Our mission is to provide children who are deaf or hard of hearing the opportunity to learn to listen and speak so they can join their hearing peers in a mainstream educational setting.
Montgomery County
Educational Service Center

Superintendent: 
Frank DePalma
Director of Student Programs: 
Zelene Minnich
Treasurer: 
Joni Shoemaker
Board of Education Members: 
Terry L. Smith
President
Gary Roberts
Vice President
Daryl Michael
Board Member
Greg S. Shell
Board Member
Joy Weaver
Board Member

Site Location: 
Montgomery County ESC
Auditory-Oral Preschool
2600 Holman Avenue
Moraine, OH 45439
937-499-1450

Supervisor: Beth Pendergast
Phone: 937-224-8087

Student Program Secretary: Andy Manos
Phone: 937-224-8087
Fax: 496-7781

Teacher: Ms. Amy Dihrkop
Assistant: Ms. Beth Phelan
Speech Pathologist: Ms. Amy D'Amico

Montgomery County Transportation: 
937-237-6275

Host School: 
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Early Learning Center at
Moraine Meadows
2600 Holman Avenue
Moraine OH 45439
(937) 499-1450

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Our Preschool Class

The Auditory Oral Preschool is a program offered by the Montgomery County Educational Service Center licensed and monitored by the Ohio Department of Education and is administered according to established rules, objectives and procedures established by the Ohio Department of Education preschool licensing rules. The program is taught by an Ohio licensed teacher certified as a Pre-K Hearing Impairments Intervention Specialist, and an ASHA certified Speech-Language Pathologist. Both the teacher and Speech-Language Pathologist have attended training in PPCI (Professional Preparation in Cochlear Implants). An audiologist serves the class on a regular basis. Our staff participates in on-going professional development to stay current in technology and research-based educational practice.

The class is designed for preschool-age children who are deaf or hard of hearing and need intense intervention to acquire spoken language. The most appropriate amplification technology, which can include hearing aids, cochlear implant, and FM system, is emphasized for each child to achieve the benefits of learning through listening. No other significant condition that would impede auditory comprehension of language or oral expression is present or diagnosed. As partners in their child’s learning, families must be committed to helping their child develop spoken language through listening.

Philosophy

Each child in our program is valued and respected as a unique individual and provided the opportunity to explore and learn in a safe and nurturing environment. Families are valued as an integral part of our learning community and strongly encouraged to be actively involved in their child’s education.

Mission

Our mission is to provide the opportunity for preschool children who are deaf or hard of hearing to learn to listen and speak through full family involvement. Our long range goal is for them to join their hearing peers in a mainstream educational setting and be engaged as lifelong learners.

Curriculum

Research-based Creative Curriculum provides for developmentally appropriate activities that are entwined around themes centered on high quality children’s literature. Academic content areas of Language Arts, Mathematics, Science, and Social Studies address the Ohio Department of Education Content Standards for Early Childhood and provide the framework for every activity. Instruction is based on continuous assessment of each child.
Program Goals

The children engage in learning experiences in language arts, mathematics, science and social studies that promote the development of listening and spoken language throughout the day. In an interactive and developmentally appropriate atmosphere, children actively participate in meaningful language. Learning through listening is emphasized in small and large group instruction, one-on-one structured sessions with the Intervention Specialist or Speech Pathologist, and informally in play with peers. Sign language is not used instructionally in this class but can be used as a tool to bridge to spoken language. Parents are taught in bi-weekly sessions how to help their child build spoken language according to established hierarchies of development based on research. To facilitate maximum language development, this program is not recommended for families that cannot make the commitment to attend these sessions.

With your cooperation we hope to:

♦ Bridge your child’s language gap with same-age hearing peers
♦ Integrate listening into your child’s personality
♦ Instill a love for books and reading in your child
♦ Promote high self-esteem for children
♦ Provide you with information and education to make informed decisions for your child and become his/her best advocate
♦ Facilitate a smooth transition to your child’s neighborhood school when appropriate

Admission

The child who meets the following criteria will be considered for this full-time class:

The Governing Board recognizes a need to provide a preschool program to eligible children residing in its Educational Service Center and has obtained a license to operate a preschool program.

The preschool program shall be located in a facility that accommodates the enrollment of the program, supports the growth and development of children according to program objectives, and meets the requirements of statute.

A child is eligible for entrance into preschool the year in which s/he applies for entrance and has not yet obtained the age at which s/he will be admitted in kindergarten. (Children participating in the preschool program shall have been immunized in accordance with the requirements of the State Board of Education to prevent the spread of communicable disease.)
Parents of children enrolled in the program shall be permitted access to the school during its hours of operation, in accordance with Center procedures, to contact their children, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, parents shall report to the school office.

- The child meets audiological and other criteria to receive services as a child with documented hearing loss.
- The child has a significant expressive and/or receptive language delay.
- The child demonstrates a desire to communicate.
- The child has no other condition that would impede auditory or oral language development.
- The child consistently uses the most appropriate amplification.
- The child's family is committed to building spoken language through listening.
- An individual educational plan is developed for each ESC child prior to enrollment.

**Tuition and Fees**

- Tuition and fees may be charged to parents of typically developing preschool students, according to a schedule adopted by the Board. You can apply for a fee reduction or waiver through the program secretary. This is to be done annually.

**Enrollment Forms**

- Individualized Education Plan
- Current annual physical signed by physician, including immunization record. For children three (3) years old and older at time of admission the examination shall occur within six (6) months prior to date of admission. No child with a disability shall be excluded from the program for lack of a medical statement.
- Dental form signed by dentist
- Medical authorization/release
- 3 emergency contacts. *You must promptly notify the classroom teacher of any changes.*
- Statement of child’s allergies and a list of any chronic physical problems, hospitalizations, and past diseases
- Permission to share information with your audiologist
- Permission to share information on class roster
- Authorization to transport (when applicable)
Roster

A roster is prepared listing the name, phone number, and email address of each child, parent, and staff. This roster is available for each parent on request. Parents must provide a signed statement indicating whether you desire to be included in class rosters. The class roster is private and only available to staff and parents.

Schedule

Our preschool is a full day program running from 8:30-2:45 Monday through Thursday. The children will have lunch and rest time each day. Fridays are reserved for parent sessions and meetings. Building language through listening is emphasized from the time the children arrive until they leave. Listening checks will be done on a daily basis to ensure that each child has proper access to all of the frequencies of speech. Individual goals are integrated into small group activities, one-on-one sessions, and large group theme based activities. A detailed schedule will be posted in the classroom and sent home to parents.

Communication

Families will receive unit related newsletters on a regular basis. A communication notebook will be correspondence between the home and school environments, promoting collaboration components necessary for a successful school experience. The best time to reach the teacher by phone is from 8-8:30 or 2:45-3:30. The teacher can be reached by email or voice mail at any time. The speech language pathologist can also be reached through email or voice mail at any time.
Lunch and Snack

Lunch: Children in the full day program eat lunch at school in the cafeteria. Parents are asked to provide a nutritious lunch every day with selections from each of the food groups. Lunch is available at school for a daily fee of $3. Milk only is available for students to purchase; the cost is $0.25. Please send exact dollar amounts daily with your child as change is not available in the classroom. Please place lunch money in an envelope marked “Lunch Money” with your child’s name on the envelope. The envelope can be placed inside your child’s Communication Notebook. Please do not send money that is not in a marked envelope as the children often mistake it for their own and are reluctant to give it to staff. Please make checks payable to: Mont Co ESC. We are a nut free classroom and ask that no nut products be sent to school. A refrigerator is available in the classroom. Please do not send in lunch items that require preparation or heating. If your child packs his/her lunch, please include silverware in the lunchbox. Please label any items that need to be returned in the lunch box.

Snacks: Nutritious and natural snacks are served each morning and afternoon. Each day we offer selections from each of the food groups: protein, grain, dairy and fruit/vegetable. Each family may be asked to supplement our snack inventory. The children enjoy: tubes of yogurt, whole grain crackers, cheese crackers, raisins, American cheese on whole grain crackers, cheese shapes, fruit cups, fresh and dried fruit (not fruit roll-ups), 100% real fruit juices and milk. We discourage sugary snacks and drinks due to the low nutritive value of such food. Individual allergies are considered in the snack menu.

Rest Time and Toileting

Children are provided a cot with his/her name on it for the year and shall be for the exclusive use of each child between sanitation procedures. Children are required to lie quietly and remain on their cot for a minimum of one half hour each day with flexibility to meet individual needs. Soft, relaxing music is played and children are encouraged to look at books as they rest. A child-size blanket from home, a small stuffed toy, and a book from home help children feel more secure during this time of the day.

Cots, mats, and individual bedding shall be thoroughly cleaned with an appropriate germicidal detergent and regularly sanitized before assignment for use by another child.

Potty chairs in the program shall be provided in accordance with all of the following:

- Potty chairs shall not be located in areas used for food preparation or serving or in areas not normally used for diaper changing or toileting.
Potties shall be emptied, cleaned, disinfected, and rinsed with water after each use. The rinsing solution shall be disposed of into a toilet, not a sink.
Disposable cloths used for cleaning potties shall be used once and disposed of in a plastic-lined covered receptacle. Reusable cloths shall be stored in an appropriate germicidal solution and held for laundering for no longer than one (1) day.

For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions and prescription/Doctor’s signature on request for administering medication form. Such instructions shall include the name of the ointment, cream, or lotion; name of the child; birth date of the child; date; and signature. Written instructions shall be valid for no longer than three (3) months. Authorization for administration of the ointment, cream, or lotion may be cancelled by written request of the parent at any time.

Storing of clean diapers shall be handled in accordance with the following methods:

- A clean supply of diapers stored in a specifically designated area shall be available at all times.
- Diapers or clothing used during diaper changing and brought from the child’s home shall be stored in space assigned exclusively for each child’s belongings. Soiled clothing and/or diapers shall be sent home daily.

Storage and laundering of soiled diapers shall be handled in accordance with the following methods:

- Diapers or clothing soiled with fecal matter and sent home with a child need not be rinsed at the program facility, but may be placed directly into a plastic container or bag, sealed tightly, stored away from the rest of the child's belongings and out of the reach of children.
- Soiled diapers to be disposed of or cleaned by the program shall be placed in a common plastic-lined covered container which shall be emptied, cleaned, and disinfected with an appropriate germicidal agent daily or more frequently as needed. Diapers to be laundered at the program facility should be stored in an appropriate germicidal solution until laundered.
- Soiled diapers to be commercially laundered shall be held for pickup for laundering for no longer than seven (7) days.
- Diapers to be laundered at home or by the program shall be held for laundering for no longer than one (1) day.
- Soiled disposable diapers shall be discarded daily.
Absence

All absences must be reported to the classroom teacher at 937-499-1450 within the first 15 minutes of class or before. You may call the classroom before school and leave a message that your child will be absent along with the reason for the absence.

Transportation

Transportation for Montgomery County ESC children is arranged during your child’s IEP meeting when a Transportation Plan is developed. If you must bring your child to school for any reason you must park in the lot next to the school and enter through the door nearest the playground. We will receive your child at the classroom door. If your child rides a bus, classroom staff will meet him/her at the bus upon arrival; staff will walk your child to the bus at the end of the school day. If you are providing the transportation for your child, please arrange pick up and drop off procedures with the teacher. If you are late, please stop by the restroom and locker before bringing your child to the classroom.

Bad Weather

Our preschool follows the Kettering City School/Montgomery County Educational Service Center policy for early dismissal or closing. If Kettering Schools are open, we are in session. If your school district transports or contracts for transportation for your child, and your school district has a delay or is closed, your child should also be delayed by that same schedule. Please have a plan on file for an early dismissal occurrence.
Appropriate Clothing

Children learn as they actively explore and play and may get their clothes wet or dirty with paint, dirt, or food. Comfortable play clothes and rubber-soled shoes are recommended. Designer clothes are not recommended in preschool. We try to prevent mishaps but can’t be responsible for clothing that is soiled or damaged. Clothing should promote independence and be appropriate for active play. Belts and fasteners should be child-friendly. **Sandals, flip-flops, clog-type shoes or dressy shoes are not safe in preschool.** Children need to dress for the weather. We go outside whenever possible. Warm clothing like jackets, mittens, and hats should be worn when the weather is cold. Mittens are preferable until your child can put on gloves independently. A rain hat in wet weather to protect hearing aids or cochlear implants is recommended. It is also recommended that you write your child’s name on all outside clothing items.

Each child will need to bring a complete change of clothes on the first day of school in a Ziploc bag. Please write your child’s name inside the change of clothes. When clothing is sent home please send replacements on the next day of school. If your child needs to change clothes and none are in his cubby, school clothing will be used. Please wash and return the items promptly.

**Rules and Policies of Auditory-Oral Preschool**

The rules and policies of our host building also apply to our families. Please become familiar with their Handbook. If you have any questions, please call our Preschool Program supervisor at 937-224-8087.
Parents are welcome to come to class.

‣ Pursuant to the Ohio Revised Code Section 3313.20, all visitors to the class are required to first call the supervisor of the program at the Montgomery County Educational Service Center by calling 937-224-8087 at least 24 hours in advance.

‣ Arrangements must be made with the classroom teacher before the visit so it can be scheduled at a convenient time for both the visitor and teacher.

‣ The length of each visit will be discussed with the teacher prior to the visit. They may vary depending upon the activities that are observed and child needs.

### Parent Participation Sessions

Parents are strongly encouraged to attend parent participation sessions. These one-on-one auditory-based therapy sessions with you and your child will address ways to help you help your child integrate listening into his/her personality. Your active participation will help you learn the rationale that supports auditory learning and integrate strategies and techniques into your daily interactions with your child. The **Language Journal** is an important part of these sessions so please bring it with you and be faithful in making entries.

Sessions take place in the classroom and last for one hour. For your child to use spoken language and bridge his language gap with his hearing peers (provided all other areas of development parallel same-age peers), both home and school must be places where he/she will be immersed in spoken language all waking hours. Parents are asked to make childcare arrangements for siblings during these sessions so your attention can be focused on your child.
The Composition Notebook on your child’s school supply list is our “Communication Book”. The “Communication Book” enables daily correspondence between the home and school environments, promoting collaboration components necessary for a successful school experience. We write often and encourage you to do the same. Please inform us of important life events or recent experiences. This provides us with a comprehensive understanding of your child’s life as he/she shares important stories with classroom staff. We will communicate specific student needs in the “Communication Book”: to send a change of clothes, more batteries, etc. We will also tell you when batteries or cables are replaced. All staff working with your child will communicate via this book. The “Communication Book” is for parent/teacher/related services communication, not for child use. Parents are encouraged to raise questions or concerns with the classroom staff or the Program Supervisor, assuming there is no disruption to the classroom routine. Individual child progress can be addressed weekly at the Parent Sessions conducted every Friday. Progress reports are generated quarterly, the contents of which can be discussed in greater detail during the Friday Parent Sessions. Bi-annual Parent/Teacher Conferences are held every Fall and Spring. Because of responsibilities to all students, the classroom staff is not able to confer with parents individually at arrival or dismissal times.

Discipline

The staff of the Montgomery County Educational Service Center is here to support your child on their academic journey. This journey includes learning rules and consequences. The consequences for failure to follow classroom rules and procedures have certain guidelines as established by the Ohio Department of Education. They are:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
- No child shall be subjected to profane language, threats, or derogatory remarks about himself or his family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet in use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child’s age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program. ORC:3301.37.10
Field Trips

We take field trips during the year for hands on experiences and adventures in learning. Information about each trip will be sent home with the permission slip. You are invited to come with us on any field trips, however, you must make childcare arrangements for other children so the focus of the field trip can be on language.

Assessments Testing Developmental Screenings and Progress Reports

Ongoing academic assessments monitor learning in each of the content areas and are reported in a progress report to families two times a year. IEP Progress reports are sent home one week after the end of every quarter and are discussed at Parent Sessions.

All children take the Ohio literacy assessment Get it, Got it, Go twice each year. Three areas are covered (vocabulary, rhyming and alliteration). Developmental screenings occur within 60 school days of entry to the program. The screening includes vision, hearing, social and emotional using the Brigance Inventory of Early Development and the Ages and Stages Questionnaire. Assessments that have been normed on children with typical hearing will be administered during the school year. With a long-range goal of educating your child in classrooms with their hearing peers, we have carefully selected a group of measures that will sample your child’s understanding of language (receptive language), how your child uses spoken language (expressive language), vocabulary (both words understood and words used), a test of basic concepts, and articulation. Results will

Health Policies and Guidelines

To help curb the spread of infection, children and staff are required to wash their hands when dirty, after going to the restroom, after sneezing or using a tissue, and before snack or lunch. Full-time preschool staff are trained in first aid and communicable disease identification.

The prevention and control of communicable disease is essential to ensure the health and safety of all children in our program. Upon arrival each child will be observed by a staff member that is trained to recognize the signs of a communicable disease. Follow the Department of Health “child daycare communicable disease chart” for appropriate management of suspected illnesses. The following precautions will be taken for a child suspected of having a communicable disease:
The child’s parent or responsible party, as designated on the Emergency Authorization Form, will be notified immediately of the child’s condition when a child has been observed with signs or symptoms of a reportable illness. The child will need to go home. If the parent and/or responsible individual cannot be reached, and if symptoms observed become severe and/or possibly life threatening, emergency medical treatment shall be obtained per instruction on the emergency medical authorization form. Local emergency numbers are readily accessible to all staff.

When the following signs or symptoms are observed, the child will be isolated immediately and discharged to a parent or guardian as soon as possible. Families will be notified that their child has been exposed to a communicable disease.

The classroom teacher must be promptly updated of any changes in phone numbers for your child’s emergency contacts.

- Diarrhea (more than one abnormally loose stool within a 24 hour period)
- Vomiting
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Pink eye)
- Temperature of 100 degrees F. (taken under the arm or in the ear) when in combination with other signs of illness
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation

If any of the above symptoms are observed at home, please keep your child home to help us stop the spread of disease by breaking the chain of infection. A fever must be absent for 24 hours without the use of medication before your child can return to school.

A child with unusual spots or rashes, sore throat, or difficulty in swallowing will be isolated from the other children and supervised. A decision will be made whether the child should be discharged.

Children who are mildly ill but do not show symptoms of a communicable disease are not encouraged to participate in activities of an active nature, unless they so choose. Parents will be notified of the child's symptoms and behavior. Parents are asked to keep the child at home until symptoms disappear and medical treatment has been obtained. All parents shall be notified if their child has been exposed to a communicable disease in order that you can watch your child for symptoms. Please keep your child home if he/she expresses that they don’t feel well.
Minor symptoms may be present that do not require isolation (e.g. runny nose, mild cough) but may call for further observation for possible isolation and/or recommendation of medical intervention to parent/guardian.

When children return to school after an illness they should be ready to participate in all preschool activity, unless a note from the child's physician states a need for reduced activity. **If any of the above symptoms of a communicable disease are observed at home, even if your child does not have a fever, please keep your child home** to help us stop the spread of disease by breaking the chain of infection.

**A child cannot be readmitted to school until a fever has been absent for 24 hours without the aid of any fever-reducing medication.**

ESC children not toilet-trained shall be changed in a separate room with hand-washing facilities.

**Suspected Child Abuse**

Emergency numbers shall be posted by each telephone. Grounds, play areas and other facilities shall be supervised when scheduled for use by children. First aid facilities and materials shall be provided.

Persons responsible for the care and education of children are explicitly required by Ohio Law to report instances of suspected child abuse or neglect. This includes school administrators, school employees, and teachers. Failure to report is a fourth degree misdemeanor.

**Hearing Aids and/or Cochlear Implants**

Consistently worn and properly functioning equipment is extremely important to your child’s language progress. Educational Audiologists from the State Support Team #10 will perform thorough equipment checks and troubleshoot equipment problems that occur during the school day. In an effort to assist you and your child with this task we request you send in replacement parts for your child’s equipment and schedule routine hearing checks, cochlear implant programming appointments, and ear mold impressions as recommended. Each child’s replacement pieces are kept in separate drawers and parts are replaced only as needed. We will write a note in the communication notebook to let you know when something has been replaced. Please replenish this used equipment as soon as possible so we can “keep your child hearing”. If you do not have this equipment at home, you will need to contact your private audiologist or cochlear implant center to request this equipment. Nightly use of a Dri-aid to remove moisture is essential.
Educational Audiologists from the Miami Valley Special Education Regional Resource Center (MVSERRC) visit our classroom to perform thorough equipment checks. Ear mold impressions can be made by the audiologists. The Educational Audiologist will then deliver these impressions to your private Audiologist for ordering. If your child requires new ear molds, write a note in the Communication Notebook and we can schedule this to be done on the audiologist’s next visit. Routine hearing checks and cochlear implant programming appointments will need to be scheduled with your private audiologist as recommended.

We collaborate with Children’s Hospital Medical Center and request that parents sign a permission form so we can jointly share information in an effort to help children maintain access to spoken language with proper functioning amplification.

Grievance Policy

The Montgomery County Educational Service Center’s objective is to provide the very best educational program for your child. If at any time you have a concern, please contact us so that we may work with you to resolve the situation.

Procedures for resolving a grievance:

♦ Contact the classroom teacher and discuss your concerns or request a meeting to discuss your concerns. Contact the teacher at 937-499-1450 between 8:00 am and 8:30 am or 2:30-3:30 pm or email at amy.dihrkop@mcesc.org .
♦ Contact the Supervisor of the program: Beth Pendergast at 937-224-8087 or email at beth.pendergast@mcesc.org .
♦ Contact the Director of Student Programs: Zelene Minnich at 937-224-8087.
♦ You may request a meeting at any time if your issue is not resolved. It is our sincere hope that we would be able to work out any issues and provide a quality program for your child.
Health and Safety

Medications

If your child’s medication is to be given during program hours, you will be provided a Medication Authorization Form that must be signed by your child’s physician and by you. This form must be completed and returned to the nurse before the first dose can be given to your child at program. When administering a medication, food supplement, modified diet or fluoride supplement, the program shall: Prior to administration:

Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement. When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall maintain a written record or log, including dosage, date, and time of the actual administration. That record or log shall be kept on file for one year.

Please remember the following:

- Medication must be sent to program in the original pharmacy bottle.
- Medication must be sent to program in the safest manner possible. The teacher/nurse will give you instructions.
- Please remember, not even Tylenol can be given without written orders from your child’s physician.
- Sunscreen Application: Parents and doctor must sign a Request to Administer Medical form for permission for staff to apply sunscreen. Please fill out the form and send in product to be kept at school for use as per instruction.
- Call the teacher/nurse if you have questions, concerns or need assistance. Teacher: 937-499-1450 or Nurse: 937-253-4178

Emergency Medical / Student Information Forms

Each parent is asked to sign an Emergency Information Card and a Student Information Form. Please complete both sides.

Remember to update these forms whenever there is a change in address or telephone number. If you plan to be away for a day, please notify the nurse / teacher of your location and how you can be reached in case of an emergency.

Management of Communicable Disease, Emergency Illness and Injury Procedures

At least one staff member is trained in communicable disease, child abuse, first aid and CPR (as taught by the American Red Cross). CPR classes are renewed regularly.
Communicable disease, first aid and child abuse certifications are renewed every three (3) years according to policy.

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he/she enters the school building. The following precautions shall be taken for children suspected of having a communicable disease:

1. MCESC preschool staff shall immediately notify the family 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 family:
   - Diarrhea (more than one abnormally loose stool within a twenty-four hour period);
   - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
   - Difficult or rapid breathing;
   - Yellowish skin or eyes;
   - Conjunctivitis;
   - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
   - Untreated infected skin patch(es)
   - Unusually dark urine and/or grey or white stool;
   - Stiff neck; or
   - Evidence of lice, scabies or other parasitic infestation.

3. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the nurse, preschool staff or family. The child while isolated at the program shall be carefully watched for symptoms listed above as well as the following:
   - Unusual spots or rashes;
   - Sore throat or difficulty in swallowing;
   - Elevated temperature;
   - Vomiting;

4. The Kettering Integrated Preschool program follows the procedures indicated on
5. A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program;
- Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
- Made comfortable and provided with a cot. All linens and blankets used by the ill child 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;

Observed carefully for worsening condition; and

Discharged to family or person designated by the family as soon appropriate.

Families of enrolled preschool students will be notified as soon as possible when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox or lice by way of written, telephone or in person communication.

In an event of an emergency, staff will:

- Quickly assess the child's health.
- Call 9-1-1 or other appropriate emergency assistance as needed.
- Give first aid and CPR, if necessary.
- Contact parent / guardian or the person they have listed to contact in case of an emergency.

The Emergency Information Form must be completed annually granting parental consent for staff to administer first aid and get emergency services for their child.

If a child is transported by ambulance prior to the parent / guardian arriving, a staff member should accompany the child and take the emergency medical information. The staff will not leave the hospital until the parents / guardians have arrived.
**Immunizations**

State Law (ORC 3701.13, 3313.67 and 5104.011 A (5) requires enrollees 20 months or older shall be immunized as follows:

**Minimum Immunization Requirements**

- 4 doses DPT vaccine (5 doses if 4th dose is given prior to 4th birthday).
- 3 doses of Polio vaccine (4 doses if 3rd dose is given prior to 4th birthday).
- 1 dose MMR* (2 doses by age 5)
- 1 dose Hib at or about 15 months of age up to the 5th birthday.
- 3 doses of Hepatitis B according to required schedule.

*Measles, Mumps, and Rubella (MMR) vaccine should be administered on or after 12 months of age – preferably 12 – 15 months of age.

**New Requirements as of 2000:**

- All 6 year-old students must have evidence of having received two (2) doses of MMR vaccine.
- A 5th dose of DPT / DtaP / DT / Td vaccine is required if the 4th dose was administered prior to the 4th birthday.
- The rules for Hepatitis B vaccine have been incorporated into the routine requirements for school attendance.

Any exemption to these requirements requires a written statement from your physician or a written statement that immunizations are objectionable for a “good cause,” a waiver form will be provided by the nurse.

**Physician’s Report (Physical)**

As required by Section 3301.37 of the Ohio Revised Code, parents with a child enrolled in our program must provide at the time of admission to program and annually from the date of the physical thereafter, a current Physician’s Report and / or physical.
Absences

Reporting Absences and Returning To Program after an Illness / Injury

For your child's well-being, as well as for the protection of other children, please do not send / bring your child to program with a sore throat, runny nose, fever, rash, diarrhea or vomiting. Please call your child's teacher if your child will be absent from the program. If your child has had emergency treatment, hospitalization, surgery, a communicable disease or is absent a week due to illness, a written authorization (medical release) to return to program from your child's physician is required. Please ask the physician to include any special instructions the staff might need to know (e.g. activity level, eating, change in medications, etc.).

To report an absence, please call (937) 499-1450.

Safety Policy

Students and staff practice regular safety and evacuation procedures for fire, severe storms, and stranger on premises. Evacuation routes are posted in the classroom. Drills are conducted throughout the school year and records are maintained in the school office. Medical and dental emergency procedures shall be posted in each preschool room and by each telephone and shall be made available to school personnel, children, and parents.

Swimming Activities (Only if providing swimming activities on or off-site)

Swimming and water play activities in bodies of water two (2) or more feet in depth, shall have written permission from the parent or guardian of a child before the child shall be permitted to swim or otherwise participate in water play activities. The written permission shall be signed and dated, and shall include the following:

- the child’s name;
- a statement indicating whether or not the child is a swimmer;
- that the parent or guardian grants permission for the child to participate in water activities
Enough preschool staff members to meet the requirements of AG 2880.06 shall be present at all times during swimming and water play activities.

Swimming activities at sites other than the preschool program location shall:

- always have preschool staff members accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools, lakes, or rivers;
- require that off-site swimming sites be approved and supervised by local authorities;
- require that activities in bodies of water two (2) or more feet in depth be supervised by persons who are currently certified as lifeguards or water safety instructors by the “American Red Cross” or an equivalent water safety program;
- provide enough preschool staff members to meet the requirements of AG 2880.06 at all times during swimming and water play activities.

Preschool Facility

The program is located and maintained by the Kettering City School District in a safe and convenient facility and space that accommodates the enrollment, supports child growth and development according to program objectives, and meets the requirements of R.C. 3301.55. The classroom is for the exclusive use of the children enrolled in the Montgomery County Educational Service Center preschool program when the program is in session.
Find a Doctor:  
http://med.ohio.gov/license/doc-query.stm

Find a Dentist:  
http://www.ada.org/ada/findadentist/advancedsearch.aspx

Health Care:  
http://jfs.ohio.gov/families/health_care/index.stm

Hematocrit test information:  
http://www.mayoclinic.com/health/hematocrit/MY00381

Alexander Graham Bell Association for the Deaf  
http://www.agbell.org

Self Help for Hard of Hearing  
http://www.shhh.org

Learning to Listen  
http://www.learningtolisten.org

Language and Learning  
http://www.babyhearing.org/LanguageLearning/index.asp

Reading - Literacy Tips for the 10 minute Parent  
http://pbskids.org/lions/parentsteachers/resources/tips/

Individualized Education Plan - How the Individuals with Disabilities Education Act (IDEA) Applies to Deaf and Hard of Hearing Students  
http://clerccenter2.gallaudet.edu/KidsWorldDeafNet/e-docs/IDEA/index.html

Understanding standardized test scores  
http://www.listen-up.org/rights/evals.htm

An excellent resource created and hosted by a mom  
http://www.listen-up.org/htm/toc.htm

Special Education Law  
http://www.wrightslaw.com/

Your Rights!  
http://www.listen-up.org/rights/rights.htm
Resources Available from Cochlear

- Connect with your community
  - Explore Cochlear’s online community and talk to a Cochlear Implant Recipient
  - www.cochlearamericas.com/community
- Phone with confidence
  - Telephone Training Tool
  - Listed under “services” area
  - www.cochlearamericas.com/community
- Hear Always
  - Live Customer Support
  - www.cochlearamericas.com/support
  - 1-800-483-3123
- Online Store
  - Cochlear’s Online Store
  - www.cochlearamericas.com/store
- Celebration
  - Learn important tips about living life with a cochlear implant, meet other Cochlear Implant recipients and celebrate your successes
  - www.cochlearamericas.com/celebration
- Cochlear’s Support Services
  - Online support services and re(habilitation)
  - www.cochlearamericas.com/community
- OMS Insurance Support
  - Insurance and Preauthorization Support
  - www.cochlearamericas.com/insurance support
  - 1-800-633-4667
- Cochlear Awareness Network
  - Cochlear's Awareness and Support Network
  - http://awareness.cochlear.com
Program Information

Staff:

The teacher and assistant working with the children have a physical signed by a physician or physician’s assistant on file stating they are able to perform the job as per the description. They are required to update once every three (3) years.

All staff and substitutes working in the program have had a BCII investigation, FBI background check and three references on file at Montgomery County Educational Service Center, as required by section 3319.3914 of the Revised Code. All of the above information is available upon written request from the Montgomery County Educational Service Center located at 200 S. Keowee Street, Dayton Ohio 45402.

Inspections:

The building and program are subject to regular safety and licensing inspections. Copies of these certificates are posted and reports are available upon written request from the Montgomery County Educational Service Center located at 200 S. Keowee Street, Dayton Ohio 45402.

Training:

One or more of the classroom staff has completed courses approved by the Ohio Department of Education for preschool licensing in the following: First Aid, Prevention, Recognition and Management of Communicable Diseases and Child Abuse Recognition and Prevention. Training is updated according to renewal instructions.

Teaching staff complete 15 hours annually of in-service training. Support staff complete 10 hours annually of in-service training in the following areas: Child Development, Early Childhood Education, Child Abuse Recognition and Prevention, First Aid and/or Prevention, Recognition and Management of Communicable Diseases.
Parent Signature

We / I the parents of _________________________________ have read the Parent Handbook for the Montgomery County Auditory Oral Preschool for Children Who are Deaf or Hard of Hearing and agree to abide by these policies and procedures of the Preschool.

Roster

We/I want to be included in the AOPK class roster according to the following: (Please circle yes or no for each statement)

I would like our/my name and phone number included in the class roster yes no
I would like our/my name and our/my child’s name included in the class roster yes no
I would like only our/my child’s name included on the roster yes no

I understand the class roster is not furnished to any person other than a parent in this class.

_________________________________  _________________________
Signature                        Date

_________________________________  _________________________
Signature                        Date