

Preschool Handbook

2018-2019



*For Parents of
Westerville Preschool Students*



Westerville City School District

Welcome to the Westerville City Schools Preschool!

The Preschool Handbook is a supplement to the Westerville City Schools Elementary Handbook and designed to help you understand the expectations and routines of our program.

Please access and review the District 2018-2019 Handbook for Elementary School for district policies not found in the Preschool Handbook.

If you have any questions, please talk with your child's teacher, The Director of Preschool Services, or any of the special education staff.

We anticipate your child experiencing success in our program, and we look forward to working with you!



Staff Roster

Suzanne KileDirector of Preschool Services
Becki AndersonAssessment/Transition Facilitator Preschool Services

Preschool Teachers

Krista Houston	HoustonK@wcsoh.org	Heather Hiles	ShepherH@wcsoh.org
Alex Beard	BeardA@wcsoh.org	Melissa Williamson	Willimel@wcsoh.org
Lauren Williams	BennettL@wcsoh.org	Laura Thornton	ThorntLa@wcsoh.org
Celeste Miller	MillerC@wcsoh.org	Kara Beckner-Evans	becknerk@wcsoh.org
Taylor Feightner	ReedT@wcsoh.org	Ashley Weir	WeirA@wcsoh.org
Ann Rochon	RochonA@wcsoh.org	Katie Workman	WorkmanK@wcsoh.org

Adaptive Physical Education

Julie Motyka Motyka@wcsoh.org

Physical Therapist

Kelly Hershiser Hershisk@wcsoh.org

Occupational Therapists

Betsy Gambone	GamboneB@wcsoh.org	Debbie Dunbar	DunbarD@wcsoh.org
Anna Webber	WebberA@wcsoh.org	Nikki Placencia	PlacencN@wcsoh.org
Jacqueline Patterson	PattersJ@wcsoh.org	Anne Rebman	RebmanA@wcsoh.org

School Psychologists

Speech/Language Therapists

Sarah Frame	FrameS@wcsoh.org	Laurie Shepherd	ShepherL@wcsoh.org
Kelly Cotterman	CottermK@wcsoh.org		

Secretaries

Doris Ross-Pickens rosspicd@wcsoh.org Amy Kennedy KennedyA@wcsoh.org

Preschool Class Aides

Jacqui Bott	Kim Kelley	Jeri Rankin	Jan Williams
Kim Briggs	Tracy Kumi	Marc Rankin	Heather Woo
Haelyn Cho	Sue Landon	Alma Sheets	Susan Wood
Deborah Dahn	Leslie Pappas	Vicki Shepherd	

School Nurse Jill McKinley, RN McKinleJ@wcsoh.org

Custodians Justin Wolfe
Mark Patrick

Mascot The Polar Bear @ELCPolarBear

2018-2019 District Calendar

First Period 8/16/18 - 10/17/18

- Aug 13 Westerville Educator Day (No School)
- Aug 14 & 15 Teacher Professional Days (No School)
- Aug 16 Classes Begin (1-12)
- Aug 21 Classes Begin (PK-KG)
- Sep 3 Labor Day (No School)
- Sep 21 Parent Teacher Confer/Comp Day (ONLY H.S. No School)
- Oct 17 Last Day of Classes (First Grading Period)

Second Period 10/18/18 - 12/19/18

- Oct 18 First Day of Classes (Second Grading Period)
- Oct 19 Central OEA/NEA Day (No School)
- Oct 25-26 Parent Teacher Confer/Comp Day (ONLY Elem. & M.S. No School)
- Nov 6 Westerville Educator Day (No School)
- Nov 21 (No School)
- Nov 22-23 Thanksgiving Break (No School)
- Dec 19 Last Day of Classes (Second Grading Period)
- Dec 20 Teacher Professional Day (No School)
- Dec 21-Jan 1 Winter Break (No School)
- Jan 2 Teacher Professional Day (No School)

Third Period 1/3/19 - 3/8/19

- Jan 3 Classes resume (Third Grading Period)
- Jan 21 Martin Luther King Day (No School)
- Feb 8 Parent Teacher Confer/Comp Day (ONLY H.S. No School)
- Feb 18 Presidents Day (No School)
- Mar 8 Last Day of Classes (Third Grading Period)

Fourth Period 3/11/19 - 5/23/19

- Mar 11 First Day of Classes (Fourth Grading Period)
- Mar 25-Mar 29 Spring Break / Good Friday Observed (No School)
- Apr 19 (No School)
- May 23 Last Day of Classes (Fourth Grading Period)
- May 24 Teacher Professional Day (No School)
- May 27 Memorial Day (No School)

One (1) Hour Early Release: Sep 27, Oct 18, Jan 31, Mar 14

WESTERVILLE SCHOOLS PRESCHOOL DATES TO NOTE

2018-2019 Preschool Calendar

August 7	Back to School Day
August 13	No School - Westerville Educator Day
August 16	Early Learning Center Meet the Teacher Open House
August 16	Back to School Bash - Playground Celebration
August 21	First Day for Preschool Students
August 28	PTA General Membership Meeting 7pm
September 3	No School - Labor Day
September 13	Preschool Curriculum Night
September 27	Early Release Day - PM Releases one hour early
October 2	PTA General Membership Meeting 7pm
October 18	Early Release Day - PM Releases one hour early
October 19	No School - Teacher Work Day
October 25&26	No School - Elementary Parent Teacher Conferences
November 6	No School - Westerville Educator Day
November 21-23	No School - Thanksgiving Break

December 20 -January 2	No School - Winter Break
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January 2	No School - Teacher Professional Day
January 3	Classes Resume
January 15	PTA General Membership Meeting 7pm
January 21	No School - Martin Luther King Jr. Day
January 31	Early Release Day - PM Releases one hour early
February 18	No School - President's Day
February 26	PTA General Membership Meeting 7pm
March 14	Early Release Day - PM Releases one hour early

March 25 - March 29	No School - Spring Break
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April 2	PTA General Membership Meeting 7pm
May 14	PTA General Membership Meeting 7pm
April 19	No School
May 23	Last day of preschool classes
May 24	No School - Preschool Teacher Work Days

Arrival and Dismissal

PRESCHOOL ADDRESS

The Early Learning Center
936 Eastwind Drive
Westerville, Ohio 43081-3319
614-797-7450
Fax 614-797-7451

PRESCHOOL HOURS

The Early Learning Center Preschool operates Monday through Thursday and follows the Westerville Schools Calendar.

Morning Session

Drop- Off: 8:30 to 8:45 a.m.
Tardy: 8:45 a.m.
Dismissal: 11:15 a.m.

Afternoon Session

Drop- Off: 12:30 – 12:45 p.m.
Tardy: 12:45 p.m.
Dismissal: 3:15 p.m.

PARKING LOT EXPECTATIONS

Parents are responsible for safely escorting their child to and from class.

When bringing your child to school, parents are expected to:

- Hold your child's hand until you are safely in the building.
- Yield to pedestrians as you enter the parking lot from Eastwind Drive.
- Park in a designated parking spot. Cars may NOT park along the driveway.
- Walk with your child to the pedestrian walkway, indicated by white stripes.



- Continue holding your child's hand and walk along the pedestrian walkway to the crosswalk.
- The pedestrian safe zone and crosswalk are highlighted in yellow on the map. Walk along the pedestrian walkway to the designated crosswalk, watching for traffic.
- Traffic crosses the pedestrian walkway and pedestrians must remain alert.

- No cars will go beyond the crosswalk. This area remains car-free for our students who ride the bus.
- Please remember that we need you to hold hands the entire time you are walking between your car and the building.

After parking in the parking lot, parents enter and exit the building through the main lobby. Please remember that we share the main lobby with our administrative offices, and that noise should be limited prior to entering the preschool section of the building.

TRANSPORTATION

Transportation services are available to disabled students as required by law. Parents are expected to have students at their bus stop before the scheduled arrival time for pick up. The parent must also be at the bus stop before the scheduled time for drop off. Students are only released from the bus to a parent or a known representative.

ARRIVAL AND DROP OFF

- The Preschool Doors open at 8:30 am and 12:30 pm.
- Upon arrival, parents walk their children to their lockers, then to their classrooms. Please remember that our children are responsible and capable of managing their own belongings. Supervision of our students is very important, so please be certain that your child is in their assigned classroom and that their teachers sees them before you leave.
- Classes begin at 8:45 am and 12:45 pm and we appreciate you arriving on time.
- In unusual situations when you must arrive after this time, you need sign in before walking your child to class.

DISMISSAL AND PICK UP

- Doors open at 11:15 am and 3:15 pm.
- Parents pick up their child from the classroom.

Before and after sessions start, student safety is our primary focus, and the parent or guardian is responsible for managing the child's behavior while in the school environment.

Arrival and dismissal is a difficult time for teachers to answer questions or conference with parents. If you wish to discuss something with our team, please contact your child's teacher to make arrangements.

REPORTING YOUR CHILD'S ABSENCE

Student attendance is very important to us! Parents/guardians must telephone the school to report child's daily absence. If the school office personnel have not been notified, a phone call will be placed to either the home or place of employment.

Daily Activities and Routines

Students will be involved in a variety of activities during the day. Some of these will be within our Center, but we also spend time in our Outdoor Learning Environment as weather permits. Because we often get messy, weather appropriate items and sturdy shoes will allow them to play comfortably and safely. Additionally, a clean change of clothes that children can manage themselves is suggested.

SUGGESTED DAILY ATTIRE:

- Gym Shoes for daily motor activities (tennis shoes, shoes with a back – no flip flops, rubber soled shoes...)
- Play Clothes (we will get dirty – all clothing should be washable)
- Please note that during motor activities we are often on the floor and move in a variety of body positions. We suggest that your child wear shorts/pants daily.

CLASSROOM STAFF

Each of our classrooms has a lead teacher and at least one teaching assistant. We also have therapists that work within our classrooms.

BIRTHDAY / SPECIAL CELEBRATIONS

The Early Learning Center Preschool is taking an active role in promoting, supporting, and modeling healthy eating habits for our students. We do not allow students to distribute edible treats for individual student celebrations (birthdays, moving to a new school, etc.) Please note that any food-item sent to school will NOT be opened or distributed and will be returned home with the child.

However, we love celebrating these events with your children, and we encourage families to consider non-food alternatives such as stickers, pencils, party hats, a special book, etc.

Annual school-wide celebrations will promote healthy habits by providing snack options such as fruits/vegetables and limited sweet/salty treats while also being sensitive to food allergies.

MOTOR TIME / PHYSICAL EDUCATION

Preschool is an important time for students to experience fine and gross motor activities that help build strength, motor planning, and develop a strong foundation for later learning. In addition to the preschool activities lead by our classroom teachers, our Adapted Physical Education teacher regularly leads classroom activities for the entire class.

SNACK TIME

Parents provide a nutrition daily snack for their child. Parents are encouraged to select a snack that is within the following groups: Meat, bread, milk, fruit or vegetable. Snack Tips for Parents are available at <https://www.choosemyplate.gov/ten-tips-snack-tips-for-parents>

Parent Participation and Communication

REQUIRED FORMS

Families complete/update their student's Emergency Medical Information and Parental Consent Forms online through the PowerSchool Parent Portal. These forms MUST be completed online.

FAMILY ROSTER

Our center creates a roster of parent / child names, addresses, and phone numbers, which is available to parents upon request. Parents are asked whether or not they would like to be included on the roster.

WESTERVILLE SPECIAL NEEDS PARENT TEACHER ASSOCIATION

The WSNPTA provides support to our center in a variety of ways such as hosting events for our families, bringing book characters to our classrooms, and providing financial support to enhance our program.

PTA is a great way to make sure that your voice is heard and to get to know other preschool families. Whether or not you choose to be a member, all families are encouraged to participate in PTA activities and attend the general membership meetings. For more information check out the website at www.wsnpta.org

COMMUNICATION

Each child is provided a communication folder that goes back and forth from home each night. Information from school will be sent to the family in the folder and should be checked each night. Similarly, parents are encouraged to use the folder to send notes or information to the teacher. The folder will be checked each day at school.

Email and phone / voice mail are other good ways for parents to communicate with school staff.

PARENT TEACHER CONFERENCES

There are many opportunities for families to meet with our teaching staff.

- Two days in the fall are included in Westerville Schools Calendar for parent teacher conferences. During these days, school is not in session, with Preschool following the elementary schedule.
- Parents of students with disabilities have at least one annual IEP scheduled each year.
- Teachers arrange individual times to meet with the families of our peers in the spring. This often occurs on Fridays when the students are not in session.
- Additional conferences can be arranged by request. At times, these are suggested by our staff and at times by the family.

Our program director is also available to meet upon request.

Teaching and Learning

SCHOOL VISION/MISSION

Westerville Preschool Philosophy Special Needs Preschool Program

PHILOSOPHY

Westerville City School Special Needs Preschool is a child-centered program devoted to meeting each child's unique needs. Our concern is for the development of the whole child. We believe it is important to provide a safe and nurturing setting in which to foster each child's cognitive, speech and language, social, emotional, self-help and motor development. Children learn best through meaningful play. Learning is encouraged through selected play activities that are appropriate for each child's age and developmental level. Skills are integrated across activities. The teachers serve as facilitators to guide children in their interactions within the varied learning opportunities. Activities are primarily child-oriented and child directed. We strongly believe that family involvement is critical to a child's growth. Parents are partners in the development and provision of learning situations. Children progress at their own developmental pace. The overall goal is to foster in all of our children a positive sense of their self-worth and a belief in their ability to be independent individuals and learners.

MISSION

Through teamwork, provide a developmentally appropriate preschool program to maximize the potential of each student.

GOALS

To encourage creativity, allowing each child to develop a positive self image.

To encourage independence and self-direction by helping children learn to make their own choices and decisions.

To foster each child's sense of responsibility to self, others, and the environment.

To provide opportunities for each child to establish positive relationships with peers and adults.

To provide opportunities for each child to attain the highest level of school readiness.

STUDENT EXPECTATIONS

Students are expected to:

- Be enthusiastic and cooperative learners.
- Be knowledgeable of individual building and classroom rules and procedures.
- Obey the rules.
- Learn from experience and improve when behavior is not what is expected.

POSITIVE INTERVENTION AND BEHAVIOR MANAGEMENT

We recognize that preschool students are still learning how to regulate their emotions and behaviors, and often need help doing so. The Westerville City Schools preschool program follows a general management plan that is relational, positive, and proactive in preventing behavior problems by teaching students the skills needed.

A preschool staff member in charge of a child or a group of children is responsible for discipline. Constructive, developmentally appropriate child guidance and management techniques are used such as redirection and praise for appropriate behavior. If a child continues to demonstrate behavioral challenges, the parents, program director and other staff may be involved.

Health and Safety

HEALTH OF OUR STUDENTS*

Medications – Administering Medications to Students

The Westerville City Schools do not purchase or make available aspirin, **other nonprescription or prescription medications** to be given to students. Ohio Revised Code Section 3313.713 requires school personnel to:

- A. Administer all prescription or non-prescription medications to students when parents/guardians request that the school personnel administer such medications. To request assistance with medication, the parent/guardian must:
 1. Complete a “Request to Administer Prescribed Medication to a Student During School Hours.” The medication form must be signed by parent and physician;
 2. Keep medication in a prescription labeled bottle. (Pharmacy may provide an extra bottle for long-term medication.) If it is a non- prescription drug, it must be in the original container;
 3. Not send more than one (1) week's supply of medication at one time (5 school days or 4 days for preschool);
 4. Provide a revised statement signed by the physician for any changes in the dosage to be given; **a revised labeled medication bottle is required for prescription medications.**
- B. If you would like your child to carry an inhaler during school hours, the “Self-Medication for Asthma Inhalers Authorization Form” needs to be completed by the doctor and signed by you (OHIO REVISED CODE 3313.716).
- C. If you would like your child to carry an Epi Pen (for anaphylaxis reaction to an allergen) during school hours, the “Self-Administration for Epi Pen Injectable Authorization Form” needs to be completed by the doctor and signed by you. **The school must have a back-up dose of the anaphylaxis medication.** If a dose is used during school or at any school activity, assistance from an emergency medical service provider will be requested. [OHIO REVISED CODE 3313.718]

Medical forms are available on Westerville City School District website

www.wcsoh.org

Go to Parents/Guardians, Health Services, Documents.

When possible, give medication outside of school hours (for example: before school, immediately after school, before child's bedtime and before parents' bedtime -- to get in 4 doses). For further help in adjusting dosage times, please consult your physician. For further clarification, please contact the school nurse.

Note that certain medical conditions, including conditions that require medication by injection or other procedure during the school day, may warrant additional directions from the physician and/or parent. When the parent is unable to provide injectable medication during the school day, the parent/guardian

must provide the school with instructions from the student's physician **before** staff will administer such medication. These instructions must be approved by the prescribing physician and administered in accordance with a medication plan developed by a team, which will include the parent and designated school staff.

Illness and Emergency Procedures

During the school year, there may be changes in addresses and telephone numbers on emergency cards. If there is a change, please notify your child's teacher and/or the secretary. Completed emergency cards are **REQUIRED**, and only those persons listed on an emergency card may pick up students unless there has been prior approval from the building administrator.

Students who become ill during the school day should report to the clinic. The school personnel will attempt to notify the parents/guardians or person listed on the student's emergency card to share information and arrange for the student to go home. We assume no responsibility for treatment of sickness beyond emergency first aid.

In all cases of illness or injury, it is expected a parent/guardian or the emergency contact person will pick up the student as soon as possible after being called. If a student needs to be transported by an emergency vehicle, the emergency squad official will determine to which hospital, the student will be transported.

Immunizations

State legislation requires that the parents/guardians submit written evidence within fourteen (14) days after school registration that their child has had all the required immunizations for him/her to remain in school. If, after the end of the fourteen (14) day grace period, the parent/guardian has not submitted written evidence of compliance, the student shall be excluded from school until such evidence is submitted. During the period of exclusion, the student's absence will be recorded as unexcused **and a referral to Children's Services may occur**. Per Ohio Revised Code 3701.13 and 3313.671, the required immunizations are:

Preschool Only:

4 DPT
3 Polio
1MMR
3-4 HIB
3 Hepatitis B's

*Preschoolers must also present a current physical/medical statement.

Immunization clinics are provided by local health departments for a nominal fee. No child is denied services for inability to pay. All children must be accompanied by a parent or guardian. Please bring your child's shot records with you to your appointment.

COLUMBUS HEALTH DEPARTMENT: (614) 645-7945
www.publichealth.columbus.gov

FRANKLIN COUNTY BOARD OF HEALTH: (614) 462-3635
www.franklincounty.gov/board_of_health/immunizations

DELAWARE COUNTY BOARD OF HEALTH: (740) 203-2040

BEN FRANKLIN TB CLINIC AT THE COUMBUS HEALTH DEPARTMENT: (614) 645-2199

Chronic Student Health Concerns

If a child has a health concern, parents must provide a written explanation of the concern for the child's School-health records and update the information at regular intervals. Documentation from the child's health care provider may be required.

Contagious Situations

If a child has been ill, please remember that he/she should be fever-free, without the aid of fever reducing medication, for 24 hours before returning to school. A child will be sent home if he/she has a temperature of 100 degrees or above, has vomited, has diarrhea, chicken pox, pink eye, scarlet fever, strep infections, whooping cough, impetigo, and other conditions indicated by the Local and State Health Departments, has an undiagnosed rash, or is suspected of having a contagious disease including head lice. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Head Lice

Head lice (Pediculosis) seems to be a year-round problem for most communities. Since parents can be of crucial importance in controlling head lice, we want to help you become well informed.

How Do You Get It?

Head lice are a fairly common, easily treated condition that is generally not associated with any serious medical complications. Head lice are usually transmitted from one person to another by direct personal contact and by the common use of personal items such as combs, brushes, hats or scarves. Children should be warned against sharing hats, clothing or grooming aids with other children. Many people think that head lice become established on persons who are not clean. In the case of head lice, this is NOT TRUE. Frequent bathing will neither prevent head lice nor eliminate them once they are present.

What to Look For:

One of the most common signs to look for is intense itching and scratching of the scalp. Head lice are elongated insects about (--) this long and are grayish-white to light brown. Lice do not have wings and, therefore, cannot fly. They do not jump, but do move very quickly; this makes them very difficult to find in a child's hair. Since crawling forms are so difficult to see, the diagnosis of head lice is usually made on the basis of finding nits (louse eggs). Nits are teardrop in shape, about this size ('), and vary in color from yellowish-brown to white. Head lice attach each to a single hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that sometimes look like nits to the naked eye. Nits are most commonly found in the hair at the back of the neck or behind the ears. It helps to use a magnifying glass and bright light (preferably daylight) when looking for nits.

What Can Parents Do?

Lice are highly communicable and difficult to prevent, but if every parent takes the responsibility to check the entire family's hair and scalp often, their spread can be controlled. If you suspect your child has head lice, but you are not sure, contact your child's school. If you know your child has head lice, consult your physician, school nurse or pharmacist concerning treatment. Don't be embarrassed to notify your child's school so measures may be taken to control the lice. Also, notify the parents of your child's recent playmates. Parental cooperation will help to prevent spreading lice to other children including your own.

Students will be readmitted to school the morning after the first treatment and removal of nits. Experience has shown that removal of nits, although time consuming, is a very effective control measure. Removal of nits provides school officials with clear evidence that treatment has taken place and aids in immediate identification of infestation.

Student Accident Insurance and Liability Insurance

The school district does not pay for any medical related expenses as a result of students injuring themselves on school premises, off school grounds during school sponsored events, on school-sponsored transportation, or on any school or non-school property before or after school hours. The district does not carry student accident insurance; however, for those families needing insurance, student accident insurance is available upon request. The district does not carry insurance for the property of others. If students lose an item (for example, but not limited to, a musical instrument) or their property is otherwise stolen, it is still their responsibility to replace the property.

TB Information for New Foreign Students

Ohio Law and Westerville City Schools require that all new students entering school from a foreign country have a negative TB test (Mantoux PPD preferred) or a negative chest X-ray from a physician or

clinic in the United States prior to starting school. If your child has had a negative TB test or chest X-ray from a physician or clinic in the United States within a year of enrolling in Westerville, he/she can start school immediately. If your child has not had a negative TB test or chest X-ray within a year of coming to this country, he/she will need this before starting school. It takes 2 days for the TB test to be given and read. Once the school receives a negative TB test or chest X-ray report from a doctor, your child may start school. If your child has a positive TB test, a chest X-ray will need to be done. Once a note is received from a doctor that the chest X-ray is negative, your child can start school. Sometimes when a TB test is positive a doctor will also prescribe an antibiotic called INH or Isoniazide for your child to prevent TB from occurring later. If your child has a positive chest X-ray, he/she will not be permitted to start school until the health department doctor feels it is safe for your child to be around other children. Your child will need to be on an antibiotic for TB.

Where TB Testing Can Be Done

A TB test and chest X-ray can be done by your child's doctor or at any urgent care medical facility. There is also a TB clinic at the Columbus Health Department's Ben Franklin TB Clinic. A fee of \$15.00 is charged. Medicare, Medicaid, and Care Source Insurances are accepted. The TB clinic phone number is 614-645-7310. The clinic is located in Room 235 at 240 Parsons Ave. (between Bryden Road and Parsons Ave., two blocks north of Children's Hospital). The clinic is closed on all legal holidays. Other immunizations can also be given at this same location. Take your child's immunization records with you. There is free parking at the rear of the building, and the TB clinic is through the double doors on the second floor.

Skin Tests can only be placed at the following times and no appointment is necessary:

Monday between 8 am and 3 pm
Tuesday between 11 am and 3 pm
Wednesday between 8 am and 11 am

If a chest X-ray needs to be done, you will need to bring documentation of the date of the positive TB test and the size of the reaction (read in mm). Chest X-rays can be done only at the following times, and no appointment is necessary:

Monday and Friday between 8:00 am and 3:00 pm
Tuesday between 11 am and 3 pm
Wednesday and Thursday between 8:00 am and 11:00 am

If your child requires INH medication, please call 614-645-2199 for an appointment. Please leave a message, spelling out the child's first/last name, date of birth, and your telephone number. The TB clinic will call you for an appointment time.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to exclude or isolate a student who appears ill or has been exposed to a communicable disease or pest, such as lice.

Control of Non-Casual (Direct) Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have her or his status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Regulation for Administration of Prescription Medications

Prescription Medications Only

1. Written requests must be obtained from the physician and the parent/guardian each year before any

prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time and procedure for administration, storage, and possible side effects.

2. The prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
3. New request forms must be submitted each school year and whenever there is any change in the medication order, such as an increase or decrease in medication, or a new medication.
4. Forms can be faxed from home or the doctor's office to the school.
5. Accurate records of the administration of daily medications will be kept in the student's health file.
6. Notwithstanding the foregoing, a student may self-carry and administer his or her own prescription medication via inhaler if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.
7. The School Board designates the following personnel to administer prescription medication: nurses, aides, secretarial/office staff, bus drivers, assistant principals, principals, other district building administrators and others as designated by the student's IEP and/or 504 Plan and/or any other person(s) as determined and designated by the Superintendent or designee to meet the needs of a particular student. Any of the foregoing personnel administering medication may do so only after reviewing the applicable request form, including physician's instructions and signature.
8. At the end of the school year, notes are sent home with the students letting the parents know that any remaining prescription medication will be sent home with the student at the end of the school year. Parents may decide to pick up unused prescription medications at the end of each school year.
9. New medication forms for prescription medications and self-carrying of inhalers will be sent home with the students who are currently taking medication at the end of each school year so that your student may begin carrying their medication on the first day of the new school year with properly completed medication forms on file.

Non-prescribed (Over-the-Counter) Medications Only

1. Written requests must be obtained from the physician and the parent/guardian each year before any over-the-counter medication may be administered by school personnel. The request must include instructions as to the name of medication, dosage, time, and procedure for administration, storage, and possible side effects.
2. All over-the-counter medication must be in the original container.
3. No aspirin, Tylenol, etc., will be administered to students. If a parent wants to keep that kind of medication on hand for the child who has chronic headaches, etc., a doctor's permission form needs to be completed; and the parent must provide the appropriate number of doses.
4. If medication is needed during the school day by the student, a parent will need to be contacted to assure the medication was not also administered at home to the student. Medication will only be administered according to the time frame recommended by the manufacturer. If a student has obvious signs of injury or illness, such as a fever, rash, vomiting, diarrhea, or other signs of a possible communicable illness or serious injury, the student medication may be given, but they may need to be sent home because of possible contagion or for observation.
5. All over-the-counter medication will be kept in the clinic for designated staff to administer.

Licensing Information

The Early Learning Center has a License to Operate by the State of Ohio Department of Education. The License to Operate is posted by the front door of our Center. Copies of the report are available upon request. To report any concerns, complaints, and or violations, call (614) 466-0224 or the Department of Ombudsperson at (877) 644-6338.