

**2022/2023 SCHOOL YEAR**

**Buckeye Valley Local Schools**

**Early Learning Program Handbook**



**For Parents of the Buckeye Valley School District**

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## **Introduction**

Dear Parents:

Welcome to the Buckeye Valley School District Early Learning Program. This handbook will help you understand the procedures and policies of our Early Learning Program. We expect to provide your child with a quality education, and we look forward to working with you. If you have any questions, please talk with your child's teacher or the special education staff. Thank you for joining us on our journey to a great school year full of excellent teaching and learning.

Sincerely,

Buckeye Valley Early Learning Program Staff

## **Buckeye Valley Local Schools Mission**

The mission of Buckeye Valley Local Schools is to achieve excellence through growth and learning for each student's success.

## **Buckeye Valley Early Learning Program Philosophy**

Buckeye Valley Early Learning Program is a child-centered program devoted to meeting each child's unique need. We believe it is important to provide a safe and nurturing setting in which to foster each child's individual cognitive, speech and language, social, emotional, self-help and motor development. Children learn best through play. Learning is encouraged through selected play activities that are developmentally appropriate for each child. Our highly qualified teachers serve as facilitators to guide children in their interactions with the varied learning opportunities. We strongly believe that family involvement is critical to a child's growth. Parents are partners in the development and provision of learning situations. Our overall goal is to develop the whole child and to foster a child's self-worth and independence.

## **Goals**

1. To encourage creativity, allowing each child to develop a positive image.
2. To encourage independence and self-direction by helping children learn to make their own decisions.
3. To provide opportunities for each child to establish positive relationships with peers and adults.
4. To provide opportunities for each child to learn at their developmental level in order to be ready for kindergarten.

## Early Learning Program Team

Position:	Buckeye Valley West:		Buckeye Valley East:	
Enrollment Contact	Peggy Linstedt	<a href="mailto:plinstedt@mybvls.org">plinstedt@mybvls.org</a>	Peggy Linstedt	<a href="mailto:plinstedt@mybvls.org">plinstedt@mybvls.org</a>
Teacher (Class #1)	Jasmin Dass-Lammers	<a href="mailto:jdasslammers@mybvls.org">jdasslammers@mybvls.org</a>	Amanda Smith	<a href="mailto:asmith@mybvls.org">asmith@mybvls.org</a>
Teacher Assistant	Megan James	<a href="mailto:mjames@mybvls.org">mjames@mybvls.org</a>	Renee Laaksonen	<a href="mailto:rlaaksonen@mybvls.org">rlaaksonen@mybvls.org</a>
Teacher (Class #2)				
Teacher Assistant	Gwen Stayner-Mansfield	<a href="mailto:gstayner@mybvls.org">gstayner@mybvls.org</a>		
Occupational Therapist	Heather Krantz	<a href="mailto:hkrantz@mybvls.org">hkrantz@mybvls.org</a>	Lisa Millard	<a href="mailto:lmillard@mybvls.org">lmillard@mybvls.org</a>
Physical Therapist	Julie Hobbs	<a href="mailto:jhobbs@mybvls.org">jhobbs@mybvls.org</a>	Julie Hobbs	<a href="mailto:jhobbs@mybvls.org">jhobbs@mybvls.org</a>
Pupil Personnel Director	Michael Hamm	<a href="mailto:mhamm@mybvls.org">mhamm@mybvls.org</a>	Michael Hamm	<a href="mailto:mhamm@mybvls.org">mhamm@mybvls.org</a>
School Psychologist	Traci Bryant	<a href="mailto:tbryant@mybvls.org">tbryant@mybvls.org</a>	Kierra Naples	<a href="mailto:knaples@mybvls.org">knaples@mybvls.org</a>
Secretary	Charlene Nauman	<a href="mailto:cnauman@mybvls.org">cnauman@mybvls.org</a>	Kim Hamilton	<a href="mailto:khamilton@mybvls.org">khamilton@mybvls.org</a>
Secretary Aide	Kim Carrizales	<a href="mailto:kcarrizales@mybvls.org">kcarrizales@mybvls.org</a>	Emily Thrasher	<a href="mailto:kthrasher@mybvls.org">kthrasher@mybvls.org</a>
Speech and Language Therapist	Kim McClincy	<a href="mailto:kmclincy@mybvls.org">kmclincy@mybvls.org</a>	Kim McClincy	<a href="mailto:kmclincy@mybvls.org">kmclincy@mybvls.org</a>

## Early Learning Program Address and Hours

### Early Learning Program Addresses:

#### Buckeye Valley West Elementary

4340 St. Rt. 257 South  
Ostrander, OH 43061

#### Buckeye Valley East Elementary

522 E. High Street  
Ashley, Ohio 43003

### Early Learning Program Hours:

#### Normal:

AM class: Monday - Thursday  
Drop off: 9:00 - 9:05 a.m.  
Tardy: 9:05 a.m.  
Dismissal: 11:30 a.m.

PM class: Monday - Thursday  
Drop off: 1:00 - 1:05 p.m.  
Tardy: 1:05 p.m.  
Dismissal: 3:30 p.m.

#### Two-Hour Delay:

AM class: Monday - Thursday  
Drop off: 11:00 - 11:05 a.m.  
Tardy: 11:05 a.m.  
Dismissal: 12:45 p.m.

PM class: Monday - Thursday  
Drop off: 1:45 - 1:50 p.m.  
Tardy: 1:50 p.m.  
Dismissal: 3:30 p.m.

#### One-Hour Delay:

AM class: Monday - Thursday  
Drop off: 10:00 - 10:05 a.m.  
Tardy: 10:05 a.m.  
Dismissal: 11:30 a.m.

PM class: Monday - Thursday  
Drop off: 1:00 - 1:05 p.m.  
Tardy: 1:05 p.m.  
Dismissal: 3:30 p.m.

## Early Learning Program Peer Program

Buckeye Valley Local Schools Early Learning Program serves children with typically developing skills in the same classroom with our special needs Early Learning Program children. Typically developing peers serve as a model to stimulate development of skills in our children with special needs. These skills may include social interaction, speech and language, motor, play, and general learning.

**\*\*\*Please note that typically developing peers MUST be age 3 by August 1 of the year of enrollment. Typically developing peers must also be completely potty trained.**

## Tuition for Peer Models

Tuition for peer models is \$160 per month due by the first day of each month **payable to “Buckeye Valley Local Schools”**. Payment can be dropped off at Buckeye Valley West Elementary (Charlene Nauman, secretary), or at Buckeye Valley East Elementary (Barb Henry, secretary). Payment can also be dropped off at or mailed to the Buckeye Valley Central Office – Attn: Kelly Ziegler, Buckeye Valley Treasurer. Payment must be received no later than the 1st of each month. If payment is not received by the 10<sup>th</sup> of the month, the child will not be able to attend Early Learning Program until payment is made. The district reserves the right to un-enroll children who have three months of late payments, with spots being given to children on the waiting list (if applicable).

## Early Learning Program Dress Code

Children will do many different things during the school day and need to wear appropriate clothes that they can manage themselves as well as sturdy shoes that will allow them to work and play comfortably and safely. **Early Learning Program children are required to follow each individual schools dress code that can be accessed in the corresponding building handbook.**

### SUGGESTED DAILY ATTIRE:

- Gym Shoes for daily motor activities (tennis shoes, shoes with a back)
- \*\*open toe and flip flop shoes are strongly discouraged due to playground safety issues
- 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)

WEATHER CONSIDERATIONS: Motor and various activities may be outdoors if it is dry and the temperature is not below 20 degrees in actual temperature or with the wind chill factor. Please send your child with a warm jacket, hats, gloves, and boots if the weather is cold or snowy.

## Personal Property at School

Parents are requested to mark their children’s coats, rainwear, sweaters, hats, gloves, boots; lunch boxes, and backpacks so that they may be easily identified. The school has a Lost and Found that can be checked for any lost items. We recognize that children may have many personal items they choose to carry in their bags. The following are not permitted in classrooms or the buildings (unless notified by your classroom teacher):

- chewing gum, personal toys and games

## Attendance

Daily attendance is encouraged. Students benefit most from our program when they can be part of the classroom every day. Reasons for excused absences from school include: personal illness, illness in the family, family emergency, and observance of a religious holiday. When a student is absent from school, the parents need to call the school. If no call is received and your child is absent, the school secretary will make every attempt to contact the parents at home or at work. If your student is tardy or needs to leave school early, he/she must be signed in or out with the building secretary.

In the event of a planned absence, parents need to send a note to school at least three days before the absence indicating the dates your child will be gone and the reason for the absence. Check with your child's teacher to find out what will be covered during the child's absence.

## School Delays or Closing Due to Weather

In case of hazardous road conditions or severe weather, the starting of classes may be delayed or school may be canceled. When this occurs, the delayed starting time or closing of school will be announced on the local radio and television stations. Parents may also participate in the school districts all call system, and social media to receive notification of school delays and closings.

Our primary contact list, along with locations on the dial, includes:

FM Radio Q-FM-06 Television WOCC (Ch. 3)

WSNY (94.7) WCMH (Ch. 4)

WNCI (97.9) WSYX (Ch. 6)

WBNS (Ch. 10)

AM Radio WTVN (610)

WBNS (1460)

WCOL (1230)

## Visitors

Visitors, particularly parents, are welcome at school. In order to properly monitor the safety of our students and staff, each visitor must report to the school office with a valid ID to obtain a Visitor's Pass. Any visitor found in the building without a visitor/volunteer badge will be asked to return to the office. If parents wish to confer with a member of the staff, they should call for an appointment prior to coming to the school, in order to prevent any inconvenience to parents/staff or disruption of the learning process. Students may not bring visitors to school without first obtaining permission from the building principal.

## Emergency Procedures-Fire/Tornado/Safety Drills

**Fire Drills:** Fire drills conducted in an orderly manner are a necessary part of the school program. Students will leave the building by following the "fire exit" instructions posted in their classroom.

**Tornado Procedures:** Students are assigned to a safe and protected area during a tornado warning. Drills will be held to facilitate this procedure and specific safety instructions will be given.

**Lock-Down Drills:** Lock-down drills will be conducted periodically as a part of the school safety program. Parents/visitors are requested to cooperate in the school's effort in the operation.

## Abuse and/or Neglect

Teachers, administrators, and other professionals who may come into contact with students are required to report cases of suspected child abuse or neglect. A report will be made immediately to the County Children's Services Board in the county in which the suspected abuse or neglect is occurring or has occurred. The principal/director shall be made aware of suspected abuse or neglect.

## Reporting Student Progress

We will have several opportunities to share your child's achievements throughout the school year. Our Early Learning Program reports student progress using our curriculum based assessment 3 times per year (beginning, middle, and end of the year). Parent-Teacher Conferences are held in the fall and spring and can be called at any time during the year per parent, teacher, or related service staff request. Additionally, written progress reports are sent home each quarter.

## Positive Intervention and Behavioral Management

Early Learning Program classrooms in the Buckeye Valley School District follow a general management plan that is positive and proactive in preventing behavior problems and that follows the Ohio Early Learning Program Licensing Rules 3301-32-09 and 3301-37-10. An Early Learning Program staff member in charge of a child or a group of children shall be responsible for discipline. Constructive, developmentally appropriate child guidance and management techniques are used at all times and include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. Behavior management/discipline policies ensure the safety, physical, and emotional well-being of all individuals.

### Preventive techniques include, but are not limited to:

- Positive reinforcement (increasing behavior by adding something to the environment that is perceived as positive to the child);
- Positive phrasing (telling a child what he/she can do instead of what he/she can't do: i.e. "Chairs are for sitting, not tipping.");
- Reflective listening (honoring and labeling a child's emotion: i.e. "It makes you sad when you can't play with that toy.");
- Modeling appropriate behavior (modeling desired behavior: i.e. teacher helps a child calm down by demonstrating deep breathing or taking a break);

### Interventions addressing a child's behavior include, but are not limited to:

- Planned ignoring of undesired behavior (attending to child doing the correct thing: i.e. "Jim is sitting quietly.");
- Verbal and nonverbal redirection (redirecting child to desired activity/teach alternative behavior);
- Proximity control or touch control (moving closer to a child who is having behavioral difficulty, touching his/her shoulder to redirect behavior);
- Limiting choices (limiting child's choices to 2, and following through);
- Taking a break or time away from activity (briefly asking child to move away from group until he/she is ready to rejoin and participate;
- Natural consequences (temporarily losing a motivator: i.e. child intentionally throws toy, child loses privilege that moment to play with toy).

All methods of discipline will fall within the guidelines set forth by Ohio Early Learning Program Licensing Rules 3301-32-09 and 3301-37-10 which state the following regarding methods of discipline utilized by all staff on premises:

- 1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- 2) No discipline shall be delegated to any other child.
- 3) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- 4) 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.
- 5) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- 6) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- 7) Techniques of discipline shall not humiliate, shame, or frighten a child.
- 8) Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
- 9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of an Early Learning Program staff member in a safe, lighted, and well-ventilated space.
- 10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Early Learning Program.

## **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 make arrangements 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:



Early Learning Program Only:

4 DPT

3 Polio

1MMR

3-4 HIB

3 Hepatitis B's

\*Early Learning Program students must also present a current physical/medical statement. Each medical form is valid for one year based upon the student's date of examination.

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.

DELAWARE GENERAL HEALTH DISTRICT: (740) 203-2040

<https://www.delawarehealth.org/content.cfm?article=child-clinics>

COLUMBUS HEALTH DEPARTMENT: (614) 645-7945

[www.publichealth.columbus.gov](http://www.publichealth.columbus.gov)

FRANKLIN COUNTY BOARD OF HEALTH: (614) 462-3635

<http://myfcph.org/imm.php>

## **Contagious Situations/Communicable Diseases**

If a child has been ill, he/she should be fever-free, without the aid of fever reducing medication, for 24 hours before returning to school. 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 twenty-four-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 one hundred 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; or (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 Early Learning Program staff and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following:

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

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## Medication Administration

Medication shall not be given without consent by the parent. All medication must be received in its original pharmacy container for dispensing to the student. The school cannot accept medications brought in plastic containers, baggies or improperly labeled bottles.

A completed Medication Administration Record (MAR) form must be filed in order for any medication to be administered; form is available at the school office or on the BV website. Prescription medications are to have the signature of both the physician and the parent/guardian. (See Sample Form-parent/guardian signature.

Only the student's medication shall be given to that student. No student shall receive medication, prescription and/or non-prescription, provided by a parent/guardian and intended for use by another student.

Liquid medication must be received and dispensed in a liquid medication administration cup or spoon with visible measuring lines that indicate the dosage dispensed.

No medication, prescription or non-prescription, may be carried by the student except for emergency medications.

## Healthcheck

Healthcheck 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 Healthcheck is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Per ODE, Healthcheck 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 child is enrolled in Ohio Medicaid, Healthcheck services are available to them.

For more information regarding Healthcheck, please refer to the Ohio Department of Medicaid Healthcheck Information Sheet that can be accessed at:

<http://medicaid.ohio.gov/Portals/0/Resources/Publications/Forms/ODM03528.doc>

## Snack Policy

Snack time is an integral part of our Early Learning Program day. At this time, we are teaching the children to share, take turns, and become more independent in the area of self-help. Snack time is also a great opportunity for children to develop their language skills as they converse with their peers.

Snack assignments vary based on the Early Learning Program classroom. Each individual classroom teacher will provide guidelines regarding the snack policy, specifically in the event that there are exceptions to the snack policy due to individual student allergy concerns.

Listed below are some snack suggestions:

- applesauce
- Goldfish crackers
- pretzels
- yogurt tubes
- pudding cups
- string cheese
- cheese and crackers
- animal crackers
- fresh fruit
- veggies with dip
- popcorn

Please reserve sweet treats such as doughnuts, cookies, popsicles, etc. for special occasions such as birthdays or classroom parties.

If you are unable to provide snack for any reason, please contact your child's classroom teacher.