

Columbiana County Educational Service Center



Family Handbook

**38720 Saltwell Road
Lisbon, OH 44432
330-424-9591**

Updated 8/17/2015

Columbiana County Educational Service Center

Preschool Program

Family Handbook

Director of Student Services

Cheryl McGrath

Preschool Supervisor

Sheila Palombo

Teachers

Laura Pellegrini / Beaver Local

Sara McDevitt / Crestview Local Elementary

Terrye Stewart / East Palestine Elementary

Danitra Liguore / Leetonia

Sarah Haren / Lisbon E. V. McKinley Elementary

Jennifer Hartman / Salem City Reilly Elementary

Meledy Dawson / Salem City Reilly Elementary

Rachel Dieringer / Wellsville Garfield Elementary

Karen Rhodes / United Local Elementary

Jocelyn Mader / Itinerant CCESC



Educational Service Center

Quality Education Through Cooperative Services

Dear Family Members,

Welcome to the Columbiana County Educational Service Center Preschool Program. Our program works best as a team with each member being an integral component in helping your child to reach his/her potential. We invite you to be a member of your child's educational team. With your cooperation and support, the preschool staff of the Educational Service Center will do its best to ensure that your child has a successful preschool experience.

This handbook contains important information regarding our policies and programing. Please read the handbook carefully. If you have any questions, feel free to contact your child's teacher or myself.

We, at the Educational Service Center, look forward to working with you and your child. We hope you will become an active member of our team. Please call with any questions or concerns to (330) 424-9591 x167 or email to spalombo@ccesc.k12.oh.us .

Sincerely,

Sheila Palombo
Preschool Supervisor

Table of Contents

General Information.....	5
Mission Statement.....	5
Program Philosophy.....	5
Program Goals	6
Registration	7
School Calendar	7
Starting Times by Location.....	7
Attendance	8
Tuition.....	8
Medical Forms	8
General Well Being	8
Illness	9
Medication	10
Medical Issues.....	10
Snow Days	10
Transportation	11
Parent-Teacher Communication	11
Progress Reports	11
Parent-Teacher Conferences	11
Transition Procedures	11
All Day Program.....	11
Discipline	12
Staff Directory	13-14
To Report Complaints.....	15
Request a Compliance Report	15

General Information

The Columbiana County Educational Service (CCESC) Preschool Program works directly with nine of the county school districts serving preschool children, ages 3, 4, and 5, with and without disabilities.

The goal of the program is to provide a developmentally appropriate educational experience to each child as well as to meet his or her individual needs. This is accomplished through hands-on curriculum where each child is given the opportunity to explore new ideas while working at his or her own pace. Because some of the students in each classroom are identified as having a disability, speech therapy, occupational therapy and physical therapy is provided in the classroom setting for identified children. Speech, physical and occupational therapies are also provided on a consultative basis to children receiving Itinerant services.

The CCESC Preschool Program consists of eight classrooms as well as Itinerant services. Classrooms operate five days per week with morning and afternoon sessions. There are also all-day sessions available at specific locations. All of the teachers currently hold or are working toward a Master's Degree in early childhood education. Each classroom assistant holds either an Associate Degree in early childhood education or is a certified paraprofessional.

The Itinerant services are conducted on an individual basis. The needs of the individual child are addressed either at the child's home or at his/her public/private preschool for one hour per week.

Columbiana County Educational Service Center Mission Statement

The Columbiana County Educational Service Center, embracing the concept that all children can learn, focuses on supporting those individuals in the schools and communities who are directly involved in providing an appropriate education for each child in the County. We will create success for all children by collaborating with our schools and communities. Our Service Center will provide quality services through cooperative efforts by...

- *Communicating effectively
- *Promoting innovation
- *Working collaboratively
- *Supporting life-long learning

Program Philosophy

The CCESC Preschool Program strives to provide a comprehensive and holistic preschool experience designed to enhance the child's *physical, social, emotional, creative, cognitive* and *language* growth. Children's learning occurs in these areas both independently and as a whole. Children are much more "alike" than they are "different." Therefore, the same good learning principles apply to all preschoolers.

A positive self-image is developed to a great degree during the preschool period and is the basic ingredient to future educational success. Multi-cultural, non-bias experiences, as well as age and individually appropriate equipment and materials are provided for children to develop their self-

esteem and to encourage their acceptance of others. Adults model behavior based on respect for others which is then observed and imitated by children. Individual needs are met so that children feel safe and secure.

Language development is a key ingredient for success. Understanding and expressing one's actions, experiences, thoughts, needs, and feelings are part of active learning. Individual and small group interactions in naturally occurring experiences are the most effective ways to promote the development of competent communication skills in children.

Activities that are concrete, real, and relevant to the child's life enhance cognitive development in children. Activities that are child centered rather than teacher-directed are preferred in many situations. As children investigate, manipulate, and experiment with materials through play, they learn to construct their own knowledge. Teachers guide, expand, and stimulate the children's thought processes.

An interesting physical environment offering opportunities for both indoor and outdoor exploration, quiet and active play, self-selected or teacher selected play and individual, small and large group activity is designed. This environment will provide for intellectual stimulation, social, language, and physical development. Above all, experiences are fun, thought-provoking, and open-ended.

Gaining each of these skills and concepts will take place gradually and according to each individual child's timetable for growth. The process will be guided and encouraged, but not rushed or forced. Concepts will be introduced, defined, extended, and reinforced throughout the child's early childhood experience in ways that will enhance individual growth and promote self-esteem.

The instructional process will enable all children to develop and integrate their skills and values into a framework of creative decision-making and problem solving, the end result being a competent, responsible, well-rounded functioning citizen.

Preschool Program Goals

1. Develop and strengthen each child's ability to choose and complete tasks with originality, responsibility, and self-discipline.
2. Encourage the child's curiosity and construction of knowledge through an intriguing environment and developmentally appropriate activities, materials and practices.
3. Improve each child's ability to express and comprehend thoughts, ideas, needs, and feelings in order to communicate effectively with others.
4. Develop a positive self-concept and attitude toward learning self-control and a sense of belonging in each child.
5. Encourage the child's ability to think critically, reason, and solve problems.
6. Strengthen each child's management of his or her body and display gross and fine motor skills.
7. Develop relationships of mutual trust and respect with adults and peers.
8. Develop an awareness, tolerance, and acceptance of individual differences, needs, and viewpoints in an integrated culturally sensitive environment.

Registration

If your child is eligible for special needs preschool service, you must register your child in your home school district according to each districts registration guidelines. Parents of typically developing children may pick up a registration packet at the District Administrative Office beginning on April 1st. All completed registration packets **MUST BE RETURNED TO THE EDUCATIONAL SERVICE CENTER ONLY**. This information will be included in the registration packet.

Calendar

Each ESC preschool classroom will follow the school calendar of the district in which they are located. A calendar will be provided to you once it is adopted by the district board of education. If changes would be made to the calendar during the school year an updated calendar would be provided.

Children receiving Itinerant services will follow Lisbon's calendar.

Starting Times: (THIS WILL BE UPDATED and may CHANGE prior to the start of the 2015-2016 school year.)

Morning

Beaver/Trinity 8:30 a.m.

Crestview 8:30 a.m.

East Palestine 8:30 a.m.

Garfield 8:25 a.m.

Leetonia 8:30 a.m.

McKinley 8:20 a.m.

Reilly 8:45 a.m.

United Local 8:20 a.m.

Reilly – All-Day Program 8:45am-3:00pm

Leetonia- All-Day Program 8:30am-3:20pm

Afternoon

Beaver/Trinity 12:30 p.m.

Crestview 12:30 p.m.

East Palestine 12:30 p.m.

Garfield 11:40 a.m.

Leetonia 12:00 p.m.

McKinley 12:30 p.m.

Reilly 12:20 p.m.

United Local 12:30 p.m.

Attendance

Regular attendance is important for establishing routines, for maximizing opportunities for social interactions and for providing opportunities for children to practice new skills and behaviors.

Please notify your child's teacher if your child is unable to attend school for any reason. You may call the classroom phone. Please leave a message if the classroom staff is unable to answer when you call. **A written excuse is needed upon your child's return to school even if you have previously talked with the teacher.**

For children receiving Itinerant services please leave a message on the teacher's voicemail or cell phone at least one hour prior to the scheduled Itinerant visit.

Tuition

If your child is identified as a preschooler with special needs and placed by the school district there is no tuition cost to the parent / guardian.

Enrolling your child in the preschool program requires the completion of a registration packet and payment of the first month tuition. An invoice will be mailed to you monthly beginning in September. After missing one month's payment you will be contacted by the treasurer's office to set up a payment plan. After missing two month's tuition you will be notified that participation in the preschool program has been discontinued.

The annual tuition for half-day program and all-day program is as follows:

- Annual Tuition for half-day programs- \$720.00 (\$80.00 payment per month)
- Annual Tuition for full-day programs- \$1,350.00 (\$150.00 payment per month)

Please note tuition **cannot** be given to the teacher or brought into school by the child.

Medical Forms

The **PINK Medical Form** from the original registration packet **MUST be returned no later than Monday, September 21, 2015. If this form is not complete and on file by this date your child can not return to school until it is received. By law, there can be NO exceptions.**

General Well Being

Upon arrival, and throughout the day, adults in the classroom will monitor the students' physical and emotional well being. Any signs of distress will be reported to parents.

Illness

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

1. A staff member shall immediately notify the parent when a child has been observed with symptoms or signs of illness.
2. A child with symptoms of illness will be isolated from other children for the following reasons:
 - A. **Temperature of 100 degrees Fahrenheit**
 - B. **Unexplained spots or rashes**
 - C. **Severe coughing that causes the child to become red or blue in the face and/or to make a whooping or croupy sound**
 - D. **Difficult or rapid breathing**
 - E. **Vomiting**
 - F. **Diarrhea two or more times in the same day**
 - G. **Yellowish skin or eyes**
 - H. **Conjunctivitis (pink eye)**
 - I. **Untreated infected skin patches**
 - J. **Unusually dark urine and/or grey or white stool**
 - K. **Sore throat or difficulty swallowing**
 - L. **Evidence of lice, scabies, or other parasitic infestation**
 - M. **Stiff neck**

A child with any of the above signs or symptoms of illness shall be immediately isolated from other children and provided with a cot and blanket. A staff member will remain with the child. Upon identifying any signs of illness, the teacher or assistant trained in communicable diseases will contact the parent/guardian. At that time, a decision regarding whether the child should be discharged immediately or at some other time during the day will be made.

When the ill child leaves the center, all linens and blankets used by the child will be laundered immediately following disinfecting guidelines. After use, the cot shall be disinfected with appropriate germicidal agents or, if soiled with blood, feces, vomitus, or other body fluids will be cleaned with soap and water then disinfected with a germicidal agent.

When the parent/guardian comes to pick up the child, staff will instruct them to contact their family physician. The child cannot return to class until 24 hours have elapsed since symptoms were last present. If the child was diagnosed or suspected to have a contagious disease, a release from the doctor is necessary for the child to reenter the class. If the child has the flu or a cold, he/she can return to the classroom after 24 hours have elapsed with no symptoms.

*****Any child exhibiting any of the above symptoms at home should not be sent to school.**

A child will be re-admitted to school under the following conditions:

1. Child's temperature has returned to normal for a 24 hour period.
2. Child is free of any skin rash.
3. No vomiting or diarrhea has occurred for a 24 hour period.
4. Child has been properly treated for lice infestation.

When a child who has been sent home with lice is ready to return to school, the parent must bring his child into the classroom in order for a staff member to determine that the child is indeed free of lice.

****Also, as a precautionary measure, the classroom teacher will periodically check children for head lice.**

Medication

Before medicine can be administered at school, a **Release Form for Administering Medication** must be completed. This form is to be filled out by the physician and must list the following information: 1) type of medication, 2) frequency, 3) possible reactions, 4) special instructions, 5) dosage.

Medical Issues

When a medical condition arises that requires a doctor's care and/or special precautions or considerations, it is mandatory that the school receive a signed doctor's release for return to school to insure the child's safety while at school. If a medical plan has been completed, a copy should be provided to the school and kept on file. This plan should be updated as needed and reviewed at least yearly with the parents.

Snow Days

If the school district in which your child's classroom is located is closed for inclement weather then the preschool will be closed also. Even though very few preschoolers are transported by ESC buses, at the discretion of the transportation coordinator, transportation may be cancelled due to unsafe driving condition. Cancellation of "Columbiana County ESC Transportation" indicates that the Educational Service Center buses and these buses alone will not be running. If the child's school district has not cancelled, parents, may, if they so desire, transport their children to and from the classroom.

Two Hour Delays will result in no morning classes. If a district is having an **early dismissal** of more than one hour, afternoon classes will be cancelled. Parents will be notified in advance of early dismissals.

Transportation

Transportation is provided as a related service to the students with special needs either by the Educational Service Center or by the school district in which the parents live. Parents should notify the child's bus driver if the child will not be riding the bus.

Parents and/or assigned family members picking up children must present a photo ID before the child will be released. This is for the safety and protection of your child. No child will be released to anyone **NOT** on the approved parent list.

Parent-Teacher Communication

Teachers are available for conferences either in person or by phone. Parents/guardians are always welcome to visit the classrooms, but first, please give a notice to the teacher. Remember you must always sign in at the office when entering the building.

Progress Reports

Written progress reports will be given out every twelve weeks according to the start of the school calendar. Informal reports can be provided upon request.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice during the school year. Additional conferences may be scheduled at the parent's or teacher's request.

Transition Procedure

The transition from preschool to school age for children with special needs will begin approximately in January of the year that the child will be entering school age programming. This transition process will include parental written consent for a reevaluation of the child. The reevaluation generally consists of teacher input, speech/language testing, intelligence testing, and any other relevant information deemed necessary by the evaluation team.

Transition for the typical students will involve parent conferences to discuss the transition, completion of transition forms, visits to the kindergarten classroom and information concerning kindergarten screening being shared with the parents.

All-Day Program

Districts with an All-Day program will have a rest period (approximately 1 hour) provided for the children. Policy and procedures about the All-Day Program will be provided by the classroom teachers.

Discipline

A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

The preschool center shall have a written policy describing the center's philosophy of discipline and the specific methods used at the center. This written policy shall be on file at the center for review. Constructive developmentally appropriate child guidance and management techniques are used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.

The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- A. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, and shaking spanking, or biting.
- B. No discipline shall be delegated to any other child.
- C. 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.
- D. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- E. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
- F. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- G. Techniques of discipline shall not humiliate, shame, or frighten a child.
- H. Discipline shall not include withholding food, rest or toilet use.
- I. 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 a preschool staff member in a safe, lighted, and well ventilated space.
- J. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Staff Directory

Beaver School District

Holy Trinity- 110 Maine Blvd.
East Liverpool, Ohio 43920
PHONE: 330-385-3557

Teacher-Laura Pellegrini
Classroom Assistant-
SLP – Amy Woodford
Classroom Phone: 330-429-1388

Building Principal-Jackie Dunnigan
Building Secretary-Cassie Ensinger

East Palestine Elementary

195 West Grant Street
East Palestine, Ohio 44413-1601
PHONE: 330-426-3638

Teacher-Terrye Stewart
Classroom Assistant-Lisa Miner
SLP- Kathy Fife
Classroom Phone: 330-831-4595

Building Principal-Kim Russo
Building Secretary-Nancy Saviers

Leetonia Elementary

450 Walnut Street
Leetonia, Ohio 44431
PHONE: 330-427-2444 ext. 3012

Teacher-Danitra Liguore
Classroom Assistant- Lauren Porter
SLP- Jennifer McDonough
Classroom Phone: 330-429-0276

Building Principal- Ed Ridgeway
Building Secretary-Ruth Cerrone

Crestview Elementary School

3407 Middleton Road
Columbiana, Ohio 44408
PHONE: 330-482-5370

Teacher-Sara McDevitt
Classroom Assistant-Mendy Smith
SLP-Kathy Fife
Classroom Phone: 330-853-0580

Building Principal-Marian Dangerfield
Building Secretary-Chris Gecina

Garfield Elementary

1600 Lincoln Ave.
Wellsville, Ohio 43968
PHONE: 330-532-3301

Teacher- Rachel Dieringer
Classroom Assistant-Debbie McCartney
SLP-Stacy Beck
Classroom Phone: 330-831-6079

Building Principal-Lisa Ferguson
Building Secretary-Cindy Reed

McKinley Elementary

441 East Chestnut Street
Lisbon, Ohio 44432
PHONE: 330-424-9869

Teacher- Sarah Haren
Classroom Assistant-Connie Rudibaugh
SLP- Amy Woodford
Classroom Phone: 330-853-7451

Building Principal- Daniel Kemats
Building Secretary- Lisa McCoy

Staff Directory (cont.)

Reilly Elementary

491 Reilly Ave.
Salem, Ohio 44460
PHONE: 330-332-8921

Teacher -Meledy Dawson
Classroom Assistant-Amy Hochadel
SLP-Tiffany Kaiser
Classroom Phone: 330-853-9485

Teacher- Jennifer Hartman
Classroom Assistant-Diana Hart
SLP- Tiffany Kaiser
Classroom Phone: 330-429-0217

Building Principal-Cindy Viscounte
Building Secretary-Judith Haldeman

Itinerant—CCESC

Teacher – Jocelyn Mader
Phone: 330-831-7220
Note: Itinerant services follow the Lisbon Ex Vil calendar.

United Local Elementary

8143 State Route 9
Hanoverton, Ohio 44423
PHONE: 330-223-8001

Teacher-Karen Rhodes
Classroom Assistant- Bobbie Ridel
SLP-Christine Leheny
Classroom Phone: 330-831-7456

Building Principal- Christina Hughes
Building Secretary-Amanda Madure

Columbiana Co. Educational Service Center

38720 Saltwell Rd.
Lisbon, Ohio 44432
PHONE: 330-424-9591

Superintendent - Anna Marie Vaughn x131
Preschool Supervisor- Sheila Palombo x167
Student Services Director-Cheryl McGrath x154
Psychologist - Ashley Carson x172
Secretary - Bea Jones x123
Tuition Payments - Shelly Smith x100

To Report
Complaints or Concerns
Regarding the CCESC Preschool Program

CALL

The Office of Early Learning and School Readiness

at

The Ohio Department of Education

1-877-644-6338
(toll free)

** Each classroom is part of a yearly compliance process through the Ohio Department of Education.

** Parents may request a copy of the most current report at any time by contacting the classroom teacher or the CCESC Preschool Coordinator at 330-424-9591.



