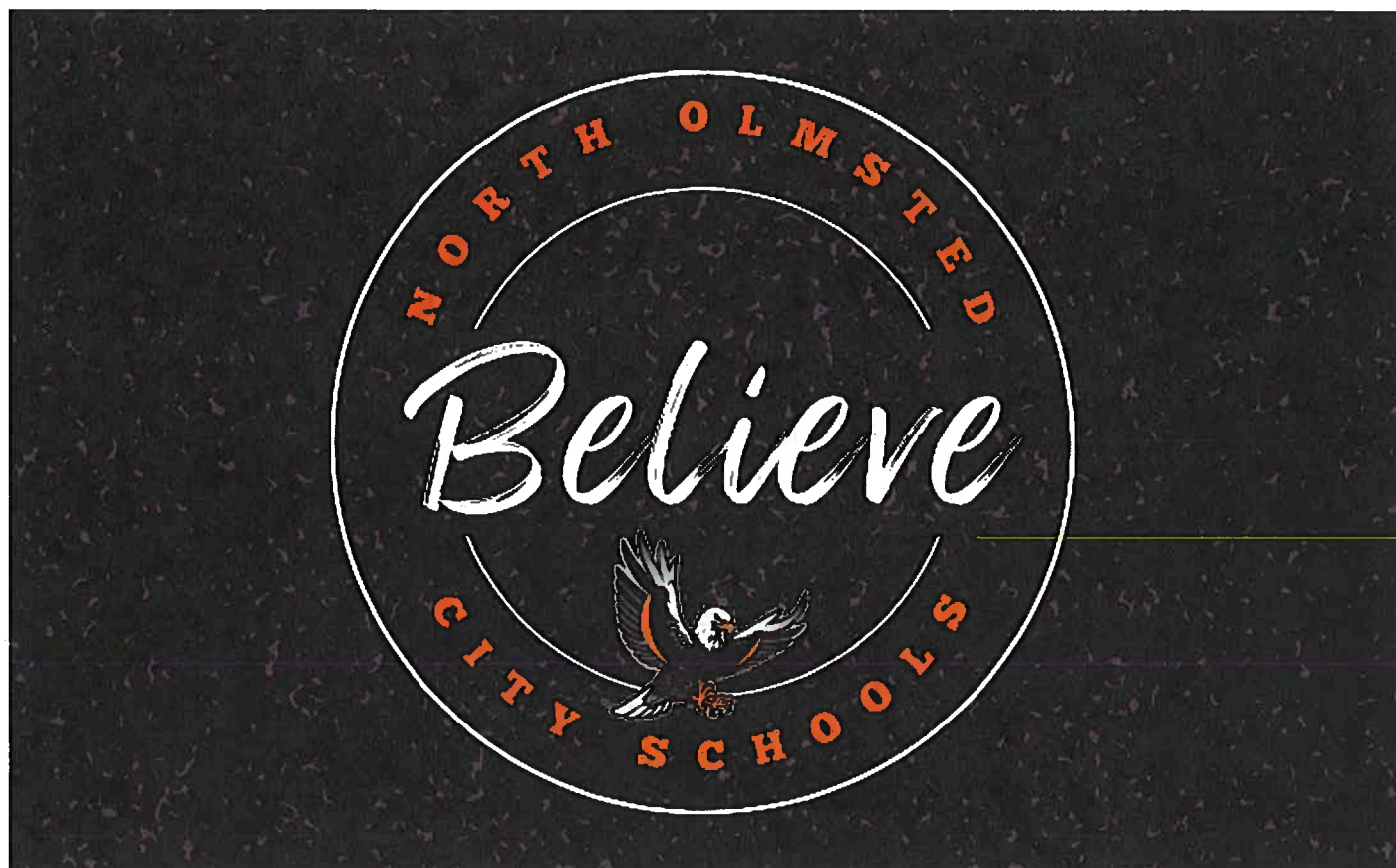


# NORTH OLMSTED CITY SCHOOLS



## Early Childhood Parent Handbook 2025-2026

North Olmsted Early Childhood Program  
Birch Primary School  
24100 Palm Dr.  
440-588-5400

**The North Olmsted Early Childhood Staff  
welcomes you to our program, feel free to contact us at:**

Jacquelyn Kelly, Pupil Services Coordinator	440-588-5335
Frank Samerigo, Birch Principal	440-588-5402
Jill Marie Zawada, School Psychologist	440-588-5425
Kim Stanko, Birch Secretary	440-588-5413

**Teachers**

Michelle Smith	michelle.smith@nolmsted.org
Kelly Rower	kelly.rower@nolmsted.org
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Joseph McCrone	joseph.mccrone@nolmsted.org
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**Itinerant Teacher**

Brianna Taylor	brianna.taylor@nolmsted.org
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**Related Services**

**Speech Language Pathologist**

Kris Hawke	kristine.hawke@nolmsted.org
Maura Blake-Mahon	maura.blakemahon@nolmsted.org

**Occupational Therapist**

Jennifer Reynolds	jennifer.reynolds@nolmsted.org
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**Physical Therapist**

Ann Pamer	Ann.pamer@nolmsted.org
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**Important Numbers**

Attendance- 440-588-5401

Transportation-440-588-5328



# **North Olmsted City Schools**

## **Mission Statement**

*Through partnerships between students, staff, parents, families and community, we create learning experiences to prepare our students to make a positive impact on the world.*

### **North Olmsted Early Childhood Program Philosophy**

To provide an early language and literacy enriched preschool program in which all students are provided high quality instruction to capitalize upon individual strengths and cultivate all areas of development in a naturalistic, early childhood setting.

We believe that learning is enhanced by the opportunity provided to all children to interact with their environment and others. The following assumptions founded through the works of Piaget, Erikson, Maslow, Kohlbert and Katz are emphasized.

- ❑ Children learn best when activities are developmentally and individually appropriate
- ❑ Children acquire the appreciation of differences in society through the interactions with diverse groups of children and adults
- ❑ Children learn best through play, exploration and discovery
- ❑ The inter-relationships between the child, family and community form the core of preschool planning
- ❑ Children need to have their basic needs met in order to fully develop their potential
- ❑ Children learn best when they are in an environment that provides an appropriate level of support
- ❑ Children need to learn effective social skills

We further believe that preschool programming should encompass and integrate all aspects of a child's development including:

- Self – help/independence

- Cognitive development
- Sensory – motor development
- Aesthetic awareness
- Communication development
- Social/emotional development

Collaborative efforts between home, school, agencies and community enhance the preschool environment experience, and together they assist in preparing children for their next learning environment according to their own unique needs. These efforts must support skills in decision – making, self – confidence, problem – solving and acceptance of self and others.

## **The North Olmsted Early Childhood Program Goals**

Our Preschool program will provide opportunities to:

1. Acquire self – help skills needed for independent living
2. Explore art, music, literature and movement
3. Assist in the development of pre – academic problem – solving and critical thinking skills
4. Promote the development of communications skills
5. Develop sensory – motor skills
6. Encourage the child in developing appropriate social/emotional capabilities

## **Preschool Program Description**

*In order to meet the diverse needs of each child, we offer a continuum of services including center based, itinerant, and a typically developing peer program. Classroom sizes vary depending on student needs.*

### **The Center Based Classrooms**

*These specialized classrooms are located at Birch Primary School. There is a highly qualified teacher and up to two trained educational aides in each classroom which include both children on IEP's and typical peer models. The classroom operates with a play- based language rich preschool curriculum that is differentiated to meet the individual needs of each child and his or her IEP (Individualized Education Plan). Opportunities for integration are provided for the benefit of all children. The classroom sessions are held four days per week on Monday through Thursday for two and a half hours daily. Students may attend a morning or an afternoon session. Children who receive speech, occupational, vision, hearing or physical therapy receive therapy during class time in the classroom or in a separate location in the building.*

### **Itinerant /Community Based Services**

In order for the child to receive community based services, an IEP team decision is made indicating how the child's needs will be addressed. Delivery of special education services takes place within district boundaries. The services are provided by an itinerant early childhood

intervention specialist. The intervention specialist addresses the child's and family's needs by consulting with preschool teachers, day care professionals, and parents within the child's environment. In a preschool or home setting, the interventionist may work directly with the child, as well as consult to meet the child's needs. Children receiving community based services may have other necessary services scheduled such as speech/language, occupational, or physical therapy depending on their individual needs.

Parent involvement is a key component to the success of the program and is a valued part of our preschool program. Parents will have the opportunity to schedule a conference at least twice annually in order to provide information regarding the development of your child. Teachers and parents maintain communication through phone calls and written correspondence. Family services such as consultation and home visits are routinely scheduled on Fridays or other mutually arranged times. Visitors (and referrals) to the North Olmsted City Schools Early Childhood Program are welcome.

## **Students with Disabilities**

The District is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who have a physical or mental impairment that substantially limits one or more major life activities, regardless of the nature or severity of their disabilities. In accordance with Operating Standards for Schools Serving Children with Disabilities, the preschool staff will use one or more of the methods outlined on the Individual Education Plan (IEP) to evaluate progress on goals and objectives.

The North Olmsted Board of Education has adopted policies regarding staff and cumulative records. These policies can be found in the North Olmsted Schools Board of Education Policy Manual available in the principal's office and on our website at <https://go.boarddocs.com/oh/nocs/Board.nsf/goto?open&id=CCTK8L4FDE3D>

## **Peer Models**

Peer models are *typically-developing children four to five years old*, selected to participate in the preschool program. While benefiting from the preschool experience, these children provide peer interaction and social motivation and language communication role-models for the identified preschoolers with a disability. Because all children learn not only from adults, but also from watching and interacting with other children, peer models are an integral part of the preschool program. Peer relationships are important for the social, communicative, and cognitive development of every child. The skills that our models need to demonstrate include:

- Good language and communication skills demonstrated by talking with peers and adults
- Verbally communicates wants and needs
- Appropriate social and play skills
- Takes turns and shares
- Use pretend play

- Is toilet-trained
- Tries new activities
- Transitions between activities, when directed by adult
- Participates in adult directed activities
- Displays age-appropriate self-control
- Separates from parents

To provide quality services to our preschool children, it is necessary to charge families of our peer role models a tuition fee that will assist in the ongoing cost of the program along with the purchasing of consumable items used in the pre-kindergarten environment. Some of these consumable items may include: snacks, art supplies, paper products and special events.

**Families of peer models must provide their own transportation. The North Olmsted Early Childhood Program staff will not arrange carpools.**

**For families of PEERS only:** A deposit of one hundred and fifteen (\$115) is due at the registration appointment to secure your child's placement as a Peer in the North Olmsted Early Childhood Program. Peer tuition, including the initial deposit, is non-refundable.

To become a peer model, parents can call Pupil Services at 440-588-5333 to place their child on the waitlist when their child turns 3. A peer screening will take place in the spring, Pupil Services will reach out to the families on the waitlist to set up a time for the screening to assess if each child can demonstrate the above skills.

## North Olmsted City Schools Early Childhood Program Daily Schedule

**Monday-Thursdays**

**8:50 AM – 11:20 AM Morning Session**

**1:00 PM – 3:30 PM Afternoon Session**

**Fridays are reserved for testing, meetings and home visits.**

The children have the opportunity to interact with other three, four and five year old children. These opportunities are arranged for maximum socialization and communication.

The certified Speech and Language Pathologist, Occupational Therapist, Physical Therapist, Teachers of the Visually Impaired, Orientation and Mobility Specialists, Hearing Itinerant Teachers and Audiologists will provide related Services, for students eligible for those services. School Psychologist and Supervisor Services are provided as needed for the purposes of assessment and

program development. One special education teacher and up to two classroom aides serve up to 16 children per session.

**Arrival and Play:**

- ❖ A time for greetings, practicing dressing, and taking responsibility for possessions and put their belongings into their cubbies, then engage in social play in classroom environment.

**Large Motor Times:**

- ❖ A time the children have opportunities to participate in activities to help develop and strengthen their large motor skills. Weather permitting, they play outside on the playground and on a variety of equipment. Indoor gross motor play may include utilizing the gym and the materials available, such as scooter boards, small trampolines, bikes and balls.

**Small and Large Group Time:**

- ❖ A time the children gather together in a group to have discussions and dialogues about various topics. This is also the time when specific curricular activities may occur whether it's large or small groups. They may also sing songs, participate in movement activities and listen to stories.

**Guided Discovery:**

- ❖ *A time the children are able to work in a variety of areas in the classroom. The areas may include Art, Easel, Sensory Table (i.e., water, sand), Table Toys (i.e., puzzles, small manipulative), Book Area, Writing, Computer, Block Corner, Dramatic Play, Discovery/Science Area and Snack. The play of the children is an important vehicle for learning and is facilitated by the teachers, assistants, and therapists, which are aligned with the Early Learning content standards.*

**Snack:**

- ❖ A nutritious snack will be provided daily to your child. We will encourage your child to try new and different foods and textures; however one food alternative will be offered. Children are often involved in preparing the snack themselves. If your child has food allergies, please let us know prior to school starting.

**Clean-Up:**

- ❖ Clean-up is part of play time. When children have completed their play activities, they are encouraged to clean up the classroom by putting toys and materials back into their appropriate place.

**Dismissal:**

- ❖ The children are encouraged to dress themselves and gather their own belongings to get ready to go home. No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the school office to request the release. No student will be released to a person other than a custodial parent, guardian or designated person on the sign-out sheet without a permission note signed by the custodial parent or guardian. Photo identification will be asked to verify a person picking up a child that is not known by the building secretary.

# Preschool Family Communication/Collaborative Activities

## **Newsletter:**

A monthly newsletter will be sent home to provide families with information about themes, activities, special events and announcements. The newsletter may also include ideas for family activities within the community.

## **Parent/Teacher Conferences:**

Parent/Teacher conferences are scheduled twice a year

## **Family Services:**

While a preschool child may be in school for ten hours per week, the great majority of his/her week is spent in the home environment. The child's learning experiences can be greatly enhanced when parents and staff work together to support the child's development.

The classroom teacher and individual parents/families will have the opportunity to collaborate in their child's progress and needs. Collaboration activities will vary and may include consultation, home visits, informational meetings, meetings with outside agencies, etc. These activities are mutually planned and arranged by parents and teacher. Activities and topics could include: learning opportunities at home and in the community, your child's adjustment and school progress and sound-emotional development.

## **Classroom Participation:**

Parents are encouraged to attend classroom parties, school open houses or family event nights. When presented with the opportunity, parents are also encouraged to engage with the program by signing up to volunteer as parent helpers in the classroom. Any parent who would like to volunteer in the classroom to share a talent or skills with the children is welcome.

**PTA** Another way to be involved is to join the Birch Parent-Teacher Association (PTA). By joining the PTA, you can participate in planning and implementing special programs and activities for families. You can be a room parent and participate along with your child's classroom teacher in planning special events for the children in the classroom. Teachers and parents will be given the information in the fall. Look for this important information in your child's backpack.

**Parent Comment/Complaint Procedures**: Communication is always the key to a successful learning experience. Communication should always begin with the parent and the teacher. Should a situation arise where consensus cannot be reached then administrative avenues may be pursued. The official complaint form may be obtained from either the central office or from the principal's office (See North Olmsted's Elementary Handbook for additional complaint procedures, if needed).

## **The district's Compliance Officers are:**

Scott Moore  
Assistant Superintendent  
440-588-5310    scott.moore@nolmsted.org

Kesh Boodheshwar  
Director of Pupil Services  
440-588-5334    kesh.boodheshwar@nolmsted.org



**Special Days:** Due to the diverse cultural representation within our enrollment, we discuss many different holidays and celebrations. Our focus is on families, food and customs. Parents are welcome and encouraged by teachers to participate in classroom activities.

**Birthdays:** Birthdays are very special to children. Due to the increase in the amount of attention on nutrition, wellness and in the frequency of severe allergies, we ask that you do not send any "edible" items into school for special days. You are welcome to send in **non-edible** items for your child to pass out to their friends.

This will help us to comply with wellness, nutrition and allergy concerns and to keep all of our students healthy and safe. Birthday celebrations can be scheduled on the school day closest to the actual date. Please check with the classroom teacher to avoid double celebrations. Summer birthdays may be celebrated anytime during the school year. Contact the teacher to make arrangements.

## **Program Policies and Procedures**

### **Clothing:**

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

### **Dismissal Procedures:**

Unless otherwise notified, in writing, children are expected to be transported home by the means established between parent and school. Any change in dismissal procedure, such as picking up a child during or after school, should be stated in writing to the child's teacher. If another person is picking up your child, a note of authorization signed by a parent or guardian should be presented to the teacher. **In cases of emergency, please call:**

**Birch School**

**440-588-5400**

**Absences:** Please call the Birch attendance line at 440-588-5413 to report your child's absence. If your child receives transportation provided by North Olmsted City Schools, please call the Transportation Department at 440-588-5828 to notify them of your child's absence.

### **Drills:**

Fire drills are held monthly to assure safe evacuation from buildings. Tornado and lock down (intruder) drills are also scheduled throughout the year. Every effort is made to teach your child to remain calm and follow proper drill procedures/ evacuation techniques from the building.

**Student Assessments:** By June 30th of each year, parents will be provided with the score of any State-mandated assessment or test administered to their student. Results will be posted to the secure portal, PowerSchool, that families can access on the District's or School's website. In preschool children participate in the Early Learning Assessment two times per year.

**Meal Service:** Please inform us of any food that your child cannot eat. A variety of healthy foods will be presented as snacks and children will be encouraged (not forced!) to try new foods.

The district will provide snacks during the preschool day. If another snack is needed by a child due to allergies or medical related needs, it should be pre-approved by an administrator.

**Accidents or injuries at School:**

In the event that a child is injured during school hours, the following procedure will be followed:

1. Child will be attended to by a district nurse.
2. Parent will be contacted.
3. Incident form will be filled out and sent home with your child.

**\*\*If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.\*\***

**School Nurse:**

A nurse is available or on call during the hours the preschool programs are in session.

**Tuition/Snack/Activity Fees:**

**For Students receiving IEP services**

Snack Fee is \$75.00 per school year and is due by October 1st of each school year. For students enrolling after January 31<sup>st</sup>, the Snack Fee will be \$37.00.

Activity Fee is \$15.00 per school year and is due by October 1st of each school year.

**For Peer Models**

*Tuition rate for peer models is \$115.00 per month (Sept-May), which includes the monthly tuition, snack fee & activity fee.*

**If your child has a special diet or allergy, you can send in snacks for your child and the snack fee can be waived.**

Payments can be made online through the platform, Local Level.

**School Closing:**

When North Olmsted City Schools are closed, the North Olmsted Early Childhood Program will also be closed.

**Teacher Phone Calls:**

Feel free to telephone the Early Childhood program staff through the numbers provided in this handbook. All staff members have access to voicemail. If you need to reach a staff member during the school day, they can also be reached by calling the Birch office at 440-588-5413.

**Admissions Policy:**

The North Olmsted Early Childhood Program will provide services for children ages 3-5 with identified developmental delays or developmental disabilities using the evaluation and determination procedures as outlined by Ohio Model Policies and Procedures for preschool aged children.

Peer models will be chosen after North Olmsted City Schools conducts a peer screener when the child turns 3. Families interested in the program may apply when their child turns 3 by calling Pupil Services at 440-588-5333. Parents will be notified of admission by April. There will be no more than 8 peers in each class with a total enrollment of preschoolers with disabilities and peers not to exceed 16 per class.

#### **Registration Procedures:**

Registration instructions will be provided to all parents in the program. Registration and all necessary forms will need to be completed before attendance in the program can begin.

#### **Intervention Assistance Team (IAT)**

The Intervention Assistance Team (IAT), may consist of, but is not limited to families, a special education preschool teacher, a psychologist and a speech-language therapist, occupational therapist or physical therapist as needed. Outside agencies and resources are welcome to participate at the school's or family's request. As a team of supportive family members and educators, we are committed to the collaborative process working with families to identify the abilities and needs of children and their families through the use of natural and meaningful play to develop interventions and goals to optimize each child's potential. IAT is a problem-solving process which focuses on the family or educator's concerns that affect a child's progress within the classroom. This process involves at meetings in which the intervention assistance team (IAT) works together, with the parent, to determine whether or not the child is making progress in the Early Learning Content Standards.

#### **Confidentiality:**

We strive to provide an environment for children in which each individual's ability, potential and successes are celebrated and encouraged. Every child's self-esteem is extremely important to us, and we try very hard to focus on what each child can do. Since our classrooms are inclusive, students' abilities vary. Each child's information is confidential, and we ask you to please help us respect this issue. We will not give information out about your child because we respect your right to confidentiality and the rights of your child.

#### **Withdrawal Procedures:**

1. Parents withdrawing students from school for any reason should notify the office at least two days in advance so that all records can be properly transferred to the new school.
2. Make sure all school property is returned and all school fees and fines are paid.
3. Complete the online Withdrawal Form using your Powerschool Parent Portal Account or contact the office to sign a withdrawal slip.
4. Fill in the "Release of Records" form for the receiving school.
5. Leave a forwarding address with our office.

#### **Transitioning Into or Out of North Olmsted Early Childhood Preschool Program:**

Our preschool staff wants to guarantee that your child's preschool experience is positive. In order to achieve this goal, our staff plan intentional transition activities to help every student to be successful. Examples of some of these transition activities includes a yearly orientation prior to the school year starting, an annual Kindergarten Information Night to prepare for entering kindergarten, social events throughout the year. We will also create an individualized transition plan for your child upon entrance and/or departure from the program which will include strategies to assure a smooth transition. This transition process is initiated by your child's teacher and the timeline for dictated by the nature of the transition. Typically, when preparing for transition to kindergarten, the teacher initiates conversation and planning in November the year before the

child is age-eligible to enter kindergarten at Parent-Teacher conferences. Conversation and meetings continue throughout the remainder of the year until placement decisions are finalized in the spring. Specific transition activities are initiated by the teacher.

**No refunds will be issued to parents of typical peers who withdraw after payment of tuition.**

#### **Program Options:**

The North Olmsted Early Childhood Program is currently able to serve a total of 70 children with disabilities and up to 60 peer role models. Based upon IEP placement determination, or when the program is filled or at family preference, a preschool teacher will provide itinerant services to identified preschoolers with disabilities in the family home or at other licensed facilities within the boundary of North Olmsted.

If the evaluation team determines a need for center-based programming and the North Olmsted Early Childhood Program is filled, referrals will be made to other preschool programs that serve children with disabilities. North Olmsted City Schools will provide transportation to these programs. In the event that alternative center-based programming is not available, a typical peer may be required to withdraw from one of the North Olmsted Early Childhood Programs.

#### **Developmental Screenings and Referrals:**

The North Olmsted City School District believes in the importance of childhood development. For more information on typical development, please refer to the following: 3 years old:

**[www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists\\_3yr.pdf](http://www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists_3yr.pdf) 4 years old:**

**[www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists\\_4yr.pdf](http://www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists_4yr.pdf) 5 years old:**

**[www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists\\_5yr.pdf](http://www.cdc.gov/ncbddd/actearly/pdf/checklists/checklists_5yr.pdf)**

Hard copies of these checklists will be made available upon request or at preschool orientation.

The North Olmsted Early Childhood Preschool Program screens every child each school year in the areas of communication, cognitive, social-emotional/behavior, and motor skills within 60 school days of the child's start date with the program. Your child's screening results will be shared with you. If a concern arises about your child's development, you will be notified of the concern and a referral to appropriate community resources will be made if appropriate. Referrals may include, but are not limited to, physicians, mental health agencies, or school staff responsible for Child Find activities.

**Grievance Procedure:** The staff of North Olmsted City Schools is eager to meet the needs of all of our students' families. We welcome comments and suggestions for improvement. Should a concern arise, the matter should be brought to the attention of the classroom teacher or therapist who will hear your suggestions and/or grievance and attempt to work through the problem. If additional communication is necessary, the problem should be taken to the Preschool Principal. If necessary, the Director of Pupil Services may be called upon for further guidance. Our goal is to work with parents until a solution is reached. If your concerns are not adequately addressed at the building and then district level, you may also file a complaint with the Office of Early Learning by emailing [OELSR.licensing@ohio.gov](mailto:OELSR.licensing@ohio.gov) or calling 614-502-7535. All policies, procedures, and licensing regulations are available in the Birch Main Office.

**Parent Access Policy:** Any parent of a child enrolled in this program will be permitted access to the program during its hours of operation at Birch Primary School from 8:50– 3:30 P.M. **Due to the need for minimal distraction and maximum instructional time, observations must be planned in**

**advance. We ask that you provide the principal with forty eight (48) hours' notice.** You must SIGN IN at the office prior to coming to the classroom. Non-custodial parent visits need to be arranged through the custodial parent and program staff. In order to limit disruption to instructional time, we prefer to limit classroom observations to thirty minutes (30) in duration. We request no more than two observers be present at any given time. Observations are to be scheduled by the preschool principal and/or program supervisor. Parents may request copies of this program's compliance report.

**Community Resources:**

The North Olmsted Early Childhood Program strives to support our students and families. If you should ever need referral or information on services outside of the school setting, please do not hesitate to contact your child's teacher or the preschool school psychologist. Your request will be handled in a confidential manner. Some of our local resources are listed below:

North Olmsted City Schools Early Childhood Program

[https://www.northolmstedschools.org/birchschool\\_home.aspx](https://www.northolmstedschools.org/birchschool_home.aspx)

Connecting for Kids

(Nonprofit educational and resource agency for families concerned about childhood development)

440-250-5563

Email: [info@connectingforkids.org](mailto:info@connectingforkids.org)

North Olmsted Public Library

(Programming for students with special needs and general information assistance)

440-777-6211

<https://www.cuyahogalibrary.org/Branches/North-Olmsted.aspx>

Cuyahoga County Board of Developmental Disabilities

(Early intervention services for children with developmental delays)

(216)241-823

<http://www.cuyahogabdd.org/en-US/Early-Childhood-Services.aspx>

# Management of Communicable Diseases

In order to protect the health and safety of students, staff and the community at large, the North Olmsted Board of Education follows all state statutes and Cuyahoga County Board of Health communicable disease guidelines.

- In order to minimize the transmission of illness and infection, the Preschool Program will follow the policies and procedures set forward by the State of Ohio and reflected on the Ohio Department of Health's "Communicable Disease Chart." This chart is posted in each preschool classroom.
- All preschool personnel have been trained in the recognition, prevention and management of communicable diseases. A quick "health check" will be done as your child enters the classroom each day.
- A child with signs or symptoms of a communicable disease will be isolated immediately in a designated area of the classroom, but within sight and hearing of an adult.
- The school nurse or principal will be notified of all suspected communicable disease symptoms.
- Parents or guardians will be notified of the symptoms.
- Parents of the other children in the class will be notified of exposure to the communicable disease by letter or telephone so they can watch for symptoms in their own child.
- Research has shown that frequent hand washing is the best defense against the transmission of infection and disease. The preschool staff will encourage the children to wash their hands as often as possible to keep from spreading germs and infection

## **Signs and Symptoms of Illness:**

A child who appears to be mildly ill (for example, is not feeling well or demonstrates signs of illness not otherwise described below), will be evaluated by the school nurse. Parents/guardians will be contacted to inform them of the observed symptoms and health status. If advisable by the nurse, parents/guardians may then choose to pick their child up early or may elect to have child remain in school. Regardless, the child shall be provided permissible comfort (time to rest, hydration, etc.) and monitored for indications of the development of more significant symptoms until they are discharged from school. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to the parent/guardian:

- Diarrhea (more than one abnormally loose stool within a twenty-four (24)-hour period)
- Severe coughing, causing your 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 one hundred degrees Fahrenheit taken under the arm when in combination with other signs of illness
- Untreated infected skin patches (ringworm, etc.)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasitic infestation
- Sore throat
- Difficulty swallowing
- Vomiting If your child has any of the following signs or symptoms of illness they will 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 administrator, nurse, and the parent/guardian. 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

**Any child sent home with fever, diarrhea, and/or vomiting should be symptom free for a twenty-four (24) hour period before returning to school. Please do not pre-medicate your child and send them to school sick. It is best for your child and for the other children in the class that they stay home until free from symptoms.**

If your child is being tested for strep throat, they should not be sent to school while the result of their throat culture is pending. If short and long cultures are performed, your child should remain home until the results of both cultures are known. Your child will not be able to reenter the classroom until twenty-four (24) hours after their first dose of medication.

If your child is ill when at home, **PLEASE DO NOT** send him/her to school. Please call if your child will not be attending school.

**Birch School**

**440-588-5400**

We follow the Control Communicable Disease Guidelines designed by the Cuyahoga County Board.

#### **Health Screening and Referral Process:**

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the District requires all students to be immunized (or in the process of being immunized) against poliomyelitis, measles (aka rubeola), diphtheria, rubella (German measles), pertussis, tetanus, mumps, and other diseases legally designated in accordance with State statutes, unless specifically exempt for medical or other reasons. Any questions about immunizations or exemptions should be directed to the school nurse or building principal.

The North Olmsted Early Childhood Program requires that all preschoolers have a yearly medical and dental examination on file. The medical examination must include height, weight, vision, hearing, lead, hemoglobin & immunizations. The medical examination form must be signed and dated by the physician certifying that your child is free from communicable disease. The medical form must also include a record of all immunizations required by state law. The physical examination must occur within twelve months (12) prior to admission. The medical statement is due within thirty (30) days of the first day of school. Children who begin after the school year starts have thirty (30) days from the first day of their attendance to return medical exams. If the physical expires (thirteen (13) months from the date of examination) and it is not updated, your child may be excluded from class until the new examination is on file at the school. A reminder notice and forms for dental & medical examination will be sent home three months prior to their due date.



The preschool program will review your child's physical forms once they have been received and contact you if there is any missing information. Families are informed of any missing health information and are guided in the process of obtaining that information from area agencies. Parents are provided information should they need help with any type of social services. Community providers are provided to parents to help with medical and dental screenings. Without current and proper documentation of these medical requirements on file in the school office, students may be excluded from attendance. The program also screens each child's vision and hearing annually. You will be informed if there are any concern regarding your child's screenings within ninety (90) days. If these screening red flags any concerns you may be referred to an outside agency that can best meet your needs.

### **Medication Administration**

Students who must take prescribed medication during the school day, must comply with the following guidelines: Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

The appropriate form must be filed with the school nurse before the student will be allowed to begin taking any medication during school hours.

Such forms must be filed annually and as necessary for any change in the medication.

All medications must be registered with the nurse's office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist. Medication must be labeled with the date, the student's name, and the exact dosage to be administered.

1. Medication brought to the office will be properly secured. Medication must be delivered to the nurse's office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Students may not bring medication to school. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
2. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of each school year.
3. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.
4. Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription and instructions from the child's physician accompanied by the written authorization of the parent. Both must also authorize any self medication by the student. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

### **Non-Prescribed (Over-the-Counter) Medications**



No staff member will dispense non prescribed, over-the-counter (OTC) medication to any preschool student.

**Your child will need for your child's file: (MEDICALS ARE TO BE UPDATED YEARLY)**

- Parent Permission to be included on class roster
- Medical within 30 days of admission and every 13 months, thereafter for preschool.
- Name, address and phone number of each parent
- Name, address and phone number of two parents to contact in an emergency if parent cannot be located.
- Name of persons to whom child may be released
- Parent authorization for emergency transportation
- List of allergies/treatments
- Immunizations records on file
- Physician/dentist written instruction and authorization to administer medication
- List of any medication, food supplements, modified diets, fluorides supplements being administered
- Medication instructions and log, if applicable
- List of chronic physical problems and complete medical history
- Physician/dentist name, address and phone
- Emergency Authorization form

**PLEASE MAKE SURE YOU HAVE PROVIDED YOUR CHILD'S TEACHER  
THE CURRENT UPDATED MEDICAL FORMS FOR YOUR CHILD EACH  
PRESCHOOL YEAR.**

**Parents will need to provide for their child:**

- Change of clothing
- Proper outside clothing for the weather

**North Olmsted City Schools  
Preschool Supply List  
2025-2026**

**All students need at the start of school the following supplies:**

1. A complete set of clothing to keep at school: (Underwear, socks, shirt, pants). Please label all clothing items and place in a large zip lock bag with your child's name on it.
2. One **large** book bag – we recommend a bag large enough to hold a folder and art projects that come home daily. Please **do not** send a book bag with **wheels**.
3. 2 packages of 8 count large Crayola crayons
4. 2 boxes of 100 count 5 oz. Dixie cups
5. 1 large roll of paper towels
6. 1 box of Ziploc bags (**quart size for AM class, gallons size for PM class**)
7. 1 large package of baby wipes
8. 2 large Elmer's disappearing purple glue sticks (.78 ounces)
9. 2 large boxes of tissues (family size)
10. 1 package Expo 4 pack Multicolor Dry Erase Markers (thick)
11. 1 Container Antibacterial Wipes

**For children who are preschoolers with disabilities** - Pull ups or diapers and two packages of wipes for any child who needs them to start the year

## North Olmsted City Schools Preschool Behavior Management/Discipline Policy

**Our goal is to guide each child to develop self- control and be responsible for their own actions.**

### **PBIS:**

Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. North Olmsted Early Childhood Center will focus on three positive behavior expectations that are easy to remember and will be practiced throughout the school year:

- Be Kind
- Be Safe
- Be Responsible
- **Be an EAGLE**

The word positive in PBIS refers to a change of focus from reactive (pointing out negative student behavior), to proactive (teaching, modeling and recognizing positive student behavior). It refers to an overall change in the school climate to a learning environment where students and teachers feel appreciated, safe and respected. Acknowledgements are used to assist staff to focus on the positive. We value the social-emotional growth of each child and support positive and expected behaviors.

We...

- Practice proactive discipline by recognizing the developmental characteristics and needs of individual children and incorporating them in program and activity development. By being proactive, most concerns can be prevented by redirecting a child to a more appropriate activity.
- Provide a variety of choices of activities
- Clear, concise and age appropriate expectations that are reviewed on a regular basis
- State expectations and directions in a positive manner of the behavior the staff want to see demonstrated.
- Use words and tone of voice that helps the child feel confident and self-assured through positive reinforcement.
- Teach children to label their feelings and provide tools or outlets for releasing feelings of tension
- Parents will be notified if inappropriate behaviors continue or behaviors are unsafe to the child

If behavior continues to be inappropriate, it may be necessary to remove a child from the group or area for a limited time out, defined as no more than one minute for each year of age. If inappropriate behaviors become frequent, form a pattern, and/or become severe, the supervising adult will meet with the parents and develop a behavior intervention

## **Ohio Dept. of Education Preschool Licensing Rules Compliance Checklist**

In order for our program to be in compliance with the Ohio Department of Education the following information must be included in this handbook:

### **Preschool Compliance Checklist**

**PS 37 10-A** A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

**PS 37 10-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.

**PS 37 10-C1** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.

**PS 37 10-C2** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: No discipline shall be delegated to any other child.

**PS 37 10-C3** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: 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, this is in compliance with our Board of Education policy.

**Positive Behavior Interventions and Support:** Every effort will be made to prevent the need for the use of restraint and for the use of seclusion. The use of a non-aversive effective behavioral system such as Positive Behavioral Intervention and Supports (PBIS) shall be used to create a learning environment that promotes the use of evidence-based behavioral interventions, thus enhancing academic and social behavioral outcomes for all students.

**PS 37 10-C4** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: 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.

**PS 37 10-C5** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

**PS 37 10-C6** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

**PS 37 10-C7** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: Techniques of discipline shall not humiliate, shame, or frighten a child.

**PS 37 10-C8** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: Discipline shall not include withholding food, rest, or toilet use.

**PS 37 10-C9** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: 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.

**PS 37 10-C10** The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows: The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

**PS 37 10-D** The parent of a child enrolled in a center shall receive the center's written discipline policy.

**PS 37 10-E** All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

## **PARENTS MAY REQUEST COPIES OF EACH PRESCHOOL PROGRAM'S COMPLIANCE REPORT.**

# North Olmsted City Schools Transportation Guidelines:

Transportation to our program will be offered by the school system to each **preschool student with a disability as determined appropriate by the IEP team**. Parents of peers must provide their own transportation.

The North Olmsted City School District's Transportation Department is committed to providing safe and reliable transportation to all students.

State law mandates students up to 4 years old **AND** weighing less than 40 pounds must be secured in a car seat. Students are required to use belt-positioning booster seats once they outgrow their child safety seats (usually at 4 years old and 40 pounds) until they are 8 years old, unless they are at least 4 feet, 9 inches (57 inches) tall.

To ensure your child's safety, the following guidelines have been established:

## **PARENT RESPONSIBILITIES:**

- Children must be loaded and unloaded on the passenger side of the vehicle.
- Parents are to assist their child/children to the vehicle.
- Parents are to place and secure their child/children in the vehicle.
- Parents are to meet the vehicle promptly upon their child's return home and assist the child out of the vehicle.

## **TRANSPORTATION DEPARTMENT PERSONNEL RESPONSIBILITIES:**

- Drivers are to ensure that all booster and child restraint seats are secure in the vehicle.
- Drivers will verify that all child restraints are appropriate for child/children.
- Driver may assist the parents, when possible, with placing the children in, or taking the child out of the vehicle
  - Drivers will remove child from restraint seats in order to assist the building personnel when discharging the students from the vehicle.
- Drivers are to maintain a safe environment on the vehicle at all times.

Following these simple guidelines will ensure the safety of all children being transported. If you have any questions regarding transportation, please call transportation at 440-588-5328.

# North Olmsted City Schools

## Medical Clinics that accept Uninsured and/or Low Insured

Care Alliance Health Center  
1795 W. 25<sup>th</sup> Street 1251  
Cleveland, OH 44113  
216-619-5571

Free Clinic of Greater Cleveland  
12201 Euclid Ave.  
Cleveland, OH 44106  
216-721-4010

Neighborhood Family Practice  
3569 Ridge Road  
Cleveland, Ohio 44102  
216-281-0872

North Coast Health Ministry  
16110 Detroit Ave.  
Lakewood, OH 44107  
216-228-7878

Riverview Lac  
1745 W. 25<sup>th</sup> Street  
Cleveland, OH 44120  
216-298-4181

St. Augustine  
2486 W. 14<sup>th</sup> Street  
Cleveland, OH 44113  
216-781-5530

### Hospital Care Assurance Program (HCAP)

Patients who need medical care but are unable to pay may be eligible for reduced fee care at Ohio hospitals through HCAP or hospital financial assistance programs.

To be eligible for HCAP:

1. Ohio resident
2. Not a recipient of Medicaid program
3. family income is at or below Federal Poverty Guidelines

Prior paid or unpaid hospital bills may be covered by HCAP. Patients should contact the hospital billing department about prior bills and ask to apply for HCAP, even if the bill has been sent to collections. If the patient paid a bill and was eligible for HCAP, they may be reimbursed. If a patient does not qualify for HCAP, ask for the hospital financial assistance department and ask for financial assistance options.

Low Cost Immunizations are available through Cuyahoga County Board of Health at  
St. John's West Shore Community Outreach Center (216-201-2041)

Free Hearing Screenings are also available at St. John's West Shore through Westlake Hearing and Speech  
(440-836-16160)

# Dentist Listings for North Olmsted



American Dental Ctr.  
648 Great Northern Mall  
North Olmsted, Oh  
440-779-5005

*Arelene J. Coloma Pediatric  
Dentistry 15414 Pearl Road  
Strongsville, Ohio 440-638-1865*

Dependable Dental Services  
29473 Lorain Road North Olmsted,  
Ohio 440-777-4444

*Great Northern Dental Works  
5000 Great Northern Blvd.  
North Olmsted, Ohio  
888-568-6684*

Lauren Wanosky Family Dentistry  
4859 Dover Center Rd. Suite 2  
North Olmsted, Ohio  
440-777-0177

Sikora Family Dentistry  
23755 Lorain Road  
North Olmsted, Ohio  
216-678-9076





# **NORTH OLMSTED CITY SCHOOLS 2025-2026 School Year**

## **August**

August 18-19..... Staff Professional Days  
August 20..... Convocation - All Personnel  
August 21..... First Day of School (1-12)  
August 26..... First Day of Kindergarten

## **September**

September 1..... Labor Day - No School  
September 2..... First day of PreSchool

## **October**

October 10..... NEOEA Day - No School  
October 24..... Staff Prof. Day - No School

## **November**

November 4..... Staff Day - No School  
November 26..... Staff Day - No School  
November 27-28..... Thanksgiving Break

## **December**

December 19..... Staff Day - No School  
December 22-31..... Winter Break

## **January**

January 1-2..... Winter Break  
January 19..... MLK Day - No School

## **February**

February 13..... Staff Day - No School  
February 16..... Presidents' Day - No School

## **March**

March 13..... Staff Prof. Day - No School  
March 20..... No School

## **April**

April 3-10..... Spring Break - No School

## **May**

May 25..... Memorial Day - No School  
May 28..... Last Day for PreSchool  
May 29..... High School Graduation

## **June**

June 2..... Last Day for Students  
June 3..... Teacher/Clerical Day

August 2025						
S	M	T	W	TH	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 2025						
S	M	T	W	TH	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 2025						
S	M	T	W	TH	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	

November 2025						
S	M	T	W	TH	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						

December 2025						
S	M	T	W	TH	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 2026						
S	M	T	W	TH	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

February 2026						
S	M	T	W	TH	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March 2026						
S	M	T	W	TH	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				

April 2026						
S	M	T	W	TH	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		

May 2026						
S	M	T	W	TH	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						

June 2026						
S	M	T	W	TH	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				

July 2026						
S	M	T	W	TH	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	

Grading Periods	
August 21-Oct. 17	40 Days
Oct. 20-Dec. 18	40 Days
Jan. 5-March 12	46 Days
March 16-June 2	49 Days

## **Contingency Plan:**

If it becomes necessary to make up a calamity day(s) as required by O.R.C.

3317.01 the day(s) will follow the conclusion of the school year on June 2, 2026.

**Disclaimer: Dates are subject to change.**



Staff Days - No students



No school



End of 9-week grading period