



Parent Handbook

Middleburg Early Education Center

7171 Pearl Road

Middleburg Hts., OH 44130

440-888-9922

www.MEEC.us

"Where inclusion is typical,
and everyone is special"

*Adopted January 2024

TABLE OF CONTENTS

Philosophy of Middleburg Early Education Center.....	1
Mission Statement.....	2
History of MEEC.....	2
Class Offerings/Ratios.....	3
Funding.....	4
Tuition Due Dates.....	4
Class Schedules.....	4
Family Communication (Parent Night, Conferences, Daily Communication, Observations, Newsletters).....	5
Family Involvement (Family Lounge, Field Trips, Halloween, Santa, Art Show).....	6
(Picnic, Graduation, Birthdays, Fundraisers, Volunteering, PTO).....	7
ODJFS Appendix 5101:2-12-07.....	8
Policies & Procedures.....	9
General Information Tuition Policy.....	10
Dress.....	10
Book Bags.....	10
Supply Fee.....	11
Snacks.....	11
Outdoor Play.....	11
Enrollment Policies Licensing.....	12
Governing Body.....	12
Nondiscriminatory Policy.....	12
Enrollment Procedures.....	12
Required Forms.....	13
Attendance Absences.....	13
Attendance Policy.....	14

Arrival (Drop off).....	14
Departure (Pick up).....	15
Withdrawal.....	15
Termination.....	15
Child Guidance, Supervision & Safety.....	16
Emergency School Closures.....	18
Medical Policy	
Medical Emergency.....	18
Incident Reports.....	19
Medical Conditions.....	19
Illness.....	19
Communicable Diseases.....	20
Breast Feeding.....	20
Diapering/Toileting.....	20
Special Education & Related Services.....	21
Instructional Activities & Strategies.....	21
Quarterly Reporting for ASP.....	21
Assessment of Children.....	22

Philosophy of Middleburg Early Education Center

At Middleburg Early Education Center we are dedicated to providing a nurturing environment where children can grow and learn. Our program encompasses multiple educational approaches based on the works of prominent theorists like Jean Piaget, Erik Erikson, Reggio Emilia, Lev Vygotsky, and is grounded in developmentally appropriate practice for all children.

At Middleburg Early Education Center we view the needs of the whole child across all domains: communication, social/emotional development, self-help, fine motor, gross motor, and cognitive development. Believing that play is the “work” of a child, teachers create a challenging and interesting environment which encourages curiosity, discovery, and problem solving. These experiences promote individual growth and the development of positive self-image.

Parents and families are viewed as a young child’s primary and most important teacher. The individuality and diversity of each family is recognized and respected, and the unique partnership that exists between home and school supports the growth and development of each child.

Inclusion is an essential element of our program, where typically developing children learn side-by-side with children who are differently-abled. Our philosophy acknowledges that children with learning differences are people first. Through careful assessment of the needs of each child and through teamwork, collaboration, co-planning, and co-teaching, inclusion benefits all children. Children with special needs learn from peer role models. This gives them the opportunity to practice skills in realistic settings. Typically developing peers develop positive self-esteem knowing they are helping a friend. It prepares children for their adult lives and teaches patience, acceptance, helpfulness, diversity, and compassion. When inclusion is done well, everyone benefits and grows.

Mission Statement

It is the mission of Middelburg Early Education (MEEC) center to serve all children and their families in a loving and caring environment. Programming is designed to meet the individual needs of each child, through special adaptations, accommodations, and additional supports. Positive self-esteem is fostered through an inclusion model that teaches core values of acceptance and understanding of diversity, helpfulness, empathy, and patience. A quality education is provided for all children in the least restrictive environment, where developmentally appropriate practices and intervention strategies, as well as enrichment opportunities are provided to develop the unique potential of every child.

All About MEEC

Since 1973, Middleburg Early Education Center has been an outreach ministry of Bethel Lutheran Church. With the ongoing support of the Bethel congregation, MEEC has grown through the years. Quality preschool programming is provided for children with special needs as well as typically developing children. MEEC classes follow a full inclusion model with individual adaptations to meet the needs of every child. Middleburg Early Education Center can help shape the lives of children born with challenges like Down Syndrome, Autism, ADHD, speech/language and cognitive delays, and other disabilities. Early intervention is key and can change a child's developmental path and improve outcomes for children, families, and the community. MEEC employs experienced and highly qualified teachers, therapists, and assistants to provide programming and individualized therapies required for all children. It is through the dedication and commitment of staff that our school continues to grow. Student-teacher ratio is low to insure that every child gets individualized attention throughout the course of the day. MEEC gives parents choices and great control over their child's education, where support is offered to the whole family and parents are viewed as partners. Lastly now more than ever, the core value of inclusiveness is needed in our world today. Acceptance and understanding of diversity are necessary to promote respect within our society today.

Funding: MEEC is an Agency Sponsored Non-for-Profit Outreach Ministry of Bethel Lutheran Church. MEEC receives its funding through tuition, grants, donations, and fundraisers. MEEC is also a provider to the Autism Scholarship Program through the State of Ohio Department of Education, and accepts payments for services through this program when a child with a diagnosis of autism has applied for these funds.

Tuition Due Dates: Invoices are sent out on the 1st of each month. Tuition is due monthly and is payable by the 5th of each month. Cash, checks, and credit cards are accepted. All checks should be made out to MEEC. Credit card payments are subject to an additional 3% charge.

Great Beginnings Class Schedule

9:30 Freeplay
9:50 Circle Time
10:00 Gym
10:10 Table Time/Fine Motor
10:20 Movement Break
10:35 Table Time Craft/Art
10:45 Freeplay
11:00 Snack/Dismissal

Wee Threes A.M. & Stepping Stones

9:15 Table Time Fine Motor
9:25 Circle Time
9:50 Table Time Craft/Art
10:10 Gym/Freeplay
10:30 Gym/Freeplay
10:50 Snack
11:05 Dismissal

Wee Threes P.M. Class Schedule

12:30 Table Time Fine Motor
12:45 Gym
1:05 Circle Time
1:25 Movement Break
1:40 Table Time Craft/Art
2:00 Freeplay
2:15 Snack/Dismissal

Pre-K Class Schedule

12:15 Circle Time
12:45 Center 1
1:05 Center 2
1:25 Center 3
1:45 Gym/Freeplay
2:00 Gym/Freeplay
2:20 Snack
2:40 Dismissal

Middleburg Early Education Center (MEEC)
7171 Pearl Road, Middleburg Heights, OH 44130

Phone: 440-888-9922 **Email:** MEECpreschool@gmail.com **Fax:** 440-545-1283

Hours of Operation: Monday-Friday 8:30-3:00

Age Groups, Ratios, & Classes Offered:

Great Beginnings: Ages 18 months to 3 years old **MTW or Th-F 9:30-11:30**
Small Classroom-Maximum 8 children, 3 adults

Wee Threes A.M. : Ages 3 years to 4 years old **Th-F 9:15-11:15**
Large Classroom-Maximum 18 children, 4-6 adults depending
on need level

Wee Threes P.M.: Ages 3 years to 4 years old **MTW or Th-F 11:30-2:30**
Small Classroom-Maximum 8 children, 3 adults

Stepping Stones: Ages 4 years to 5 years old **MTW 9:15-11:15**
Large Classroom-Maximum 21 children, 3-6 adults depending
on need level

Pre-K: Ages 5 years old to 6 years old **M-F 12:15-2:45**
Large Classroom-Maximum 21 children, 3-6 adults depending
on need level

****Classes are 2 hours in length and days and times vary. Pre-K program is 2.5 hrs. daily M-F.***

Family Communication

Parent Night- This informational evening is held in late August for new families just prior to the start of school. Families can meet with staff and important information will be shared about school policies. A folder containing all necessary forms and paperwork will be distributed at that time.

Scheduled Conferences –There will be two conference times during the school year. The first will be held in early November. Initial information about your child will be presented. The second will be held in the Spring. Formal progress reports will be provided at this time. Parents will be notified of the conference date and time, and every attempt will be made to accommodate family schedules. Please see “Assessment of Children” section of this handbook for more detailed information.

Daily Communication-Each day teachers and staff make themselves available for a brief discussion in regards to your child, either before or after school. Please let the teacher know if there is anything of importance that could be affecting your child. If longer conversations are needed teachers will make themselves available at alternative times.

On Going Communication-You are always welcome to contact staff by leaving a message through the office at 440-888-9922 or an email to discuss any concerns you may have. Staff will make themselves available to speak with you either by personal meeting, phone, or email.

Observations-Parents are always welcome to observe their child through the mirrored windows located outside of both classrooms. Please schedule a time with the director or lead teacher. Remember while the children and staff in the classroom cannot see you, voices do travel, and we ask that you conduct your observation quietly, as not to create anxiety in any children.

Newsletters- Classroom teachers develop monthly newsletters that inform you of the themes for the month and of important upcoming events and activities. These newsletters will be sent to the email address on file and will be posted on the bulletin board outside your child’s classroom, as well as our website.

Remind App- Please be sure you have activated the Remind App on your cell phone. Teachers will communicate with you and send reminders about Show-n-Tell, special sign-ups, and deadlines. In addition, pictures and videos of your child will also be sent to keep you informed.

Family Involvement

Family Lounge- Our Family Lounge is located on the stage area of the building. All families can utilize this space, while their child is in class. It is a family friendly area that includes reading materials and toys for your children. It is a place where you can relax, read, or make connection with other families. Please be respectful of this area and clean up after yourselves, so that the Family Lounge can be enjoyed by all.

Field Trips- Two field trips are planned during the school year. One is scheduled in the fall and the other in the spring time. Field trips are open to all families and siblings. A parent or adult chaperone is required to be with your child at all times during the field trip and transportation must be provided by you. Field trips vary from year-to-year but often include, Cleveland Metropark Zoo, Hay Ride at Red Wagon Farm, Cuyahoga Scenic Railway, Lake Erie Nature Center, or the Cleveland Children's Museum.

Halloween- Parents are invited to attend our Halloween parade during class time. This event is weather dependent and is held in the back parking lot of the church.

Christmas with Santa- Santa comes to visit MEEC every year. This is scheduled during school hours and families are invited to attend. Every child will have an opportunity to sit on Santa's lap and receive a personalized ornament.

Ice Cream Social/Art Show- This is held once a year during the evening hours to accommodate working families. Extended family and family friends are welcome to attend.

End of the Year Picnic- The picnic is held during school hours at the Middleburg Hts. Community Park Pavilion located behind City Hall. All families are invited to attend and an adult chaperone is required. Families bring a covered dish to share.

Graduation Ceremony- This special event is held during class time on the last day of school for the Stepping Stones and Pre-K class. The ceremony takes place inside the sanctuary of Bethel Lutheran Church. Opportunities for refreshments and fellowship follow.

Child's Birthday- You are invited to send in a special treat for your child to share with his/her class in celebration of your child's birthday. Cupcakes to eat at snack time or a special treat or party bag to go home at dismissal are appropriate choices, but are not mandatory.

Fundraising Events-We appreciate your help in our fundraising events that are held throughout the year. The tuition charged does not cover the cost of expenses at our school. Your participation in these fundraisers helps keep tuition costs low. Your participation in these fundraisers is crucial for success. Visit our website for more information on ongoing and upcoming fundraisers.

Volunteering-Throughout the year teachers may ask for volunteers to prepare classroom materials, bake for special events, make playdough, send in special craft items, or read a story to your child's class. We appreciate your involvement and value all you do to help to create a positive experience for the children of MEEC.

PTO-Our Parent Teacher Organization plans and organizes different optional outings on the weekends for families. Ex: Movie days at local theaters, field trips to the nature center, library story time, trampoline park, etc. These outings help create a sense of comradery for our families and give our students opportunities to practice social skills and establish friendships. In addition, PTO assists teachers in a variety of ways and hosts teacher breakfasts and appreciation luncheons. Meetings are held monthly at the school.

Center Parent Information

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

A toll-free telephone number is listed on the center's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing rules governing child care are available for review at the center.

The administrator and each employee of the center is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent of a child enrolled in the center shall be permitted unlimited access to the center during all hours of operation for the purpose of contacting their children, evaluating the care provided by the center or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

Write or Call:
HHS
Region V, Office of Civil Rights
233 N. Michigan Ave, Ste. 240
Chicago, IL 60601
(312) 886-2359 (voice)
(312) 353-5693 (TDD)
(312) 886-1807 (fax)

Write or Call:
ODJFS
Bureau of Civil Rights
30 E. Broad St., 37th Floor
Columbus, OH 43215-3414
(614) 644-2703 (voice)
1-866-277-6353 (toll free)
(614) 752-6381 (fax)
1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.



Policies & Procedures

GENERAL INFORMATION

Tuition Policy

Parents will receive an invoice for their child's charges each month. Tuition is due by the 5th of each month, September through May. We accept cash, check, or credit cards. Please be advised that credit card payments have an additional 3% charge. All checks should be made out to MEEC. If your check or payment is returned for non-sufficient funds, you expressly authorize your account to be electronically debited or bank drafted for the amount of the check plus any applicable fees. The use of a check for payment is your acknowledgement and acceptance of this policy and terms and conditions.

Accounts are considered late after 30 days. After 60 days the Director will speak personally to the parent in arrears. Additional conversations will be conducted as needed to arrange payment. Termination of a child due to non-payment of tuition may occur at the discretion of the Director. Every effort will be made to assist families in developing a payment plan and/or provide assistance in seeking alternative funding before termination would occur.

Dress

Children should be dressed in comfortable clothing which allows them the freedom to experience activities to their fullest. In preschool we run, jump, move and play. We use paint, glue, shave cream, and other hands-on sensory materials. Preschool activities can be messy. Please send your child in clothing, in which you would not become upset if they become dirty. Tennis shoes or rubber-soled shoes are safest for daily gross motor activities.

Book Bags

Children should have a bag/backpack daily, so that papers can be sent home. Backpacks should be clearly marked with your child's name. Please check your child's bag/backpack daily, as to not miss important information that could be sent home. Teachers do not check bags/backpacks. Please be sure that you hand tuition or any other important correspondence directly to a teacher or give

directly to the office. Children should have a complete change of clothing in their bags, in the event of an accident.

Supply Fee

A \$75 supply fee is charged at the beginning each school year to pay for the purchase of paint, paper, glue, markers, etc. During the school year teachers may request for additional items to be sent in such as: tissues, wipes, hand sanitizer, paper towels, etc.

Snacks

Each day at Middleburg Early Education Center your child will have snack. Parents will have an opportunity to sign up to bring in snack for their child's class several times per year. Please supply enough snack for the number of children in your child's class and for the number of days your child attends. Parents sign up via email through Sign-up Genius. Water is served. In addition, special treats may be sent in for parties or when celebrating your child's birthday.

Sample Healthy Snack Items: Apples, apple sauce, bananas, cheese, crackers, pretzels, dry cereal, cookies, graham crackers, popcorn, or raisins. Please be advised no peanut butter or nut products of any kind due to potential allergies.

Outdoor Play

Children may have an opportunity for outdoor play, when weather permits. Suitable weather is at a minimum of twenty-five to ninety degrees Fahrenheit. Opportunity for indoor gross motor is provided daily, but occasional outdoor play occurs when the weather requires no coat or a light jacket. Middleburg Early Education Center does not engage in swimming activities. Water table, squirt bottle, or sprinkler activities occur under the direct supervision of adults.

ENROLLMENT POLICIES

Licensing

Middleburg Early Education Center is licensed to operate under the regulations of the Ohio Department of Jobs and Family Services #302707. A random state inspection is held yearly to ensure that all standards are upheld.

Governing Body

Middleburg Early Education Center is under the guidance of a Board of Trustees. The Board of Trustees assists the school administration to evaluate, adopt and enforce appropriate policies and procedures.

Notice of Nondiscriminatory Policy

Middleburg Early Education Center adheres to a nondiscrimination doctrine. Children are welcome to participate in the programming without regard to color, ethnicity, national origin, religion, sex, disability, race, gender, age or ancestry. In the hiring of staff members, MEEC does not discriminate based on race, ethnicity, national origin, religion, gender, disability, age or ancestry. MEEC is compliant with all civil right laws and is in accordance with the American Disability Act. More information can be found on the following link: <https://jfs.ohio.gov/help-center/ada-compliance>

Enrollment Procedures

Enrollment for the school year begins in January for returning families. Students and their siblings have first priority in placement at the center. Enrollment is offered to the general public on February 1st. In the event that more students enroll than spots available, an enrollment lottery will be held on March 1st. Upon acceptance to the program, a one-time \$100 non-refundable registration fee and a completed Child Enrollment and Health Information Form (Form JFS 01234) must be completed to secure the child's spot.

Required Forms

Required forms will be given to families prior to the first day of attendance, typically at the Parent Meeting held in August. Families are advised to complete these forms and return them the first day of class. The following is a list of required forms:

-Child Enrollment and Health Information for Childcare (Form JFS 01234)

-Child Medical Statement for Childcare (Form JFS 01305) must be signed by a health care practitioner with a copy of the child's immunization record. This form must be on file with the office within the first 30 days of attendance, or the child may not attend the program. If a parent waives any child immunizations it must be indicated on the form.

-Routine Trip Permission for Childcare (Form 01225) allows the children to take supervised walks around the building.

-Tuition Agreement outlines the days and times your child attends and the cost of monthly tuition for your child.

-Drop off & Pick up Permission Form gives permission for any additional adults to pick up your child.

-Photo Permission Form gives permission for photos to be taken of your child to post on Facebook, our website, or for marketing purposes.

-Family Inventory & Needs Assessment provides teachers with valuable information about your child.

ATTENDANCE POLICY

Absences Regular attendance in school is an important habit to establish, even in the preschool years. Attendance is critical for students to receive the full benefits of

an early childhood program, as it provides opportunities for appropriate interventions, consistency in routine, and repetition and reinforcement of skills. We do however understand that on occasion your child may need to miss a school day. Teachers and staff appreciate the reason your child is not in school. Please email us at MEECpreschool@gmail.com, call the school office at 440-888-9922 or send a "Remind Text" to your teacher to report an absence.

Attendance Policy

1. Students in our preschool program are expected to attend school on their scheduled days and be punctual.
2. When a student is absent, the parent must call the school to report the reason for absence. An excused absence includes illness, medical/dental appointments, funerals, planned vacations, and family emergencies.
3. In the case of chronic absenteeism, which is defined as a child being absent without a legitimate excuse for 10% or more of the school hours, which translates into 4 or more school days per month the following will occur:
 - The parent will be notified of the habitual truancy from the director.
 - If the chronic absenteeism is not corrected, an intervention conference with the parent, teacher, and director will occur. The team will create a plan to support the family in getting the child to school.
 - Tardiness is not considered an absence, but in the event of excessive tardiness a conference with the teacher and/or director will occur to discuss a plan of action.

Arrival (Drop Off)

Security key fobs are provided to parents at a cost of \$30. Upon return of the key fob at the end of the school year, \$20 will be refunded. Please use this fob to enter the school building during your child's designated class time. Parents are required to bring their children into the school building. Please park in the spots available outside of door #5. If no spots are available you may use the back parking lot and enter through the back door of the building. Please do not leave unattended children in the car, as it is a danger and will be reported to the proper authorities. For your child's safety, please wait and remain with your child in the hallway outside of your child's classroom door. Staff will open the door and greet each child upon entry.

Departure (Pick up)

We ask that caregivers arrive approximately 5 minutes before your child's dismissal time and wait outside of your child's classroom door. Your child's teacher will come into the hallway and give you daily information about your child's day. Daily communication between parent and teacher helps to strengthen your child's learning. It is important for you to be on time as the children grow anxious if their caregiver is not there. Please be aware that all classrooms are used for both morning and afternoon classes, so teachers must have time in between classes to set up for the next group. A child will be directly dismissed to only authorized persons.

Withdrawal from the Program

1. Middleburg Early Education Center should be notified by the family, as soon as possible, if the child is planning to withdraw from the program.
2. If a parent whose child is using the Autism Scholarship Program chooses to withdraw from the program, the parent must immediately notify his or her school district of residence and the department. The scholarship ends as of the last day of service. The amount of the scholarship prorated based on the time the student was enrolled in the program. If a parent whose child is using the Autism Scholarship Program returns to the district of residence, the scholarship ends as of the date the child enrolls at the district.
3. If a parent whose child is using the Autism Scholarship Program chooses to use a different provider or add a secondary provider, the parent must complete a Request for New Provider form and give it to their new provider. If they are also making a change in primary provider, they must inform the scholarship office.

Termination of Students

It is the goal of Middleburg Early Education Center to forge a working relationship with parents. In the event that problems arise during your child's attendance every effort will be made to resolve issues. Children will not be terminated from the program due to behavioral issues. Our competent staff, most of which are trained in behavioral management, will work with you to overcome these problems and will provide guidance and support. Only after all attempts have been exhausted would a child ever be asked to leave the program. A minimum of three staff members must be in agreement that the only solution is asking the child to leave the program.

CHILD GUIDANCE, SUPERVISION & SAFETY

Positive guidance and discipline is necessary for all children to learn acceptable and positive behaviors. We at Middleburg Early Education Center believe that children learn through clear stated expectations and logical consequences. Teachers use techniques of proximity praise, acceptable choices, visual schedules, social stories, positive reinforcement, redirection, proactive sensory input, modeling, and at times removal from activities, to teach self-regulation and management of thoughts, impulses, and behaviors. Our practices are in line with those stated with the Ohio Department of Jobs and Family Services Appendix A to Rule 5101:2-12-19.

Each child care staff member shall:

- (1) Leave no child unsupervised. Supervision means the child care staff members have knowledge of a child's needs and accountability for his or her care at all times, including but not limited to, developmental and behavioral needs and parental preferences. Supervision includes awareness of and responsibility for the activity of each child and being near enough to respond and reach children immediately including responding to the child's basic needs and protecting them from harm.
- (2) Ensure all children in care are within sight and hearing of child care staff members at all times.
- (3) Not be under the influence of any substance that impairs the child care staff member's ability to supervise children and/or perform duties.
- (4) Always have immediate access to a working telephone on the premises which is available and capable of making outgoing calls and receiving incoming calls.
- (5) Only release a child to the parent or to a person who has been previously approved by the parent.
- (6) Not permit children to be exposed to inappropriate language or media.

(7) Supervise outdoor play.

- (a) The child care staff member shall remain outdoors with the children at all times.
- (b) The child care staff member shall be able to summon another adult without leaving the group unsupervised.
- (c) When the outdoor play space is not on the premises, child care staff members shall accompany and supervise all children in transit and at the outdoor play space.

Additional safety measures include:

- (1) The teacher/aid will be aware of the daily arrival and departure of each child and it will be documented on the attendance sheet. The school will release the child to no unauthorized person, unless notified by the parent in person, in writing, or by telephone. Any adult who comes to pick up a child must be listed on the Drop Off & Pick Up Permission Form and must show proof of identification prior to a child being released. If your child is under the jurisdiction of a custodial agreement that restricts his/her release please speak with the office and provide documentation.
- (2) A first aid kit is located in the office cabinet above the director's desk.
- (3) A monthly fire drill and quarterly lock down drill, as well as tornado drill during the months of March through September take place to prepare children in case of emergency.
- (4) All school personnel have been instructed and prepared to take action during an emergency. Written instructions are posted in case of an emergency.
- (5) All staff members are trained in first aid and CPR.

EMERGENCY SCHOOL CLOSURES

In the event of loss of water, heat, or electricity to our preschool or in the event of a weather emergency school will be cancelled. Families will be notified the following ways:

- Email will be directly sent to parents
- Notification through the “Remind App” directly to parent cell phone
- The emergency will be posted on our website home page
- The school telephone number 440-888-9922 will have a recorded message
- Notices will be posted through the local media (local television stations & online)
- In the event of an emergency evacuation of Middleburg Early Education Center during school hours, parents will be contacted via email, the Remind App and emergency contact telephone numbers. Students will walk with their teachers to Scribes and Scribblers located behind the Bethel Lutheran church parking lot at 14101 Uhlin Drive, Middleburg Hts., OH. Where they will be released to their parent or caregiver.

MEDICAL POLICY

Medical Emergency

In the event of an accident or medical emergency, MEEC will contact the parent/guardian. The parent will make the decision on follow-up treatment. In case of serious injury that requires immediate medical attention, 911 will be called and the child will be taken to the nearest hospital. Parents must give MEEC permission to transport children to receive medical care during an emergency. This permission is granted by signing page 3 of the Child Enrollment and Information Form (JFS 01234) No child shall be admitted to MEEC without this permission. Such transport would occur by ambulance with parental notification.

Incident Reports

When an accident or injury occurs at school, Middleburg Early Education Center will complete an incident report for the parents to sign on the day of the injury (JFS Form 01299). A copy will be kept on file at the school and one copy will remain with the parent.

Medical Conditions

If your child has a medical condition it should be documented on the Child Enrollment and Information Form (JFS 01234). In addition, A Child Medical/Physical Care Plan for Childcare (JFS Form 01236), should be completed by parent and licensed medical practitioner. Children are not permitted to carry medication or ointments with them. If your child is in need of such medication it should be documented on (JFS Form 01236). Staff must be trained by the parent or medical professional to the appropriate administration of the medication. We ensure that ADA requirements are followed in our procedure for administering medications and care to children with disabilities.

Illness

If your child becomes ill at school or exhibits any of the following symptoms:

- | | |
|---------------------------------------|----------------------------------|
| *Temperature of at least 100 degrees | *Diarrhea |
| *Severe coughing or runny nose | *Yellowish skin or eyes |
| *Difficult or rapid breathing | *Redness/discharge from eye |
| *Unusual spots or rashes | *Unusually dark urine |
| *Gray or white stool | *Evidence of lice, scabies, etc. |
| *Sore throat or difficulty swallowing | *Vomiting |

The child will be isolated within a safe and supervised area and the parent will be contacted so that the child may be picked up. In some instances a doctor's note will be necessary for readmission to the program. All decisions about discharging a child from preschool will be made by the lead teacher and preschool director.

Please keep your child home if they exhibit any of the above symptoms. Children should clear of these symptoms for at least 24 hours until returning to school. If your child has a mildly runny nose, they may attend, but they must be able to manage wiping own nose.

Communicable Diseases

Teachers are trained to recognize the common signs of **communicable diseases**. A child showing signs of illness will not be accepted into school or will be sent home. The Communicable Disease Chart (JFS 08087) is displayed inside the preschool office for your reference. In the event that your child has a known **contagious disease, please inform the school** so proper notification may be made to staff and families that may have been exposed. We make every attempt to notify parents of known contagious disease exposure to assist all in protecting the health of our children. The following is a list of contagious diseases: Chicken Pox (Varcella), Measles (Rubiola), Mumps, Strep Throat, Scarlet Fever, German Measles (Rubella), Pink Eye (conjunctivitis), Impetigo, Head lice, Scabies, Ringworm, Covid-19, meningitis, whooping cough.

Breast Feeding

Mothers may breast feed or pump breast milk in the small nursery in the Gathering Place. Please alert a staff member when you will be using space, and leave it in neat and clean condition.

Diapering/Toileting

Children do not need to be toilet trained in order to attend our center. If your child is still in diapers please be sure to fill out the Diapering Statement section of the Child Enrollment and Health Information Form (JFS 01234). It is requested that your child be sent to school in a clean diaper, and check prior to admission into the classroom. Since the program is only 2 hours in length, diapers will typically not be checked unless a bowel movement has occurred and is noted by staff. If your child is in the process of toilet training please communicate this to staff. At your request, staff will support your efforts by taking your child to the bathroom one time during the scheduled two hour class time. In the big classroom, a child-sized bathroom is located within the classroom. In the little classroom, the children use the bathroom located in the hallway near the church office.

Special Education & Related Services

Middleburg Early Education Center provides an inclusive preschool environment where children with developmental delays and differences learn side by side with neurotypical children, creating the least restrictive environment. In accordance with the American Disability Act, MEEC supports and makes reasonable accommodations for persons with disabilities. Middleburg Early Education Center employs a highly qualified staff. An intervention specialist holding a license from the State of Ohio Department of Education works with students within the classroom setting. The center employs two licensed speech language pathologists. Our therapists are licensed by the State of Ohio and hold a Certificate of Clinical Competence from (ASHA) the American Speech-Language-Hearing Association. Speech therapists provide one-on-one sessions in a private therapy room. In addition, several teachers and teaching assistants work in the classroom to create a low student-teacher ratio of 1:3 or 1:4.

Instructional Activities & Strategies

Based on a child's present level of performance instructional activities and strategies will be implemented to meet the individual needs of each child. These strategies will guide the facilitation of learning in each phase of the instructional process. Activities and strategies may include: Multiple sensory modalities, organization tools and behavior cues, adaptive seating, activities for strength (prone propping, weight bearing activities), full body integration activities encouraging crossing midline and bi-lateral skills, sensory integration activities including proprioceptive input, Brain Gym, & Wilbarger protocol, system of least prompts, verbal mediation strategies, peer mediated interventions, social stories, visual schedules and picture cues, Love and Logic behavior management, and behavior charts.

Quarterly Reporting for ASP

For students participating in the Autism Scholarship Program, the intervention specialist will report quarterly on IEP goals and objectives. Progress reported is based on data the teachers, intervention specialist, and speech language therapist have collected since the last quarter. Reports are due on September 30, December 31, March 31, and June 30. Parents will receive a hard copy of the report at the end of each quarter. These reports are uploaded to the ODE

website. Parents can also access the most current report and all past progress reports on the Parent Portal of the ODE Autism Scholarship website.

Assessment of Children

1. The curriculum of Middleburg Early Education Center falls in line with the standards established by the Ohio Department of Education Early Learning and Development Standards. <https://education.ohio.gov/Topics/Early-Learning/Early-Learning-Content-Standards>
2. Children are assessed at the beginning of the school year through observation, checklists, individual work samples (portfolio), and through collaboration with team teachers. Speech therapists will also be consulted if there is a need. Key points in all of the domains are looked at. Based on this information an informal report is written and is kept by the teacher for her reference. This information is verbally shared with the parent at conferences in early November. The teacher and parent work together at conference time to develop appropriate goals they would like the teacher to work on for the school year. Those are documented, so that at the end of the school year, those goals can be reported on. No formal report is given at this time. Lots of information is shared and collaboration between teacher and parent build the framework for a child's success.
3. For children on IEP's who participate in the Autism Scholarship Program, information on individual goals and objectives are reported quarterly and data collection is on-going.
4. Staff meets regularly to discuss individual children and collaborate about potential strategies to assist children in meeting their needs.
5. At the end of the school year in May, teachers assess children guided by observations, latest work samples and pull out sessions to assess a variety of skills. This information is presented to parents via a formal Progress Report. For children on IEP's a formal written report is given that provides information on present levels for all of the domains. It also provides a background or basic history of the child. Speech therapists also supply a written report at this time.