Principals and their designees are permitted to search students and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules.

### Emergency School Closings:

In the event of an emergency which would require the closing of a school or possibly the closing of all schools, the following will be used to advise employees, parents, and pupils: Bulletins announcing closings will air on radio stations including, WEOL, 930 AM; WOBL, 1320 AM; WDLW, 1380 AM; and All other AM and FM radio stations taking part in the alert School Closing Network. While we cannot guarantee television listings, the District will notify WKYC TV Channel 3, News Channel 5, Fox8News WJW TV, and WUAB/WOIO Channels 19. Closings will be posted on the Elyria City Schools Website: [www.elyriaschools.org](http://www.elyriaschools.org). Parents and/or guardians listed with The Elyria Schools as their child's primary emergency contact also will receive an automated phone message via the District's Alert Now Instant Notification System (284-8000).

### Visitors:

The Elyria Board of Education encourages parents and other citizens of the district to visit classrooms to observe the work of the schools and to learn what the schools are doing. To make a visit, first contact your child's teacher and schedule a day and time that is the least disruptive and will have an activity that will be of interest to the parent. Unscheduled visits are not permitted.

To assure that no unauthorized persons enter buildings, all visitors to schools will report to the school office when entering, receiving authorization before visiting elsewhere in the building. (This policy does not apply

when parents have been invited to a classroom or assembly program.) A VISITORS TAG MUST BE WORN WHILE YOU ARE IN THE BUILDING. 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 and loitering on grounds.

Smoke Free Buildings:

On March 1, 1995 the Elyria Board of Education adopted a smoke free building policy (GBK) recognizing that the use of tobacco presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For the purposes of this policy, “use of tobacco” shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, or any other matter of substances that contain tobacco. School buildings include the surrounding school property.

Emergency Removal:

If a student’s presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, the Superintendent, principal, assistant principal or personnel employed to direct, supervise or coach a student activity program may remove the student from the premises.

If either suspension or expulsion is contemplated, a due process hearing is held on the next school days after the removal is ordered. Written notice of the hearing and the reason for removal and any intended disciplinary action is given to the student as soon as practicable prior to the hearing. The student has the opportunity to appear at an informal hearing before the principal, assistant principal and the Superintendent/designee and has the right to challenge the reasons for the removal or otherwise explain his/her actions. The person who ordered or requested the removal is present at the hearing. Within one school day of the decision to suspend, written notification is given to the parent(s) of the student. This notice includes the reasons for the suspension and the right of the student or parent(s) to appeal to the Superintendent/designee.

If the Superintendent or principal reinstates a student prior to the hearing for emergency removal, the teacher may request, and is given, written reasons for the reinstatement. The teacher cannot refuse to reinstate the student.

In an emergency removal, a student can be kept from class until the matter of the alleged misconduct is disposed of either by reinstatement, suspension or expulsion.

Students in grades pre-K through three may only be removed for the remainder of the school day and must be permitted to return the following school day. The District may only proceed with a related suspension or expulsion in compliance with State law.

PUBLIC COMPLAINTS/GRIEVANCE POLICY:

Constructive criticism of the district and this school is welcome. Although no member of the community is denied the right to bring his/her complaints to the Board, he/she is referred to the proper administrative channels for solution before investigation or action by the Board.

The Board believes that complaints and grievances are best handled and resolved as close to their origin as possible. The staff should be given the opportunity to consider the issues and attempt to resolve the problems prior to involvement by the Board. The proper channeling of complaints involving instruction, discipline or learning materials are as follows.

- Employee
- Principal
- Superintendent or designee
- Board of Education

If a complaint, which was presented to the Board and referred through the proper channels, is resolved before it comes back to the Board, a report of the disposition of the matter is made to the Board and then placed in the official files.

**The Elyria City Schools – Code of Pupil Conduct can be found on Elyria City Schools’ website at**

**<https://www.elyriaschools.org/cms/One.aspx?portalId=13017085&pageId=13206197>**

**or in hard copy from the Elyria Early Childhood’s Village office by request.**