

# ANNA PRESCHOOL PARENT HANDBOOK

Shelby County Board of Developmental Disabilities  
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**Shelby County**  
Board of Developmental Disabilities

SHELBY HILLS PRESCHOOL

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Nancy Stiefel- Preschool Director  
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Adopted: 05/12  
Revised: 06/22

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## **MISSION STATEMENT**

Shelby Hills Preschool

The Shelby Hills Preschool celebrates childhood! Play is the work of children. Young children learn best when given opportunities to select activities that encourage interactive play within a teacher-planned environment. Differing levels of ability are expected, appreciated, and used to design learning experiences.

Because families are the first and primary teachers of their young children, we strive to provide opportunities for all levels of family participation. A strong family/professional partnership is essential for successful programming.

We view children as developing individuals who deserve the respect of the adults in their world.

- Shelby Hills Preschool Staff

## **GOAL STATEMENTS**

The goals of the Shelby County Board of Developmental Disabilities Preschool are to:

- Prepare children with the skills they need to be successful learners in their environment
- Create supports that will ensure smooth transitions through each stage of development
- Provide support and educational opportunities for parents and family members

## **PROGRAMS**

The Shelby County Board of Developmental Disabilities hosts several programs for children who are experiencing a developmental delay or are typically developing.

All services are for children who are at least 3 but not of compulsory school age.

- Shelby Hills Sidney Classrooms- 1200 Children's Home Rd. Sidney, Ohio 45365
- Shelby Hills Anna Classroom- 607 N. Pike St. Anna, Ohio 45302
- Shelby Hills Houston Classroom- 5300 Houston Rd. Houston, Ohio 45333
- Shelby Hills Fort Loramie Classroom- 35 Elm St. Fort Loramie, Ohio 45845
- Shelby Hills Jackson Center Classroom- 204 Linden St. Jackson Center, Ohio 45334

## **PARENT INFORMATION**

### **HOURS OF OPERATION**

Shelby Hills Preschool Office- Sidney is open Monday-Friday from 8:00 A.M. – 4:00 P.M. The preschool program is in operation from August-May of each year. The children attend Monday-Thursday.

CLASS HOURS: AM CLASS- 7:45 AM-10:30 AM Monday - Thursday  
PM CLASS-12:15 PM- 3:00 PM Monday- Thursday

CLOSED DAYS: Shelby Hills Preschool – Anna Classroom will follow the preschool calendar which is attached to the end of this handbook.

### **LICENSURE**

The Preschool Program is licensed by the Ohio Department of Education. The license is posted in the classroom.

The rules and regulations are available in the preschool classroom. The preschool's licensing record including compliance report forms and evaluation forms from the Health Department and Fire Department are available upon request from the department. The Ohio Department of Education's telephone number is 1-614-466-0224 for any person to use to report a suspected violation by the preschool.

The capacity in each class is 16 preschool age children per session.

### **CURRICULUM**

The Ohio Department of Education has developed Early Learning Content Standards for preschool age children in the areas of Language Arts, Mathematics, Science and Social Studies. These early learning standards describe essential concepts and skills for young children. Based on research, these achievable indicators emerge as the result of quality early learning experiences regardless of the setting (e.g., nursery school, preschool, family care, etc.) In addition, the early learning content indicators are aligned to the K-12 indicators, benchmarks, and standards that result in a seamless education framework for children pre-kindergarten through kindergarten and primary grades.

These early learning standards serve as a framework for designing and implementing meaningful curriculum and intentional learning experiences within all preschool and childcare settings. The early learning standards are the expectations for the end of the preschool years and thus serve as a guide for our preschool program and provide the foundation for professional development for our staff.

SHELBY HILLS PRESCHOOL has adopted a curriculum which supports the State's Early Learning Content Standards. The "Creative Curriculum for Preschool" balances both teacher-directed and child-initiated learning, with an emphasis on responding to children's learning styles and building on their strengths and interests. It helps teacher's guide their students' learning in literacy, math, science and social studies without neglecting their social/emotional development. The curriculum features goals and objectives which are directly linked to the Content Standards and help the teachers define their vital role in connecting content, teaching, and learning for our preschool children.

### **TRANSITION**

During a child's preschool experience some transitions will occur. For example: transitioning into preschool, to a new classroom or on to kindergarten. When a child starts preschool, a personal visit for the child and parent/guardian is

scheduled. During this visit, your children can explore their classroom and you can share information about your child's special interests and needs. If there is a concern about the student not handling the transition into preschool, a plan can be developed to introduce them to the program in a manner best suited to the child. Our hope is for all children to be comfortable with the preschool experience.

When a transitioning event occurs, the child's educational team will create a written transition plan. The child's educational team includes, parents/guardian, teachers, paraprofessionals, and at times related service providers. The transition plan will include:

- The name of the staff member completing the plan
- The child's name
- The parent/guardian signature
- The date the plan was developed
- Opportunities for family input
- Strategies to support the individualized needs of the child during the transition process

Transitioning activities may include but are not limited to visiting a new classroom, meeting the new teacher or support staff, an adjusted schedule for a transitional period, collaboration to complete a Kindergarten IEP, transition discussion at parent/teacher conference, kindergarten registration dates sent home to families, academic expectations for kindergarten provided to families, student records available for receiving program.

### **ASSESSMENT**

The Shelby Hills Preschool Staff values assessment procedures as an important component of the education process. The information gathered through assessment allows staff members to provide group and individual instruction to meet the needs of your child. The following assessments are part of the regular preschool experience:

- **Teacher Created Checklist** - This curriculum checklist provides milestones in the areas of Social /Emotional development, Cognitive Development, Language Development, Gross Motor, and Fine Motor developmental areas. These milestones are organized by the age of each child.
- **Early Learning Assessment** - This is a State required assessment, which examines six areas critical to preparing children for school readiness. These areas include Social Foundations, Language and Literacy, Mathematics, Science and Social Studies, and Physical Well-Being and Motor Development. Each child's skills are evaluated using a prescribed rubric.

Children who have a suspected disability complete additional assessments determined through a team planning process.

### **NON-DISCRIMINATION POLICY**

This preschool will follow a non-discrimination practice in delivery of service to children or staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or handicap.

### **RELEASE OF A CHILD**

No child will be released to anyone other than parent, guardian, or those named on the child release form unless we have verbal or written permission from the parent whose signature appears on the child release form.

We will not knowingly release any child to a parent, guardian, or other pick-up person who we feel is under the influence of drugs or alcohol. We will contact the other parent, or pick-up person listed on the release form.

In the event a child has not been picked up by dismissal time and prior arrangements have not been made, an attempt will be made to contact other pick-up persons on the emergency medical form. If contact cannot be made the police department or Children's Services may be notified.

### **PARENT VISITATION**

Parent or guardian of a child enrolled in a preschool class shall be permitted access to the classroom during its hours of operation after first speaking with the Director or Supervisor. Parents may have access for the purposes of contacting their children, evaluating the programs, or evaluating the premises. Upon entering the premises, the custodial parent or guardian shall sign in at the office.

### **SPECIAL INSTRUCTIONS**

1. If your child will be absent because of illness, doctor's appointment, etc., please notify your child's teacher or the Shelby Hills Preschool office by calling 937-658-6709 prior to 8:15 AM/12:30 PM.
2. If you need to pick your child up early for an appointment, tell the staff in advance so your child is ready when you arrive.
3. If preschool classes are canceled or delayed because of weather or other circumstances parents may be contacted by a personal phone call at up to two numbers. Parents/guardians will need to complete a CALL ONE registration form. Changes of telephone numbers throughout the year can be made in the main office.

### **PARENTAL PARTICIPATION**

1. Parents who need assistance with problems or complaints related to the program are asked to speak with the Director, Nancy Stiefel or the Supervisor, Lucinda Morgan at 937-497-8155
2. Parents are invited to attend Parent Meetings (B.E.S.T- Bringing Everyone at Shelby Hills Together) as an opportunity to participate in the program.
3. Preschool staff members will exchange information with parents through the use of communication books/folders and/or Remind App. If you have questions, please write in the book/folder and the staff will get back with you. Parents may also reach staff by phone between the hours of 10:30am and 12:00pm daily. Parents are encouraged to meet with staff members personally to discuss their child's needs and progress.
4. Parent/Teacher Conferences are held at least two times a year, usually once in the fall and once in the winter. These are important meetings where home and school behavior, student progress and concerns can be discussed with teachers and specialists serving the student. (Refer to school calendar for conference dates.)

### **ARRIVAL AND DEPARTURE**

The parent will take the child to the door to the east of the main door labeled 'Preschool Entrance' to wait for the staff member to receive the child. After each session the staff person responsible for a child must see that the child departs with his/her parent, guardian, or person whose name appears on the child release form. The allowable pick-up person will sign the child out.

### **SCREENING**

Developmental screenings for all children must occur within the first 60 days of enrollment with the completion of the ASQ3. This screening is scored and reviewed with the parent by a lead teacher with a minimum of a bachelor's degree in education. The information is shared with the parent at the family visit, by telephone or mail. Should a child have an

area of concern an additional screening occurs beginning with the parent information obtained through a referral form. The child then receives a full screening (DIAL 4) completed by an intervention specialist, speech therapist, occupational therapist and physical therapist. If a disability is suspected a full evaluation is completed following ODE guidelines. All services with parent permission may be provided within the classroom setting.

### **SAMPLE DAILY PROGRAM SCHEDULE**

The preschool classroom has a program plan describing daily activities which include a balance of quiet and active play, whole group, small group and individual activities and a time for free play. Age-appropriate materials are provided and arranged so that children may select, remove and replace materials with minimum assistance. Children have an opportunity to participate in a variety of learning experiences including art, print, creative construction, dramatic play, active play, and music. A typical class may be organized as follows:

<u>AM</u>	<u>PM</u>	
7:45- 8:15	12:15- 12:45	Drop Off, Attendance, bathroom
8:15- 9:00	12:45-1:30	Circle time, sharing, music
9:00- 9:30	1:30- 2:00	Facilitated Play
9:30-9:45	2:00-2:15	Snack
9:45-10:00	2:15-2:30	Special Class (gym, music, speech)
10:00-10:15	2:30- 2:45	Outdoor play
10:15-10:30	2:45- 3:00	Closing, bathroom

### **DELAYS AND EARLY DISMISSALS**

When Anna School Has a 1 hour delay, AM preschool will be 9:00 am-10:45am, PM preschool will be normal time.

When Anna School has a 2 hour delay, AM preschool will be 10:00 am -12:00pm, PM preschool will be 1:00pm-3:00pm.

### **PRESCHOOL SUPPLIES**

The following is a list of supplies that your child will need to start school:

- 16 pack Crayola Crayons
- 10 pack Markers (classic colors)
- 1 pack 5oz cups
- Bottle of Elmer's glue
- Regular size school book bag – labeled (large enough for a folder)
- Box of tissues
- Copy of family picture
- AM Class – sandwich size baggies
- PM Class – gallon size baggies

A complete change of clothes – labeled and in a large zip lock bag

For children with frequent accidents or in diapers, we will need diapers and diaper wipes.

## **Snack Items**

Our class has a daily snack and we ask for donations from you. The snacks you send in will be stored in our cupboard and used for the entire class.

**Snack Ideas:** Apples, bananas, carrots, graham crackers, puff popcorn, pretzels, cereal, juice.

**If your child has food allergies or a special diet, please inform your child's teacher.**

**In our weekly newsletter, additional supplies or donations may be requested.**

## **POLICIES**

### **DISCIPLINE POLICY**

Children in the preschool classes will be required to abide by the rules maintained by the Preschool while on school property or trips sponsored by the Preschool. Our program philosophy is to develop positive self-esteem while helping children learn to be responsible for their own behavior. We focus on positive behaviors and reinforce these behaviors, which provide good models for other students. If we see a potential behavior problem developing, we will try to intervene and redirect the child.

If an individual student is having continued difficulty controlling their behavior, we will meet with the parent to develop an individual plan for their child.

The preschool's actual methods of discipline shall be restricted as follows:

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. The preschool shall have a written discipline policy describing the preschool's philosophy or discipline and the specific methods of discipline used at the preschool. This written policy shall be on file at the preschool for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
3. The preschool's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - (a) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - (b) No discipline shall be delegated to any other child.
  - (c) No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
  - (d) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
  - (e) No child shall be subjected to profane language, threats, derogatory remarks about himself or his family or other verbal abuse.
  - (f) Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.



(g) Techniques of discipline shall not humiliate, shame or frighten a child.

(h) Discipline shall not include withholding food, rest or toilet use.

(i) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

(j) The preschool shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

4. The parent of a child enrolled in a preschool shall receive the preschool's written discipline policy.

5. All preschool staff members shall receive a copy of the preschool's discipline policy for review upon employment.

### **SAFETY POLICY**

1. No child shall ever be left alone or unsupervised.
2. Parents who transport their children shall walk their child to the front door and release to a preschool teacher. Each parent or person authorized by the parent to pick up the child must indicate to the staff member in charge of the child that the child is leaving for the day. The child must be signed out in the office.
3. A telephone is located in the school office and is immediately accessible at all times. Emergency calls can be transferred to the preschool classroom.
4. School safety drills will be held throughout the year. Fire drills will be held at varying times. Tornado drills are held during tornado season. Other safety drills will be held as appropriate for preschoolers and the staff.
5. A plan which explains the action to be taken and staff responsibilities in case of fire emergency and weather alerts are posted at each exit.
6. Whenever children are transported by vehicles away from the classroom on field trips, the following requirements will be met:
  - A. A first aid box shall be available on the trip, which meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
  - B. A person trained in first aid shall be available on the trip that meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
  - C. Each child on the trip shall have identification attached to him/her containing the child's name and preschool class name, address and telephone number;
  - D. Each child's emergency medical form shall be transported with the child.
7. An incident report will be completed when an accident or injury occurs.
8. Spray aerosols shall not be used at any time when children are present in the preschool classroom.
9. All preschool staff members are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the

Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.

10. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a communication dialogue between the parent/guardian and the school/daycare. UI's help the parent know what incident happened to their child during the day and how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. Some incidents are very basic and don't require further intervention or investigation. Other incidents are more serious (their child's health and safety is more at risk) and require that an investigation occur and that the case be filed with the Ohio Department of DD. These types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of DD requires that all UI's and MUI's are documented and that the Shelby County Board of DD keeps track of all incidents.

#### **MANAGEMENT OF COMMUNICABLE DISEASE POLICY**

1. Staff conducts a daily health check of children.
2. Staff is trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in each classroom and nurse's clinic. It is used as a reference tool for when a child is to be excluded and or re-admitted to school.
4. Children are to remain home should they have any of the follow:
  - a. Diarrhea (more than 3 abnormally loose stool within a 24 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 (Pink Eye)
  - f. Temperature of 100 Fahrenheit taken by any method.
  - g. Untreated infected skin patch
  - h. Unusually dark urine and/or grey or white stool
  - i. Stiff neck
  - j. Evidence of lice, scabies, or other parasitic infestation.
  - k. Vomiting (two or more times within a 24-hour period)
  - l. Unusual spots or rashes
  - m. Sore throat or difficulty swallowing

**Should any of the above mentioned occur during the school day, the child shall be discharged home.**

5. A child with any of the following signs or symptoms of illness shall be **immediately** isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
  - a. Unusual spots or rashes
  - b. Sore throat or difficulty in swallowing
  - c. Elevated temperature
  - d. Vomiting
6. Head lice can be a common occurrence in the preschool children. If your child contracts head lice, they are not to return to school until a head lice treatment has been performed and there is no sign of live lice. Information regarding the treatment of head lice can be obtained from the school nurse. Should head lice be

identified on your child, they will not be permitted to ride on school transportation until they have been examined by a staff member after treatment.

7. 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/mat. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cot shall be disinfected with an appropriate germicidal agent or, if soiled with blood, feces, vomit or other body fluids, the cot 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.
  
8. When staff become ill, they are sent home and replaced by substitutes.

### **GUIDELINES FOR MEDICATION ADMINISTRATION**

The preschool class shall require written signed instruction from the physician and parent/guardian on the administration of any medication (prescription or non-prescription), vitamins, or special diets. (See ODPW 1217, Rev. 9/86.) These forms can be obtained by contacting the office or school nurse. For each new school year, these forms need to be re-submitted and as necessary for new medications or changes in the medication order.

1. Medication (including non-prescriptions and vitamins) - Ideally, the child attending preschool for 2½ hours should take their medication at home before and or after school. If this is not possible or the child is prescribed a medication that is used “as needed” i.e.: asthma medication or EPI pen, the process is as follows:
  - A. Completed and signed medication forms from Physician and parent/guardian are received and on file at school.
  - i. The parent/guardian must assume responsibility for the safe delivery of the medication to and from school. At no time is a medication to be transported by the child or in the child’s backpack.
  - ii. The medication must be received in the original container in which it was dispensed in, with child’s name and prescribing information.
  - iii. For the medication to be discontinued the preschool staff must receive written notification from physician regarding all prescription medication or from the parent for non-prescriptions unless already directed on original medication form.
  - iv. Each time medication is administered, a **written record or log** including dosage, date, and time shall be made. That record or log shall be **kept on file for one year**.
  - v. Only employees who are health professionals or who have completed a **drug administration training** may administer medication pursuant to section 3313.713 of Revised Code.
  - vi. Medication shall be **stored in a designated locked storage** place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.
  
2. For the purpose of diapering, topical ointment/creams provided by parents shall include written instructions. These instructions will include name of product, child’s name, and date of birth of the child. The parent/guardian will need to sign and date these instructions. These written instructions

shall be valid for no longer than three months. Authorization for the administration of these topical ointments and creams may be cancelled by written request of the parent at any time. When used for skin irritations or manifestations, the ointments/creams shall not be administered by the preschool staff for longer than fourteen consecutive days at any one time.

3. Special Diet – The preschool personnel may administer a special diet after written instructions signed by a licensed physician. The preschool shall also secure written signed instructions from the parent/guardian in the prescribed form for any special diet. The special diet shall not be administered for any period of time beyond expiration date. If the special diet is to continue beyond the expiration date new instruction forms must be signed by the physician and parent/guardian and re-submitted to the preschool class.

### **MEDICAL EMERGENCY PLAN**

1. Location of First Aid - The first aid supplies are located in the classroom with easy access to all staff members but out of the reach of children. The Preschool nurse or staff member will administer first aid.
2. Emergency Numbers:

Children's Services	498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Memorial)	498-2311
Poison Control (Dayton)	1-513-222-2227
Sheriff	911
Police	911
3. Staff members are trained in first aid and CPR, which is provided by persons certified to meet State childcare guidelines.
4. Location of Children's Records including Medical Records: Records are located in the student's files in the Shelby Hills Preschool Office-Sidney.
5. Emergency Instructions: If a child is in need of medical assistance at a source away from the classroom and the staff have obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child. The staff/child ratio must be maintained at all times even during emergency conditions. The child will be transported by local EMS (Emergency Medical Squad).
6. Dental first aid chart and emergency instructions are located on the wall in each classroom.
7. Upon identification of an ill child, (temperature over 100 degrees) parents will be notified and the child will be isolated on a cot until the parent/s arrives.

### **PARENT RIGHTS**

We wish to be sure that parents of all Shelby Hills Preschool students are informed that their participation in all facets of our programming is welcomed.

The laws and implementing standards for special education specify that parents of students should be reminded that their participation in their son/daughter's educational program is not just encouraged but, indeed, mandated. For example, the Ohio Department of Education Standards on Due Process lists the following RIGHTS retained by you, as parents of a child with a disability:

- To give or deny permission for evaluation;
- To review and inspect educational records;
- To obtain a copy of student records at the cost of copying;
- To request amendments in the records if inaccurate;
- To seek an independent evaluation at their expense;
- To give or deny permission for a change in the instructional placement of the child;




- To present complaints with respect to evaluation or placement;
- To participate in a due process hearing;
- To be fully informed of all proposed evaluation, placement, and periodic review activities;
- To obtain a description of programs, services, and personnel provided for children with disabilities;
- To have a conference with any person participating in educational decisions.

Due Process is a term, which describes;

- Student and parental rights to full information on any educational question.
- The right to review and challenge any assessment or evaluation.
- The right to participate in and review the educational decision making process.
- The right to have student records maintained in a professional and confidential manner.
- The right to appeal any educational decision to an impartial hearing officer.

"Due Process" means the safeguards to which a person is entitled in order to protect themselves and their rights. In other words, a person has a method, which insures his/her partnership in making decisions. In this case, the decisions are those affecting the education of a child with a disability or possible disability.

A complete statement of Due Process and Procedural Safeguards Standards (as in Section 3301-51-16 of the Ohio Revised Code) along with the Rules for the Education of Preschool Children with Disabilities are available to all students, parents, and guardians upon request at the preschool classroom.


Apply for healthcare:

- online at [Benefits.Ohio.Gov](http://Benefits.Ohio.Gov),
- by phone at (800) 324-8680, or
- in-person at your County Department of Job and Family Services.

Find your local office at [JFS.Ohio.Gov/County](http://JFS.Ohio.Gov/County).

Call the Medicaid Consumer Hotline at (800) 324-8680 for help completing an application or other questions.

Additional information is available at [Medicaid.Ohio.Gov](http://Medicaid.Ohio.Gov).



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### Healthchek

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Healthchek is Ohio's Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit.

Individuals younger than age 21 who are covered by Ohio Medicaid can receive important preventive services through Healthchek, including:

- physicals,
- hearing, vision, and dental screenings,
- nutritional screenings,
- mental health screenings,
- developmental screenings,
- vaccinations, and
- blood lead screenings

Babies should have at least 8 Healthchek exams by their first birthday.

Children should have Healthchek exams at 15, 18, 24 and 30 months.

One exam per year is recommended for children over 30 months old.

Any doctor that accepts Medicaid can provide Healthchek services. Ask your doctor to give your child a Healthchek exam.

Healthchek support services are also available to help you with making appointments, transportation and referrals to community services for food, clothing and other needs.

For more information about Healthchek services:

- contact your County Department of Job and Family Services,
- go online at [Medicaid.Ohio.Gov/Healthchek](http://Medicaid.Ohio.Gov/Healthchek),
- contact your Medicaid managed care plan, or
- call the Ohio Medicaid Consumer Hotline (800) 324-8680.

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## **HEALTH SCREENINGS**

All children are required to have medical and dental examinations within 30 days of enrollment in preschool. The medical form must be updated annually. Parents/guardians of children without an updated medical will be contacted.

If not updated, appropriate action will be taken which may include removal from the program. Information obtained through these examinations will be reviewed by the program's nurse. Additional screening of vision and hearing will be completed upon enrollment into the preschool program. Results from the screenings will be shared with parents. After receiving parent permission, screening results may be forwarded to a medical specialist. Upon request, staff members will provide to families a directory of pediatric medical services available in the Shelby County region. These listings are not endorsed by the Shelby County Board of Developmental Disabilities but serve as a resource of options for families.

### **PRESCHOOL ENROLLMENT**

A screening will be held monthly to process referrals of children whose parents are concerned with their development. Based upon the screening information, the child may be entered into a 60-day assessment period during which time the following assessment procedures will be conducted: structured interview, structured observation, standardized norm reference test, criterion-referenced/curriculum-based assessment, and a physical examination. Based upon this information, a conference will be held with the parent sharing the results of the assessment, and a determination of eligibility will be made at that time. There are no charges for services to children found to be eligible under the above stated criteria.

Typical Peers-To register your child into the preschool program, contact Shelby Hills Preschool main office about available openings. Then complete the Preschool Typical Application online at [www.shelby.dd.org](http://www.shelby.dd.org). **Before starting in the typical preschool program, the following forms must be on file for each child; birth certificate, immunization record, typical preschool application, and emergency medical form. A medical report completed by a licensed physician and dental examination must be completed within 30 days of enrollment.**

### **FEE SCHEDULE**

A one-time non-refundable annual registration fee of \$25.00 will be charged and due 14 days of receiving the acceptance letter/call into the program to hold your child's spot. If multiple children are enrolled, the fee is \$25.00 annually per family.

Our typical preschool rates are based on income. Parent/guardian will need to complete Registration Form (Income Form) and show proof of income. Our tuition base is \$1,260.00 per year. If you prefer to pay by the month, payments will be due as follows: \$140.00 due on the 1<sup>st</sup> of each month from September 1<sup>st</sup> through May 1<sup>st</sup>. Payment envelopes are available in the preschool classroom. A receipt will be sent home in your child's book bag.

If payment is not received by the 15<sup>th</sup> of the month, a \$25.00 late fee will be charged. If still not received by the 25<sup>th</sup> of the month, a notice of default will be sent. If still not paid, the child will not be able to continue with preschool as of the first of the next month.

### **TO WITHDRAW**

If a child withdraws from the program, please notify the Shelby Hills Preschool Office by calling 937-658-6709.

### **TRANSFERRING RECORDS**

Families who have chosen to transfer their children to a different program should notify the Shelby Hills Preschool Office and complete a records request form. This will allow all student records to be forwarded to the new school of the parent's choice ensuring that timely enrollment may occur with the least amount of disruption to the child's educational services.

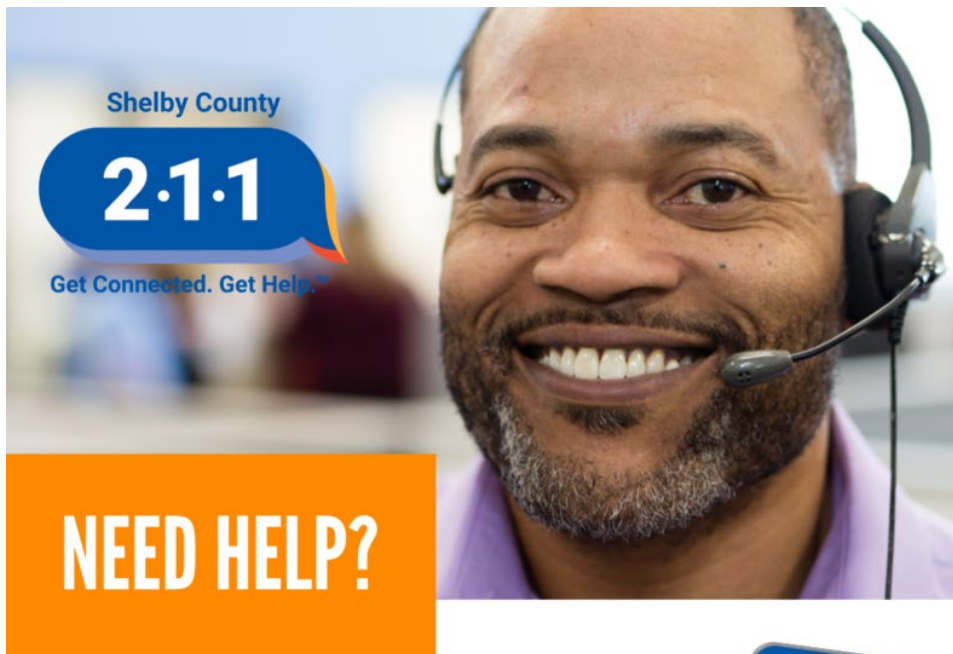
### **PROCEDURE FOR TERMINATION OF SERVICES FOR TYPICAL PRESCHOOLERS:**

1. If payment is not received by the 15<sup>th</sup> of the month, a \$25.00 late fee will be charged. If still not received by the 25<sup>th</sup> of the month, a notice of default will be sent. If still not paid, the child will not be able to continue with preschool as of the first of the next month.

2. Parents will be required to give the Preschool a 2 weeks' notice prior to withdrawal of their child from the program. Any fees collected for service beyond the 2 weeks' notice will be reimbursed to the family.

## **COMMUNITY RESOURCES**

Attached to this handbook you will find various community resources that are available to assist your child and family in the Shelby County area. Shelby County Board of Developmental Disabilities and Shelby Hills Preschool does not specifically endorse any of these community resources. Also attached is a flyer for the 211 non-emergency number that can be used to get more information about community services available in Shelby County.



## **CALL 2-1-1**

**LOCAL RESOURCE SPECIALISTS ARE  
STANDING BY TO ANSWER YOUR  
QUESTIONS 24/7/365**

GET HELP AND CONNECTED TO HUMAN SERVICES IN  
SHELBY COUNTY INCLUDING:

- FOOD
- SHELTER
- HOUSING
- RENT/UTILITY ASSISTANCE
- MENTAL HEALTH SERVICES
- LEGAL ASSISTANCE
- EMPLOYMENT
- SUBSTANCE ABUSE
- DOMESTIC VIOLENCE
- COUNSELING



**[WWW.SHELBYCOUNTY211.ORG](http://WWW.SHELBYCOUNTY211.ORG)**