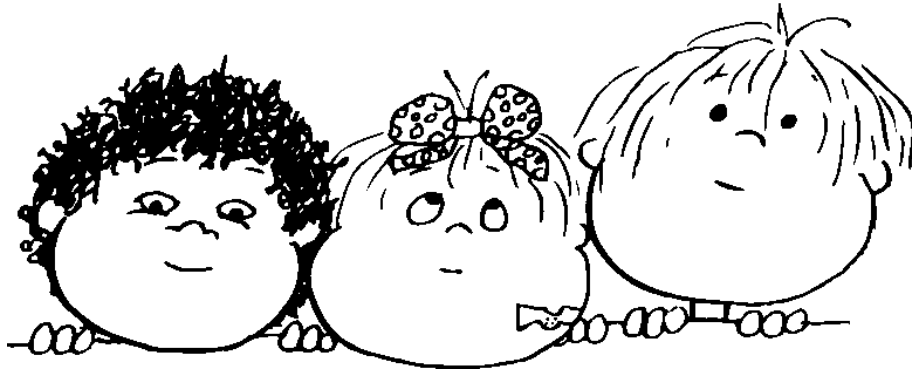


**WEE SCHOOL, INFANT & TODDLER CENTER OF
SHELBY HILLS
PARENT HANDBOOK**



“An Innovative Program for Young Children”

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SHELBY COUNTY BOARD OF DEVELOPMENTAL DISABILITIES

“To enhance the quality of life for people with developmental disabilities”

Laura Zureich-Superintendent
Lisa Slonecker - Director

Revised: 06/11

MISSION STATEMENT

Wee School, Infant & Toddler Center of Shelby Hills

We believe that Early Intervention programming should provide a safe and nurturing environment that promotes the development of children. We further believe that play is the work of children. Young children learn best when given the opportunities to select activities that encourage interactive play within a teacher-planned environment. Therefore, play is used as a method for accomplishing intervention goals and objectives.

Our center-based program provides opportunities for children to learn together in an integrated setting which provides opportunities for learning by assisting a student to develop physically, emotionally, socially, and mentally to their fullest potential. Different levels of ability are expected, appreciated, and used to design learning experiences.

- Wee School Staff

PROGRAMS

The Shelby County Board of Developmental Disabilities hosts several programs for children. These include:

Preschool Classes at Shelby Hills Early Childhood Center, Fort Loramie Elementary, Jackson Center School - The preschool services at Shelby Hills are for children who are at least 3 but not of compulsory school age and who are experiencing a developmental delay.

Typical Preschool Classes at Shelby Hills Early Childhood Center, Fort Loramie Elementary, Jackson Center School - Typical preschool is for children whose families wish to enroll their child in a preschool setting for ages 3-6.

Daycare at Wilma Valentine Creative Learning Center - The Wilma Valentine Creative Learning Center offers daycare services for children between the ages of 3-6 years of age. This non-profit daycare center is housed on the site of Shelby Hills Early Childhood Center and Wee School.

Early Intervention Program at Wee School - Early intervention services are for infants and toddlers under 3 years of age experiencing a developmental delay.

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PARENT INFORMATION

HOURS OF OPERATION

Wee School is open Monday-Friday from 8:00AM-4:00PM. Year-round services are offered through service coordination, home-based programs, and modified center-based programs in the summer.

The following center-based programs are offered from August-May:

Tuesday and Thursday from 9:00AM-11:00AM and 12:00PM-2:00PM

OR

Monday and Wednesday from 9:00AM-11:00AM and 12:00PM-2:00PM

Home-based programs are offered and scheduled according to the needs of the family and child.

MONTHS OF OPERATION: August 22, 2011 through May 25, 2012.

CLOSED DAYS: Wee School will be closed on the following days.

Sept. 5	Labor Day	
Oct. 10	Columbus Day	
Oct. 28	Professional Day	Nov. 11
Veterans Day		
Nov. 23-25	Thanksgiving	
Dec. 22-Dec. 30	Winter Break	
Jan. 16	Martin Luther King Day	
Feb. 20	Presidents Day	
April 2-April 6	Spring Break	
May 28	Memorial Day	

LICENSURE

The Wee School early intervention program is accredited by the Ohio Department of DD.

The rules and regulations are available in the school office. The center's licensing record including compliance report forms and evaluation forms from the Health Department and Fire Department are available upon request from the department. The Ohio Department of DD's telephone number is 1-866-313-6733 for any person to use to report a suspected violation by the center.

RELEASE OF A CHILD

No child will be released to anyone other than parent, guardian, or those named on the child release form unless we have verbal or written permission from the parent whose signature appears on the child release form.

We will not knowingly release any child to a parent, guardian, or other pick-up person who we feel is under the influence of drugs or alcohol. We will contact the other parent, or pick-up person listed on the release form.

SPECIAL INSTRUCTIONS

1. If your child will be absent because of illness, doctor's appointment, etc., please notify Wee School by calling 498-0101.
2. If classes are canceled or delayed because of weather, the announcement will be made on the following radio stations: WMVR 105.5FM (Sidney), Dayton stations: K99 99.1FM, The Point 95.7FM, and/or watch Dayton TV station WHIO (Channel 7). The phone message system will be changed to reflect program status for that day.
3. If classes are cancelled because of weather or other circumstances, parents may be contacted by a personal phone call through our One Call Now system. Parents/Guardians will need to complete a One Call registration form and can register up to two phone numbers. Changes of telephone numbers throughout the year should be made in the main office.

PARENTAL PARTICIPATION

1. Parents who need assistance with problems or complaints related to the program are asked to speak with the Director.
2. Parents are encouraged and expected to be an integral part of their child's program.
3. An adult age 18 or over is required to attend center-based classes with their child except when alternate arrangements have been made.
4. Therapy Plan Updates are held on a regular basis. These are important meetings where progress and concerns can be discussed with the team.

ARRIVAL AND DEPARTURE

The adult attending a center-based class shall arrive with the child and wait in the parent waiting lobby area. The staff will come to the lobby to meet the families and lead them to the classrooms. For children who may be participating in the transition process, the responsible staff member will assure that each child leaves with the parent, guardian, or person whose name appears on the child release form.

POLICIES

NON-DISCRIMINATION POLICY

This center will follow a non-discrimination practice in delivery of service to children or staff. There will be no preference toward or discrimination against any individual because of age, race, color, creed, gender, or handicap.

SAFETY POLICY

1. No child shall ever be left alone or unsupervised.

2. A telephone is located in the school office and in all classrooms and is immediately accessible at all times.
3. A monthly fire drill will be held at varying times each month. Staff and families are taught the safe way to exit the school as rapidly as possible.
4. Tornado drills are held during tornado season. Staff and families are taught to find the safest refuges in the school, and drills are conducted for everyone to move to those places. The staff and families are taught how to shield their bodies and their children from possible harm.
5. A plan, which explains action to be taken and staff responsibilities in case of fire emergency and weather alerts are posted at each exit.
6. Whenever children are transported by vehicles away from the Center on field trips, the following requirements will be met:
 - A. A first aid box shall be available on the trip, which meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
 - B. A person trained in first aid shall be available on the trip that meets the requirements of Rule 5101:2-12-31 of the Administrative Code;
 - C. Each child on the trip shall have identification attached to him/herself containing the child's name and Center's name, address and telephone number;
 - D. Each child's emergency medical form shall be transported with the child.
7. An incident report will be completed when an accident or injury occurs.
8. Spray aerosols shall not be used at any time when children are present at the Center.
9. All staff members are required under section 2151-421 of the Ohio Revised Code to report their suspicion of child abuse or child neglect. Staff members shall immediately notify the nurse or director when the staff member suspects that a child has been abused or neglected. The staff member will then notify the Shelby County Children's Services of the suspected abuse. Training in the recognition of child abuse is provided to staff by Shelby County Children's Services.
10. Incidents that adversely affect the health and safety of children in our program are written up into incident reports called Unusual Incidents (UI's). Writing incident reports is a communication dialogue between the parent/guardian and the school. UI's help the parent to know what incident happened to their child during the day and how staff were able to intervene, remedy or help their child in medical, behavioral, or other types of incidents. Some incidents are very basic and don't require further intervention or investigation. Other incidents are more serious (their child's health and safety is more at risk) and require that an investigation occur and that the case be filed with the Ohio Department of DD. These types of incidents are called Major Unusual Incidents (MUI's). The Ohio Department of DD requires that all UI's and MUI's are documented and that the Shelby County Board of DD keeps track of all incidents.

MANAGEMENT OF COMMUNICABLE DISEASE POLICY

1. Nurse and staff conduct a daily health check of children.
2. The nurses are trained in prevention, recognition, and management of communicable diseases.
3. The Ohio Department of Health Communicable Disease Chart is posted in the nurse's clinic. It is used as a reference tool for when a child is to be excluded and or re-admitted to school.
4. Children are to remain home should they have any of the following:
 - A. temperature of 100 degrees Fahrenheit taken by axillary method when in combination with other signs of illness
 - B. unusual spots or rashes
 - C. diarrhea /more than one abnormally loose stool within a 24-hour period
 - D. Vomiting (two or more times within a 24 hour period)
 - E. evidence of lice, scabies, or other parasitic infestation
 - F. severe coughing, causing the child to become red or blue in the face or to make a whooping sound
 - G. difficult or rapid breathing
 - H. stiff neck
 - I. yellowish skin or eyes
 - J. conjunctivitis
 - K. untreated infected skin patch(es)
 - L. unusually dark urine and/or grey or white stool
 - M. sore throat or difficulty swallowing
5. Should any of the above mentioned occur during class time, the child shall be taken home by the adult attending class with them.
6. Appropriate germicidal cleaning and/or laundered shall be utilized before an item is used by another child.
7. After an illness, the child may be re-admitted to the Center
 - 24 hours after temperature has returned to normal
 - or 24 hours after all symptoms have disappeared.
8. When staff becomes ill, they are sent home.

GUIDELINES FOR MEDICATION ADMINISTRATION

1. Medication (including non-prescriptions) - The child attending Wee School for 2 hours should take their medication at home before and/or after school.
2. For those children who have potential life-threatening medical diagnosis that have been prescribed medication to be used "As Needed" i.e. EPI Pen Jr. for severe allergic reactions, Diastat for seizures, or asthma medication for asthma attacks, these medications need to be kept at Wee School. In order for such medications to be

stored and administered by Wee School staff the process is as follows as pursuant by ODPW 1217 REV 9/86:

- A. Completed and signed medication forms from Physician and parent/guardian are received and on file at school.
- B. The parent/guardian must assume responsibility for the safe delivery of the medication to and from school. The medication will be kept in a locked cabinet.
- C. The medication must be received in the original container in which it was dispensed in, with child's name and prescribing information
- D. For the medication to be discontinued the Center must receive written notification from physician.
- E. Each new school year the medications forms need to be re-submitted and updated as necessary for new medication or changes in the medication order.

MEDICAL EMERGENCY PLAN

- 1. Location of First Aid: The first aid supplies are located in the clinic of the Center with easy access to all staff members but out of the reach of children. The Center nurse, staff member, or adult attending with the child will administer first aid.
- 2. Emergency Numbers:

Children's Services	498-4981
Emergency Squad	911
Fire Department	911
Hospital (Wilson Memorial)	498-2311
National Poison Control	1-800-222-1222
Sheriff	911
Police	911

Staff are trained in first aid and CPR training, which is provided by persons certified to meet State childcare guidelines.

- 3. Location of Children's Records including Medical Records: Records are located in the student's files in the Center office.
- 4. Emergency Instructions: If a child is in need of medical assistance at a source away from the Center and the Center has obtained consent from the parent or guardian to seek medical treatment for the child, the child's record as required by Rule 1501:2-12-46 of the Administrative Code, shall be transported to the source of medical assistance with the child. The child will be transported by local EMS(Emergency Medical Squad.)
- 5. Dental first aid chart and emergency instructions are located in the clinic of Wee School.

PARENT RIGHTS

When your child who is birth through age three receives services from the Early Intervention program, you receive certain rights. Your rights include:

- The right to accept or decline services from the Early Intervention/Help Me Grow program
- The right to be informed of your rights
- The right to have all information about your child and his/her records kept private and confidential
- The right to review and make changes to records about your child and family at any time
- The right to make a formal complaint about services for your child
- The right to know to whom to make a written complaint and then get an answer to that complaint within 30 days
- The right to accept some services and decline others
- The right to provide informed written consent before any evaluation or services begin
- The right to provide informed written consent before any information about your child or family is shared between service providers
- The right to request, be present at and take part in meetings about your child and family

Parents of children with a developmental delay or disability have special rights stated in the federal law called Individualized with Disabilities Education Act (IDEA). If your child has a delay or disability, your rights include the right to the following services at no cost to you:

- Developmental evaluation to determine eligibility
- Assessment of the strengths and needs of your family
- Service Coordination
- Help with writing and updating the Individualized Family Service Plan (IFSP)
- Help with transition planning before your child turns three
- The right to have an advocate, friend, interpreter or lawyer present at any or all contacts with service providers
- The right to receive written notice before there is a change in services. The written notice should include what and why the change is being proposed or denied

There are ways to make a complaint:

- Contact your Service Coordinator
- Contact your local Board of DD
(937) 497-8155
- Contact the Bureau of Early Intervention Services at the Ohio Department of Health;
Ohio Department of Health
Help Me Grow

246 N. High Street
Columbus, OH 43215
614-644-8389
- Contact Ohio Department of DD
Hotline: 1-866-464-6733
TDD: 1-800-750-0750
- Contact Ohio Legal Rights Services
1-800-282-9181 (Also TDD)

ENROLLMENT PROCEDURES FOR CHILDREN WITH SPECIAL NEEDS

WEE SCHOOL CLASSES

To be eligible for early intervention classes the child must be under 3 years of age and found to have a developmental delay in at least one of the following areas: communication, emotional/social, motor, cognitive, or self-help.

EARLY INTERVENTION ASSESSMENTS

Children enrolled in the program shall be assessed in all developmental areas. These assessments are a team assessment and the participants in the assessment are determined by the needs of the child. Ongoing assessments occur to monitor progress and identify needs.

HELP ME GROW

Children enrolled in the program will have a service coordinator provided by Help Me Grow – the Central Intake and Referral site for Shelby County.