

Preschool Handbook

2022-2023



*For Parents of
Westerville Preschool Students*



Westerville City School District

Welcome to the Westerville City Schools Preschool!

The Preschool Handbook is a supplement to the Westerville City Schools Elementary Handbook and designed to help you understand the expectations and routines of our program. In response to evolving pandemic guidelines, these processes might change throughout the year to reflect current recommendations local and state health requirements.

Please access and review the District 2022-2023 Handbook for Elementary School for district policies not found in the Preschool Handbook.

If you have any questions, please talk with your child's teacher, The Director of Preschool Services, or any of the preschool staff.

We anticipate your child experiencing success in our program, and we look forward to working with you!

Please remember that portions of this handbook were developed prior to the COVID-19 Pandemic; throughout the year, we will act according to current guidance from district, state and federal authorities. All included information remains subject to change.



Staff Roster and Directory Information

Attendance Line: 614-797-7453

Main Office – 614-797-7450

Fax – 614-797-7451

Clinic – 614-797-7464

Preschool Office Team

Suzanne Kile, Director of Preschool Services Kiles@wcsoh.org
Becki Anderson, Assessment/Transition Facilitator Andersob@wcsoh.org
Lisa Short.....614-797-5903 ShortL@wcsoh.org
Amy Kennedy.....614-797-7452 Kennedya@wcsoh.org

Preschool Teachers

Krista Houston	HoustonK@wcsoh.org	Ann Rochon	RochonA@wcsoh.org
Alex Beard	BeardA@wcsoh.org	Melissa Williamson	Willimel@wcsoh.org
Kendra Crabtree	CrabtreeK@wcsoh.org	Ashley Summers	SummersA@wcsoh.org
Madison Crandall	crandalm@wcsoh.org	Katie Summers	SummersK@wcsoh.org
Heather Hiles	HilesH@wcsoh.org	Becky Armstrong	Armstor@wcsoh.org
Celeste Miller	MillerCe@wcsoh.org	RaNae Edwards	EdwardsR@wcsoh.org
	Rozanne Hoffmanbeck	hoffmanr@wcsoh.org	

Adaptive Physical Education

Julie Motyka Motyka@wcsoh.org

Physical Therapist

Kelly Hershiser Hershisk@wcsoh.org

Occupational Therapists

Betsy Gambone GamboneB@wcsoh.org
Anna Webber WebberA@wcsoh.org
Jacqueline Patterson PattersJ@wcsoh.org
Julie Koontz KoontzJ@wcsoh.org

School Psychologists

Debbie Dunbar DunbarD@wcsoh.org
Nikki Placencia PlacencN@wcsoh.org
Anne Rebman RebmanA@wcsoh.org
Karlie Foy FoyK@wcsoh.org

Speech/Language Therapists

Sarah Frame	FrameS@wcsoh.org	Julie Pencheff	PenchefJ@wcsoh.org
Kelly Cotterman	CottermK@wcsoh.org	Sarah Davis	DavisS@wcsoh.org
Vanessa Miller	Millerv@wcsoh.org	Megan Sample	SampleM@wcsoh.org

Preschool Class Aides

Abbey Baer	Haelyn Cho	Lori Hause
Alma Sheets	Heather Lynskey	Shannon Weimerskirch
Anne Thompson	Jacqui Bott	Tia Hite
Christina Kitzmiller	Joy Durbin	Tracy Kumi
Kate Harris	Kim Briggs	Whitney Stewart
Melissa Ratliff	Jody Wall	

School Nurse Stefanie Chiudioni.....614-797-7464.....ChiudioniS@wcsoh.org

Custodians Justin Wolfe & Mark Patrick

Mascot The Polar Bear

Vision, Mission and Values

VISION:

Our vision is to be the benchmark of educational excellence.

MISSION:

Our mission is to prepare students to contribute to the competitive and changing world in which we live.

VALUES:

The Westerville School District and those who represent it acknowledge that an educational institution must promote, uphold and reflect the values for which it stands, as well as those for which its community stands, in all work and learning environments under its care. Driven by a vision to be the benchmark of educational excellence, the Westerville School District strives daily to exemplify the following organizational values:

Respect

We recognize individuality and that every person has worth, dignity, and the right an ability to learn and contribute.

Inclusiveness

We believe every person should have an equal opportunity to access and participate in all educational offerings.

Community

We are an integral part of the community and contribute to its success. Communication We foster opportunities to listen, question, reflect, and share thoughts, ideas and insights.

Collaboration

We embrace our diversity, interdependence, and the importance of learning from and with each other throughout life.

Innovation

We encourage creativity in the advancement of new ideas.

Nurturing

We ensure a safe and welcoming environment that allows every person to maximize his or her potential and character.

Trust

We deliver on our commitments and demonstrate consistency between our actions and our words.

Accountability

We are accountable to our students, our community, and each other.

Program Information

PRESCHOOL ADDRESS

The Early Learning Center
936 Eastwind Drive
Westerville, Ohio 43081-3319
614-797-7450
Fax 614-797-7451

PRESCHOOL HOURS

The Early Learning Center Preschool operates Monday through Thursday and follows the Westerville Schools Calendar.

Morning Session

Drop- Off: 9:15 a.m.
Tardy: 9:20 a.m.
Dismissal: 11:55 a.m.

Afternoon Session

Drop- Off: 1:20 p.m.
Tardy: 1:25 p.m.
Dismissal: 4:00 p.m.

[Preschool Program at the Early Learning Center page of the district website](https://www.westerville.k12.oh.us/35/Home)

<https://www.westerville.k12.oh.us/35/Home>

PARKING LOT EXPECTATIONS

Parents are responsible for safely escorting their child to and from the building.

When bringing your child to school, parents are expected to:

- Hold your child's hand until you are safely in the building.
- Yield to pedestrians as you enter the parking lot from Eastwind Drive.
- Park in a designated parking spot. Cars may NOT park along the driveway.
- Walk with your child to the pedestrian walkway, indicated by white stripes.



- Continue holding your child's hand and walk along the pedestrian walkway to the crosswalk.
- The pedestrian safe zone and crosswalk are highlighted in yellow on the map. Walk along the pedestrian walkway to the designated crosswalk, watching for traffic.
- Traffic crosses the pedestrian walkway and pedestrians must remain alert.

- No cars will go beyond the crosswalk. This area remains car-free for our students who ride the bus.
- Please remember that we need you to hold hands the entire time you are walking between your car and the building.

After parking in the parking lot, parents will escort their child to the assigned drop off person. Parents should remain with their child until they are transferred to the assigned supervising staff member. Additional guidelines and expectations will be provided throughout the school year.

TRANSPORTATION

Transportation services are available to students identified with a disability as required by law. Parents are expected to have students at their bus stop before the scheduled arrival time for pick up. The parent must also be at the bus stop before the scheduled time for drop off. Students are only released from the bus to a parent or a known representative.

ARRIVAL AND DROP OFF

- The Preschool Doors to each classroom will open at 9:15 am and 1:20 pm.
- Please remember that our children are responsible and capable of managing their own belongings.
- We appreciate students arriving on time.
- Additional guidelines and expectations will be provided throughout the school year.

DISMISSAL AND PICK UP

- Exterior classroom doors open at 11:55 am and 4:00 pm.
- Additional guidelines and expectations will be provided throughout the school year.

Before and after sessions start, student safety is our primary focus, and the parent or guardian is responsible for managing the child's behavior while in the school environment.

Arrival and dismissal are difficult times for teachers to answer questions or conference with parents. If you wish to discuss something with our team, please contact your child's teacher to make arrangements.

REPORTING YOUR CHILD'S ABSENCE

Student attendance is very important to us! Parents/guardians must telephone the school to report child's daily absence. If the school office personnel have not been notified, a phone call will be placed to either the home or place of employment.

Teaching and Learning

CHILD ASSESSMENT

Within the first 60 days of attendance, all students are administered a developmental screening which provides a useful snapshot of each child's development. This provides the teacher with insight in regards to a child's school readiness. This can also help identify potential developmental delays in our students, especially for students who are not already identified for special education. The teacher will discuss the outcome with parents during parent teacher conferences, or reach out to the parent by phone or email. Any student scoring below the range expected for the age of the child is referred for additional follow-up.

Parents who have concerns about their child's development should reach out to their child's teacher or Becki Anderson, our Assessment and Transition Facilitator for Preschool Services. Becki's email is Andersob@westerville.k12.oh.us or you can call the preschool office at 614-797-7450.

RESEARCH-BASED, COMPREHENSIVE CURRICULUM AND ASSESSMENT

Teachers have daily access to our curriculum, *Get Set for School* by Learning Without Tears. This curriculum, paired with The Early Learning and Development Standards, The Heggerty Phonemic Awareness materials and other materials selected to meet each student's specific needs, serve as the basis for the Daily Plan of Activities. At times these are modified in accordance with a student's IEP to meet their unique needs.

DAILY PLAN OF ACTIVITIES

In addition to our curriculum and assessment materials, teachers use a variety of resources to design daily activity plans to support every student's development in the five areas of Ohio's Early Learning and Development Standards. These areas or domains include:

- Social and Emotional Development
- Physical Well-being and Motor Development
- Approaches Toward Learning
- Language and Literacy Development
- Cognition and General Knowledge

Daily plans include learning activities as well as formal and informal assessments.

Each teacher also completes two state required assessments. The Early Learning Assessment (ELA) is completed twice a year for all students, and the Child Outcome Summary Form (COS) is completed for students with disabilities.

Progress is formally reported to all families at the end of the first and second semesters. Additionally, progress on IEP goals is reported to families at the end of every quarter.

The parents of all students are offered the opportunity for Parent Teacher Conferences two times annually, however, parents should reach out to their child's teacher any time they have questions / concerns or information to share with the team.

POSITIVE INTERVENTION AND BEHAVIOR MANAGEMENT

We recognize that preschool students are still learning how to regulate their emotions and behaviors, and often need help doing so. The Westerville City Schools preschool program follows a general management plan that is relational, positive, and proactive in preventing behavior problems by teaching students the skills needed.

Through our curriculum and other activities, our teachers integrated the social and emotional development standards throughout our learning experiences. Activities focus on developing each child's abilities to regulate attention, emotions, and behaviors, and to establish positive relationships with familiar adults and peers.

The preschool staff member in charge of a child or a group of children is responsible for behavior management or discipline of their students. We recognize that our students are still learning, and misbehavior provides an opportunity for our staff to intervene and guide behavior. Constructive, developmentally appropriate child guidance and management techniques are used such as redirection and praise for appropriate behavior. Information is shared with parents through the communication folder, phone calls, face-to-face or virtual conferences and/or e-mail.

If a child continues to demonstrate behavioral challenges, the parents, program director and other staff may be involved.

Daily Activities and Routines

Students will be involved in a variety of activities during the day. Some of these will be within our Center, but we also spend time in our Outdoor Learning Environment as weather permits. Because we often get messy, weather appropriate items and sturdy shoes will allow them to play comfortably and safely. Additionally, families are encouraged to send in a clean change of clothes that children can manage independently.

SUGGESTED DAILY ATTIRE:

- Gym Shoes for daily motor activities (tennis shoes, shoes with a back – no flip flops, rubber soled shoes...)
- Play Clothes (we will get dirty – all clothing should be washable)
- Please note that during motor activities we are often on the floor and move in a variety of body positions. We suggest that your child wear shorts/pants daily.

OUTDOOR RECREATION

Outdoor play is part of our daily routine when the weather allows. Once winter arrives, it is important to send your child in clothes to ensure that they stay warm and dry such as heavy coats, hats, and gloves. Putting your child's name on these items helps our staff match the correct items with each child. We follow the district guideline and will not go outdoors to play if the wind chill is 20 degrees or below.

CLASSROOM STAFF

Each of our classrooms has a lead teacher and at least one teaching assistant. We also have therapists that work within our classrooms.

BIRTHDAY / SPECIAL CELEBRATIONS

The Early Learning Center Preschool is taking an active role in promoting, supporting, and modeling

healthy eating habits for our students. We do not allow students to distribute edible treats for individual student celebrations (birthdays, moving to a new school, etc.) Please note that any food-item sent to school will NOT be opened or distributed and will be returned home with the child.

However, we love celebrating these events with your children, and we encourage families to consider non-food alternatives such as stickers, pencils, party hats, a special book, etc.

Annual school-wide celebrations will promote healthy habits by providing snack options such as fruits/vegetables and limited sweet/salty treats while also being sensitive to food allergies.

MOTOR TIME

Preschool is an important time for students to experience fine and gross motor activities that help build strength, motor planning, and develop a strong foundation for later learning.

SNACK TIME

Parents provide a nutritious daily snack for their child. Parents are encouraged to select a snack that is within the following groups: Meat, bread, milk, fruit or vegetable. Snack Tips for Parents are available at <https://www.choosemyplate.gov/ten-tips-snack-tips-for-parents>

Family Engagement and Communication

REQUIRED FORMS

Families complete/update their student's Emergency Medical Information and Parental Consent Forms online through the PowerSchool Parent Portal. These forms MUST be completed online in PowerSchool. Please call the preschool office if you need assistance.

FAMILY ROSTER

Our center creates a roster of parent / child names, addresses, and phone numbers, which is available to parents upon request. Parents are asked whether they would like to be included on the roster.

FAMILY INFORMATION

Our teachers and therapists seek information from families in a variety of ways. When families share information about their child such as interests, abilities, personality or about the child's family, it helps the team create an inclusive, welcoming environment and positive experiences for each child.

COMMUNICATION

Each child is provided a communication folder that goes back and forth from home each night. Information from school will be sent to the family in the folder and should be checked each night. Similarly, parents are encouraged to use the folder to send notes or information to the teacher. The folder will be checked each day at school.

Email and phone / voice mail are other good ways for families to communicate with school staff.

SCHOOLMESSENGER NOTIFICATION SYSTEM

Periodically information will be sent to all families through the SchoolMessenger system. Messages

are sent to the email address or phone numbers in the district's database.

DISTRICT AND CENTER-WIDE OPPORTUNITIES FOR ENGAGEMENT

Get Ready for School Event – This event occurs before the school year starts in August each year. This provides families with multiple opportunities to ensure everything is in place for the start of school.

Meet the Teacher Event – Held the week before school starts, families can visit the ELC and their child's classroom at their leisure. No formal programming is planned, but it is intended to support the successful transition of students to the new school year and possibly a new classroom. When the pandemic allows, this is followed by the Back to School Backyard Bash where families can get to know each other and the staff. Music, community organization information tables, food trucks or free snack are available to families.

Curriculum Night – This event is held each fall. It is an opportunity for families to hear directly from their child's teacher about classroom routines, the curriculum, daily activities, more.

Kindergarten 101 - A Basic Introduction to Kindergarten in Westerville – Each January, this 60-minute program is designed for parents of incoming kindergarten students. Participants can expect to receive information regarding Westerville's registration process and an overview of kindergarten "gentle start" and assessments. Kindergarten teachers will present information about kindergarten curriculum and expectations. A question/answer session will follow the presentation. Additional information about the transition to kindergarten can be found on the district's website at <https://www.westerville.k12.oh.us/content/kindergarten/>.

Special Education Family Engagement Forum – Four virtual meetings are held through the school year to discuss topics related to the education of students with disabilities. See the district website for dates and details on how to join.

Other events occur throughout the year. Families are notified of many events through email, but they can also watch the district website for additional opportunities.

The Virtual Backpack – this is a page on the district's website that distributes or displays materials as a community service. Non-district materials and the contents thereof are neither sponsored nor endorsed by the Westerville City School District Board of Education or the Superintendent. However, they are often of interest to families.

PARENT TEACHER CONFERENCES

Parent Teacher Conferences provide an opportunity for families and teachers to collaborate on each child's goals and to discuss the progress each child is making. Families are encouraged to share their observations from home and ask any question that they have.

We want this to be convenient for families, and there are many opportunities for families to meet with our teaching staff. Staff are available to meet in person, virtually or by telephone and at various times day, including early evening. Interrupters are available upon request.

- Two days in the fall are included in Westerville Schools Calendar for parent teacher conferences. During these days, school is not in session, with Preschool following the elementary schedule.

- Parents of students with disabilities have at least one annual IEP scheduled each year.
- Teachers arrange individual times to meet with the families of our peers in the spring. This often occurs on Fridays when the students are not in session.
- Additional conferences can be arranged by request. At times, these are suggested by our staff and at times by the family.

Our program director is also available to meet upon request.

WESTERVILLE SPECIAL NEEDS PARENT TEACHER ASSOCIATION

The WSNPTA provides support to our center in a variety of ways such as hosting events for our families, bringing book characters to our classrooms, and providing financial support to enhance our program.

PTA is a great way to make sure that your voice is heard and to get to know other preschool families. Whether or not you choose to be a member, all families are encouraged to participate in PTA activities and attend the general membership meetings. For more information check out the website at www.wsnpta.org

COMMUNITY PARTNERSHIPS

The Early Learning Center has established partnerships with various organizations and businesses across the Westerville Community. We also work closely with Early Intervention and our K-12 counterparts to ensure a smooth transition into and out of our program. If you are part of a community organization or local business who would like to work with our program, please reach out to Suzanne Kile at 614-797-5943 or kiles@wcohs.org.

ANNUAL FAMILY SURVEY

We value the feedback of our families and community! Each spring, we conduct a family and community survey, and we encourage all families to participate. The information we gather through this process is one of the sources we use to help us continue to improve. If you have information or feedback that you would like to share prior to the survey in the spring, please reach out to the preschool office.

Child Find

Do you have concerns that your child might have a disability and needs special education and related service?

Q: What is Child Find?

Each school district is required to put in processes and procedures to identify, locate and evaluate students suspected of having a disability who may need special education and related services.

Q: What is the purpose of Child Find?

- To promote public awareness of disabilities.
- To alert parents, professionals and the public to children who may have special needs.
- To assist school districts in finding children who may have disabilities and who otherwise may not have come to their attention.

- To enable children and families to receive the special education and related services that are needed.

Q: What is a disability?

Children ages birth to 3 years - a mental or physical impairment that may result in a developmental delay. For additional information, refer to the Help Me Grow website.

Children ages 3 to 5 years - Students who have documented needs in one or more of the following areas: adaptive behavior, cognition, communication, hearing, vision, sensory/motor functioning, social-emotional functioning, and/or behavioral functioning.

Children ages 5 to 21 years - Students who have documented needs in one or more of the following areas:

Autism, Cognitive Disability, Deaf-blindness, Deafness, Emotional Disturbance, Hearing Impairment, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment.

Q: What do you do (as a parent/guardian) if you suspect your child(ren) has a disability?

If you suspect your child has a disability, contact your building administrator in writing with your concerns. The school team will contact you to discuss the next steps in the process.

For preschool aged children in the Westerville School District, concerns should be sent to Becki Anderson, Assessment and Transition Facilitator for Preschool Services. Her email is Andersob@westerville.k12.oh.us or you can call the preschool office at 614-797-7450.

Q: What do you do (as someone other than the parent/guardian) if you suspect a child(ren) has a disability?

If you suspect a child other than your own has a disability, please contact the district Special Education Department at 614-797-5900. The school team will contact the parents of the child to discuss the next steps in the process.

Health and Safety

COVID-19

Westerville City School District officials continue to monitor COVID-19 (Coronavirus) developments by reviewing information from the Franklin County and Delaware County health departments, the Ohio Department of Health, the Ohio Department of Education, and Centers for Disease Control and Prevention. Please watch for information sent home or on the [district's website](#) for the most current details.

DISTRICT SAFETY PLAN

In case of emergency, district employees follow the Westerville City Schools Emergency Operations Plan. Westerville Schools work closely with local emergency responders and conduct monthly drills of emergency situations, and including fire drills, rapid dismissals, tornado drills, and school safety drills in accordance with R.C. 3737.73, and keeping records of such drills or dismissals

STUDENT SUPERVISION

Each class has at least one lead teacher and one assistant teacher. Our integrated classrooms serve up to 8 students with disabilities and 8 non-disabled peers. Our special education classrooms serve only students with disabilities and can have up to 8 students. In either type of classroom, both the teacher and assistant are responsible for knowing the number of students present at any given point in the day and maintaining the expected adult to student ratios. No child shall ever be left alone or unsupervised.

Ohio Department of Medicaid's HEALTHCHECK

Healthchek is Ohio's Early and Periodic Screening, Diagnostic, and Treatment (ESPDT) service package. These are comprehensive and preventative services for babies, kids, and young adults younger than age 21 who are covered by Ohio Medicaid. For a list of Healthchek Coordinators, visit: <http://medicaid.ohio.gov/Healthchek>

HEALTH OF OUR STUDENTS*

Additional health and safety information is included on The Westerville City Schools [Health Services page](#) of our website: <https://www.westerville.k12.oh.us/>

Medications – Administering Medications to Students

The Westerville City Schools do not purchase or make available aspirin, **other nonprescription or prescription medications** to be given to students. Ohio Revised Code Section 3313.713 requires school personnel to:

- A. Administer all prescription or non-prescription medications to students when parents/guardians request that the school personnel administer such medications. To request assistance with medication, the parent/guardian must:
 1. Complete a "Request to Administer Prescribed Medication to a Student During School Hours." The medication form must be signed by parent and physician;
 2. Keep medication in a prescription labeled bottle. (Pharmacy may provide an extra bottle for long-term medication.) If it is a non-prescription drug, it must be in the original container;
 3. Not send more than one (1) week's supply of medication at one time (5 school days or 4 days for preschool);
 4. Provide a revised statement signed by the physician for any changes in the dosage to be given; **a revised labeled medication bottle is required for prescription medications.**
- B. If you would like your child to carry an inhaler during school hours, the "Self-Medication for Asthma Inhalers Authorization Form" needs to be completed by the doctor and signed by you (OHIO REVISED CODE 3313.716).
- C. If you would like your child to carry an Epi Pen (for anaphylaxis reaction to an allergen) during school hours, the "Self-Administration for Epi Pen Injectable Authorization Form" needs to be completed by the doctor and signed by you. **The school must have a back-up dose of the anaphylaxis medication.** If a dose is used during school or at any school activity, assistance from an emergency medical service provider will be

requested. [OHIO REVISED CODE 3313.718]

Medical forms are available on Westerville City School District website

www.wcsoh.org

Go to Parents/Guardians, Health Services, Documents.

When possible, give medication outside of school hours (for example: before school, immediately after school, before child's bedtime and before parents' bedtime -- to get in 4 doses). For further help in adjusting dosage times, please consult your physician. For further clarification, please contact the school nurse.

Note that certain medical conditions, including conditions that require medication by injection or other procedure during the school day, may warrant additional directions from the physician and/or parent. When the parent is unable to provide injectable medication during the school day, the parent/guardian must provide the school with instructions from the student's physician **before** staff will administer such medication. These instructions must be approved by the prescribing physician and administered in accordance with a medication plan developed by a team, which will include the parent and designated school staff.

Illness and Emergency Procedures

During the school year, there may be changes in addresses and telephone numbers on emergency cards. If there is a change, please notify your child's teacher and/or the secretary.

Completed emergency cards are **REQUIRED**, and only those persons listed on an emergency card may pick up students unless there has been prior approval from the building administrator.

Students who become ill during the school day should report to the clinic. The school personnel will attempt to notify the parents/guardians or person listed on the student's emergency card to share information and arrange for the student to go home. We assume no responsibility for treatment of sickness beyond emergency first aid.

In all cases of illness or injury, it is expected a parent/guardian or the emergency contact person will pick up the student as soon as possible after being called. If a student needs to be transported by an emergency vehicle, the emergency squad official will determine to which hospital, the student will be transported.

Immunizations

State legislation requires that the parents/guardians submit written evidence within fourteen (14) days after school registration that their child has had all the required immunizations for him/her to remain in school. If, after the end of the fourteen (14) day grace period, the parent/guardian has not submitted written evidence of compliance, the student shall be excluded from school until such evidence is submitted. During the period of exclusion, the student's absence will be recorded as unexcused **and a referral to Children's Services may occur**. Per Ohio Revised Code 3701.13 and 3313.671, the required immunizations are:

Preschool Only:

4 DPT

3 Polio

1MMR

3-4 HIB

3 Hepatitis B's

*Preschoolers must also present a current physical/medical statement.

Immunization clinics are provided by local health departments for a nominal fee. No child is denied services for inability to pay. All children must be accompanied by a parent or guardian. Please bring your child's shot records with you to your appointment.

COLUMBUS HEALTH DEPARTMENT: (614) 645-7945
www.publichealth.columbus.gov

FRANKLIN COUNTY BOARD OF HEALTH: (614) 462-3635
www.franklincounty.gov/board_of_health/immunizations

DELAWARE COUNTY BOARD OF HEALTH: (740) 203-2040

BEN FRANKLIN TB CLINIC AT THE COUMBUS HEALTH DEPARTMENT: (614) 645-2199

Chronic Student Health Concerns

If a child has a health concern, parents must provide a written explanation of the concern for the child's School-health records and update the information at regular intervals. Documentation from the child's health care provider may be required.

Contagious Situations

If a child has been ill, please remember that he/she should be fever-free, without the aid of fever reducing medication, for 24 hours before returning to school. A child will be sent home if he/she has a temperature of 100 degrees or above, has vomited, has diarrhea, chicken pox, pink eye, scarlet fever, strep infections, whooping cough, impetigo, and other conditions indicated by the Local and State Health Departments, has an undiagnosed rash, or is suspected of having a contagious disease including head lice. Any removal will be only for the contagious period as specified in the school's administrative guidelines.

Head Lice

Head lice (Pediculosis) seems to be a year-round problem for most communities. Since parents can be of crucial importance in controlling head lice, we want to help you become well informed.

How Do You Get It?

Head lice are a fairly common, easily treated condition that is generally not associated with any serious medical complications. Head lice are usually transmitted from one person to another by direct personal contact and by the common use of personal items such as combs, brushes, hats or scarves. Children should be warned against sharing hats, clothing or grooming aids with other children. Many people think that head lice become established on persons who are not clean. In the case of head lice, this is NOT TRUE. Frequent bathing will neither prevent head lice nor eliminate them once they are present.

What to Look For:

One of the most common signs to look for is intense itching and scratching of the scalp. Head lice are elongated insects about (--) this long and are grayish-white to light brown. Lice do not have wings and, therefore, cannot fly. They do not jump, but do move very quickly; this makes them very

difficult to find in a child's hair. Since crawling forms are so difficult to see, the diagnosis of head lice is usually made on the basis of finding nits (louse eggs). Nits are teardrop in shape, about this size (), and vary in color from yellowish-brown to white. Head lice attach each to a single hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that sometimes look like nits to the naked eye. Nits are most commonly found in the hair at the back of the neck or behind the ears. It helps to use a magnifying glass and bright light (preferably daylight) when looking for nits.

What Can Parents Do?

Lice are highly communicable and difficult to prevent, but if every parent takes the responsibility to check the entire family's hair and scalp often, their spread can be controlled. If you suspect your child has head lice, but you are not sure, contact your child's school. If you know your child has head lice, consult your physician, school nurse or pharmacist concerning treatment. Don't be embarrassed to notify your child's school so measures may be taken to control the lice. Also, notify the parents of your child's recent playmates. Parental cooperation will help to prevent spreading lice to other children including your own.

Students will be readmitted to school the morning after the first treatment and removal of nits. Experience has shown that removal of nits, although time consuming, is a very effective control measure. Removal of nits provides school officials with clear evidence that treatment has taken place and aids in immediate identification of infestation.

Student Accident Insurance and Liability Insurance

The school district does not pay for any medical related expenses as a result of students injuring themselves on school premises, off school grounds during school sponsored events, on school-sponsored transportation, or on any school or non-school property before or after school hours. The district does not carry student accident insurance; however, for those families needing insurance, student accident insurance is available upon request. The district does not carry insurance for the property of others. If students lose an item (for example, but not limited to, a musical instrument) or their property is otherwise stolen, it is still their responsibility to replace the property.

TB Information for New Foreign Students

Ohio Law and Westerville City Schools require that all new students entering school from a foreign country have a negative TB test (Mantoux PPD preferred) or a negative chest X-ray from a physician or clinic in the United States prior to starting school. If your child has had a negative TB test or chest X-ray from a physician or clinic in the United States within a year of enrolling in Westerville, he/she can start school immediately. If your child has not had a negative TB test or chest X-ray within a year of coming to this country, he/she will need this before starting school. It takes 2 days for the TB test to be given and read. Once the school receives a negative TB test or chest X-ray report from a doctor, your child may start school. If your child has a positive TB test, a chest X-ray will need to be done. Once a note is received from a doctor that the chest X-ray is negative, your child can start school. Sometimes when a TB test is positive a doctor will also prescribe an antibiotic called INH or Isoniazid for your child to prevent TB from occurring later. If your child has a positive chest X-ray, he/she will not be permitted to start school until the health department doctor feels it is safe for your child to be around other children. Your child will need to be on an antibiotic for TB.

Where TB Testing Can Be Done

A TB test and chest X-ray can be done by your child's doctor or at any urgent care medical facility. There is also a TB clinic at the Columbus Health Department's Ben Franklin TB Clinic. A fee of \$15.00 is charged. Medicare, Medicaid, and Care Source Insurances are accepted. The TB clinic phone number is 614-645-7310. The clinic is located in Room 235 at 240 Parsons Ave. (between

Bryden Road and Parsons Ave., two blocks north of Children's Hospital). The clinic is closed on all legal holidays. Other immunizations can also be given at this same location. Take your child's immunization records with you. There is free parking at the rear of the building, and the TB clinic is through the double doors on the second floor.

Skin Tests can only be placed at the following times and no appointment is necessary:

- Monday between 8 am and 3 pm
- Tuesday between 11 am and 3 pm
- Wednesday between 8 am and 11 am

If a chest X-ray needs to be done, you will need to bring documentation of the date of the positive TB test and the size of the reaction (read in mm). Chest X-rays can be done only at the following times, and no appointment is necessary:

- Monday and Friday between 8:00 am and 3:00 pm
- Tuesday between 11 am and 3 pm
- Wednesday and Thursday between 8:00 am and 11:00 am

If your child requires INH medication, please call 614-645-2199 for an appointment. Please leave a message, spelling out the child's first/last name, date of birth, and your telephone number. The TB clinic will call you for an appointment time.

Control of Casual Contact Communicable Diseases and Pests

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to exclude or isolate a student who appears ill or has been exposed to a communicable disease or pest, such as lice.

Control of Non-Casual (Direct) Contact Communicable Diseases

In the case of non-casual-contact communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have her or his status reviewed by a panel of resource people, including the County Health Department, to insure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Regulation for Administration of Prescription Medications

Prescription Medications Only

1. Written requests must be obtained from the physician and the parent/guardian each year before any prescription medication may be administered by school personnel. The request must include instructions as to name of medication, dosage, time and procedure for administration, storage, and possible side effects.
2. The prescription medication must be received in the original container in which it was dispensed by the doctor or pharmacist. Pharmacists can make a duplicate bottle for the school.
3. New request forms must be submitted each school year and whenever there is any change in the medication order, such as an increase or decrease in medication, or a new medication.
4. Forms can be faxed from home or the doctor's office to the school.
5. Accurate records of the administration of daily medications will be kept in the student's

- health file.
6. Notwithstanding the foregoing, a student may self-carry and administer his or her own prescription medication via inhaler if a request for the student to do so is completed by a physician and a parent/guardian in advance and is on file at the school.
 7. The School Board designates the following personnel to administer prescription medication: nurses, aides, secretarial/office staff, bus drivers, assistant principals, principals, other district building administrators and others as designated by the student's IEP and/or 504 Plan and/or any other person(s) as determined and designated by the Superintendent or designee to meet the needs of a particular student. Any of the foregoing personnel administering medication may do so only after reviewing the applicable request form, including physician's instructions and signature.
 8. At the end of the school year, notes are sent home with the students letting the parents know that any remaining prescription medication will be sent home with the student at the end of the school year. Parents may decide to pick up unused prescription medications at the end of each school year.
 9. New medication forms for prescription medications and self-carrying of inhalers will be sent home with the students who are currently taking medication at the end of each school year so that your student may begin carrying their medication on the first day of the new school year with properly completed medication forms on file.

Non-prescribed (Over-the-Counter) Medications Only

1. Written requests must be obtained from the physician and the parent/guardian each year before any over-the-counter medication may be administered by school personnel. The request must include instructions as to the name of medication, dosage, time, and procedure for administration, storage, and possible side effects.
2. All over-the-counter medication must be in the original container.
3. No aspirin, Tylenol, etc., will be administered to students. If a parent wants to keep that kind of medication on hand for the child who has chronic headaches, etc., a doctor's permission form needs to be completed; and the parent must provide the appropriate number of doses.
4. If medication is needed during the school day by the student, a parent will need to be contacted to assure the medication was not also administered at home to the student. Medication will only be administered according to the time frame recommended by the manufacturer. If a student has obvious signs of injury or illness, such as a fever, rash, vomiting, diarrhea, or other signs of a possible communicable illness or serious injury, the student medication may be given, but they may need to be sent home because of possible contagion or for observation.
5. All over-the-counter medication will be kept in the clinic for designated staff to administer.

Licensing Information

The Early Learning Center has a License to Operate by the State of Ohio Department of Education. The License to Operate is posted by the front door of our Center. Copies of the report are available upon request. To report any concerns, complaints, and or violations, call (614) 466-0224 or the Department of Ombudsperson at (877) 644-6338.