

**NORTH CANTON CITY SCHOOLS  
EARLY CHILDHOOD CENTER: ECC**

**DEVELOPMENTAL**



**PARENT HANDBOOK  
2022-2023**

*"Our greatest natural resource is the minds of our children." Walt Disney*

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## Welcome Letter

Dear Parents and Caregivers:

Welcome to the ECC ( Mary L. Evans Early Childhood Center),

We welcome you and your child to our school. The preschool experience provides a solid educational foundation that will benefit your child for years to come. This truly is time well spent. We thank you for your dedication to your child and allowing us to make a lasting impact.

Our students will have many learning experiences here. We use the Ohio Early Learning and Development Standards in conjunction with McGraw-Hill: World of Wonders curriculum. The Ohio Early Learning and Development Standards standards can be found at the following address: <http://www.earlychildhoodohio.org/elds.php> Your child will engage in literacy and mathematical experiences as outlined in these state operating standards. Most importantly, our teachers design age-appropriate, fun activities that allow the children to thoroughly enjoy learning.

Many questions you may have throughout the year may be answered through the use of this handbook. Please take the time to read it and keep it in a convenient place for easy reference. However, if you ever have a question or concern, please call the school office. Your questions and suggestions are important to improving our successful preschool program. By working together, we will foster a wholesome and healthy learning environment; one that will allow your child to reach his or her full potential.

Best wishes for a happy and exciting preschool experience!

Kind Regards,

The Preschool Staff

Tuition and Activity Fee Notice

**ECC: "Mary L. Evans Early Childhood Center"  
Tuition and Activity Fee Notice**

**Preschool Tuition**  
(AM & PM Sessions)  
\$15.00 per half day

A tuition contract is required for all preschool tuition students. Tuition is payable on a monthly, bi-annual or annual basis and is due in advance. Should any payment not be made by the due date, or **should any outstanding balance be unpaid for more than fifteen calendar days, the child(ren) will not be entitled to remain enrolled in the ECC**

**Forms of Payment:** The North Canton City Schools accept cash, checks or money orders made payable to "ECC". An online payment option will be available in October.

Payments can be dropped off or mailed to the ECC at 301 Portage St. NW North Canton, OH 44720-3417

**Activity/Consumable Fee**

There is a \$15.00 activity fee per semester payable for each child. This fee is separate from the \$15.00 per half day tuition fee. This activity fee is due at the time of your child's enrollment.

**Absences/Credit**

No credits or make-up days will be permitted due to a child's absence, snow days, or vacations. Money is nonrefundable.

**Calendar**

The ECC follows the calendar of the North Canton City Schools.

**Arrival/Dismissal**

The Preschool operates Monday through Thursday. Morning sessions are scheduled from 9:05 a.m. - 11:45 a.m. Afternoon sessions are scheduled from 1:05 p.m. - 3:45 p.m. Children who come to school by car may not enter the building before 9:00 a.m. or 11:40 a.m. Car riders are dismissed at 11:45 a.m. and 3:45 p.m. Please do not visit with the teachers or children during dismissal. We ask that you leave the building immediately after receiving your child.



**ECC (EARLY CHILDHOOD CENTER)**

301 Portage Street NW  
North Canton, OH 44720

**CONTACTS**

Janet Peare, Principal   janet.peare@northcantonschools.org  
Carol Hill, Secretary   carol.hill@northcantonschools.org

**TUITION**

\$15 per half-day session (9:05am-11:45am or 1:05pm-3:45pm)

**Monthly Payments:** Payment for the new month is due the final business day of the preceding month. **One-time payment** for families who enroll and start school in August receive:

- \*\$70 discount for those attending four days/week
- \*\$35 discount for those attending two days/week

In addition to the above tuition amounts, we will collect a **one-time \$30 activity fee** per student. This fee covers snacks, consumables, etc.)

**SESSIONS AND TIMES**

Morning Session:   9:05am - 11:45 am  
Afternoon Session:  1:05pm -  3:45 pm

**Days attending**

- Students may attend Mondays and Wednesdays (2 days)
- Students may attend Tuesdays and Thursdays (2 days)
- Students may attend Monday through Thursday (4 days)

**CONTRACT**

A tuition contract is required for all preschool tuition students. Contracts will be distributed once the initial down-payment of \$80 is received. Once signed by the parent(s)/legal guardian(s), this obligatory contract is a mutual understanding between the Board of Education and the parent/legal guardian of the student to make payments by the due date. A \$10.00 late fee will be assessed for any late payments.

Should any payment not be made by the due date, or should any outstanding balance be unpaid for more than fifteen (15) calendar days, the child(ren) will not be entitled to remain enrolled at the Early Childhood Center.

Payment for the new month will always be due the final business day of the preceding month (i.e. Tuition for November will be due October 31.)

**FORMS OF PAYMENT**

The North Canton City School district accepts cash, checks or money orders made payable to "ECC". Payments may be dropped off or mailed to the ECC at 301 Portage St. NW, North Canton OH 44720. Beginning in October, on-line payments may also be made.

## Mission Statement and Governing Board



# NORTH CANTON CITY SCHOOLS

One Community, One Spirit ... VIKINGS!

**Mission:** Inspire students, impact our community; change the world

**Vision:** To be recognized as a trusted, leading organization for learning

**Values:** Respect, Grit, Relationships, Integrity

### **North Canton City School District Board of Education**

Jordan Greenwald

Bruce Hunt

Robert Roden

Jessica Stroia

Andrea Ziarko

### **NCCS District Administration**

Jeff Wendorf, *Superintendent*

Dave Pilati, *Assistant Superintendent*

Todd Henne, *Business Manager*

Todd Tolson, *Treasurer*

### **ECC Staff**

Principal: Janet Peare

### **Staff**

Mrs Rena Brown, *Intervention Specialist*

Mr. Matt Mizer, *Intervention Specialist*

Miss Sarah Gregory, *Intervention Specialist*

Mrs. Alyssa Wise, *Intervention Specialist*

Miss Abby Young, *Intervention Specialist*

Mr. Jonathan Zahn, *Physical Education*

Miss Sidney Long, *Physical Education*

Miss Sarah Snyder, *Art*

Mrs Kaile Casteel, *Art*

Mrs Angelia Marlowe, *Psychologist*

Miss Katelyn Seroka, *Speech & Language Path.*

Mrs. Ruth Williams, *Speech & Language Path.*

Mrs. Heather Mars, *Speech & Language Path.*

### **Support Staff**

Mrs. Kathleen Goncalves, *Educational Assistant*

Mrs. Tasha Virostek, *Educational Assistant*

Mrs. Cherry Sabella, *Educational Assistant*

Mrs. Nicole Rembielak, *Educational Assistant*

Mrs. Ellyn Roberts, *Educational Assistant*

Mrs. Tamrah Landes, *Nurse*

Ms. Carol Hill, *Secretary*

Mr. Arbbie Ray, *Custodian*

## **ECC Supply List**

Please bring the items when you come to Open House or on your child's first day of attendance.

**A change of clothing** consisting of socks, undergarments, pants and a shirt should be sent in for your child in the event of spills or other accidents. Please label your child's clothing with a permanent marker. Place the clothing in a Ziploc bag and label the bag with your child's name. Diapers and wipes must be supplied if your child is not toilet trained.

**A backpack** and please label the front of the backpack with your child's name. The school will provide a folder for papers that is sent home to parents in the backpack each day. Please use the folder when sending notes or fees to school. The *Tuition Payment Envelope* should remain in the folder at all times.

### **Required Classroom Supply List**

Glue Stick  
Paper plates (all sizes)  
Wipes  
Water Paints  
Tissues  
Pip Squeak markers  
Paper towels  
Dauber/Dot markers  
Dry Erase markers (any size or color)  
Plastic Bags (sandwich & gallon)  
White Paper lunch bag

### **Donations**

Popsicle sticks  
Clothes pins  
Stamp pads  
Clear Packing tape  
Pack of card stock  
Black gorilla tape  
Velcro dots (sticky back)  
Stickers of all types and sizes  
Foam shapes  
Pony Beads

## Preschool Philosophy and Parent Participation Plan

The philosophy of the North Canton City Developmental Preschool (NCCDP) is to provide a nurturing and enriching learning environment that fosters each child's individual growth and development. The Ohio Department of Education Early Learning Content Standards serves as a model to the program. The NCCDP provides learning opportunities that are both age and individually appropriate, working to encourage each child to reach their full potential. This program recognizes that each child is a unique individual with his or her own abilities, needs, interests and learning styles.

It is recognized that each child learns through active involvement with their environment, the materials and activities, thereby building upon their learning experiences. Assessment and ongoing evaluation of each child's progress and educational program are seen as important program components. Teachers, therapists and other staff members are viewed as facilitators and models, working with parents in a partnership to help support, guide and encourage a child's intellectual, social and emotional well-being, physical and aesthetic growth and development.

### North Canton City Schools Developmental Preschool Parent Participation Plan

1. Participation in IEP meetings.
2. Participation in parent conferences.
3. Participation in school events as planned by the PTO, staff or building principal.
4. Participation in home visits.
5. Participation in observations.
6. Participation in parent information meetings.
7. Participation by accompanying field trips.
8. Participation in parent/child training session(s) that are designed to inform parents how to work with their child at home.
9. Parents are welcome at the school any time during operating hours. Parents should call the Early Childhood Center office at (330) 497-5608 to set up an appointment.

**\* Participation in activities 2-8 is optional as needed**



## Behavior Management and Discipline

### 3301-37-10 Behavior Management/Discipline

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are 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.
- C. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
  - 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
  - 2. No discipline shall be delegated to any other child.
  - 3. 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.
  - 4. 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.
  - 5. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
  - 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
  - 7. Techniques of discipline shall not humiliate, shame, or frighten a child.
  - 8. Discipline shall not include withholding food, rest, or toilet use.
  - 9. 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.
  - 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- D. The parents of a child enrolled in a center shall receive the center's written discipline policy. (Discipline policy is stated above and on pg 10)
- E. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

### Tracking Devices & Smartwatches

Tracking devices that look like watches are becoming popular at this age level. There are several on the market; one example is the LG Gizmo Gadget. Some of these smartwatches allow parents to call the watch without the child and those around him knowing. Due to privacy issues of other children sharing the classroom and the safety procedures we have in place, we discourage the use of these devices at school. Children will be asked to leave these devices in their backpacks during the school day if they wear them.

## Discipline Policy

### North Canton City Schools Developmental Preschool The Early Childhood Center

An important part of the preschool experience is helping children learn how to adapt to new experiences, adjust to small and large group transitions, social interaction and language development, and follow the direction of an adult other than their parent. A caring and positive approach will be taken regarding behavior management and discipline. The teachers will focus on the positive behaviors of the children and reinforce those behaviors as often as possible. Our goal is to help the children develop self-control and responsibility for their actions.

Our discipline procedures will consist of the following strategies:

- Encouraging children to use their words when having a disagreement with another child.
- Facilitating children in their attempts to settle their own disputes.
- Redirecting behavior when this seems potentially effective.
- Counseling children individually about their behaviors.
- Making parents aware of disciplinary concerns.
- Separating a child from the group (Time-Out) – one minute away for each year of age. *(last resort)*

Disruptive Behavior distracts from the full benefit of the preschool program and will result in consequences. The following behaviors are considered disruptive:

- Inflicts physical or emotional harm on other children, adults, or self
- Disrespects other children and/or staff members or materials provided in the program
- Consistently disobeys the rules of the classroom
- Verbally threatens other students and/or staff
- Uses verbal or physical activity that diverts attention away from the group of children.

#### Discipline Procedures for disruptive behavior

Disruptive Behavior will be addressed within the context of the incident and by the classroom teacher. If any inappropriate behaviors that directly impact other children, staff members, or the group as a whole, and of which results in physical harm to another child or staff member, the building administrator will be made aware of the incident and the building administrator will contact the parent or guardian by phone. Furthermore, the building administrator will document a short summary of the incident to keep on file. The administrator will also document the time and date of when communication between parent/guardian and administrator occurred.

If the child's behavior continues to be inappropriate, consistently disruptive, and/or dangerous, it shall be necessary for the parents to meet with the building administrator, school psychologist, and/or director of special services which may result in writing a behavior plan to amend such behaviors.

Children cannot become self-disciplined unless adults reinforce positive behavior. During their time at The Early Childhood Center, children will be guided to understand the expectations of the classroom and of the school in order to reach their optimal performance levels.

## Schedule of Daily and Weekly Activities

The focus to our program is to enable students to reach their optimal level of achievement. In doing this, we structure the learning environment to promote independence, play and guide our learners to develop fundamental skills aligned to age-appropriate benchmarks.

The list of activities below serves as a guide to the activities that occur on a daily basis within each of our classrooms. However, adjustments are made accordingly based on the need of the learning environment.

### Arrival

Promoting independence to take off sweaters/jackets, place bookbag in the designated area, place name tag in appropriate area to begin their day

### Morning Meeting

Includes story and songs; individual and group goals; social interaction; and letter, number, sound of the week.

### Centers

Includes book center, writing center, dramatic play, fine motor skills, language development; social development, individual and group goals

### Bathroom break

Practicing independence, handwashing and appropriate hygiene

### Clean Up

Promotes the practice of organization, following directions and responsibility

### Story

Includes prediction; language development; recall; picture walk and student response

### Mini Lesson

As aligned to The Ohio Early Learning and Development Standards

### Snack

Includes milk/water and club/graham cracker

### Music and Movement

Includes rhythm, sequence, following directions, repetition and patterns

### Gross Motor

Includes group games, movement, cooperation and listening skills;

### Closing

Includes summarizing and recall

### Dismissal

Promoting independence to put on their coats, obtain bookbag from the designated area

Note: Once a week children participate in Art Education and Physical Education

## Policy on Student Absences

### North Canton City Schools Developmental Preschool Absence Procedures

1. If your child is ill, please call the Early Childhood Center office (330) 497 - 5608 and Transportation (330) 497 - 5615.
2. Make these calls for each day that your child will be absent.
3. When your child returns to school following an absence, please send a note signed by parent or guardian explaining the absence.

Please become familiar with the guidelines which follow:

- Conditions requiring exclusion from school
- Policy on student absences/excuses
- Transportation guidelines

### North Canton City Schools Developmental Preschool Policy on Student Absences and Excuses

Continuity of instruction, classroom participation, and student interaction are essential for optimum educational benefit.

The following are acceptable reasons for excused absence:

- a. Personal illness (a written physician's statement verifying the illness may be required)
- b. Illness in the family necessitating the presence of the child
- c. Emergency at home
- d. Death in the family
- e. Observance of religious holiday
- f. Dental or medical appointment that can't reasonably be scheduled outside the school day/year.

When a student returns to school following an absence, the student must bring a note signed by a parent/legal guardian explaining the absence.

A student will be considered habitually truant if the student is absent without a legitimate excuse for five (5) or more consecutive school days, for seven (7) or more school days in one (1) month, or twelve (12) or more school days in one (1) school year.

If a student is habitually truant and the student's parent has failed to ensure the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court and/or to take any other appropriate intervention actions as set forth in this Board's policy.

A student will be considered chronically truant if the student is absent without a legitimate excuse for seven (7) or more consecutive school days, for ten (10) or more school days in one (1) month, or for fifteen (15) or more school days in one (1) year.

If a student is chronically truant and the student's parent has failed to ensure the student's attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile Court.

A student shall not be released from school in the charge of anyone other than the student's parent or legal guardian unless verified permission by the parent/legal guardian is given. The administrator may request that such permission be written.

In the event of family vacations which are scheduled during the school year, the following procedures must be followed:

- a. Vacation excuses must be presented to the appropriate school administrator five (5) school days prior to the absence.
- b. Students will be required to make arrangements prior to the absence with each teacher in order to complete required assignments.

The welfare of students rests primarily with the parent/legal guardian. The North Canton City School District accepts the responsibility for a role in protecting students from conditions which contribute to their becoming (or remaining) "missing children", separated from their parent/legal guardian.

In order to provide safe conditions for the student, the parent/legal guardian is charged with responsibility for specific precautions:

- a. Present to the school administrator a valid copy of the student's birth certificate upon registration for authorized attendance.
- b. Provide the school administrator a current telephone number (home and work); together with current address and emergency telephone number(s).
- c. Notify the office of the reason for student's absence at the beginning of the day of absence unless a pre-excused absence has been authorized by the school administrator. Call (330) 497-5608.

In order to provide safe conditions for students, the school administrator is charged with responsibility for specific precautions:

- a. Require, at the time of the student's registration, presentation of a valid copy of the birth certificate and any records given to the student by the school most recently attended. Within 24 hours of the student's registration, the student's attendance at the previous school shall be verified.
- b. Notify Police Department or Sheriff's Office having jurisdiction in the geographical area of the student's residence in event of failure of the parent/legal guardian to provide such certificate or the school most recently attended has no records or that records from the school are not received within 14 days.

- c. Include in the notification to the Police Department or Sheriff's Office a statement of concern relative to the possibility that the student is separated from the parent/legal guardian.
- d. Ensure that the current address and telephone number(s), including emergency telephone number(s) are accurately recorded and readily accessible.
- e. Provide for early identification of cases of absences each school day.
- f. In event that the parent/legal guardian has not communicated relative to and absence, telephone the parent/legal guardian.
- g. If reasonable attempts at telephone communication are unsuccessful, provide the parent/legal guardian written notice of absence.
- h. Request from authorized photographer free photographs of students for the student's file to be used in case of need for identification.

The school administrator may cooperate with responsible organizations in efforts to develop voluntary fingerprinting of students in cooperation with local law enforcement authorities. Written consent from the parent/legal guardian shall be required prior to any such fingerprinting.

The school administrator shall provide information relative to this statement of policy to the student and the parent/legal guardian at the beginning of each school year.

## Guidelines on Illnesses

### North Canton City Schools Developmental Preschool

In accordance with the Ohio Department of Education Rules for Preschool Programs Chapter 3301-37 Revised 2009

- A. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (F) of rule 3301-37-04 of the Administrative Code.
- B. The following precautions shall be taken for children suspected of having a communicable disease:
1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
  2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    - a. Diarrhea (more than one abnormally loose stool within a twenty-four-hour period);
    - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    - c. Difficult or rapid breathing;
    - d. Yellowish skin or eyes;
    - e. Conjunctivitis;
    - f. Temperature of one hundred degrees fahrenheit taken by the axillary 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; or
    - i. Stiff neck.
  3. 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; or
    - e. Evidence of lice, scabies, or other parasitic infestation.
  4. Children who are mildly ill will be closely observed and if his/her condition worsens the parents will be contacted and the child sent home.

## Management of Communicable Disease

- A. A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.
- B. The following precautions shall be taken for children suspected of having a communicable disease:
1. The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.
  2. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
    - a. Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
    - b. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
    - c. Difficult or rapid breathing;
    - d. Yellowish skin or eyes;
    - e. Conjunctivitis;
    - f. Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
    - g. Untreated infected skin patch(es);
    - h. Unusually dark urine and/or grey or white stool; or
    - i. Stiff neck; or
    - j. Evidence of lice, scabies, or other parasitic infestation.
1. 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; or
  - d. Vomiting.
2. An exposure letter will be sent home to families of students who are in a classroom with a child or adult who has been identified and diagnosed with a communicable disease.



3301-37-11 **Management of Communicable Disease (continued)**

1. Programs shall follow the Ohio department of health "child day care communicable disease chart" ([www.odjfs.state.oh.us/forms](http://www.odjfs.state.oh.us/forms)) for appropriate management of suspected illnesses.
  2. A child isolated due to suspected communicable disease shall be:
    - a. Cared for in a room or portion of a room not being used in the preschool program;
    - b. Within sight and hearing of an adult at all times. no child shall ever be left alone or unsupervised;
    - c. Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
    - d. Observed carefully for worsening condition; and
    - e. Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
- C. Each program shall have a written policy concerning the management of communicable disease. the policy shall include, at a minimum:
1. The program's means of training all preschool staff in signs and symptoms of illness and in hand-washing and disinfection procedures;
  2. Procedures for isolating and discharging an ill child and policy for readmitting such child;
  3. Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
  4. Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
  5. Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.



## Akron Children's Hospital's Health Guidelines for School Attendance

### Should I keep my child home or send him or her to school?

**Do not send your child to school** if any of the following symptoms or conditions were present in the last 24 hours. You may be asked to take your child home if your child:

- **Has a fever of 100 degrees or higher.** Your child may return to school when the temperature has been normal (98.6) for 24 hours.
- **Has been vomiting and/or diarrhea.** If your child has either vomited or diarrhea persists within a 24 hours period, your child should not attend school. Call your child's doctor if symptoms continue for more than 24 hours and/or your child has a fever or his/her condition worsens.
- **Has rash.** All rashes must be diagnosed and/or treated by a physician for your child to remain in school.
- **Has bacterial infection.** Your child may return to school after taking prescribed antibiotics for 24 hours.
- **Has pink eye.** If your child has thick mucus or pus draining from the eye (pink eye) he/she can attend school after medical assessment/treatment. Please include a note from your child's physician indicating their diagnosis. If an antibiotic is prescribed, the child must be on the medication for 24 hours before returning to school.
- **Has live lice.** Please check with your school health clinic about the school district lice policy.
- **Has been prescribed narcotics and is currently taking them.** Students are not permitted to take narcotics while at school. The student should return to school once their pain can be controlled by Acetaminophen or Ibuprofen.
- **Has symptoms that prevent him or her from participating in school, such as:**
  - Excessive tiredness, pale, difficult to wake, confused or irritable, lack of appetite
  - Productive coughing, sneezing
  - Continuous coughing
  - Headaches, body aches, earache
  - Sore throat

A minor sore throat is usually not a problem, but a severe sore throat could be strep throat even if there is no fever. Other symptoms of strep throat in children are headache and stomach upset. Contact your pediatrician as your child needs a special test to determine if it is strep throat. Keep your child home until his or her fever has been gone for 24 hours without medication. Colds can be contagious for at least 48 hours. Returning to school too soon may slow the recovery process and expose others to unnecessarily to illness.

**If you are unsure about whether or not to send your child to school, please contact the school health clinic staff with any questions you may have.**

## North Canton City Schools Developmental Preschool

### Medications

\*All medications must be brought to school by the parent in the original manufacturer's packaging (over the counter meds) or in the container in which it was dispensed by the physician or pharmacist prescription bottle.

\*Parents must provide a **physician-signed** [Prescription Medication Administered at School](#) form in order for prescription medication to be administered at school.

\*Parents must provide a **physician-signed** [School Asthma Action Plan](#) form. All students who use an asthma inhaler must have physician consent to carry inhaler and self-medicate.

\*Parents must provide a **parent-signed** [Non-Prescription Medication Administered at School](#) form in order for NON-prescription medication of any kind to be administered. This includes cough drops.

\*All medications, both prescribed and over the counter must be stored and secured in locked storage and must be distributed only by authorized school personnel.

\*Medication forms are available in the school office.

\*For students who require emergency allergy medication (i.e., EpiPen or Auvi-Q) will need to complete [Allergy Action Plan](#) form

### Injury

If an accident occurs at school, basic first aid will be administered. If, in the judgment of the school administrator, secretary and/or school nurse, conditions warrant immediate attention, you will be notified. If you cannot be reached, we will contact the person you have designated on the Emergency Medical Authorization Form.

**All children attending The Mary L Evans Early Childhood Center must have an updated and current Healthcare Provider Report on file in the school office. Healthcare Provider Reports are valid for 13 months from the date of the previous form. This medical form will also be used to meet the State requirement of documenting preschool students' height and weight.**

*(i.e., a child medical statement signed by the doctor and dated 10-27-2018 will have until 11-27-2019 to furnish a new Healthcare Provider Report to the school office in order for the child's file to remain compliant to the operating standards for Ohio preschool programs)*

### HEALTHCHEK INFORMATION FOR FAMILIES

*Preschool programs are required to provide information from Healthchek for all families. 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.*

*Below is the link to the Healthchek website and information regarding preschool programs. [Click here for Healthchek](#)*

## Transportation Guidelines

### Responsibilities of Parents and Children

1. Parent/guardians must be visible when putting the child on the bus and when the child is returned home. No one under eighteen (18) years of age is authorized to be in charge of the child, unless special arrangements have been made.
2. Parents are responsible for the safety of the children while going to and from pickup points.  
Children should be aware of safety rules:
  - A. Walking to the bus.
  - B. When appropriate, hand should be held by an adult.
  - C. Staying away from the bus until it stops and the driver or driver's aide signals that it is your turn to board.
3. If there is a change of any type that will disrupt the transportation of your child, it is your responsibility to contact the school and/or Transportation.
4. Children must be ready when the bus arrives. If you have not responded within the time frame allowed, the bus will proceed on.
5. Drivers and/or monitors will not come to your door for/with children.
6. If your child misses the bus it is your responsibility to bring the child to school.
7. Drivers do not have the authority to change bus routes. Please do not ask them to do so. The driver is not permitted to make any changes without prior approval.
8. The following procedure will be used in the event that you are not home to get your child off the bus:

#### **AM Children**

If you are not home your child will return to the school. Someone will try to contact you or the persons named on your emergency forms. If no one is reached your child will be turned over to Child Protective Services.

#### **PM Children**

If you are not home your child will return to the school or Transportation Office. If the emergency contact person is not reached, your child will be turned over to Child Protective Services. It is your responsibility to reach Transportation as to the whereabouts of your child.

9. Children must be escorted by an adult when crossing the street. Also, always cross in front of the bus for safety reasons.

10. No food or drink is permitted on the bus.
11. No toys are permitted on the bus unless there is a special event at school, as this can be distracting to the driver which may cause harm.
12. If your child is sick, please keep the child home.
13. All buses have a driver and monitor.
14. Parents/guardians must notify the Office of Transportation if your child will not be riding the bus (330) 497 - 5615.
15. If your child misses three (3) consecutive days on the bus without being reported off, the bus will not stop again until you contact Transportation (330) 497 - 5615.
16. Parents who transport their child to school must wait in the Breezeway. Doors will open at 9:05 a.m. where a staff member will greet your child and walk them down to their designated classroom.
17. When children are transported to school by their parents, please follow these guidelines:
  - A. Park your car in our parking lot. Please avoid the fire lane and other restricted areas.
  - B. Hold your child's hand at all times within the parking lot of the school..
  - C. If a you would like to speak with the classroom teacher at any time, please email them directly to schedule a time. Our staff will work with you to provide and communicate any information necessary about the educational progress of your child. However, to ensure the safety and well-being of your child and other children, classroom teachers are within their classrooms during arrival and dismissal opportunities.
18. Arrival procedures: Children that do not ride the bus may not enter the classroom before 9:05 a.m. or 1:00 p.m. Parents will wait in the gymnasium with their child. The teacher assistants do a well check and then escort the child to their classrooms.
19. Other dismissal procedures:

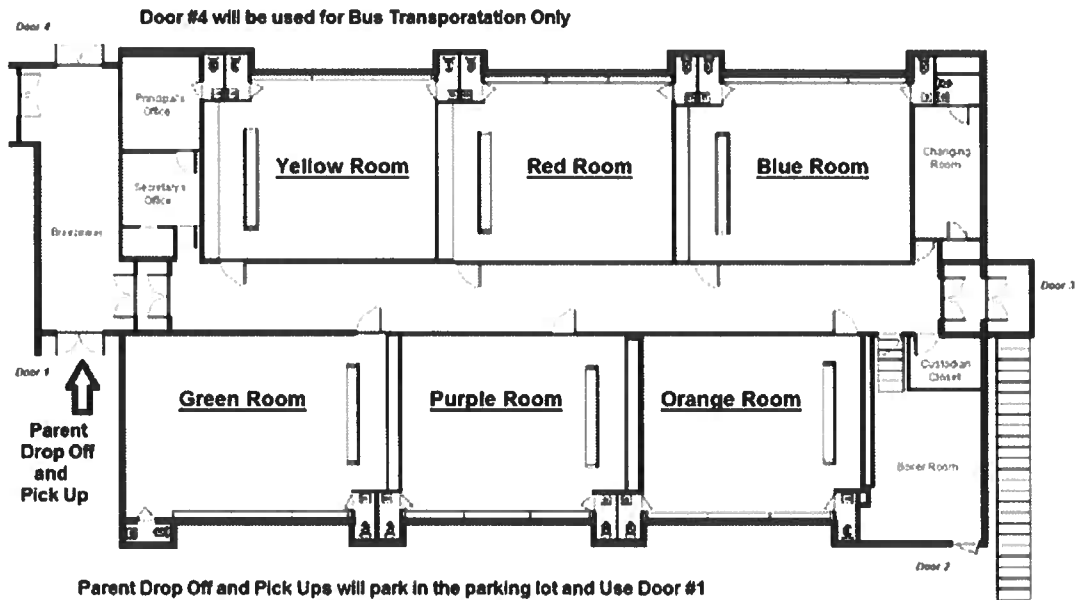
If you pick up your child at the end of the session, please wait patiently in the gymnasium where the teacher assistants will release your child to you. We will be releasing the car riders five (5) minutes early. Therefore, pick up time for car riders in the morning is at 11:40 a.m. and at 3:40 p.m. for the afternoon session. **If you need to talk to the teacher, please call or email your child's teacher to set up an appointment.**

Please help us maintain a safe environment for your child.

Your child's safety is our top priority.

To assist traffic patterns entering and exiting the building please note the following:

- Bus riders will enter and exit the building through **Door #4**.
- Parents dropping off and/or picking up their child will enter and exit through **Door #11**.



The procedures above will assist parents coming to and from the building with their child, assist the flow of traffic for district buses, as well as district personnel attending meetings in the adjacent building.

## Nutritional Information/Recommendations for Foods Brought from Home

If a snack is brought home from school, the North Canton City Schools Developmental Preschool Program suggests that parents send meat, or dairy protein item, or bread, or a vegetable or fruit item. Please do not send chewy snacks such as fruit roll ups. Parents are welcome to bring a prepackaged snack to school for their child's class. They should notify the teacher one or two days in advance if they plan to do so.

### **Snack time has the following objectives:**

- Provide the child an opportunity to develop an interest in and to taste different foods in another environment.
- Provide an opportunity for the young child to develop positive social skills through sharing foods with a small group of friends.
- Provide an opportunity for the child to share his/her birthday with classmates.

### **Snacks may consist of the following foods:**

- **Juice** apple, orange, grape or any combination
- **Dairy products** cheese, yogurt, ice cream, or cream cheese
- **Grains** crackers, non-sugar cereals, or bread products
- **Fresh fruits and vegetables**
- **Raisins**

**Please Note.** We are a nut free school, therefore please refrain from peanut or tree-nut based foods.

### **Play Clothes**

Please be aware that the preschool children do many messy activities. Some of the tempera paint we use is very difficult to remove from clothing. It is not possible for us to inform you ahead of time when these activities occur. Therefore, we are encouraging you to dress your child in play clothes for school. Do not dress them in something you don't want ruined.

## Policies & Procedures for Parental Feedback, Suggestions, & Grievances

The North Canton City Schools Developmental Preschool staff welcomes comments and suggestions for improving the quality of the preschool experience for the children. When areas of concern arise, the problem should be brought to the attention of the classroom teacher who will listen to your suggestion and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem may be taken to the building principal who will deal with the concern in a direct and appropriate manner.

A parent survey is emailed to the families at least once per year. Parents are encouraged to answer the questions honestly and to let the center know what they are feeling. However, parents are encouraged to communicate any suggestions, comments, or concerns at any time throughout the year as well as attend regularly scheduled activities and PTO meetings.

Our preschool program asks that any parent with a grievance about the operation of our program present it in writing to one or more of the following within 15 days of the event:

**Classroom Teacher** - Teacher assigned to your child

**Preschool Principal** – Janet Peare

**Superintendent** – Jeff Wendorf

**Address:** North Canton City Schools  
Early Childhood Center  
301 Portage St. N.W.  
North Canton, Ohio 44720

Parents who wish to review current state inspection reports should contact the building administrator at 330-497-5608.

Parents who wish to file a complaint should contact Reba Crowder (Central Regional Representative) at 614-339-0818.



## North Canton City Schools 2022-23 Calendar

August 2022						
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			
September 2022						
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	
October 2022						
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	31					
November 2022						
S	M	T	W	T	F	S
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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			
December 2022						
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
January 2023						
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	August
15	Staff Work Day
16-18	Staff PD, Collaboration, Convocation, and Building Meetings
17	Open House: CL Gr. 1-2, NW Gr 2, GT & OH Open House: NW GR. 1 & MS
18	First Student Day: Gr 1-3, 6, & 9
19	First Student Day: Gr 4-5, 7-8 & 10-12 & Open House ECC
22	First Student Day: Preschool
24	First Student Day: Kindergarten & Open House: HS
25	
September	September
1	Open House: NW Gr. K
5	No School / Labor Day
6	Open House: CL Gr K
October	October
5	PT Confs, HS
6	PT Confs, MS
7	Prof. Development Day
10	Prof. Development Exchange Day
20	PT Confs, CL, GT & OH
21	End of 1st 9 Weeks
24	Staff Work Day/PD Day
27	PT Confs, CL, OH, & GT
November	November
3	PT Confs, ECC & NW, MS & HS
10	PT Confs, ECC & NW
23	Conference Exchange Day
24-25	Thanksgiving Break
28	Conference Exchange Day
December	December
22-30	Winter Break
January	January
2-3	Winter Break
12	End of 2nd 9 weeks/1st Semester
13	Staff Work Day
16	Martin Luther King Day
February	February
2	PT Confs, HS
9	PT Confs, MS
16	PT Confs, CL, NW, GT, & OH
17	Professional Development Day
20	Presidents Day
23	PT Confs, ECC, CL, NW, GT, OH & HS
March	March
2	PT Confs, ECC & MS
16	End of 3rd Nine Weeks
17	Staff Work Day/PD Day
20-24	Spring Break
24	Staff Work Day/PD Day
April	April
7	Good Friday
May	May
19	Last Student Day Gr. P-5
22-25	P-5 Staff Days to Prepare for Move
25	Last Student Day Gr. 6-12
26	Staff Work Day

- No School Students & Staff
- No School Students Only
- First & Last Student Day

	Student Days	Teacher Days
1 <sup>st</sup> 9 Weeks	43	49
2 <sup>nd</sup> 9 Weeks	45	49
3 <sup>rd</sup> Nine Weeks	41	43
4 <sup>th</sup> 9 Weeks (K-5)	39	
4 <sup>th</sup> 9 Weeks (6-12)	43	44
<b>TOTALS (K-5)</b>	<b>168</b>	<b>185</b>
<b>TOTALS (6-12)</b>	<b>172</b>	<b>185</b>

February 2023						
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				
March 2023						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
April 2023						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
May 2023						
S	M	T	W	T	F	S
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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	31			
June 2023						
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
July 2023						
S	M	T	W	T	F	S
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					