

Fairlawn Local Schools

Pre-School
PARENT HANDBOOK



Mission Statement:
Community + Commitment = Quality Education

Fairlawn Local Schools
18800 Johnston Rd
Sidney, OH 45365
(937) 492-5930
<https://www.fairlawn.k12.oh.us/>

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2024-2025 School Year Calendar

Fairlawn Local Schools

2024

2025

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

August
 Wednesday, August 14th
 Thursday, August 15th
 Tuesday, August 20th
 Wednesday, August 21st
 Thursday, August 22nd
 Friday, August 23rd

Teacher Workday / Open House 4-7 PM
 Teacher Professional Development
 First Day of School for 1st-12th Grade / A-L Kindergarten / Prek @ the Park
 M-Z Kindergarten / A-L Prek
 All Kindergarten / M-Z Prek
 All Prek

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

September
 Monday, September 2nd

October
 Thursday, October 24th
 Friday, October 25th
 Monday, October 28th

End of First Quarter - Two-hour early dismissal
 Teacher Professional Development - No School for Students
 Second Quarter Begins

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

November
 Thursday, November 7th
 Thursday, November 14th
 Wednesday, November 27th through Friday, November 29th

Parent/Teacher Conferences - Two-hour Early Release (1:30-7 PM)
 No School - Thanksgiving Break

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

December
 Friday, December 20th
 Monday, December 23rd through Friday, January 3rd

Two-hour early dismissal - Christmas Break Begins
 No School - Christmas Break

January
 Friday, January 3rd
 Monday, January 6th
 Friday, January 10th
 Tuesday, January 13th
 Monday, January 20th

Teacher Professional Development - No School for Students
 Classes Resume
 End of Second Quarter - Two-hour Early Release
 Third Quarter Begins
 No School - Martin Luther King Jr. Day

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

February
 Tuesday, February 6th
 Thursday, February 13th
 Monday, February 17th

Parent/Teacher Conferences-Two-hour Early Release (1:30-7 PM)
 Parent/Teacher Conferences - Two-hour Early Release (1:30-7 PM)
 No School - Presidents' Day

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

March
 Friday, March 21st
 Monday, March 24th

Third Quarter Ends - Two-hour Early Release
 Fourth Quarter Begins

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

April
 Thursday, April 17th through Monday, April 21st
 Tuesday, April 22nd

No School - Spring Break
 Classes Resume

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

May
 Sunday, May 18th
 Thursday, May 22nd
 Friday, May 23rd

Graduation: 1:30 PM
 Last Day of School for Students - Two-hour Early Release
 Teacher Workday

Make-up days if needed: Martin Luther King Jr. Day, Presidents' Day, Spring Break, and additional days will be added to the end of the year



HOURS OF OPERATION

HOURS: AM CLASS – 8:00AM-11:00AM MONDAY-FRIDAY
PM CLASS – 12:10 PM- 3:10 PM MONDAY-FRIDAY

2 Hour Delay: AM CLASS – 10:00-12:00
PM CLASS – 1:10-3:10

3 Hour Delay: AM No School
PM – 12:10-3:10

2 Hour Early Release: AM – 8:00-10:00
PM – 11:10-1:10

1 Hour Early Release: AM – 8:00-10:30
PM – 11:45-2:10

If Pre-School classes are cancelled or delayed because of weather or other circumstances, parents may be contacted by phone at up to two numbers through Fairlawn’s One Call Now communication system. Changes of telephone numbers throughout the year can be made in the main office.

MONTHS OF OPERATION

The Fairlawn Pre-School will be in operation between the months of August and May each school year.

CLOSED DAYS

The Fairlawn Pre-School will be closed on the following dates due to Ohio licensing requirements (the second Friday of each month):

| | | | | |
|---------|----------|---------|----------|--------|
| 9/13/24 | 10/11/24 | 11/8/24 | 12/13/24 | |
| 1/10/25 | 2/14/25 | 3/14/25 | 4/11/25 | 5/9/25 |

**Please refer to the Fairlawn Local Schools yearly calendar (page 3 of this document) for additional days to note.

ATTENDANCE

Consistent, daily attendance at pre-school is very important. The skills your child practices at pre-school cannot easily be replicated at home. If your child needs to miss pre-school for any reason, please call the school’s attendance line: (937) 575-3727 to report the absence. This voicemail is available 24 hours a day. If your child is unable to attend pre-school regularly, they may be removed from the program. If you need to pick your child up early for an appointment, tell the staff in advance in writing so your child is ready when you arrive.

LICENSURE

The Pre-Kindergarten Program is licensed by the Ohio Department of Education & Workforce, Department of Children & Youth. The license is posted in the classroom. The capacity in each class is 16 Pre-School age children per session.

The rules and regulations are available in the Pre-School classroom. The center'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.

CURRICULUM

The Ohio Department of Education & Workforce has developed Early Learning Content Standards for Pre-Kindergarten 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 content indicators are aligned to the K-12 indicators, benchmarks, and standards that result in a seamless education framework for children Pre-School, Kindergarten, and primary grades.

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

Fairlawn Local Schools has adopted curriculum which supports the Ohio Learning Standards. Our research-based curriculum 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 teachers 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 teacher define their vital role in connecting content, teaching, and learning for our Pre-School children. The Fairlawn preschool curriculums are: Heggerty- Phonemic Awareness; Learning Without Tears Kickstart to K and Mat Man and Me; Bridges Math Series

NON-DISCRIMINATION POLICY

This center 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.

ARRIVAL AND DEPARTURE

Parents or guardians that choose to transport their child to a Pre-School session, should wait with their child in their car or at the front of the building until 7:45 for am session or 12:10 for pm session. Staff members will meet students at the front door to ensure safe arrival to their classroom.

For late arrival, the parent or guardian shall sign the child in at the office. After each session, the staff person responsible for a child must see that the child departs with his parent, guardian, or person whose name appears on the child release form. The parent will sign the child out when early departure is needed.

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

TRANSPORTATION POLICY

1. All children will be released only to adults, siblings or sitters of a responsible age, listed on the Transportation Release form unless the legal guardian has contacted the school in advance with the name of a person not listed who may receive the child from the bus.
2. 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 another pick-up person, listed on the release form.
3. Should there be no one at the appointed residence to receive a student, the student shall be brought back to the school after notifying the office. In the event a child has not been picked up by dismissal time or the parent is not at home when the bus arrives 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 student will be returned to the school and the Shelby County Sheriff's office may be called.
4. In case of an illness or absence that arises, please call (937) 492-5930. The transportation office has an answering machine that is active 24 hours per day. Messages are picked up beginning at 7:00 AM and will be passed along to your child's driver/teacher for that day.
5. If a permanent change in transportation is needed, notice to the transportation office must be received at least one week prior to the effective day.
6. We will continue to have only one pick-up and one drop-off location for the year for those who are riding the bus.

PROMPT PICK UP

It is important and necessary for you to pick up your child on time. A child whose ride is late experiences great anxiety and worries. It is difficult for the child/children and for the teacher, who often needs to prepare for the next class. We understand that emergencies happen. If an emergency occurs, please call the main office.

If late pickup becomes a habit, your child could be removed from the program.

DRESS CODE

Please *label* all sweaters, jackets, coats, school bags, backpacks, etc. with the child's name. Often a child will have a garment identical to someone else's in the classroom. Dress your child in comfortable, practical clothing for painting or playing outdoors. Send your child each day dressed for outside play in school appropriate attire. Tennis shoes are preferable. Dress-up shoes have slick soles, sandals and flip-flops are dangerous and inappropriate for active play. Children's clothing should be uncomplicated so that they can easily use the bathroom by themselves.

Student's shirts must have sleeves (no tank tops or spaghetti straps).

PARENTAL PARTICIPATION

1. Parents who need assistance with problems or complaints related to the program are asked to speak with the Fairlawn Preschool Director, at (937) 492-5930.
2. Parents are invited to attend parent meetings as an opportunity to gain information about the program as well as their child's progress.
3. Pre-School staff members will exchange information with parents daily using communication books/folders as well as through the 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 11:00 and 12:10 daily. Parents are encouraged to meet with staff members personally to discuss their children's needs and progress.
4. Parent/Teacher conference are held two times a year, usually once in the Fall and the other 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 the school calendar for conference dates.
5. Parents are welcome and encouraged to participate in the classroom. We ask that arrangements be made in advance with the teacher so plans can be made to utilize parent availability. It is also important to limit the number of parents in the classroom on a given day. Parents are invited into the classrooms starting October first. This will allow the children time to adjust, settle into a new routine and develop a level of trust and comfort with the teacher. Please make other arrangements for siblings while you are volunteering at school.

PRE-SCHOOL SCREENING

Children enrolled in our Pre-School programs will receive a Pre-School screening during the spring of the prior school year. Your child will be screened by our staff to provide us with information concerning their developmental skills. We will share the results of this screening with you to help plan for future educational programming.

DAILY PROGRAM SCHEDULE

The Pre-School classroom has a program plan describing daily activities which include a balance of quiet and active play, small group and individual free choice 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 variety of learning experiences including art, print, creative construction, dramatic play, active play, and music.

OPEN ENROLLMENT STUDENT FEES

Open enrolled students will be charged a yearly fee of \$400. This fee can be paid in installments. Parents will receive a letter from the Treasurer's Office stating payment dates. Students that reside in the Fairlawn Local School District are not charged a fee for attending pre-school.

SNACK ITEMS

Classes have snacks daily provided by Fairlawn Local Schools Cafeteria. Students receive a carton of milk and a snack such as graham crackers, yogurt, etc. Students usually have at least 2 snack options to choose from. The cost of daily snack is \$0.75 per day. Parents are encouraged to complete a free/reduced lunch application, which will decrease the cost of snack, but not remove it.

SCHOOL WORK

All school news will be sent in your child's take-home folder. This folder will come home daily and should be returned to school each day. Please send all notes and other important items you want us to see in your child's folder.

BIRTHDAYS

Birthdays are special to children. Every child's birthday is celebrated during our school year. We ask you to provide birthday snacks to celebrate the big day. You may send in a food item, a book for the class to keep, or a small item (i.e. pencils or stickers) to share with his or her friends (we prefer there not be peanuts in food due to allergies). ***There will be a specific day each month to celebrate birthdays for the month.***

PARENT - CHILD SEPARATION

It is not unusual for a child to become teary when separating from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. A child is bound to feel a little uncomfortable. Adults often have similar experiences when put in a like situation. Be encouraging. Your smile, eyes and body language communicate a lot. If a child senses any type of apprehension on your part, this enhances their own feeling of uncertainty. Separation is often harder on the parents than the child.

SPECIAL VISITORS

We encourage parents with special talents such as fire fighters, police officers, doctors, dentists, etc. to come and visit our classrooms during the year. The younger children feel much more secure in the classroom setting.

DISCIPLINE POLICY

Children in the Pre-School classes will be required to abide by the rules maintained by the Fairlawn Local Schools while on school property or trips sponsored by the Fairlawn Local Schools. Our program's 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 his/her behavior, we will meet with the parent to develop an individual plan for their child.

The center's actual methods of discipline shall apply to all persons on the premises. In addition to the restrictions outlined in rule [3301-35-15](#) of the Administrative Code, the following apply:

1. A Pre-School staff member is in charge of a child or a group of children and shall be responsible for their discipline.
2. The Fairlawn Local Schools shall have a written discipline policy describing the Fairlawn Local School's philosophy or discipline and the specific methods of discipline used at the Fairlawn Local Schools. This written policy shall be on file at the Fairlawn Local Schools 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 situation.
3. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
4. No discipline shall be delegated to any other child.
5. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, so the child may regain control.
6. 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.
7. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
8. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
9. Techniques of discipline shall not humiliate, shame, or frighten a child.
10. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.
11. 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.
12. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
13. A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section [2151.421](#) of the Revised Code.

PAX VISION

PAX Vision is a collaborative process between teachers and students that helps them "get on the same page" and extends far beyond asking students to make a list of classroom rules. PAX Vision uses multi-sensory language that enables students to self-define, self-monitor and reinforce the reduction of behaviors that interfere with Peace, Productivity, Health, and Happiness in their everyday lives.

PAX Vision encourages students to express authentic feelings and aspirations to create a caring, nurturing community. As students develop their PAX Vision for what they want "MORE" of in their class, they increase self-direction and group cohesion. The process of creating PAX Vision elicits an increased sense of purpose, cooperation, and engagement. It also ensures that the shared values, wisdom, and nuances of the culture are embodied. PAX Vision increases student's psychological safety and flexibility. Using PAX Vision helps students to identify successful behaviors to meet the demands for different activities or environments. This promotes the development of a Nurturing Environment in the classroom.

SAFETY POLICY

1. No child shall ever be left alone or unsupervised.
2. Parents who transport their children shall walk their child to the office. 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 in the school office and is immediately accessible at all times. Emergency calls can be transferred to the Pre-School classroom.
4. A monthly fire drill will be held at varying times each month. Students are taught the safe way to exit the school as rapidly as possible.
5. Tornado drills are held during tornado season. Students are taught to find the safest refuges in the school and during drills are conducted to those places and taught how to shield their bodies from possible harm.
6. Lockdown drills are held 2 times a year. Students are taught to go to a safe area until an "all clear" signal is given.
7. A plan, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts, is posted at each exit.
8. 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 Pre-School class name, address, and telephone number;
 - D. Each child's emergency medical form shall be transported with the child.
9. An incident report will be completed when an accident or injury occurs or when an incident necessitates administering syrup of ipecac.
10. Spray aerosols shall not be used at any time when children are present in the Pre-School classroom.
11. All Pre-School 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 principal 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.

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 readmitted to school.
4. Children are to remain home should they have any of the following:
 - (a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;

- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

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

5. Head lice can be a common occurrence in the Pre-School children. If your child contacts head lice, they are not to return to school until a head lice treatment has been performed and all nits have been manually removed. Information regarding the treatment of head lice can be obtained from the school nurse aide.
6. Upon identification of a child suspected of illness, the child shall be taken to the school's clinic, the nurse aide or administrator will contact parents/guardians by phone. If we are unable to contact parent/guardian, an emergency contact person will be called. If parent/guardian is not able to come to the Pre-School classroom to take charge of the ill child, the ill child may be discharged to the person who has been designated by the parent.
 - A. While the sick child is in the school's clinic they will be provided with a cot and blanket for use until they are discharged home. The cot shall be sanitized with an appropriate germicidal detergent and the blanket is laundered before being used by another child.
 - B. An adult shall be with a child who is isolated due to illness at all times. No child is ever left alone or unsupervised.
 - C. After an illness, the child may be re-admitted to the Pre-School classroom.
 - 24 hours after temperature has returned to normal
 - Or if illness was not accompanied by fever, 24 hours after all symptoms have disappeared.
7. When staff becomes ill, they are sent home and replaced by substitutes.

GUIDELINES FOR MEDICATION ADMINISTRATION

The Pre-School 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 aide. For each new school year these forms need to be re-submitted as necessary for new medications or changes in the medication order.

1. Medication (including non-prescription and vitamins) – Ideally, the child attending Pre-school for 3 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 Pre-School 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, medical food, or a food supplement 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 the 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. Emergency medication may be kept in an unlocked storage place as long as it is out of reach of children.
 - vii. Parent permission is needed for the application of topical products and lotions and is to be applied according to the manufacturer's instructions.
2. Authorization for the administration of topical ointments and creams may be sent to clinic aide and used for up to three months. This authorization can 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 Pre-School staff for longer than fourteen consecutive days at any one time.
 3. The preschool's policy concerning the administration of medication to any child at the Fairlawn Local Schools is that in cases of extreme emergency, the staff will call the Poison control Center for a licensed physician.
 4. Special Diet – The Pre-School personnel may administer a special diet after written instructions signed by a licensed physician are secured on the form prescribed by the Department of Public Welfare. The Pre-School 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 Pre-School class.

MEDICAL EMERGENCY PLAN

1. Location of First Aid – The first aid supplies are located in the clinic of the Fairlawn Local Schools with easy access to all staff members but out of reach of children. The Fairlawn Local Schools nurse aide or staff member will administer first aid.
2. Emergency Numbers:

| | |
|----------------------------|----------------|
| Children's Services | 937-498-4981 |
| Emergency Squad | 911 |
| Fire Department | 911 |
| Hospital (Wilson Memorial) | 937-498-2311 |
| Poison Control (Dayton) | 1-513-222-2227 |
| Sheriff | 911 |
| Police | 911 |

3. Staff Members are trained in first aid and CPR training, 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 school office.
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 and in the Center office on the bulletin board.
7. Seat belts or car seats and/or booster seats will be available for all children who have IEP's. Wheelchairs are secured with a 5-point system.
8. 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.

WITHDRAWAL

If you are planning to withdraw your child from the program, please notify the Pre-School teacher and administration so that another student's admission process may begin.

Pre-School Supply List

The following is a list of supplies that your child will need to start school for both AM and PM Classes:

- 1 Full-Sized Backpack (no wheels)
- 4 Boxes of 24 Count Crayons
- 4 Large Size Glue Sticks
- 2 Sets Watercolor Paints
- 1 Large Box of Tissues
- 1 Container Disinfecting Wipes
- ½ inch white binder (Do NOT put name on)
- 1 Gallon Size Box Ziploc Baggies
- Expo Markers (4) – Girls
- Crayola Markers (8 pack) - Boys

Optional Supplies Needed This Year:

Any of the materials listed below that you can donate to the classroom would be greatly appreciated.

- | | |
|-------------------------|----------------------|
| Paper Towels | Plastic Dixie Cups |
| Band-Aids | Play Dough |
| White Paper Lunch Sacks | Cotton Balls |
| Bubbles | Shaving Cream |
| Sticky Foam Letters | Colored Tissue Paper |

All classroom supplies will be shared, so there is no need to put names on the above items.

1 complete change of clothing, **clearly marked with child's name**, and placed in a gallon size Ziploc bag (socks, underwear, t-shirt, sweatpants, sweatshirt).

COMPUTER NETWORK AGREEMENT FORM

I hereby apply for a student/employee account on the District computer network:

| | |
|------------|--|
| Name | |
| Address | |
| City/State | |
| Phone | |
| Grade | |

I have read and I understand this computer policy and its guidelines and regulations and agree to abide by all of the rules and standards for acceptable use stated therein and any policy or regulation updates provided by the District. I further state that all information provided for the creation of this account is truthful and accurate.

Signature: _____ Date: _____
Signature: _____ Date: _____

DIRECTORY INFORMATION RELEASE FORM

Denial permission to Release Directory Information Without Prior Written Consent

Dear Parent:

Certain directory information may be released to media, colleges, civic or school-related organizations and state or governmental agencies as well as published in programs for the athletic, music and theater presentations of this District.

Directory information includes the following kinds of information:

1. student's name
2. student's address
3. telephone number(s)
4. student's date and place of birth
5. participation in officially recognized activities and sports
6. student's achievement awards or honors
7. student's weight and height, if a member of an athletic team
8. major field of study
9. dates of attendance ("from and to" dates of enrollment)
10. date of graduation

Please circle the specific categories of information, if any, listed above that you do **not** wish to be released without your specific prior written permission.

The release of all directory information is denied.

This form must be completed and returned to the principal within 10 days after publication of the notice on "Directory Information" if the release of specific directory information is denied.

There may be times during the school year when different media groups will cover activities of various Fairlawn School events with articles or photography that may be published locally. In addition, the district may want to include school-oriented articles and pictures in the Fairlawn Flyer, yearbook, programs, and occasionally on our own website. This form will state that you allow your student to be included in any such media or web coverage.

Please Mark One

____ I give permission to have my child's picture released. ____ I do not give permission to have my child's picture released.

Name of Student and Grade Parent/Guardian Signature and Date

To the Student and Parent/Guardian:

Your signatures below indicate that you have reviewed the contents of this student handbook, which explains certain Board of Education policies and that you understand the policies and the consequences if these policies are violated.

Signature of Student _____

Signature of Parent _____