



Heartland Early Learning Programs
 Program Location: Orrville Elementary School
 605 Mineral Spring St.
 Orrville, OH 44667
 330-682-1851



Ashley Millsaps, Preschool Director
orvl_amillsaps@tccsa.net

Elizabeth Wallace, Administrative Coordinator
orvl_ewallace@tccsa.net

Welcome to Heartland Early Learning Programs. This handbook contains information regarding our programs. It is very important that you read the handbook and refer to it as long as your child is enrolled in the programs. It will answer many questions you may have about our programs. However, if you require any additional help, our staff will be happy to assist you.

We are pleased that you have chosen to include us in the growth and development of your child. We look forward to educating your student.

Heartland Early Learning Programs

Who we are:

We are a school-affiliated early learning program for 3, 4 & 5 year olds. We provide a positive atmosphere to facilitate the social, emotional, character, intellectual and physical growth and develop early math and literacy skills, incorporating rhythm, movement and art skills. We build personal relationships that provide opportunity for future growth. The classes we offer are:



3 & 4-Year-Old Class: maximum capacity = 22, teacher/student ratio 1:11. Students will enroll in the 3 & 4 year class again or in the K Prep class the next year. They will meet 4 days, M-Th from 8:50-11:20 am.

Kindergarten Prep Class: maximum capacity = 22, teacher/student ratio 1:11. Students must be 4 by August 1 and plan to enroll in Grade K the next year. We will meet 4 days, M-Th from 12:30-2:55 pm.

All students are encouraged to discover, create and become independent learners aware of themselves and how they are part of the world around them. We encourage play, social interactions and problem-solving skills.

We believe:

- Students should be valued as individuals
- Students should feel safe and supported in their environments
- Playing and talking are the ways in which young students learn about themselves and the world around them
- Learning should be meaningful and fun
- Students are actively engaged in learning
- Students learn through taking risks, making mistakes and celebrating success
- Learning should encompass multiple opportunities and experiences to meet diverse needs and interests of individual students
- The process of learning is as important as the end product
- Students develop their social, emotional, physical, and cognitive skills at differing rates
- Students need to develop a sense of responsibility for their own learning
- Parents are the first educators of children and have a vital part to play in the establishment of their student's learning environment

Goals of our early learning programs:

The most important goal of our program is to help students become enthusiastic learners. This means encouraging students to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. We want our students to become independent, self-confident, inquisitive learners. We are teaching them how to learn, not just in their developmental years, but all through their lives. We want each student to develop good habits and attitudes, particularly a positive sense of themselves, which will make a difference throughout their lives.

Heartland Early Learning Programs have chosen a curriculum that aligns with Ohio's Early Learning Content Standards and the needs of the individual children as a framework for developing lesson plans and daily activities. The early learning standards are aligned with Ohio's Kindergarten Standards that help teachers, students and families understand what is expected in kindergarten. The Heartland Early Learning Program learning experiences are established following these state standards.

Details of Ohio's Early Learning Content Standards can be found on the Ohio Department of Education website: www.education.ohio.gov

Daily activities and lesson plans will include:

- A balance of small and large muscle activities
- A balance of student-initiated and teacher-directed activities
- A variety of activities that motivate children to explore and learn through their play
- A variety of activities to support the development of social skills

Content areas include:

- Mathematics
- English Language Arts
- Science
- Social Studies



Learning and instruction experiences are provided with various learning centers. Centers may include, but are not limited to, the following: Literacy, Math, Writing, Art, Blocks, Dramatic Play, Science/Discovery, Large Motor, Fine Motor, Thematic, Water/Sand, Music/Movement, Cooking, etc.

Days and Hours of Operation

Heartland ELP Office, located at Orrville Elementary School, is open, during the school year, Monday-Friday from 8:00 am to 4:00 pm. Our school year begins August 26, 2024 and ends May 22, 2025. We follow the Orrville City Schools District calendar for all days off throughout the school year. A school year calendar will be given to you with enrollment paperwork before the start of the school year.

Class Times/Age Requirements

3 & 4-Year-Old Class – This class will meet Monday, Tuesday, Wednesday, and Thursday from 8:50-11:20 am. Students will enroll in the 3 & 4 Year-Old class again or the Kindergarten Prep Class the following school year.

Kindergarten Prep Class – This class will meet Monday, Tuesday, Wednesday, and Thursday from 12:30–2:55 pm. Students must plan to attend Kindergarten the following school year. Students entering must have his/her fourth birthday by August 1 of the current year.

Admissions

Heartland Early Learning Program will not discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability. This would be a violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

Student Enrollment Forms and Documents

The following documents are required to enroll a student in Heartland Early Learning Program:

Proof of Residency – this is used to verify you are a current resident within the Orrville School District. Examples are a rental statement, current utility bill, etc.

Birth Certificate – a certified copy of the child’s birth certificate. Certified copies can be obtained from the health department in the location of your child’s birth hospital. We will make a copy so you can retain the original. The Wayne County Health Department is able to issue Birth Certificates for any birth that occurred in Ohio.

Legal Documents – custody papers if applicable

Immunization Record – must be up to date on immunizations

Medical Statement – current physical examinations are **required** for admission. If your child is not due for a physical exam soon due to insurance policies, the most recent physical must be submitted with the understanding that an updated form will be required during the year. You have until September 28, 2024 to submit this form. If you are having trouble finding medical care for your child, The Viola Startzman Clinic provides medical care at no charge to low-income (up to 200% of the federal household poverty level) Wayne County residents.

Dental Form – similar to the medical statement, a dental form is needed as well. You have until September 28, 2024 to submit this form. Again, The Viola Startzman Clinic can help with service for low-income Wayne County residents.

Multi-Purpose Release Form – It is necessary to obtain the signatures of guardians in order to apply topical products, include names in a roster, and confirm that the handbook and bathroom usage statement has been read.

Tuition

Our early learning programs are funded partially by tuition. Tuition is not refundable, with exceptions made only in circumstances approved by the Superintendent of Orrville City Schools. Checks are to be made payable to OES and should be mailed to 605 Mineral Spring St, Orrville, OH 44667. A receipt will be provided as your proof of payment, should a question arise.

Tuition payments are due on the 25th of each month, beginning in August (for the month of September) and ending in April (for the month of May). Please do not send cash through the mail. Do not give your payment to the Director or other staff members. Please see the Director, Administrative Coordinator or call the office if you have a problem paying tuition on time.

PRESCHOOL FEE SCHEDULE based on GROSS ANNUAL HOUSEHOLD INCOME

MONTHLY	\$10	\$20	\$35	\$50	\$80
YEARLY	\$90	\$180	\$315	\$450	\$720
	130	140	155	170	185

Household

2	below	25634	25634	28380	28381	31126	31127	33873	33874	and above
3	below	32242	32242	35696	35697	39150	39151	42605	42606	and above
4	below	38850	38850	43012	43013	47174	47175	51337	51338	and above
5	below	45836	45836	50746	50747	55657	55658	60568	60569	and above
6	below	52066	52066	57644	57645	63222	63223	68801	68802	and above
7	below	58674	58674	64960	64961	71246	71247	77533	77534	and above
8	below	65282	65282	72276	72277	79270	79271	86265	86266	and above

Daily Schedule

The daily schedule is flexible enough to provide adaptability when necessary, but structured enough to provide predictability for students. We want them to view our school as a safe and comforting place, where they know what to expect and when.

Sample Schedule for 3 & 4-Year-Old class:

Arrival/Circle Time

During this time, some examples of activities may be songs, story time, or language arts activities. Calendar, weather, etc.

Indoor/Outdoor Gross Motor

Learning Stations

Examples of areas that students may choose from are: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Math, Language Arts, Book Corner, etc. During Learning Stations, the teacher will have the opportunity to work with individual children in small group time to better meet their individual goals and needs.

Clean Up Time

Snack

Closing Circle Time

During this time, some examples of activities may be goodbye songs or music and movement activities.

Dismissal



Sample Schedule for Kindergarten Prep class:

Arrival/Morning Circle Time

During this time, some examples of activities may be morning songs, story time, or language arts activities. Calendar, weather, etc.

Indoor/Outdoor Gross Motor

Snack

Learning Stations

Examples of areas that students may choose from are: Art, Table Toys, Dramatic Play, Block Corner, Sensory Table, Science Area, Math, Language Arts, Book Corner, etc. During Learning Stations, the teacher will have the opportunity to work with individual children in small group time to better meet their individual goals and needs.

Clean Up Time

Closing Circle Time

During this time, some examples of activities may be goodbye songs or music and movement activities.

Dismissal

Outdoor Play

Our early learning program classes may use the playground when weather permits for some of their gross motor times. No student will go outside if the weather, including the wind chill, is less than 20 degrees or more than 90 degrees, including humidity. If at any time, the teacher does not feel that it is in the best interest of the students to go outside, the teacher may decide to remain inside. The classroom or large group area will be used during these times.

Snacks

All programs will have daily snacks. The school will provide a snack and drink each day. Snack menus will be posted in each classroom on a weekly basis. Healthy snacks such as the ones listed are preferable.

Drinks – 100% juice, milk, small bottles of water

Snacks – crackers (graham crackers, Ritz crackers, saltine crackers, animal crackers, goldfish crackers, etc.), pretzels, bagels, fresh fruit, fresh vegetables, fruit snacks, microwave popcorn, Chex mix, string cheese, yogurt, cheese slices

Because of the increase in food allergies that are present, all snacks sent to school must be in their original packages.

Parents of students with food allergies or special needs should confer with the Director and their child’s teacher to develop a Child Care Plan for Health Conditions or Medical Procedures (JFS-01236). As a precaution, all food allergies will be posted in the classroom. If your child requires a modified diet, a physician must provide written instructions, whether by need or by choice. All instructions must be in writing and reviewed with staff. Foods listed as allergies on health/medical forms will require a physician care plan form and an Administration of Medication form. If it is not a physician stated allergy, but sensitivity to certain foods you have noticed, please list it as such. Food allergies will be posted in the classroom.



All Early Learning Programs at Orrville City Schools are ‘Nut Sensitive’. This means that no food item may be brought into the classrooms that contains any type of nut or has been produced on machinery that may have processed a nut product.

A snack shall provide nutritional value in addition to calories and contain at least one food from two of the four basic food groups. Only 100%, undiluted fruit or vegetable juice shall meet the fruit or vegetable requirement for meals or snacks. Please note that fruit snacks do not count as a fruit unless they contain 100% fruit, not just 100% vitamin C.

Snack Serving Size Information

Snack

Food Components	Ages 3-5
1 milk Fluid milk (low fat or skim)	½ cup
1 fruit/vegetable Juice, fruit and/or vegetable	½ cup
1 grains/bread Bread or Cornbread or biscuit or roll or muffin or Cold dry cereal or Hot cooked cereal or Pasta or noodles or grains	½ slice ½ serving 1/3 cup ¼ cup ¼ cup
1 meat or meat alternate Meat or poultry or fish or Alternate protein product or Cheese or Egg or Cooked dry beans or peas or Yogurt	½ oz. ½ oz. ½ oz. ½ 1/8 cup 2 oz.
*round foods such as grapes, hot dogs, or cherry tomatoes must be cut in half lengthwise.	



Separation/Transitions

The first few weeks of class will probably produce some anxiety for you and your child. Your child will appreciate your loving reassurance that you will return at the appointed time. Our teachers are empathetic to your feelings and to your child's feelings. Our staff is trained to be alert and aware of your child's reactions to his/her environment and will make every effort to help them adjust as easily as possible. Tears will usually only last a few moments.



School Closings

The school utilizes the Blackboard automated system that calls and/or texts parent phone numbers as indicated in FinalForms. Please make sure to keep your number updated in FinalForms at all times. You may also check the following television stations:

WKYC Ch. 3 NBC / WEWS Ch. 5 ABC / WJW Fox8News

Unless you receive a phone call or hear/see the closing in one or more of these ways, school will be in session as usual. Please refrain from calling the school to inquire about closings, as we need the phone lines to communicate and make decisions. Every effort will be made to provide for the safe transport of students to and from school. These are difficult decisions at times, and we will make every attempt to make them in a prudent and reasonable manner. Our intent is to keep you as fully informed as possible.

The 3 & 4-Year-Old class will be cancelled in the case of a 2 Hour delay.

Emergency Procedures

Fire Drill:

Students are to locate all fire exits and familiarize themselves with the safe areas of the building in case of a fire alert. The fire alarm will be sounded in case of a fire in the building. Students are expected to be quiet during the alarm and follow all directions given by their teacher. Students are not to re-enter the building as long as any lights are still flashing. Fire drills will be practiced in accordance with Ohio Revised Code.

Tornado Drill:

In the case of a tornado alert, the warning will be given. Once again, students must remain quiet and follow all directions given by their teacher.

Lockdown Drill:

Lockdown drills will be practiced, and by state law, one drill will include local law enforcement officials. All doors will remain locked until the completion of the drill. Students will remain quiet at all times. Only directions given by school personnel and/or safety personnel will be followed.

All emergency drills will be practiced at various times throughout the year!

Health Services

Immunizations:

The Ohio Revised Code (ORC 3313.671 and 3323.05) requires no pupil shall be admitted, at the time of his initial entry of each school year, or shall be permitted to remain in school for more than fourteen (14) days, unless such pupil has presented written evidence, that he has received or is in the process of receiving immunizations by a method of immunization approved by the department of health pursuant to section 3701.13 of the Revised Code.

The State Department of Education and the Ohio Department of Health requires each child before entering school to have the required number of Diphtheria, Tetanus, Pertussis, Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (chicken pox) immunizations according to their age.



Lice Policy:

Students found with live lice will be excluded from school and required to receive suitable treatment at home immediately. The student must remain out of school for a minimum of 12 hours to allow for treatment. They will be checked by the school nurse or other designated personnel the next school morning following treatment. The student may return to school the morning after initial treatment if the following conditions are met:

1. A parent must accompany the student- NO BUS RIDE to school the next day.
2. The parent must wait until the head check is completed.
3. The student is free from live lice.
4. The parent must show an obvious attempt to remove the majority of nits. Nits that are present are acceptable but if it takes longer than 10 minutes to remove nits from hair, the student will be sent home to remove excessive nits.
5. If the student has missed a significant number of school days because of lice infestation and does not have live lice, the student may return to class as long as monitoring of the progress of nit removal is made by the school nurse or designated personnel.
6. All students that are infested with live lice will be checked in 7-10 days from initial treatment.
7. In case of chronic, repeated infestations, the student may be rechecked as often as needed.

Communicable Diseases:

Please notify the school if your child is absent with a communicable disease so we may alert other parents. A notice to parents or guardians will be provided when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease. Any student suspected of or reported to have a communicable disease is to be examined by the student's physician. Upon the recommendation of the physician, the student may be excluded from school. Orrville City Schools follows the most up-to-date information of communicable diseases as set by the Ohio Department of Health. Re-admission is dependent upon a decision by a physician, and with their written documentation stating a return date.

1. **Chickenpox:** Excluded from school until 6th day of rash appearing or until sores are dry.
2. **Common cold:** Feels well, has not had a fever for 24 hours, and cough and drainage are not profuse
3. **Conjunctivitis (Pink Eye):** Physician's note required. Return 24 hours from start of treatment.
4. **Cough:** Cough is not severe or persistent; other symptoms of illness have stopped.
5. **Diarrhea:** 24 hours after the last occurrence without taking diarrhea medication
6. **Fever:** No fever greater than 100.4 F for 24 hours without taking fever medication
7. **Fifth Disease:** Physicians note required. Only excluded from school if currently having a fever; may still have rash.
8. **Hand/Foot/Mouth:** Physician's note required. Excluded if sores present in mouth, drooling, weeping blisters on hands
9. **Head Lice:** Excluded from school until after pesticide treatment is applied & no live lice found
10. **Impetigo:** Physician's note required. Excluded from school until 24 hours after treatment has begun & all sores are dry.
11. **Pinworms:** Physician's note required. Excluded from school until after treatment is given
12. **Rash:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
13. **Ringworm:** Physician's note required. Excluded from school until after 24 hours of treatment for scalp & skin lesions; areas must be kept covered upon return; excluded from contact sports until lesions are gone.
14. **Scabies:** Physician's note required. Excluded from school until 24 hours after application of scabicide.
15. **Strept Throat/Scarlet fever:** Physician's note required. Excluded from school until on antibiotics for 24 hours; no fever for 24 hours
16. **Vomiting:** 24 hours after the last occurrence without taking medication
17. **Hepatitis:** Physicians note required.
18. **Measles:** Exclusion for 4 days after rash appears or until sores are dry.
19. **Mumps:** Exclusion for 5 days after swelling is gone.



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

1. 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.
2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian. Parents should not send any child to school with these symptoms:
 - 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 shite stool
 - i. Stiff neck
 - j. Evidence of lice, scabies, or other parasitic infestation
3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. The director and the parent or guardian shall determine whether the child should be discharged immediately or at some other time during the day. 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
 - d. Vomiting
4. A child isolated due to suspected communicable disease shall be:
 - a. Cared for in a room or portion of a room not being used in the preschool program;
 - b. Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - c. Made comfortable and provided with a cot. 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, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - d. Observed carefully for worsening condition; and
 - e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
5. Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:
 - a. The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
 - b. Procedures for isolating and discharging an ill child and policy for readmitting such child;
 - c. Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
 - d. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in #2 and #3 above of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in #2 and #3 above.
 - e. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.
6. The "mildly ill" child who is experiencing minor symptoms and does not feel well enough to participate will be able to rest in the classroom.
7. All staff members will receive training in recognizing the signs and symptoms of communicable disease and in hand-washing and disinfecting procedures. This training will be acquired either through an approved course (e.g. Red Cross) or by someone who has been trained in an approved course.



8. A communicable disease chart will be posted in each classroom to assist the staff and parents in identifying these illnesses.
9. There will be at least one staff member present at all times who has received training in communicable disease recognition. Each day in the classroom, the teacher or teaching assistant will complete an observational health check on all children as they arrive to class.

Medication Administration:

Students needing medication are encouraged to receive the medication at home, if possible. If this is not possible and it is necessary for the student's attendance; administration of any medication will be done in compliance with the following: Prior to dispensing any type of medication, written permission must be received from the parent(s) and physician of the student and shall include:

1. **All** medications must have a Medication Administration form (also available on-line) filled out & signed by the physician and parent indicating the exact dispensing instructions.
2. Medication Administration forms must be completed for **each school year** regardless of life-long medication usage.
3. A Dispensing of Medication Form is attached to the registration packet.
4. A written record or log including the dosage, date, and time that the medication was administered shall be maintained for one year when medication is dispensed to a child.
5. New Medication Administration forms must be completed & signed (if prescription) when there is a change in any of the information originally provided by the physician, licensed individual, or parent (i.e. dosage, dispensing).
6. **Each** medication must have its own Medication Administration form. Medication cannot be combined on the same Medication Administration form.
7. The medication must be received from an adult (**students may not bring medication**) in the container in which it was manufactured or dispensed by the prescribing physician or others licensed to prescribe medication. The label on the prescription container must state the child's name and dispensing instructions. Any medication tablets that must be split needs to be done prior to the school receiving the medication.
8. The school nurse or authorized trained designee has the right to refuse the dispensing of any medication based on questionable dosage and/or drug interactions. The student's physician may be contacted to verify dispensing of any medication.



OHIO Department of Medicaid Information

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service 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 (FOR-OHIOANS/Programs/Lead); and
- Other services 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 as well.

Attendance

All students enrolled in Heartland Early Learning Programs should be in regular school attendance. Regular school attendance shall be defined as participation of all activities assigned to a student during specified school hours when classes are being conducted. The only tardiness or absence from these required activities that will be excused is that provided for in Ohio Law and confirmed by parents or by the legal guardian. Reasons for which students may be excused include, but are not limited to:

1. Personal injury
2. Illness in the student's family
3. Death of a relative
4. Quarantined for contagious disease
5. Observance of religious holidays or
6. Emergency set of circumstances judged as sufficient cause by the school.

Parents are asked to call the school @ (330) 682-1851, no later than one hour after the start of the school day to report their child absent.

Every effort should be made to plan family vacations during a time that will not require a student to miss school. In the event that this is unavoidable, the student is requested to bring a note written and signed by the parent prior to the vacation.

Positive Discipline Policy

Discipline is the process of encouraging children to learn to control themselves. Discipline is setting limits and correcting misbehavior. Discipline also is encouraging children, guiding them, helping them feel good about themselves, and teaching them how to think for themselves. A staff member in charge of a child or group of children shall be responsible for their discipline.



The goals of the positive discipline approach used at Heartland Early Learning Programs are to help children:

- Learn to make good choices
- Learn problem-solving skills
- Learn to show character by following the OCS Character Words of the Month

The following is a list of practices consistent with these goals:

1. The prevention of problems is an important aspect of discipline in the early learning program classroom. Staff regularly evaluates the classroom environment for the prevention of discipline problem areas.
2. Staff carefully plan developmentally appropriate activities and routines so that the individual and developmental needs of each student can be met.
3. Positive discipline involves establishing rules. The staff sets appropriate guidelines for behavior, which ensures order and sets boundaries for interactions.
4. Redirection of a student's attention to get them involved with something else.
5. Give students choices whenever possible. This shows them that we respect and trust in their abilities to make decisions and to have control over their behavior.
6. The positive actions of the students are noticed, encouraged, and praised.
7. Students are given ample warning before changing activities.
8. Students are taught problem-solving by examining what has happened and searching for possible solutions with staff members.
9. When disciplining, the staff is positive and considers the student's age, experience, understanding, developmental needs, home environment, etc.
10. When confronted with negative behavior, the staff follows the philosophy of "loving firmness". The student is treated with respect and love and separated for the rejection of the negative behavior.
11. Students experiencing difficulty are removed from over stimulating situations and given time to calm down or gain control in a quiet, more private space.
12. If the student demonstrates behavior that requires frequent extra attention from the staff, we may choose to develop and implement a behavior management plan.

13. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
14. Our programs methods of discipline 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, 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, and food shall not be used as a reward for behavior.
- 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 staff member in a safe, lighted, and well-ventilated space.
- The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

15. Total disregard for classroom discipline, lack of improvement in a child's behavior or endangering the safety or well-being of other students may result in suspension from school for a period of time to be determined by the director. A suspended student loses all rights and privileges of enrollment during the period of suspension. No tuition will be refunded for school time missed due to suspension. Referral to guidance counseling, psychological or social agencies may be suggested.

Supervision Policy

A major responsibility of the staff is to ensure the health and safety of each student entrusted to our care. Staff is alert to the safety needs of their students, anticipates possible hazards, and takes necessary appropriate precautionary and preventative measures. No child shall ever be left alone or unsupervised.

Arrival: Staff members will be at the classroom door before the beginning of class. Parents are required to bring their children to entrance Door #2 of Orrville Elementary School for arrival time where they will be greeted and acknowledged by the teacher. Any special messages, pick up notes, etc. can be given to the teacher at that time. Students may not be dropped off at any other entrance of the building or be sent inside alone. Staff must be made aware of each student's presence before parent departs. Please do not leave other children in the car unsupervised.

Dismissal: Parents will walk to entrance Door #2 of Orrville Elementary School at dismissal time not using the car line. Students will not be released to anyone under the age of 18 unless special arrangements have been made through the director. Staff will release students only to those persons listed on the registration form. If an emergency arises, the parent must provide a written, signed note giving the person permission to pick up their child. Staff will check ID's of anyone they do not recognize. Please let people know about this ahead of time so they bring a photo ID.

Teachers must maintain the teacher/child ratio at all times. Therefore, if you have a question that you would like to discuss with the teacher, please be prepared to stay until all children have departed from the classroom. Teachers are not able to meet with each individual parent during arrival/dismissal time.



Class Parties and Other Special Events

Heartland Early Learning Programs will celebrate the following: Fall Harvest, Winter Holiday, and Valentine's Day.

Field Trips

Field trips are designed to extend learning that occurs in the preschool classroom. Permission slips are required for all field trips or child will not be permitted to attend. Identification tags will be attached to each child when appropriate. A first aid kit will be taken on each trip away from the school. A person trained in first aid shall accompany the children on any field trip. Emergency Medical Authorization forms will be taken along on the trip.

Communication Between Home and School

You may communicate with your student's teacher via notes, telephone, email and/or conferences. Your student's teacher will return telephone calls when class is NOT in session. It is very important that you check your student's backpack each day for notes and/or forms from the teacher. Parent/Teacher conferences will be held twice a year; one in the fall and one in the spring.

Parental Participation

Parents may visit the classroom after reporting to the main entrance. In the event additional information about the preschool is needed or there is a need to express concerns, discuss rules and regulations as stipulated by the State Department of Education, and/or obtain copies of inspection reports of the program, please contact the director of the program as identified on the cover of this handbook. In the event that the director of the program does not address your concerns, please contact: David Toth, Superintendent, Orrville City Schools at 330-682-4816.

Classroom Licensing

All classrooms are licensed by the Ohio Department of Education and are inspected annually. Licenses and related paperwork are posted in each classroom and may be viewed by parents. Additional license information can be requested by contacting the program director at 330-682-1851.

Dress Code

Students are encouraged to wear washable and comfortable play clothes and tennis shoes. Remember that we do provide dirt, sand, mud, paint, and glue; all of those messy things so loved and needed by young developing minds. Please label outer garments and other possessions (backpacks, extra clothing, etc.) with your child's name. We play outside or in the room every day. Jewelry can cause problems (with hand washing, breaking, getting lost, etc.) and is dangerous on the playground so please leave it at home.

Extra Clothing

Accidents occur, spills happen. Please provide one extra set of clothing (changed seasonally) to be stored in your child's classroom. The extra clothing should include underwear and socks. Please put these items in a zip lock bag with your child's name on the outside of the bag AND on each additional clothing item inside.

Toys

Heartland Early Learning Programs provides the students with ample equipment and toys and therefore, asks that students do not bring toys to school (the exception to this rule is when it is your child's "special day"). On that day, your child may bring an item to share with the class; however, we ask that no toy guns or other toys of destruction be brought to school. We are not responsible for lost or broken toys.

Backpacks

Students should bring a backpack to school each day. Parents should inspect backpacks daily before leaving for school to verify no toys, weapons, electronic devices, or medications (including lip balms, sanitizers, and lotions) are in the backpack.

Have a wonderful school year!

