



Parent Handbook

2019 - 2020



12079 Lagrange Rd. | LaGrange, OH 44050 | 440.324.3178
www.elcofloraincounty.org

*Policies in this handbook are included in the Lorain County Board of Education Preschool Program Governing Board Policy. Guidelines in the Governing Board Policy reflect the standards set forth by the Ohio Department of Education. A copy of the Lorain County Board of Education Preschool Program Governing Board Policy is available upon request.
(Revised July 2018)*

GENERAL INFORMATION

The Lorain County Early Learning Center (ELC) is licensed through the State of Ohio, Department of Education. We follow all rules and regulations required by the Division of Early Childhood Education. The license is posted in each classroom and in the display case by the front office at all times. Our integrated preschool program serves children ages 3-5 without special needs as well as those with special needs from four participating school districts in Lorain County (**Clearview and Firelands in the morning; Keystone and Wellington in the afternoon**). The children attend school Monday through Friday. We offer morning, afternoon or full day sessions. A parent provided lunch and a school provided rest period are additional components to the full day program.

PROGRAM PHILOSOPHY

The Lorain County Early Learning Center is part of the Educational Service Center of Lorain County. The program is a five star rated program through the Ohio's Step-Up to Quality rating system. This is a child-centered program devoted to meeting each child's unique needs. Our concern is for the whole child. We believe it is important to provide a safe and nurturing setting in which to foster each child's self help, physical/motor, social/emotional, language/communication, learning/cognitive and aesthetic development.

Preschool children learn best through meaningful play. The teachers serve as facilitators to guide children in varied learning experiences. Each individual classroom shall post their schedule of activities in their rooms. These activities are primarily child-oriented and child-directed and shall include a balance of both quiet and active play throughout the day.

Children progress at their own developmental pace. The overall goal is to foster in each child a positive sense of their self-worth and a belief in their own ability to learn and grow as capable, independent individuals.

SERVICES

Teachers work on skills that are developmentally appropriate for each child attending the program. Children entering the program on an Individualized Education Program (IEP) will have their goals and objectives included throughout the daily schedule. Related services such as speech therapy, occupational therapy, and physical therapy are provided to students with IEP's as determined by the evaluation team process. Typical peers will have two learning goals established at the beginning of the school year. All students will have a standards based report card where progress will be reported each trimester. Itinerant teachers serve students in their homes, playgroups, or other preschool settings.

CONFERENCES

Regular conferences are scheduled throughout the year (Fall and Spring) with all parents to discuss progress.

VOLUNTEER/CLASSROOM VISITS

Parents are welcome to observe or visit their child's classroom. Please contact your child's teacher or particular therapist to set-up a time and date for the observation or visit. Please sign in at the office when you arrive for the observation or visit. If you would like to schedule multiple observations or visits (max 9 per school year) the principal will work with you on a schedule so that it does not become intrusive for the students or interfere with the daily activities involved in the school day. We encourage participation in the classroom through attendance at parent focused events or volunteering. Your child's teacher will inform you of the volunteer opportunities within their particular class. If you are volunteering in the classroom, you will be asked to review and sign the volunteer policy before starting to volunteer. Parents are encouraged to use the Lorain County Early Learning Center as a contact between community resource organizations and families. We also encourage parents to participate as members on the Parent Teacher Organization (PTO).

ADMISSION

Typically developing children must be potty trained and at least 3 years old by September 30th each year to be eligible to attend classes. The enrollment process for the next school year begins in December. Acceptance letters are sent home in March with registration packets. Parents must complete the registration packet, provide a copy of a legal birth certificate, immunization record, physical (or the date of their appointment) prior to enrollment. Registration packets are accepted from May 1st to May 30th to secure a spot in a classroom. All spots are filled on a first come, first served basis. Each family will be charged tuition on a monthly basis, and must also pay a **non-refundable \$40** registration fee upon enrollment. No spots will be held until payment is received. All children must have a current physical exam on file **within 30 days of enrollment** into the program. To enroll in extended care, there is a **\$60 non-refundable registration fee**. Slots for extended care will be filled on a first come, first serve basis.

ADMISSION cont'd

Preschool children with disabilities are eligible to attend the ELC at no cost as determined by the Policies and Procedures for the Education of Children with Disabilities. The school district in which the parent resides is responsible for determining a child's eligibility for special education services. Transportation schedules are coordinated by the district of residence.

WITHDRAW

If for any reason you need to withdraw your child from the program, a withdrawal form must be completed. For children attending on an IEP, you must withdraw your child from your home school district as well as from the Early Learning Center.

TUITION

Tuition is due the **first of each month** and if it is **not received** by the second Friday of the month, your child **will not be able to return to school** until payment has been received. Please send the monthly tuition payment stub with your cash or check in a sealed envelope with your child's name and room color on the envelope. Checks are payable to **ESCLC**.

FAMILY

We believe that family involvement in education is critical to a child's growth. Parents are important partners in their child's learning and development. Parents are strongly encouraged to participate in their child's individualized preschool program. They will be kept aware of activities, expectations, and available agency services through trimester report cards, parent/teacher conferences, newsletters, notes home, electronic notifications through class dojo and/or telephone contacts from the preschool teacher. Parents of qualifying children will participate in an Individualized Education Program (IEP) meetings.

STANDARDS OF CONDUCT

The Lorain County Early Learning Center respects and promotes the unique identity of each child and family and refrains from stereotyping or discrimination on the basis of gender, race, ethnicity, culture, religion, or disability. The staff will follow program confidentiality policies concerning information about children, families and other staff members. Staff members never leave children alone or unsupervised while under our care. We do not use corporal punishment, emotional or physical abuse or humiliation. The Lorain County Early Learning Center staff is required by law to report any suspected child abuse and/or neglect. The phone number for the Child Abuse Hotline is 440-329-5340.

DISCIPLINE POLICY

The preschool staff works to help our students to become gradually more independent, self-reliant, confident, and responsible for their behaviors. Teachers use a variety of techniques to teach these behaviors. The program is working to implement a Positive Behavior Intervention and Supports model (PBIS). The staff has approximately 10 hours of training in behavior intervention and support annually. They may use modeling of appropriate behavior, positive reinforcement, natural and logical consequences and redirection. Teachers encourage children to express their feelings in an acceptable way. The teachers address student behaviors on an individual basis. Three school expectations are (1) be safe, (2) be a learner, and (3) be a friend. There is an acknowledgement system where students earn Bee Cards for displaying behaviors related to the three expectations.

It is our belief that in order to maintain an environment conducive to learning, it shall be necessary to develop an appropriate classroom management policy. This policy shall be conducted and supervised by the certified staff in each classroom. For the safety of the child and others around them, all teachers and classroom aides are certified in non-violent crisis intervention training and are required to renew/update that certification every school year. No employee is, at any time, to commit an act of physical or emotional abuse against any student in the program.

The following policies have been adopted by our Board and are determined by The ODE Preschool Program Licensing Rules: 3301-37-10: Behavior Management/Discipline

(A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

(B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

DISCIPLINE POLICY, cont'd

(C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

(D) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

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

(E) The parent of a child enrolled in a center shall receive the center's written discipline policy.

(F) All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

CONTENT STANDARDS

We follow the Ohio Department of Education (ODE) Early Learning content standards when developing lesson plans. These standards lead directly into the ODE Elementary content standards. Currently we have standards for language, math, social studies and science. These standards can be found on the ODE website at <http://www.earlychildhoodohio.org/elds.php>. The Big Day Pre-K Curriculum, Preschool Foundations literacy curriculum, Touch Math Preschool curriculum and Handwriting without Tears are used as a foundation for classroom learning and are aligned with the Ohio Department of Education Early Learning Content Standards.

ASSESSMENT

Teachers assess students in a variety of ways, which may include the following formal assessments:

- **Early Learning Assessment** - The Ohio Department of Education requires preschool students to be assessed on early learning skills. There are 28 learning progressions that are used. This assessment is primarily observation based.
- **Childhood Outcome Summary Form (COSF)** - Students' cognitive, language, and social skills are assessed by teachers twice a school year using this format, as well as other methods for students that have an IEP.

Progress Reports and Report Cards will be given at the end of each trimester and are evaluated using short cycle assessments, The Early Learning Assessment, observation as well as performance based data collection methods.

To enroll in before or aftercare there is a **\$60 non-refundable registration fee**. Slots for before and aftercare will be filled on a first come, first serve basis.

ASSESSMENT, cont'd

Preschool children with disabilities are eligible to attend the ELC at no cost as determined by the Policies and Procedures for the Education of Children with Disabilities. The school district in which the parent resides is responsible for determining a child's eligibility for special education services. Transportation schedules are coordinated by the district of residence.

STAFF

Our preschool staff meets or exceeds state standards for certification and licensure as teachers and instructional aides. We continue to gain knowledge through in-services and continuing education. All staff participates in a minimum of 15 hours of professional development annually.

MATERIALS

Our materials are developmentally appropriate for use with preschool children. Safety is a main consideration for toy selection. Toys are routinely washed, disinfected and checked for safety. **TOYS FROM HOME ARE NOT PERMITTED** except for days designated by your child's teacher (ex. -Show and Tell).

CLOTHING

Clothing should be "play-type," comfortable and suitable for preschool activities, such as painting, gluing and outside playing. **It is unrealistic to expect your children to keep their clothes clean at preschool!** Shoes should fit comfortably and have rubber soles. Children wearing dresses/skirts should wear shorts under them. Please dress your child appropriately for outdoor play.

Clothing should be easy enough for children to manage by themselves. "Onesies", bodysuits, suspenders, etc. are difficult to fasten and should not be worn to school.

OUTDOOR PLAY WEATHER GUIDE

The students will have an opportunity to go outside when the weather is free of precipitation and the temp is between 40-85. Please dress your child with the appropriate clothing to go out doors under these conditions.

SUNSCREEN POLICY

To promote good health, safety and to protect all students from harmful ultraviolet rays, the Lorain County Early Learning Center encourages the regular use of sunscreen on students during all outside events and activities.

During the summer months, or when necessary, ***it is recommended that all children in the program have sunscreen applied by the parent prior to arriving at school.***

SNACKS/LUNCH

Please provide a nutritious snack and drink daily for your child. For the full day program two snacks and lunch will be provided by the parent. It is requested that there are two lunch boxes for full day students one that contains their snacks and one that contains their lunch. Lunches are not permitted to be heated by the Early Learning Center Staff as there is no food services license at the building. All snacks and lunches should include a variety of food that represents all the areas on the food pyramid, <http://www.choosemyplate.gov/health-and-nutrition-information>. **Please let your child's teacher know about any food allergies.** Because of severe allergies, no food should contain peanuts. If you would like to send in a special snack or treat, please talk to your child's teacher beforehand. Please make sure your child has eaten before arriving at school.

NAPPING PROCEDURES

Full-day classrooms will have a nap/rest period reflected in the daily written schedule. Nap/rest periods shall not exceed 1.5 hours in the daily schedule. A quiet space for children who want to rest or nap will be provided. A child who attends a full day classroom will be assigned a rest/nap cot with their name clearly labeled. All rest/nap cots will be cleaned before being assigned to another student. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. Parents can provide items for napping such as blankets, pillows, etc. These items will be sent home with the child at the end of each week to be washed by the parent(s). Parents are requested to provide a bag so that napping items can be transported to and from school.

ATTENDANCE

Children attending the Lorain County Early Learning Center half-day session will be in class from 8:30 a.m. to 11:30 a.m. (morning session) or 12:30 p.m. to 3:30 p.m. (afternoon session). The full day session is held from 8:30 a.m. to 3:30 p.m. Classes are held Monday through Friday following the calendar adopted by the Educational Service Center of Lorain County. Please try to be prompt when dropping your child off for school. Late arrivals are disruptive to the class and are counterproductive to the lessons being taught. Children shall only leave with a parent or persons designated on the enrollment paperwork. If someone other than a designated person will be picking up your child, please follow the procedure as stated in the Child Release Policy section of this handbook. Attendance is taken daily. Please call the office at 440.324.3178 if your child will be absent.

A phone call home will be made in your child's absence if no notification has been received. We need a note on the day that he/she returns to school explaining the reason for absence. If your child is absent for five days in a row without notifying the school, parents will be asked if they plan to continue the child's enrollment in our program. Additionally, if your child is a *bus rider* and he/she will be absent, **please call the transportation department for your school district to inform them that day also.**

ARRIVAL/DISMISSAL PROCEDURES

Children will be monitored to and from their classrooms by designated staff members at the beginning and end of school. At arrival, parents who transport should pull up to the designated car line area and wait for a staff member to get their child. At dismissal, parents should pull up to the designated car line area and wait for a staff member to bring their child to their vehicle. Parents who come in the building must sign in and out in the office. ***Please note: For the safety and security of all the children in our program, we encourage all parents to use the car line. If for some reason (other than removing them early from class) you need to come in to pick up or drop off your child, please arrive no sooner than 10 minutes before the start or end of class. Should you need to arrive earlier than that, we ask that you sign in at the front office and wait in the office.*** Please be advised that busses will be given priority at arrival and dismissal times.

Car Rider Procedure

- Come in the "ENTER" driveway.
- For quick drop off or pick up there will be TWO ROWS of cars. Follow the traffic around the parking lot and pull up to just before the white cross walk. Please leave an opening by the bus area so emptied/filled cars are able to get through the car line to exit.
- **An ELC employee will be directing traffic; please adhere to their directions.**
- **Please do not get out of your car unless absolutely necessary.**
- When the first four cars are emptied/filled we will release those cars and the next cars should pull up. You are responsible for buckling your child. Please pull over to the gravel area if you need extra time to buckle your child.
- Transportation staff will guide your child in or out of your car.
- Turn right and leave the parking lot through the "EXIT" driveway.
- **Car signs must be displayed at all times. If they are not displayed a staff member will ask you to go through the car line, park and come in to sign out your child.**

****If you plan on getting out of your car for any reason, please remember to park in a parking space rather than pulling into the drop off/pick up line.****

All children must be picked up promptly by 11:30 and 3:30. If the circumstances arise that you are unable to pick up your child on time, you must call the office.

EXTENDED CARE

Before Care time is 6:30-8:15 (arrive anytime within this window). We ask if you are arriving after 8:15 that you wait until the doors open at 8:20. Your child can walk in with the rest of the morning students.

1. When you arrive for before care, ring the bell and a staff member will buzz you in.
2. Walk with your child to the multipurpose room.
3. Sign in your child when you enter the room.
4. You are welcome to bring a breakfast snack for your child. Set them up with the snack at the table prior to leaving.

After Care time is 3:45-5:30 (arrive anytime within this window). If for any reason your child will not be going to after care on a certain day, write a note to the teacher so that your child can take part in our typical dismissal procedures. If there is a change during the school day and your child will not take part in after care, call the office. Send an additional snack for your child to have during after care if they will be staying past 4:45. When you arrive for after care, ring the bell and a staff member will buzz you in.

1. Walk to the multipurpose room. If the students are using the gym or outdoor play areas, the staff will direct you to where your child is after you sign them out in the room.
2. Sign your child out.

If you have an emergency during before or after care hours, please call 440.324.3178 ext 1265. **If you come to pick up your child past 5:35 there will be a \$5.00 fee per minute that you are late. This fee is to cover the staff members overtime that they will incur while waiting with your child. The fee will be added to your monthly tuition statement and will be due when tuition is due.**

SAFETY

The following guidelines are observed:

1. No child will be left unsupervised or alone at any time.
2. Immediate access to working telephones in each classroom.
3. Fire, tornado, and intruder drills are held on a regular basis. Students are instructed by the teachers on these procedures. These drills are required by law.
4. In the event of a fire, weather, or medical emergency, the staff will follow plans which state action to be taken and staff responsibilities. These are posted in each classroom with diagrams showing evacuation routes. Rules for action by children will be explained periodically and practiced regularly.
5. In the event of an accident or minor emergency, a staff member will administer first aid and contact a parent/guardian, as well as send a written notification of the incident.
6. A staff member will notify the Lorain County Children Services when it is suspected that a child has been abused or neglect.
7. Each classroom contains a first aid kit which meets the preschool state licensing requirements.
8. The outside play area will be supervised so that all children are visible to a staff member at all times. Children will be supervised going to and coming in from the outside playground and the classroom.
9. A registered nurse from the Lorain County Health Department acts as a consultant to the school program and is available as needed. While the nurse is assigned hours to our program, her duties do not require her to be on site each day. Staff is able to reach her when her expertise is needed.
10. Current safety inspections are posted in the glass case outside the front office for your review.

HEALTH

All children must have immunizations required for their age. Parents will provide information regarding emergency medical and dental care, emergency transportation and the names of a minimum of three persons who have permission and are available to pick up your child. It is the parent's responsibility to notify us of any changes in this information. If you need assistance in finding resources to complete the required health screenings, please contact the school nurse and they will provide you with information. **Contact number 440.324.3178.**

Any child needing medication during school hours must have a form completed and signed by the parent **and** physician to specify medication, dosage and time medication is to be given to the child. Medication should be brought to school in the original container appropriately labeled by the pharmacy. A written log will be kept by the child's teacher to verify dosage and time the medication was given. Staff is trained annually on medication administration by the school nurse. When a child has a specific medication administration plan, the nurse and staff in that child's classroom will sign-off on being trained on that specific medication administration plan. The training documents will be included with medication plans and the medication in the medication lock box located in each classroom.

Our teachers are trained in first aid, recognition of child abuse, hand-washing procedures, and symptoms of communicable disease. Every child's health will be observed daily.

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids and young adults, younger than age 21, who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if a child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your child is enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Helpful websites

<http://www.pbs.org/parents/child-development/preschool-kindergarten/>

<http://www.cdc.gov/ncbddd/childdevelopment/positiveparenting/preschoolers.html>

<http://childdevelopmentinfo.com/ages-stages/toddlers-preschooler-development-parenting/>

COMMUNICABLE DISEASE POLICY

- The administrator will review with all staff members the signs and symptoms of illness and proper hand washing and disinfection procedures. This review shall be given to each new employee and discussed periodically at staff meetings.
- A staff member is available to observe all children upon entering their group. The school will notify the parent or guardian of a child's condition when a child has been observed with the signs and symptoms of illness. If a communicable disease is suspected, the child will be sent home at the nurse's discretion. The nurse, at her discretion, may require a note from the physician for the child to return to school.
- A child who has been suspected of communicable disease shall be provided with a cot and isolated in a designated area awaiting parent authorized pick up. The child will be within sight and hearing of an adult. No child shall be left alone or unsupervised.

COMMUNICABLE DISEASE POLICY, cont'd

- Children suspected of a communicable disease may not be allowed to access district transportation. It is the parent's responsibility to transport their child home.
- A child who has been ill may be readmitted to our school after sufficient time has lapsed for the child to overcome his/her signs of illness. A child will be admitted by the authorization of his/her doctor, or in less serious cases, by the authorization of the administrator. **Your child must be symptom free for 24 hours before returning to school. Fever less than 100 degrees (without fever reducing medication), nit free, diarrhea free, and clear mucus or on antibiotic therapy for twenty four hours.**
- The Communicable Disease Chart is posted in each classroom.
- A staff member will immediately isolate and discharge the child to the parent/guardian or responsible individual as indicated on the enrollment form, if the child shows the following symptoms:

Isolated and sent home:

- a. Diarrhea (1 or more loose stools)
- b. Severe coughing (whooping) (red/blue face)
- c. Difficult or rapid breathing
- d. Yellow skin or eyes
- e. Conjunctivitis (pink eye)
- f. 100 deg. F. temp, with another symptom
- g. Infected skin patches
- h. Dark Urine/gray or white stool
- i. Stiff neck
- j. Unusual spots or rashes
- k. Vomiting
- l. Lice including nits, scabies or other parasites
- m. Sore throat/difficulty swallowing

Observed:

- a. Minor cold symptoms alone
- b. Not feeling well enough to participate
- c. Elevated temperature

Mildly ill children may be observed within the group, and observed for worsening conditions.

SICK CHILD PICK-UP POLICY

Safety of the other students and staff is a priority. Once you or one of your emergency contacts has been notified of your child's illness, he or she must be picked up promptly.

CHILD RELEASE POLICY

If your child should need to be sent home early due to illness, etc., every effort will be made to reach a parent or guardian. If the parent or guardian is unavailable, the emergency contact persons on the enrollment form will be contacted. If you are having your child picked up by someone else, that person and their relationship to your child must be included on the enrollment form.

If someone other than the approved contacts should need to pick up your child, the parent/guardian must send a note to the teacher stating the name of the person who will be picking up the child. The note must be signed and dated by the parent/guardian. The person picking up your child will be required to sign in at the office. That person may also be asked to show a photo ID to verify identification. This procedure is in place for the protection of your child.

PARENT ROSTER INFORMATION

The preschool will prepare a parent roster for each child's class. You have the option of omitting your name and phone number from this list. The roster is available to you upon request.

SCHOOL CLOSING POLICY

Winter brings snow and occasional winter storm. When these winter storms cause road conditions to close schools, the Lorain County Early Learning Center may also be closed. For weather related issues, the decision to close our school will be made based on the closing of Keystone Local Schools, since our school is located within the Keystone School District. Since our primary concern is for your safety and that of your child on snowy roads, follow these guidelines:

1. Watch any of the local television stations (Channel 3, 5, 8, or 19) for the **Lorain County Early Learning Center** to be delayed or closed. The name of our school will be listed.
2. Sign up for REMIND 101 which will be a text reminder. Visit link www.remind.com/join/ELCPAR or enter the phone number 440.316.4464 with the message @elcpar.
3. If your school district is closed and the Lorain County Early Learning Center remains open, you may drive your child to school that day. Otherwise, your child will have an excused absence for the day.
4. If your school district is on a two-hour delay, the busses from your district will not provide transportation for students in the morning class session. You may use your own discretion whether to drive your child to and from school that morning. Afternoon class sessions will not be affected by two-hour delay.
5. Families will be informed of school closings for other reasons (i.e. broken water line, no heat, etc.) via a phone call from school staff.

GRIEVANCE POLICY

This preschool is licensed by the Ohio Department of Education. Ohio Department of Education personnel are available to discuss any concerns or complaints you have as a parent. However, it is recommended that you attempt to solve the matter internally with the Principal or Governing Board before filing a formal complaint.

Principal: Elizabeth Krall 440.324.3178 x 1141

Governing Board: Educational Service Center of Lorain County 440.324.5777

If you still have concerns regarding the classroom environment, teacher qualifications, health and safety conditions, the number of children, care of the children or similar matters, please call: 614.466.0224 or toll free 877.644.6338 and ask for the Preschool Program Licensing.

If your child has an IEP and you have concerns regarding your parental rights or your child's program, please call 614.466.0224 or toll free 877.644.6338 and ask for the Office of Early Learning and School Readiness.

PHOTOGRAPHS/VIDEOS

We like to take photos and videos to share with the parents and the community of our activities with the children. At times, photos will be used on the Educational Service Center's website and marketing materials. In addition, there may be times that we invite the local newspapers to our school to cover an event and your child's photo may be taken. In order for students' photos to appear in our publications, it is required that we obtain parental permission by completing the Photo Release form in your registration packet.

SOCIAL MEDIA

The ELC's Facebook page is *Early Learning Center of Lorain County*. Information and announcements are posted for parents to keep up-to-date.

WEBSITE

Our website page can be found on www.elcofloraincounty.org. The following important information is listed on our page:

- Enrollment Forms
- Poverty Guidelines
- ELC Facts
- School Calendar
- Calendar of Events
- Parent Handbook
- Itinerant Handbook
- Our Brochure
- Supply Lists
- Link to Facebook



**2019 ~ 2020 PARENT HANDBOOK
ACKNOWLEDGEMENT OF RECEIPT**

This handbook has been prepared for the families of the Lorain County Early Learning Center.

I have read and reviewed the contents of the 2019 - 2020 Parent Handbook.

Child's Name (please print)

Parent/Guardian (please print)

Parent/Guardian Signature

Date

Comment, questions or concerns:
