



Vermilion
Little Anchors Preschool
Parent Program Guide
2020-2021

Vermilion Local School District

Our Commitment:
The student is the focus of every decision
we make

The Little Anchors Preschool Program Parent Guide is used with the Vermilion Elementary Student Handbook. The Program Parent Guide and Student Handbook together identify rules and regulations of the Little Anchors Preschool Program.

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STAFF DIRECTORY

Mr. Phillip Pempin	Superintendent	440-204-1700
Mr. Jim Balotta	Assistant Superintendent	440-204-1700
Ms. Justin Klingshirn	Treasurer	440-204-1700
Ms. Karen Blackburn	Director of Pupil Services	440-204-1701
Ms. Brooke Spafford	Prek Coordinator & Psychologist	440-204-1703
Mr. Matthew Malear	Vermilion Elementary Principal	440-204-1703
Ms. Patty Dryfuse	Vermilion Elementary Secretary	440-204-1703
Ms. Carol McCauley	Vermilion Elementary Secretary	440-204-1703
Ms. Joni Snyder	Special Education Secretary	440-204-1701
Ms. Kelli Collins	Intervention Specialist	440-204-1703
Ms. Annemarie Kuriger	Intervention Specialist	440-204-1703
Ms. Laura Moyer	Speech/Language Pathologist	440-204-1703

Vermilion Local School District Board of Education

Shelly Innes	President
Sara Stepp	Vice-President
Eric Johnston	Board Member
Krystal Russell	Board Member
Chris Habermehl	Board Member

Vermilion Local Schools
Message from the Superintendent

Welcome to the Vermilion Schools Little Anchors Preschool!

We believe that our community can be proud of what is available to children in Vermilion. In addition to state-of-the-art learning facilities, we also offer athletic and recreation opportunities that are within walking distance of each school, making it easy for students to have a well-rounded educational experience.

Our academic priorities have at their core the guidelines below that were established by our District Leadership Team in coordination with the Ohio Improvement Process. These guidelines are critical components of how we continue to pursue and achieve excellence for our entire district.

Vision Statement

Inspiring students to be leaders and life-long learners

Mission Statement

Make every student college and career ready through personalized instruction

Commitment Statement

The student is the focus of every decision we make

Values

Personalization
High Expectations
Innovation
Communication
Relationships

The technology that is available to our teachers is a prime component in helping them determine how well individual students are comprehending the material. Our teachers and administrators work hard to ensure that every student achieves one year of growth for each year of learning. Learning must be relevant and engaging, and the school must be a place that students truly look forward to being a part of every day. As a public school, it is expected that our district be accountable and transparent to the community. Our entire staff will work hard to make Vermilion Local School District a top public school in Ohio.

Have a great year!
Philip M. Pempin, Superintendent

Vermilion Little Anchors Preschool
1285 Douglas St.
Vermilion, Ohio 44089

Philosophy

The Little Anchors Preschool Program is committed to providing quality early childhood services to our student and families. We provide developmentally appropriate activities in a safe and nurturing environment. We are a child-centered program that is devoted to meeting each child's unique needs. Our focus is to develop foundational academic and healthy social/emotional skills while helping our families stay engaged in their child's learning.

Preschool children learn best through meaningful play. We strive to provide opportunities for child-directed play that is facilitated by our wonderful staff of teachers and teaching assistants. Our staff provides a variety of opportunities and experiences that help our students explore and grow.

We believe that our families are an integral part of a child's learning experiences. We strongly encourage parents to participate in their child's preschool program. Little Anchors will offer a variety of parent engagement activities with the hope of developing a collaborative approach to your child's education.

Preschool Goals

1. Provide opportunities for child-directed, meaningful play
2. Provide pre-academic, cognitive, & kindergarten readiness skills
3. Develop language and communication skills
4. Develop fine and gross motor skills
5. Develop social-emotional and adaptive behavior skills
6. Provide parent engagement & involvement activities

Admission Procedures

Admission:

Little Anchors Preschool is located at Vermilion Elementary School and services students from ages 3-5. Students must be 3-years-old by August 15. Students must not be age eligible for kindergarten (unless identified as a student with a disability). Our program services “model peers,” general education students, and students with disabilities. “Model peers” are defined as children without delays or disabilities who are integrated and participate along with the special needs students in the center-based preschool program. While benefiting from the preschool experience, these children provide peer interaction and socialization for the preschoolers with special needs. All children learn, not only from adults, but from watching and interacting with other children. Model peers must demonstrate age-appropriate cognitive, language, physical, social/emotional and independent living skills. A screener is completed prior to placement to assess these skill areas.

Participation in the program as a model peer and/or general education student is tuition-based. Students with disabilities do not pay tuition. The Policies and Procedures for the Education of Children with Disabilities allows preschool children with disabilities to attend the Little Anchors Preschool Program at no cost. The school district is responsible for determining a child’s eligibility for special education services under these policies.

All families must pay a non-refundable \$37 application/supply fee upon enrollment.

Yearly tuition costs are as follows:

- \$1,575---\$175/month September-May

Monthly payments are due on the first day of the month from September through May.

A completed application and the application/supply fee must be received before a spot will be held for each student.

Enrollment:

Enrollment is accepted for residents of Vermilion Local Schools who meet the eligibility requirements for a preschooler with disabilities. Eligibility is determined based on the Rules for the Education of Preschool Children with Disabilities (Chapter 3301.31). Enrollment for children not meeting the eligibility criteria as a student with a disability is available to Vermilion Local School District residents and staff of the Vermilion Local Schools. Open enrollment is not accepted by Vermilion Local Schools Little Anchors Preschool Program.

Preschool spots have limited availability. A spot in the preschool is not secured until you have completed all steps listed below. Online registration begins February 14th for returning students and March 1st for new students.

Applying for enrollment is a five-step process:

- 1. Obtain a preschool enrollment paper application** (located in the offices of the Vermilion Elementary School or the Administration office at 1250 Sanford Street).

- 2. Complete the online pre-registration:**
<http://www.vermilionschools.org/Parents.aspx>. Follow the student registration instructions to complete the online pre-registration information.
- 3. Registration appointment:** Once the pre-registration is complete, you will be prompted to set an appointment with the Registrar. The custodial parent or guardian must finalize the process by bringing required documents to the Administration office. **ALL of the required documents listed during the online registration process, the completed preschool enrollment paper application, and a registration fee (\$37) must be provided to finalize the enrollment. Your application will not be considered “complete” and a slot will not be reserved until all the required documents are provided.**
- 4. Screening:** All students in the preschool program are assessed using developmentally appropriate screening tools. All new enrollees must attend an in-person screener prior to placement. This assessment is used for differentiation within the classroom, as well as to determine whether a typical child qualifies as a model peer for the center-based program. The screener is scheduled for all new enrollees at the registration appointment. Returning students and students identified with a disability are not required to attend an in-person screening.
- 5. Placement:** Classroom placement will be determined after in-person screenings have been complete (if applicable). An acceptance letter with classroom teacher/placement will be mailed home to preschool parents, as well as the results of the developmental screener (if applicable).

For all model peers and general education students, applications are dated in the registration system and spots are reserved once the \$37.00 application/supply fee is received. Slots are filled in the order of completed applications that are received. In the event that the program and/or your child's age-bracket has reached its capacity, your child's name will be placed on a waiting list until there is an opening in the program.

Withdrawal

If you need to withdraw your tuition student, please call Preschool Coordinator Brooke Spafford at 440-204-1703 to officially withdraw your child from the Little Anchors Preschool Program. You will need to also complete and sign a withdrawal form in collaboration with your child's classroom teacher. If we do not receive a call AND a signed withdraw form, you WILL be charged for each month the office is not notified.

If you need to withdraw your student with a disability who is on an IEP, please contact the Preschool Coordinator: Preschool Coordinator Brooke Spafford at 440-204-1703.

Non-Discrimination Statement

It is the policy of the Vermilion Local schools that educational activities, employment practices, programs and services are offered without regard to race, color, national origin, gender, sexual orientation, religion, handicap, age, place of residence or social or economic background. Please see the Vermilion Local Schools Policy Manual section 2260 for further information on the non-discrimination policy and complaint procedures or the policy can be provided upon request.

Missing Children

All registration documents listed above are required for any new student enrolling in Little Anchors Preschool Program. Any child determined to be missing as designated by the Missing Children's Act will be reported immediately to the Missing Children's Clearing House and the proper law enforcement agency.

Program Requirements

The program is guided by written policies of Vermilion Local Schools Board of Education which are consistent with the Rules for the Education of Preschool Children with Disabilities (Ohio revised Code Chapter 3301-31), Operating Standards for Ohio's Schools Serving Children with Disabilities (Chapter 3301-51), and Rules for Preschool Programs (Ohio Administrative Code 3301-37). Copies of the Rules and Standards are available in the building for your review. If you have any questions regarding these regulations, contact the Ohio Department of Education, Division of Early childhood Education. The phone number is 614-466-0224.

While group sizes vary during each half day session, the center-based preschool classrooms maintain a minimum ratio of two staff members per no more than sixteen children. The general education preschool classroom maintains a minimum ratio of two staff members per no more than twenty-four children.

Any increase/decrease in this number is approved by ODE and affected families are notified in writing of the change. *See COVID-19 Addendum for additional information on class sizes/offerings.

Tuition and Billing---*See COVID-19 Addendum

If your child has been identified as a student with a disability by the school and the team has determined that the child needs an IEP, the student is allowed to attend the Little Anchors Preschool tuition free.

All families of must pay a non-refundable \$37 application/supply fee upon enrollment.

Yearly tuition costs are as follows:

- \$1,575---\$175/month September-May

Monthly payments are due on the first day of the month from September through May.

Tuition is charged monthly whether or not the student is present. There will be no credit given for sick, vacation, or calamity days. Days missed may not be made up due to daily attendance limits imposed by licensing rules.

Payments must be received by the 1st of each month. Payments may be given to the Vermilion Elementary Secretary or mailed to:

Vermilion Elementary School
Little Anchors Preschool Program
Attn: Building Secretary
1285 Douglas St.
Vermilion, Ohio 44089

Please do not give tuition payments to your child or your child's teacher. If payment is not received by the 15th of each month your child's enrollment could be terminated and his spot given to the next child on the waiting list. Monthly payment reminders will be sent home in your child's backpack. Please look for those the third week of each month.

~~Scholarships suspended for 2020-2021: A limited number of tuition assistance preschool scholarships are available for those demonstrating economic need. Please note: All supporting documents must be submitted with the scholarship application in order to be considered "complete." Any incomplete scholarship applications will not be reviewed/considered. Please contact the preschool coordinator (440-204-1703) for questions and additional information.~~

Class Offerings, Hours of Operation, Attendance, & Emergency Closing Procedures---*See COVID-19 Addendum

Little Anchors Preschool serves children ages 3-5 years old. Classrooms are designed to meet the needs of all children. The program offers two center-based sessions and three general education sessions. All preschool students receive a healthy snack each day and all students have the opportunity to receive transportation.

Class Offerings---numbers have been reduced from what is listed below. See COVID-19 Addendum for additional information.

- **Seafarers** (\$1,575---\$175/month September-May)-----Monday-Friday 8:35-11:15
This is a center-based classroom. This class will have a maximum of 16 students, ages 3-5. Within that class, 8 students are identified as a student with a disability. The other 8 students serve as model peers. A screening is required before placement.

- **Sailors** (\$1,575---\$175/month September-May)-----Monday-Friday 12:40-3:15
This is a center-based classroom. This class will have a maximum of 16 students, ages 3-5. Within that class, 8 students are identified as a student with a disability. The other 8 students serve as model peers. A screening is required before placement.

- **Mariners** (\$1,575---\$175/month September-May)-----Monday-Friday 8:35-11:15
This is a center-based classroom. This class will have a maximum of 16 students, ages 3-5. Within that class, 8 students are identified as a student with a disability. The other 8 students serve as model peers. A screening is required before placement.

Hours of Operation

The Little Anchors Preschool will operate Monday through Friday following the Vermilion Local Schools calendar (located at the end of this program guide). Special preschool closure dates will also be listed/noted at the end of this program guide. The first day of preschool is September 8th and the last day is May 26th. The hours of operation are listed below:

DAYS	SEAFARERS	SAILORS	MARINERS	STARFISH	MINNOWS
MONDAY	8:35-11:15	12:40-3:15	8:35-11:15	-	-
TUESDAY	8:35-11:15	12:40-3:15	8:35-11:15	-	-
WEDNESDAY	8:35-11:15	12:40-3:15	8:35-11:15	-	-
THURSDAY	8:35-11:15	12:40-3:15	8:35-11:15	-	-
FRIDAY	8:35-11:15	12:40-3:15	8:35-11:15	-	-

On district Late Start days, preschool will be CLOSED. There will be no AM or PM sessions.

Emergency Closing Procedures

Information concerning a DELAY or CLOSING due to inclement weather can be found at the places listed below. Please listen for an announcement of Vermilion Local Schools closed or delayed as Little Anchors Preschool Program follows the Vermilion Local Schools closing and delay schedule.

School Connects	Vermilion Schools Website	Vermilion Schools Facebook	Vermilion Schools Twitter
WKYC Channel 3	WUAB Channel 43	WJW Channel 8	WEWS Channel 5
WEOL 930 AM	WOIO Channel 19	WCPZ 102.7 FM	Ohio News Network

At times, it may become necessary to close the school during the day due to weather conditions, or school emergency. Vermilion Local Schools will contact parent/guardians via school connects at the phone number listed in Power school. Please make every attempt to keep this number up to date. This information can also be obtained at any of the information sources listed above.

If Vermilion Local Schools announces a 2 hour delay the A.M. session of Little Anchors Preschool will be CLOSED. The P.M. session will remain open unless Vermilion Local Schools announces a closure.

Attendance

Regular attendance in preschool is a primary component of a child's learning success. If your child must be absent, please contact Vermilion Elementary School at 440-204-1703 to report their absence. If no call is received the parent will receive an automated call informing them of their child's absence. Upon their day of return please send a note or any medical excusal forms obtained indicating the absence

Due to the importance of regular attendance at preschool, upon the 3rd consecutive day of absence the teacher will attempt to contact the parent to determine the reason for the absence and encourage the return of the child to school. If the child is a tuition paid child or on scholarship, and is absent for 10 cumulative days, on the 11th day, the school district may send a letter of intent to withdraw the child from the program and their spot could be given to a family on the waiting list. You will be charged the full month's tuition for the month the 11th absence occurred.

Arrival and Departure Procedures---*See COVID-19 Addendum

Arrival

Morning class begins at 8:35 AM and afternoon class starts at 12:40 PM. Doors will open to the preschool classroom 5 minutes prior to class beginning. Please remain with your child until met by a staff member at 8:30 AM or 12:35 PM. ~~Parents are welcome to walk their child to the classroom.~~ See Covid-19 addendum.

Please avoid late arrivals so that staff may attend to their additional responsibilities. If your child arrives at a time other than the regularly scheduled time, the parent must accompany the child and report to the Vermilion Elementary School office to sign their child into school. See Covid-19 addendum.

Departures

Morning class ends at 11:15 AM and afternoon classes end at 3:15 PM. You may meet your child in front of the school building. Children not met by parents will be brought to the car at the front of the school in the parent pick-up line.

Please avoid late pick-ups, as our staff have important instructional activities to prepare for the next day. If an emergency occurs and you are going to be late picking up your child, please contact the school immediately so that arrangements can be made. If there is a pattern of late pick-ups a meeting will be scheduled with you to address the issue.

Parent Authorization

Parents are requested at the time of enrollment to create a list of those authorized to pick-up their child from school. Students will **NOT** be released to anyone not included on the authorization list without prior written and signed request from the parent or guardian.

Parent Roster Information

Parents/Guardians are asked annually to provide written approval to have their name, phone number, and child's name on a group / program roster. This roster will be furnished to all parents in the program. Parents may opt out of having any information included on the roster. Permission or refusal will be noted on the Preschool Parent Roster Statement form.

Parent Engagement---*See COVID-19 Addendum

Little Anchors Preschool Program has adopted the Epstein Model (Joyce Epstein's six types of parent involvement). Our program has built activities that support the following types of involvement: parenting, communicating, volunteering, learning at home, decision making, and collaborating with the community. Our goal is to promote parent involvement and to provide opportunities to model positive adult-child interactions.

Little Anchors Preschool Program welcomes families to become involved in their children's preschool experience as much as possible. There are many ways to be involved! Family involvement is a key component of the program. Families are the primary educators of their children. Therefore, a continuing goal is to build and maintain a relationship between families and staff. Field trip chaperones, cooking with children, reading a story, sharing your talents such as music, crafts, and gardening, are just a few ways parents can be part of the preschool classroom. The list is endless and you can be creative in how you are involved.

~~According to the Ohio Department of Education Preschool Licensing Rules, parents/ guardians of children enrolled in the program have unlimited access to the class during class hours for the purpose of evaluating the care provided by staff, observing the program in operation, or evaluating the premises. We ask that parents be careful not to disrupt the learning process of the students. If you are visiting outside of the pickup or drop off times, you must first report to and sign in at the school office.~~

~~Parents are also welcome to volunteer as part of the daily program as often as they like. Please speak with your child's teacher prior to the day you want to volunteer. Vermilion Board of Education asks that all volunteers who supervise or tutor students while not under the direct supervision of a teacher, complete a BCI fingerprint background check. Fingerprinting can be completed at 1250 Sanford St., Suite A.~~

Program newsletters are sent home on a regular basis. The newsletter will highlight information about themes of study, snacks, important dates, and fun activities. Little Anchors Preschool may also send home educational resources to help your child's growth. If you would like to contribute to the newsletters, please let us know!

Parent meetings, information regarding educational workshops, book fairs, parties, and other special events may also be provided to families. Parents are encouraged to make suggestions for improvement to the daily schedule, curricular topics and activities. Families are also encouraged to share any special appropriate talents with the students (teach a skill, share a talent, etc.).

Field trips may also be scheduled by your child's teacher. The students, their parents, and staff meet at a community site (farm, apple orchard, bowling, etc.) for learning and social activities. Parents are encouraged to attend with their children.

Formal progress reports are sent home at least twice per school year to highlight your child's growth. Parent-teacher conferences are scheduled in the fall and spring. Formal and informal collaborative conferences will be held as needed. Please feel free to speak to any staff member at any time!

Daily Needs

Clothing

Preschool experiences require many hands-on activities. While these are very meaningful to the children they may also become very messy. We ask that you please have your children wear clothes to school in which they are able to explore, play and even get dirty! Clothes should be easy to get into and out of for toileting purposes. You will be asked to provide an extra set of clothes that are seasonally appropriate in case any changes need to be made during the school day. All children's clothing should be marked with the student's name in permanent marker. Finally, we go outside frequently so please make sure your child is dressed appropriately for the weather.

Our staff will encourage children to help themselves whenever they can. This gives them a sense of accomplishment and control over their environment. It would be helpful if parents select coats, pants, sweaters, Velcro closure shoes, etc. that the children can manipulate themselves. For children who are working on toilet training, easy clothing is a must.

If your child is not yet toilet trained, please send diapers and wet wipes with his/her name marked on the bag and container.

Possessions from home

If your child is having difficulty making the transition from home to the class, it may be helpful to bring a favorite item from home. It is very easy to lose a child's possession in a group setting. So once your child has adjusted, he/she will be encouraged to leave the item at home.

The teacher may utilize show/tell to promote a certain theme or improve student skills. You will be informed of the schedule so that you can choose your item beforehand.

Field Trips—*See COVID-19 Addendum

Field trips that enrich the preschool curriculum may be organized occasionally. Parental permission is required for individual field trip participation. On field trip days, there will be no school. Parents will be required to provide transportation to and from the field trip. Parents are welcome and encouraged to join in the outing.

Daily Program Schedule

The Little Anchors Preschool Program offers meaningful play-based learning. We believe in a child-centered, child-directed approach to early childhood learning. Teachers work to develop a balance of quiet time and active play. The focus is on meeting a child's intellectual, physical, social & emotional needs through indoor and outdoor activities. The daily schedule is set up to allow ample time for children to participate in a variety of learning activities and centers. Students will interact and work collaboratively with others while developing age-appropriate social skills. They will explore a variety of topics to spark curiosity and ignite a passion for learning.

Learning Center Time

Children are free to choose a learning center activity such as dramatic play centers, arts & crafts, reading/writing center, fine motor center, and building center. The teachers use this time to work with individual children on skill development or with small groups of children on a particular activity. Center activities are changed frequently and are often developed based on the skills being learned during the week. Children are offered new challenges, thought-provoking questions, and encouraged to try new things. They are asked to rotate through several centers during center time so they learn skills in a variety of areas.

Whole group & Small Group Time (carpet/circle time)

Children join their teacher for story time that includes movement and or musical activities. These activities promote social skill development, fine & gross motor development, and lots of fun. The teachers use this time to present activities that are developmentally appropriate for children in the group. The activities are developed based on a theme of the week/month and include concepts in literacy, math, and language.

Indoor & Outdoor Motor Activities

Teacher work to develop lessons that help students better develop fine and gross motor skills. These activities can include fine motor activities such as play dough, puzzles, writing, art activities and sewing. Gross motor activities could include dancing, jumping, hopping, playing outside, rolling/throwing a ball.

Snack Time

This is an important part of your child's day as it provides a wonderful snack during their time a preschool, some basic knowledge in good nutrition and allows students a time to develop social/emotional skills. Students are provided a nutritious snack that meets Ohio Department of Education and Ohio Revised Code preschool snack rules.

No child is forced to prepare or consume any snack. If your child has special dietary needs or food allergies, please notify us in writing.

Snack Guidelines

In accordance with the Ohio Department of Education and Ohio Revised Code, preschool snacks must have items representing at least two of the main food groups:

Meat/meat-equivalent group
Milk group

Bread/bread-alternatives group
Fruit/vegetable group

Some suggestions for a nutritious snack are:

- Cheese slices/cubes and crackers
- Apples, celery, or bananas
- Orange slices, pineapple chunks, grapes
- Peanut butter and bread

- Carrot sticks, celery, broccoli, cauliflower, and dip
- Fruit juices
- Milk

Vitamin C Suggestions

Vitamin C has several important functions in the body, such as helping to form bones and teeth and healthy skin and tissue. Vitamin C also plays a significant role in wound healing and maintaining strong blood vessels.

Since our bodies do not make Vitamin C, we must eat foods, which provide us with it. It is a good idea to eat foods with Vitamin C every day. Good vitamin C sources are listed below:

	Greens	Raspberries
Asparagus	Lemon/Lemon Juice	Spinach
Avocado	Lima Beans	Squash
Broccoli	Mangos	Strawberries
Brussel Sprouts	Orange/Orange Juice	Tomato/Tomato Juice
Cabbage		
Cantaloupe	Papaya	Turnips
Cauliflower	Peas	Pineapple
Grapefruit	Potatoes	Grapefruit Juice

Vitamin A

Vitamin A is important for normal growth, healthy skin and tissues, and proper bone development. Vitamin A is also important for good vision, especially in dim light or darkness. Since our bodies store Vitamin A, including a good source of this vitamin at least every other day will insure an adequate intake. Good sources of Vitamin A are listed below:

Kidney Beans	Apricots	Mangos
Liver	Asparagus	Nectarines
Cheese	Broccoli	Papayas
Egg	Cantaloupe	Prunes
Fortified butter/Margarine	Carrots	Pumpkin
Fortified Milk	Greens	Spinach
Ice Cream	Tomatoes/Tomato Juice	Cabbage
Sweet Potato	Winter Squash	

Preschool Curriculum

The Vermilion Little Sailors Preschool Program will be using The Creative Curriculum. It is, "...a **comprehensive**, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills." It provides background, strategies, and teaching approaches in how children develop and learn, what children learn, and an explanation of the family and teacher's roles. There is a focus on the social/emotional skills children need in order to help them succeed. It provides guidance for addressing content in literacy, math, science, social studies, the arts, and technology. It provides teachers with instruction strategies and includes activities at all ability levels.

The teacher will use this curriculum along with additional supports to provide early learning opportunities for your child. (S)he will work to personalize instruction and provide supports and modifications to meet the needs of all learners. The combination of curriculum activities and teaching strategies align with all of the Ohio Department of Education Early Learning and Development Standards for preschool children.

You are your child's most important teacher! We look forward to working collaboratively with you to help your child grow developmentally and build independence. We encourage you to help your child build daily routines and follow home and school expectations. Some activities that you can do at home that will help your child develop include: picking up their toys, communicating their needs and wants in an appropriate way and following a bedtime routine. By expecting your child to be as independent as possible, we can all do our part to prepare him/her for kindergarten and beyond.

Ohio Early Learning & Development Standards and State Testing

The preschool curriculum aligns with the Early Learning and Development Standards. The Early Learning and Development Standards identify essential concepts and skills for young children. These standards serve as a guide for expectations as children complete their preschool experiences.

The Little Anchors Preschool Program participates in Ohio mandated assessments of all enrolled preschoolers and assesses all enrolled children using formal and informal methods on an on-going basis to inform instruction. Teachers assess students in a variety of ways, which may include the following:

- DIAL-4 – The DIAL-4 is an individually administered developmental assessment tool designed to identify young children in need of interventions and/or further assessment. Children are administered the DIAL-4 by appointment the week prior to the start of school.
- PELI-The Preschool Early Learning Indicators is an individually administered literacy assessment for children 3-5 years old that measures alphabet knowledge, vocabulary and oral language, phonological awareness, and listening comprehension. The PELI benchmark is

administered in the fall, winter, and spring. The assessment is designed to identify children who are experiencing difficulties acquiring these skills with intent to provide the instructional support needed to improve future reading outcomes. Progress monitoring may be implemented throughout the school year as needed.

- Ohio's Early Learning Assessment- The purpose of this assessment is to monitor children's learning over time and to ensure that all children are on the path for kindergarten. This assessment includes performance tasks and teacher observation of everyday activities that are measured through 28 progressions. The assessment is used twice a year. Teachers will be able to share a report with families that explains their findings and provide suggestions on activities families can do at home to continue to support children's growth and development.
- Ages & Stages—Students' developmental growth are monitored through a questionnaire completed by parents once per school year.
- Early Childhood Outcomes (ECO)— The Early Childhood Outcomes Summary Form (ECOSF) is used by preschool special education teachers to rate every preschool child with a disability using a 7-point scale to document the child's progress in the acquisition and use of knowledge and skills, (including early language, communication and early literacy), positive emotional skills (including social relationships) and the use of appropriate behaviors to meet their needs.
- Developmental Screenings- As required by the Ohio Department of Education (ODE), the program ensures that all children receive a comprehensive developmental screening that is valid and reliable within 60 business days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Referrals may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility.
- Health Screenings- We want to stress the importance of health screenings for your child. It is recommended by the Ohio Department of Education that students receive comprehensive health screenings in the following areas: vision, dental health, height, weight, hearing, and blood lead and hemoglobin levels. Students should contact their local health department and/or family doctor to schedule a wellness check. Additional information on local providers can be found in the Vermilion Community Resource Guide located on the district website under the parents tab.

<https://www.vermilionschools.org/Downloads/Vermilion%20Finalized%20Resource%20Guide%202.pdf>

Transition Plan

Early childhood staff believe communication and knowledge are crucial components in successful transitions for children, parents, and staff. Activities provided to support children and their parents which might include, but are not limited to:

- Opportunities for parents and children to visit potential preschool classrooms during a school day, classroom visits prior to the start of school
- Written information regarding registration and screening dates
- Various classroom activities for all/new students
- Books and videos related to starting school
- Visiting the elementary cafeteria, exploring a school bus, visiting with school personnel

Each child transitioning into, out of, and from one program to another shall have a written transition plan (IFSP or preschool transition plan) in place which will involve input from parents, teachers, and other members of a child’s team as appropriate. Responsibilities for transition activities will be delineated on the written plan.

Information about registration and screening will also be shared with the community through the use of media such as press releases and flyers. Sending and receiving staff shall communicate to determine the student information which shall be shared after receipt of any required parental request.

The program ensures that children who are age-eligible are provided with the information necessary to enroll their child in kindergarten upon leaving the early childhood program unless another placement has been determined based on parental choice.

Discipline Policy

The preschool staff, at Little Anchors Preschool, work to help our students become gradually more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors. The least restrictive, least intrusive, and most effective choices shall always be implemented first and foremost. Teachers may use modeling of appropriate behavior, positive reinforcement, natural and logical consequences, redirection, and “time out.” Teachers encourage children to express their feelings in an acceptable way. The teachers address student behaviors on an individual basis.

The goal of discipline is to help each child build his/her own self-control, and ultimately, direct his/her own behavior. Staff members recognize the important role self-esteem plays in the process and strive to enhance each child’s feelings of self-worth. A well-planned and supervised classroom will prevent many behaviors. Positive Behavioral Intervention and Supports help each child develop the skills they need to successfully manage their emotions and behavior in a variety of settings. Clear and responsible rules are established for each child’s safety. These rules are discussed and reviewed periodically with all children and shared with parents.

Problem-solving techniques are encouraged in the classroom during which time the staff often act as facilitators, helping young children express feelings and generate solutions, as well as, redirecting a child’s interest/frustrations to another activity. Additional guidance will be provided through directing the child away from the problem situation, talking with the child about the situation, and praising the child for appropriate behavior.

The classroom discipline policy shall be conducted and supervised by the certified staff in each classroom and shall apply to all persons on the premises. No employee is, at any time, to commit an act of physical or emotional abuse against any student in the program. Discipline shall not be imposed on a child for failure to eat, sleep, or for toileting accidents. Any and all abusive or dehumanizing actions are prohibited: allowing one student to discipline another student; physical abuse or other inappropriate physical actions including striking, shaking, shoving, spanking procedures; any psychological or verbal abuse including threats of inappropriate consequences, ridiculing, or using abusive or demeaning communication which causes student to feel devalued; placing child unattended in a room; and/or denial of the opportunity to have meals, complete elimination of meals, or denial of rest.

Physical restraints or seclusion will not be used unless there is an imminent threat to the safety of the child or others. As needed, a functional behavior assessment may be completed and a behavior intervention plan may be developed with parental input.

A preschool staff member in charge of a child or group of children shall be responsible for their discipline. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as described below. Based off the Ohio Department of Education Preschool Licensing Rules and Vermilion Local School policies staff follow the guidelines listed below:

- 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 another 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 preschool staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Safety of Children

Vermilion Local Schools works diligently to ensure the safety of all children attending the Little Anchors Preschool Program. The following safety procedures are in effect at all time:

- No child will be left alone or unsupervised at any time. All ODE Preschool Rules for staff/student ratios are in effect at all times.
- A telephone is located in the classroom and is available for use in the event of an emergency.
- Fire and other emergency drills are held in conjunction with the Vermilion Elementary School schedule and the school staff and children practice threatening weather drills. A record of these drills is kept in the school's office and is available upon request.
- School safety and crisis plans, including evacuation routes and procedures are posted/located in each classroom
- In each building, at least one preschool staff member will be trained in first aid, communicable diseases and child abuse prevention and recognition. If a child has a serious accident or becomes injured while at the preschool, a staff member will administer first aid, while another staff member contacts the local rescue squad and the child's parents. Remaining staff will care for the other children. If the parents cannot be reached, only the people listed as emergency contacts on the child's Emergency Transportation Authorization form will be notified. A staff member will accompany the child to the hospital, if necessary.
- In the event of a non-serious accident (superficial cuts, scrapes, bruises), staff will administer first aid if necessary.
- When an accident or injury occurs, staff will complete an injury report form. A copy of the form will be given to the parent and a copy will remain on file at the school for at least one year. The program shall maintain a log of injury reports.
- In accordance with Section 2151.421 of the Ohio Revised Code, all Vermilion School staff are required to report any suspicions of child abuse or neglect to the appropriate county Department of Human Services. At least one preschool staff member is required to have completed a child abuse prevention and recognition course.
- All staff members are aware of the safety rules for both indoor and outdoor activities and the class and playground areas are surveyed continuously for possible safety hazards.
- At least one preschool staff member is trained in first aid, child CPR, and recognition of communicable diseases. A first aid kit is always on site.
- Preschool staff members shall have a medical statement as required upon employment/assignment to preschool. Updates are recommended, but not required.
- Preschool staff members, non-teaching staff, and volunteers follow all licensure and rule requirements.
- Preschool teachers and other preschool staff, as appropriate, shall be aware of pertinent child background information to assure safety.

Parent Complaints

Resolving parent questions and complaints in a timely manner is a priority for our preschool staff. Please let us know when you have an issue. To efficiently resolve complaints, parents should take the following steps:

- First, discuss the concern or complaint with the preschool staff
- If you have not received a satisfactory response from the preschool staff, schedule a meeting with the Director of Little Anchors Preschool, Brooke Spafford.

- Continuing concerns can be brought to the Special Education Director, Karen Blackburn or the Vermilion Local Schools Superintendent, Philip Pempin.
- Ohio Department of Education offers a preschool Ombudsman service for all preschool issues. The Ombudsman can be reached at 614-466-0224.

Health---*See COVID-19 Addendum for additional information.

Health & Safety procedures follow the Administrative Code—Preschool Program Rules 3301-37-07, 3301-37-11, & 3301-37-12.

All children must have immunizations required for their age. Parents will provide information regarding emergency medical and dental care, emergency transportation, and the names of persons who have permission to pick up your child. Anyone picking up a child other than the child’s parents must provide picture ID before the child will be released.

Our teachers and educational aides are trained in first aid, recognition of child abuse, hand-washing procedures, and symptoms of communicable disease. Children will be observed daily.

Management of Communicable Disease

The staff of Little Anchors Preschool are trained and certified in first aid and in recognizing the signs and symptoms of communicable diseases. Every teacher has access to the “Communicable Disease Chart for Schools and Child-Care Centers” to help them recognize illnesses. Parents will be provided a copy of this chart upon request.

Staff is very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. Children are also taught good hand washing procedures and are reminded to wash their hands on a regular basis.

As a child arrives, a staff member greets the child and observes them for possible signs and symptoms of illness. 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/her parent/guardian:
 - Diarrhea (more than one abnormally loose stool within a twenty-four-hour period)

- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or grey or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation
- Vomiting

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and the parents contacted. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the preschool director and the parent/guardian. The child while isolated, shall be carefully watched for symptoms listed above as well as the following:

- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Elevated temperature
- Vomiting

Care and Removal of a Sick Child

A child isolated due to suspected illness or communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised
- Made comfortable and provided with a cot. All linens and blankets used by the ill child have been laundered before use. After use the cots will be cleaned and disinfected.
- Observed carefully for worsening condition
- Discharged to parent/guardian or designated person assigned by the parent/guardian as soon as practically possible.

If your child becomes ill while at school and/or exhibits any of the symptoms listed above you will be immediately contacted to come and pick up your child. If you cannot be reached only the people listed as emergency contacts on your child's Emergency Medical form will be notified to come pick up the child. Your child **WILL NOT** be readmitted until symptoms are no longer present. In some cases of illness, a written note from a physician may be required.

Children must be **FREE** from diarrhea, vomiting, and fever for **24 hours** before they will be readmitted to school.

A child with minor cold symptoms or a child in the final stages of recovery from an illness may attend if the child has seen a physician and has been diagnosed as non-contagious and/or is on medication. The child shall be carefully observed for signs and symptoms of a worsening condition. Should any of the symptoms listed above occur, you will be notified immediately and asked to pick up your child.

In the event your child is exposed to another child with a communicable disease, you will be notified in writing that (s)he has been exposed to a contagious disease and provided information so that you are aware of the symptoms.

Medications

Any child needing medication during school time must have a Vermilion Schools medication form completed and signed by the **parent** and **physician**. Only medication with the following information will be administered:

- Medication must be in the original prescription bottle appropriately labeled by the pharmacy
- Medication must be labeled with the date of the prescription
- Medication must contain the child's name
- Medication must contain the exact dosage to be given

Medication will be transported to school by parents and kept in a safe location at the school (out of the reach of children). **Medication cannot be transported in the child's book bag.**

A parent/guardian wishing to discontinue the administration of medication at school must send a signed note to the school requesting that medication be stopped.

Medication and emergency medication procedures will follow all rules and guidelines as listed in The Administrative Code 3313.7110 & 313.713.

Toileting

We will work cooperatively with parents/guardians to accomplish toilet training consistently between home and school. This is a critical component for your child's success. We ask parents to please keep their child in diapers, training pants, or pull-ups to help with the training process. All toilet training supplies such as diapers, pull-ups, and wipes must be supplied by the family. Accidents happen frequently when young children are learning to use the potty, please remember to send your child with a change of clothes labeled with their name in case of an accident. Classroom toileting procedures will follow all rules and guidelines as listed in The Administrative Code Preschool Program Rules 3301-37-12.

Parental Release

On occasion, student names, pictures, and achievements, may be published in newspapers, programs, school websites, and other forms of publications. Permission forms permitting the release of this information must be returned to the appropriate staff member.

When you are taking pictures or video of your child at school, be aware that not all parents/guardians have granted permission for the release of their child's image. Please be sensitive to the rights and expectation of privacy of your child's classmates when displaying the images on social networking sites and other public venues.

Recording-Video/Audio

In order to protect the privacy rights of students and staff, electronic video and/or audio recordings of preschool activities are not permitted unless permission has been granted by the Preschool Director. Permission will be in the form of a signed authorized statement. Any distribution or posting of an approved recording is prohibited in order to protect the privacy rights of Vermilion Local School District students and staff.

FERPA-Confidentiality Policy

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the student's home district receives a request for access.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
3. The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
 - Vermilion Local Schools may disclose appropriately designated "directory information" without consent, unless the parent has submitted a written refusal prior to the printing of the directory or September 30.
 - Directory information may include the student's name, address, telephone number, date and place of birth, and dates of attendance.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Vermilion Local Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U. S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202

Healthchek Services for Children Younger than Age 21

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

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

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

Read the Healthchek and Pregnancy Related Services Information Sheet: English (Instructions), en Español or Somali

Read “Frequently Asked Questions”

<http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/HealthchekFAQ.pdf>

Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings

How do I get started? Contact your local County Board

In Ohio, the County Board is the primary contact for an individual and their family. The County Board serves two primary functions:

Determining Eligibility: Your County Board will work with you to determine eligibility for services. Eligibility criteria varies by age.

- Ages 0-2: the eligibility report completed by or for Help Me Grow is used to determine eligibility.

- Ages 3-5: Each County Board sets eligibility requirements, which may include the evaluation completed by or for the school district for preschool special education
- Ages 6+: Standard assessment tools are used to measure an individual's current functional abilities in life activity areas – mobility, self-care, self-direction, capacity for independent living, learning, and receptive and expressive language skills – for ages 16 and older, the tool also measures economic self-sufficiency. To be eligible for services, an individual must show substantial functional limitations in at least three of these areas. The tools used are the Children's Ohio Eligibility Determination Instrument (COEDI) for children ages 6-15, and the Ohio Eligibility Determination Instrument (OEDI) for individuals ages 16 and older. If you'd like to learn more about these tools, you can review these documents used to administer the assessments.

Service Coordination: Once you are eligible for services, your County Board will link you to needed services and supports. A Services and Support Administrator (SSA) will work with you to develop an Individual Service Plan that outlines what types of supports are needed.

When to contact your local County Board

Contact your local County Board:

- If your child is diagnosed with a developmental disability, or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your/your child's goals.
- If you are moving to a new community and are receiving services, and want to continue receiving services once you move.

Case Management (Service and Support Administration - SSA)

Case management is a process to link individuals and families to needed services and supports provided by local county boards of DODD. It may include any or all of the following supports:

- Information, referral and linkage
- Eligibility determination and assessment
- Individual Service Plan development and revision
- Assistance in provider selection and accessing services
- Coordination and monitoring of services
- Quality assurance of services provided to individuals and families
- Crisis intervention

COVID-19 ADDENDUM

Pandemic Procedures

- Little Anchors Preschool Program will follow the rules and procedures established under Child Care Center Rules **5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center** (see attached).

Sanitation

- Little Anchors Preschool Program will follow the set **School Sanitation Procedures for Vermilion Elementary School** (see attached).
- Little Anchors Preschool Program will follow the rules and procedures established under Child Care Center Rules **5101:2-12-13 Sanitary Equipment and Environment for a Licensed Child Care Center** (see attached).
- Touchpoints (only those located within preschool classrooms outlined in **School Sanitation Procedures for Vermilion Elementary School**) will be sanitized in between sessions with different groups of children.

Handwashing

- Students will wash their hands upon arrival, before consuming food, and before leaving the building to go home.

Masks

- Students are required to wear masks while in the school building. It is recognized that students may need to take off their masks during therapies, while eating, and/or during other designated activities (including mask breaks).

Temperatures

- Staff/Students will have their temperature taken as soon as they arrive each day. Temperature guidelines under the Child Care Center Rules **5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center** (see attached) will be followed.

Social Distancing

- Students will practice social-distancing (when possible) throughout the school day. Students will have individual, spaced out desks for table work. They will also have an individually assigned spot on the floor for carpet time. Centers will be spaced out, with no more than two students per center.

Materials

- When possible, students will have individual materials (e.g., art supplies). When materials are shared (e.g., toys in the classroom), they will be sanitized in-between each use. Learning materials that are not easily sanitized (e.g., dress-up clothing) have been removed from the classroom.

Building Visitors

- Due to COVID-19 regulations, visitors will not be allowed in the building at this time.

Tuition and Billing

- Payments must be received by the 1st of each month. Payments must be mailed to the address listed below. Parents will not be allowed in the main office to turn in payments and we request that tuition is not sent in with students:

Vermilion Elementary School
Little Anchors Preschool Program
Attn: Building Secretary
1285 Douglas St.
Vermilion, Ohio 44089

- Due to COVID-19, scholarships have been suspended for 2020-2021.

Class Offerings, Hours of Operation, Attendance, & Emergency Closing Procedures

Due to COVID-19, programming for the 2020-2021 school year has been altered. These changes have led to smaller class sizes and less program offerings (e.g., elimination of the general education preschool classrooms).

Arrival and Departure Procedures

Due to COVID-19, Parents/guardians will not be permitted into the building. Staff will meet the students outside and walk them into the building.

Please avoid late arrivals so that staff may attend to their additional responsibilities. If your child arrives at a time other than the regularly scheduled time, the parent must accompany the child and report to the Vermilion Elementary School corridor to sign their child into school. Due to COVID-19, Parents/guardians will not be permitted into the office/building.

Parent Engagement

Due to COVID-19, Parents/guardians will not be permitted into the building. Parents are still encouraged to participate in virtual offerings (e.g., field trips/guest speakers, parent involvement events).

Field Trips

Due to COVID-19, all field trips will occur virtually for the 2020-2021 school year. Parents will be provided the Zoom link to be able to observe and participate in the event.

Appendix A to Rule 5101:2-13-13

Schedule for Cleaning and Sanitizing Items

To **clean**: Wash the surface or item with a detergent solution or other appropriate commercial product used for cleaning purposes. Questions about products must be directed to the manufacturer of the product. Follow the manufacturer's instructions exactly.

To **sanitize**: Family child care providers must use a commercial product registered by the United States Environmental Protection Agency (US EPA) as a sanitizer that has directions for use that are appropriate for the surface or item you are sanitizing. Questions regarding commercial products must be directed to the manufacturer of the product or the US EPA. Follow manufacturer's instruction exactly when using any product to sanitize.

All bottles of cleaners and sanitizers must be labeled with the contents.

Area/Object	Clean	Sanitize	Frequency Requirements
Any item soiled with blood or bodily fluids	X	X	Immediately
Blankets/sheets for cots or cribs	X		Weekly, when soiled and before another child uses.
Bottles, bottle caps, nipples and other equipment used for bottle feeding	X	X	Clean and sanitize by washing in a dishwasher or by washing, rinsing and boiling them for one minute, before it can be reused.
Carpets	X		Vacuum weekly or when soiled. Clean when soiled.
Changing table	X	X	Clean when visibly soiled and sanitize after each use.
Cots/Pads/Mats	X	X	Before assigning to a different child, when soiled, and at least every 3 months.
Cribs	X	X	Monthly, when soiled and before another child uses.
Diaper receptacles	X	X	Daily or more frequently as needed to eliminate odor.
Dishes/Cups/Silverware/ Water Containers	X	X	Clean after each use. Water containers that are labeled with the child's name can be used all day, but must be cleaned and sanitized before used again on another day.
Dress up clothes and hats (Dramatic Play)	X		Monthly and when soiled.
Floors	X		Weekly and when soiled.
Food prep area, including sink	X	X	Before and after preparing food (including bottle preparation) and between preparing raw

Area/Object	Clean	Sanitize	Frequency Requirements
			or cooked food.
Potty chairs	X	X	After each use, empty contents into toilet, rinse with water, clean and sanitize.
Tables (food)/High chair trays	X	X	Before and after each use.
Tables (play)	X	X	Clean when visibly soiled. Sanitize daily.
Toilet bowls	X	X	Clean when visibly soiled. Sanitize weekly.
Toilet seats, handles and hand washing sinks	X	X	Clean when visibly soiled. Sanitize daily.
Toys that go into the mouth	X	X	After each child's use.
Toys – other than those going into mouth	X		Monthly and when visibly soiled.
Washable furniture (including fabrics on infant equipment)	X		Weekly and when soiled: upholstered furniture must be steam cleaned when soiled, if not covered by a washable slipcover. Slipcovers must be washed at least every six months and when soiled.
Wastebaskets, including lids	X	X	Empty daily and more frequently as needed. Clean and sanitize when visibly soiled.

Appendix A
Rule 5101:2-12-02.2

List of COVID-19 Symptoms

- A temperature of one hundred degrees Fahrenheit or higher
- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Handwashing

Handwashing shall occur in a sink that is not used for meal preparation or clean-up and is away from the food serving area.

Licensed child care staff members and employees shall wash hands, defined as using soap and water or using hand sanitizer, at the following times:

- Upon arrival for the day, after breaks and upon returning from outside.
- After toileting or assisting a child with toileting.
- After each diaper change or pull-up change.
- After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
- After cleaning or sanitizing or using any chemical products.
- After handling pets, pet cages or other pet objects that have come in contact with the pet.
- Before eating, serving or preparing food or bottles or feeding a child.
- Before and after completing a medical procedure or administering medication.
- When visibly soiled (must use soap and water).

Children shall wash hands, defined as using soap and water or using hand sanitizer (if 24 months or older), at the following times:

- Upon arrival for the day.
- After toileting/diaper change.
- After contact with bodily fluids.
- After returning inside after outdoor play.
- After handling pets, pet cages or other pet objects that have come in contact with the pet before moving on to another activity.
- Before eating or assisting with food preparation.
- After water activities.
- When visibly soiled (must use soap and water).

Children who are unable to stand by themselves may be given wet paper towels and soap to wash and rinse their hands.

Child Care Center Rules

5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center

[CCM TL 27](#)

[CCM TL 153](#)

[CCDM TL 12](#)

[CCIM TL 9](#)

[FCCM TL 17](#)

Effective Date: August 25, 2020

Most Current Prior Effective Date: [August 9, 2020](#)

Appendix A - [List of COVID-19 Symptoms](#)

- (A) What are transitional pandemic requirements for a licensed child care center?

Transitional pandemic requirements are licensing requirements that are followed as Ohio transitions out of pandemic child care for the COVID-19 pandemic and back to child care licensing requirements.

- (B) When does a licensed child care center follow these requirements?

Licensed child care centers shall follow these requirements when the governor of Ohio declares a state of emergency for the COVID-19 pandemic and or directs ODJFS to issue transition requirements.

- (C) What are the licensing requirements for a transitional child care?

The child care center shall follow all of the licensing requirements of this chapter, with the following exceptions and additions:

- (1) The center shall follow all guidelines set by the governor of Ohio or the director of the Ohio department of health.
- (2) The center shall follow all handwashing procedures pursuant to rule [5101:2-12-13](#) of the Administrative Code with the following additions:
 - (a) All administrators, child care staff members and employees shall wash their hands upon entering a classroom and prior to leaving for the day.
 - (b) All children shall wash their hands prior to leaving for the day.
- (3) The center may use non-permanent sinks to meet the handwashing requirements of this chapter.
- (4) The center shall ensure that all administrators, employees, child care staff members and children are assessed for the symptoms listed in appendix A to this rule prior to or as soon as they arrive each day.
 - (a) If a person has a temperature of 100 degrees or higher:
 - (i) The center shall immediately send the person home. The individual shall not return to the center until he or she has been fever-free without the use of medication for at least twenty-four hours.
 - (ii) If the person had known contact with someone confirmed or probable to have COVID-19, the individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.
 - (b) If a person has any of the symptoms listed in appendix A and has had known contact with someone confirmed or probable to have COVID-19:
 - (i) The center shall immediately send the person home.
 - (ii) The individual shall not return to the center until isolation or quarantine procedures for COVID-19 are completed in coordination with the local health department.
 - (c) The requirements of this paragraph also apply to anyone whose symptoms are assessed after arrival.

- (5) The center shall ensure that all administrators, child care center staff members and employees wear a face covering while indoors, unless not medically appropriate. Face coverings shall cover the individual's nose and mouth.
- (6) In accordance with the recommendations of the Ohio children's hospital association which is consistent with the Ohio chapter, American academy of pediatrics (Ohio AAP) and United States centers for disease control and prevention (CDC) guidelines (which is available at https://content.govdelivery.com/attachments/OHOOD/2020/08/04/file_attachments/1511083/the_center_shall_ensure_that_all_school-age_children_wear_a_face_covering_while_indoors,_unless_not_medically_or_developmentally_appropriate). "School-age child" means a child who is enrolled in and attending a grade of kindergarten or above but is less than fifteen years old or, in the case of a child who is receiving special needs child care, is less than eighteen years old. Face coverings shall cover the child's nose and mouth. Per guidance from the CDC, no child two years old and under shall wear a face covering.
- (7) If an administrator, employee, or child care staff member employed by the center or a child enrolled in the center tests positive for COVID-19, the program shall:
 - (a) Notify ODJFS by the next business day in the Ohio child licensing and quality system as a serious incident pursuant to rule [5101:2-12-16](#) of the Administrative Code.
 - (b) Notify the local health department by the next business day.
 - (c) Ensure that the person completes isolation or quarantine procedures for COVID-19 in coordination with the local health department prior to being permitted to return to the program.
- (8) If the center wants to divide a room into smaller spaces to serve additional groups of children, dividers may be used if they meet the following requirements:
 - (a) The dividers are at least six feet in height.
 - (b) The dividers are made from a nonporous material or other material that can be sanitized.
 - (c) The dividers meet any requirements set by the department of commerce, local building department, state fire marshal or local fire safety inspector.

(D) How long is the transitional pandemic rule effective?

The transitional pandemic rule is valid until the governor of Ohio rescinds the state of emergency and or directs ODJFS to return to full child care licensing requirements.

Effective: 8/25/2020

Certification: CERTIFIED ELECTRONICALLY

Date: 08/25/2020

Promulgated Under: 119.03

Statutory Authority: 5104.015, 5104.016

Rule Amplifies: 5104.015, 5104.032, 5104.05

Family Child Care Rules

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5101:2-13-13 Sanitary Equipment and Environment for a Licensed Family Child Care Provider

FCCMTL 8

Effective Date: October 29, 2017

Most Current Prior Effective Date: December 31, 2016

Appendix A - [Schedule for Cleaning and Sanitizing Items](#)

Appendix B - [Handwashing](#)

Appendix C - [Smoke Free Environment](#)

- (A) What are the requirements to provide and maintain a clean environment, furniture, materials and equipment in a licensed family child care home?
- (1) Toilet tissue, liquid soap, running water, individually assigned towels or disposable towels shall be provided in all bathrooms. Toilets and bathroom sinks shall be in good working condition. Toilets shall be flushed after each use.
 - (2) Equipment, furnishings, and materials shall be constructed of materials to facilitate cleaning and shall be kept clean and in good repair.
 - (3) Accumulated trash and garbage shall be stored outside of the outdoor or indoor play area and shall not be accessible to the children.
 - (4) The home shall be cleaned daily and kept in a sanitary condition at all times. Cleaning and sanitizing shall not take place while rooms are occupied by children, except for general cleanup activities such as sweeping and vacuuming, and wiping off tables which are part of the daily routine. The cleaning and sanitizing schedule contained in appendix A to this rule shall be followed.
 - (5) The premises shall be kept clean to prevent an infestation by insects or rodents.
 - (6) If the home's water is not publicly supplied, the provider shall contact the Ohio environmental protection agency (EPA) to determine if it qualifies as a public water system.
 - (a) If the water supply qualifies as a public water system, the provider shall comply with the Ohio EPA requirements.
 - (b) If the water supply does not qualify as a public water system, the provider shall contact the local health department to have the water tested and follow any additional requirements requested by the health department. The provider shall retain a copy of the water test in the home and make it available upon request.
 - (7) On-site sewage disposal systems shall not present a public health hazard.
 - (8) Dishes, cups, containers and silverware sent by the parent shall be cleaned and sanitized according to appendix A to this rule if not sent home daily for cleaning.
- (B) What are the handwashing requirements for a licensed family child care home?
- (1) Handwashing shall occur in a handwashing sink which is a permanent fixture with running water and which conforms to the Ohio plumbing standards of division 4101:3 of the Administrative Code.
 - (2) Handwashing requirements for the family child care provider, child care staff members, employees and children are detailed in appendix B to this rule.
- (C) What are the requirements for a smoke free environment in a licensed family child care home?
- The provider shall provide a smoke free environment for the children during the hours that child care is being provided as detailed in appendix C to this rule.

(D) What are the requirements for toothbrushing in a licensed family child care home?

Licensed family child care providers who provide toothbrushing shall:

- (1) Label each toothbrush with child's name and store with bristles to air dry in such a way that the toothbrushes cannot contact or drip on each other and the bristles are not in contact with any surface.
- (2) Ensure that when a single tube of toothpaste is used for more than one child a pea sized amount shall be dispensed onto a clean piece of paper or paper product for each child.
- (3) Discard and replace toothbrushes every three months or if one of the following occur:
 - (a) Contamination through contact with another brush or after illness.
 - (b) A toothbrush is used by another child.
 - (c) A toothbrush comes in contact with the toilet or toileting area.

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General Overview

- Little Anchors Preschool Program will follow the rules and procedures established under Child Care Center Rules **5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center** (see attached).

Sanitation

- Little Anchors Preschool Program will follow the set **School Sanitation Procedures for Vermilion Elementary School** (see attached).
- Little Anchors Preschool Program will follow the rules and procedures established under Child Care Center Rules **5101:2-12-13 Sanitary Equipment and Environment for a Licensed Child Care Center** (see attached).
- Touchpoints (only those located within preschool classrooms outlined in **School Sanitation Procedures for Vermilion Elementary School**) will be sanitized in between sessions with different groups of children.

Handwashing

- Students will wash their hands upon arrival, before consuming food, and before leaving the building to go home.

Masks

- Students are required to wear masks while in the school building. It is recognized that students may need to take off their masks during therapies, while eating, and/or during other designated activities (including mask breaks).

Temperatures

- Staff/Students will have their temperature taken as soon as they arrive each day. Temperature guidelines under the Child Care Center Rules **5101:2-12-02.2 Transitional Pandemic Requirements for a Licensed Child Care Center** (see attached) will be followed.

Building Visitors

- Due to Covid-19 regulations, visitors will not be allowed in the building at this time.

School Sanitation Procedures for Vermilion Elementary School

Vermilion Elementary School will be providing an increased emphasis to cleaning and sanitation procedures in response to concerns regarding the spread of viruses. Below is information regarding our cleaning and disinfecting procedures.

Cleaning Routines:

- Vermilion Elementary will have all touchpoints (*listed below) disinfected daily with additional cleaning of high traffic areas. (door handles, push bars, etc.)

Daily Cleaning Routines

- In addition to the special work outlined above, custodians are performing their regular daily cleaning, including wiping down tables, chairs and other surfaces, emptying trash, cleaning restrooms, vacuuming, and cleaning floors.

Evening Cleaning:

- A very powerful sanitizer, specially mixed at a level designed to kill viruses, is being applied by trained staff to disinfect all touchpoints* and surfaces in our schools.
- This sanitizer is being applied when classrooms and other spaces are not occupied.
- To be effective, the product must dry intact without being disturbed.

Approved School Cleaning Products:

- A pre-mixed, spray bottle of the same disinfectant can be used by custodians, teachers, nurses, and other staff as necessary to clean up common school issues (such as vomit, blood, and other bodily fluids). Disinfectant wipes are suitable as well for some of the smaller jobs.

Hand Sanitizers:

- The hand sanitizing product being used meets the minimum 60% alcohol threshold recommended by the CDC.
- Adults should always supervise the use of hand sanitizers by children.

*** Touchpoints:**

- Door handles & push bars & push plates everywhere
- Light switches

- Classroom doors
- Classroom sinks and faucet handles, counters
- Classroom tables/chairs
- Water bottle filling stations
- Restroom doors, handles and push plates
- ADA Bars
- Toilets handles
- Sink and faucet handles
- Toilet paper, soap, and paper towel dispensers and handles

Appendix C to Rule 5101:2-13-13

Smoke Free Environment

- Smoking on the property during the hours that child care is being provided shall be permitted only if all of the following requirements are met:
 - Smoking shall not occur within the home or attached building and garage areas.
 - The area where smoking is occurring is so far removed from the children being cared for that the children cannot inhale any smoke.
 - Smoking cannot be seen by children, including any outside area.
- The provider shall not expose the children to cigarette, cigar or pipe butts or ashes.
- If smoking is permitted in the home or in vehicles used for transporting children during hours that the provider is not providing child care, the provider shall provide to the parent of each child enrolled a written notice that smoking occurs at the home or in the vehicle outside of operation hours.
- The provider shall not permit any person to smoke in a vehicle while it is occupied by children in the provider's care.
- The provider shall post in a noticeable place at the main entrance of the home, a notice stating that smoking is prohibited.

Note: The above requirements also include smokeless tobacco, electronic cigarettes, vaporizers, chewing tobacco and their byproducts.