

CARROLL HILLS PRESCHOOL

2167 Kensington Rd NE
Carrollton, OH 44615
Phone: 330-627-7651

Dear Parents:

Welcome to the Carroll Hills Preschool! Carroll Hills offers an integrated developmentally appropriate preschool program for children ages 3 to 5 who are residents of Carroll County. Students served include children with developmental delays with children who are considered to be typically developing integrated within each class. Our aim is to further enhance language acquisition and interactive play in the child with special needs while educating the typically developing child about individuals with differences. Research supports, and we believe, that an integrated program will have a positive effect on all children as they prepare not only for kindergarten, but also for life.

Please take the time to read through this parent handbook carefully. We are committed to providing the best possible preschool education available and are dedicated to the total development of all children. We anticipate a good year for you and your child.

Sincerely,
The Carroll Hills Preschool Staff

Carroll County Board of Developmental Disabilities

540 High Street N.W., Carrollton, OH 44615

Board Offices
P.O. Box 429
Carrollton, Ohio 44615
Phone: 330-627-6555
Fax: 330-627-6115



Mathual J. Campbell,
Superintendent
carrollcbdd.org

Carroll Hills School
2167 Kensington Road N.E.
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

Parents/ Guardians:

Welcome Back! We are excited to get this school year at Carroll Hills started.

If your child is being dropped off at the school, in the past you parked and brought your child to the school. This has changed. We will not be permitting parents in the building. I know this may seem harsh, especially for those first-year preschool students. This will be hard, but trust us, it will be best for separation issues.

When entering our parking lot, you will be directed to drive towards the main entrance and form a line. Our staff are permitted to open the car door for your child, but we are not permitted to help with belts and buckles. If you need to step out of the car to help your child, that is fine but besides that, please stay in your vehicle.

When picking up your student, same thing- we will have a car line. Staff will be present to assist you. When picking up your student, please bring identification (ID). I know this seems like a lot, but your child's safety is our main concern. We will have a list of the people you indicated on their enrollment forms that can and cannot pick up your child. It is crucial that if someone different is picking up your child that you call and notify the office ASAP.

Please be patient with these processes. If there is a new staff member requesting to see ID after several weeks of school, please comply and know that we are doing this for the safety of your child.

Times:

We will not unload students before 8:20am in the morning. For AM preschool pickup, we will dismiss students starting at 11:15am. For PM preschool drop off, we will unload at 12:10pm. For the end of day pickup, we will dismiss students at 3:00pm.

If you have any questions at all, please call the office at 330-627-7651.

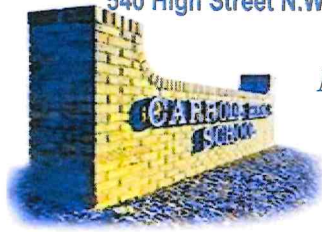
Thanks,

Ryan Buck
Director of Educational Services
Carroll Hills School
Carroll County Board of DD
2167 Kensington Rd. NE
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

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School Supplies

Dear Parents,

There will be no school supplies list for this school year. All needed supplies will be provided. A clear backpack will also be provided.

You are asked to send in a change of clothes for your student as well as any individual things that your student may need. Talk to your child's teacher for specifics.

If your child's teacher has a wish list, you are welcome to support the class wish list, but school supplies will be supplied for the upcoming year.

Thanks,

Ryan Buck
Director of Educational Services
Carroll Hills School
Carroll County Board of DD
2167 Kensington Rd NE
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

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COMMON ABBREVIATIONS

ADA	Americans with Disabilities Act
ADHD	Attention Deficit Hyperactivity Disorder
APE	Adapted Physical Education
CCBDD	Carroll County Board of Developmental Disabilities
COEDI	Children's Ohio Eligibility Determination
COTA	Certified Occupational Therapy Assistant
DAP	Developmentally Appropriate Practice
DJFS	Department of Job & Family Services
ETR	Evaluation Team Report
FAPE	Free Appropriate Public Education
FSS	Family Support Services
HMG	Help Me Grow
IEP	Individual Education Plan
LEA	Local Educational Agency
LRE	Least Restrictive Environment
MFE	Multi-Factored Evaluation
ODE	Ohio Department of Education
OTC	Over-The-Counter Medication
OT/PT	Occupational Therapist/Physical Therapist
SSI	Supplemental Security Income

WELCOME TO CARROLL HILLS PRESCHOOL

ENROLLMENT

All children must complete an application for each year of attendance in preschool. Children who have a suspected developmental delay must be evaluated and referred by the school district of residence. Children with documented delays qualify for educational as well as support services. We also accept children who are considered typically developing to serve as role models for our children with delays. However, openings are limited, on a “first come, first serve” basis and are directly proportionate to the number of children with delays that are enrolled. Typical children are ineligible for the support services defined in a subsequent section of the handbook.

In addition, copies of the following must be submitted along with application:

1. **Birth Certificate**
2. **Immunization Records**
3. **Previous Educational Records**
4. **Divorce/Custody/Adoption Papers**

ANNUAL PACKET

Once a child is scheduled to enter Carroll Hills Preschool, several forms and medical evaluations/screenings must take place. These forms and pertinent information are a part of the annual packet that is sent out each August.

The annual packet includes the following items:

1. Emergency Medical Form
2. Medical and General Information Form
3. Request for Authorized Personnel to Administer/Pass Medication Form – completed anytime a child needs to take prescription or over-the-counter medications during school hours
4. **Medical Statement (Evaluation by a Physician) – must be on file PRIOR to your child’s first day of school.**
5. Proof of Dental Evaluation Form – Use only if child will NOT be seeing the mobile dentist at school
6. Permission Forms – School Displays/Videotaping and Photographs, Facebook, Yearbook
7. Child Release/Roster Permission Form
8. Medical Insurance Form
9. Transportation Permission Form
10. Household Information Form
11. Child Enrollment Information
12. Automated Calling System Form
13. Field Trip Form
14. Directory Form
15. **Vision Form**
16. Family Survey

In addition, Ohio Revised Code now requires that preschoolers also have the following medical information on file within 60 days after school starts:

- Results of **Lead and Hematocrit** screening bloodwork (See Medical Statement- FOR NEW PRESCHOOLERS ONLY)
- Results of Dental Screening/Exam (See form noted on #5 above)

If you do not have a regular dentist to complete a dental screening and report for your child, or if it has been awhile since your child has been to the dentist, you will have the option of having your child participate in a dental screening to be conducted at Carroll Hills Preschool by a non-profit agency called Mobile Dentist. The Mobile Dentist will be here on September 30th, 2026, and March 20th, 2027. Further information will be distributed on this program.

IMMUNIZATIONS

Students enrolled in preschool through grade 12 are required to have written proof on file at their school that they have been immunized against diphtheria, tetanus, pertussis, poliomyelitis, measles, mumps, rubella, and Hepatitis B, as set forth in Section 3313.671 of the Ohio Revised Code. Students who are not in compliance are to be excluded from attendance no later than the 15th day after admission.

Section 3313.671 does make an “in process” exception. Students who have received measles, mumps, and rubella (MMR) vaccine and at least 1 immunization against diphtheria, tetanus, and pertussis (DPT/DT/Td), and at least one dose of polio vaccine may remain in school. However, they must make satisfactory progress in completing the DPT/DT/Td and polio series in order to maintain their “in process” status. Failure to do so is cause for exclusion from school.

Some students may receive exemptions for the immunization regulation. This includes students who present a written statement that immunization is objectionable for religious reasons or other reasons of “good cause.” Similarly, a student is exempt if he presents a physician’s statement that immunization against a particular disease (or all diseases) is “medically contraindicated.” A signed statement of history of measles or mumps disease may NOT be substituted for rubella vaccine.

Unless otherwise exempt, preschool students shall be immunized as follows:

- 4 doses DPT, Dtap, or DT or any combination
- 3 doses of polio vaccine (OPV or IPV or any combination)
- 1 dose MMR administered on or after the first birthday
- 3-4 dose series of HIB on the vaccine type and the age when the child began the first dose and the last dose is after 12 months of age, **or** 1 dose if given on or after 15 months of age
- 3 dose series of Hepatitis B, the second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must be given administered before age 24 weeks
- Varicella (Chicken Pox) vaccine recommended – 2 doses are required for kindergarten admission. The last dose must be administered on or after 1st birthday.

If a child is in need of immunizations and they are not covered by private insurance, are on the medical card, or their physician does not have immunizations in his office, parents may call the Carroll County Health Department at 330-627-4866 to make an appointment to have the needed immunizations given. The Health Department is located at 301 Moody Ave. Be sure to take a copy of the current shot record to the appointment.

HEALTH SCREENINGS

All students will receive vision and hearing screenings annually conducted by school personnel. Families will be notified after screenings as to the results.

INFORMATION UPDATES

Information on all students must be kept current. Anytime a child moves, or has changes in telephone numbers, emergency information, custody changes, medication changes, etc., the school MUST be notified immediately. This is for your child's safety and well-being.

EMERGENCIES

Each student must have emergency information on file. In addition to medical information, one of the emergency forms request at least 4 people to contact in case of illness or accident in addition to your doctor, dentist, and hospital of preference. It is necessary to complete these forms in their entirety should we be unable to reach you in the event of an accident or emergency.

ADMINISTRATION OF MEDICATION POLICY

The administration of medication (prescription or non-prescription) shall occur only when the following are in order:

1. For acetaminophen (Tylenol-type medication), a written request, signed by the **Physician** of the child, must be provided to the nurse that indicates the medication can be administered. OTHER NON-PRESCRIPTION MEDICATIONS (I.E. COUGH SYRUP, COLD TABLETS, ETC.) MUST ALSO HAVE SIGNED PERMISSION FROM A **PHYSICIAN**. **A Request for Authorized Personnel to Administer/Pass Medication Form must be completed for all non-prescription and prescription medications anytime they are initiated or changed.** This is according to the Ohio Revised Code.
2. For prescription medications, including prescriptions for cold, sinuses, etc., a signed request from the parent/guardian and physician prescribing the medication must be presented. This includes the completion of **Request for Authorized Personnel to Administer/Pass Medication Form** which is included in the enrollment packet with additional available from the office when needed.
3. A one week supply of the medication may be brought to the school by a parent/guardian or sent in WITH THE BUS AIDE. ALWAYS GIVE MEDICATION DIRECTLY TO SCHOOL OR BUS PERSONNEL. NEVER ALLOW CHILDREN TO TRANSPORT ANY MEDICATION. Empty medication containers will be sent home with students.
4. Medication must be in a container with a label indicating the child's name, name of medication, dosage, and the time to be taken. **The container must be the one that was dispensed by the physician or a licensed pharmacist.** Each medication must be in a separate labeled container.
5. The school nurse is responsible for monitoring the medication taken by the student and providing education, including specific instruction pertinent to the medications to all staff working with the student.
6. The school nurse, along with the Superintendent, and DES, shall be responsible for supervising the storing and dispensing of any medications. In the absence of the school nurse, medications will be distributed by a trained Delegated Staff.

CARROLL HILLS PRESCHOOL PROGRAM OVERVIEW & SCHEDULE

Carroll Hills offers four half-day preschool classes Monday through Thursday. Preschool has an AM and a PM class and children 3-5 years of age attend this class. The classes can have up to 12 students with 7 students qualifying

for an IEP with documented delays and/or disabilities, and 5 students that are typically developing that serve as role models/classmates in this class.

The morning/AM session is from 8:30am – 11:15am. Students in the AM session should arrive no earlier than 8:20am and must be picked up no later than 11:20am. The afternoon/PM session is from 12:15pm – 3:00pm. Students should arrive no earlier than 12:10pm and must be picked up by 3:05pm. It is very important to stick to these times. If you need to pick up your child during the session time, please contact the school. No child will be released during the day to anyone but the legal guardian without prior authorization. When dropping your child off at school, wait in the car and the staff will then take them to their classrooms. When picking your child up, wait in the car and staff will release students to their parent/guardians.

PRESCHOOL TUITION

There is no cost for tuition for those students that qualify for an IEP and that have documented delays/disabilities. For typically developing students that serve as the role models/classmates there is a charge based on income. There are full, reduced, and free tuition prices based on income from the Federal Poverty Guidelines.

Prices are as follows:

Half Day AM/PM Full Price: \$6.00 per day / \$24.00 per week

Reduced: \$4.00 per day / \$16.00 per week

If the school calendar states that we are in session an entire week (4 days), you will be charged for that full week. If we are scheduled off for a Holiday or Break, you are only charged for the days scheduled in session. If a student missed school due to vacation or sickness, you are still charged for those days. Calamity/Snow days will also be charged, but any makeup days you will not be charged for.

The school secretary will send paperwork to collect the information at the beginning of the year to determine what you will pay. There will be invoices sent home that will be due by the 20th of each month. **If this is not paid for or worked out with the school office by the beginning of the following month, your student will not be permitted back to school until balance is paid in full.**

ATTENDANCE

Anytime a student does not attend school, leaves early, or arrives late, the parent/guardian must give a written or verbal explanation to the office. Any illness beyond 2 days may require an excuse from the student's doctor saying the student is free of disease, not contagious, and capable of attending school. All communicable diseases that a student contracts should be made known to the school immediately so other parent/guardians can be notified. See attachment about procedures for being sent home.

Attendance is a basic and integral part of education. Frequent absences disrupt the continuity of the instructional process. As a result, the benefit of regular instruction is lost. If an absence is due to hospitalization or surgery, please notify the school nurse as well as the office. A doctor's release MUST accompany the child upon his/her return.

In the event your child is going to be absent, call the school at 330-627-7651 to report your child absent. We will attempt to call the primary number of the family of an absent student if a student is not reported off by his parent/guardian.

ILLNESSES IN SCHOOL

If parents suspect that a child may be ill in the morning, it is advised to keep the child home and notify the school. If a child becomes ill at school or the child's temperature goes over 100 degrees F, the staff will contact the family to transport their child home. Please make sure that the emergency numbers you give to the school are kept current and include someone available to transport and care for your child should illness occur at any point during the school day.

When a child becomes ill at school, he/she is isolated from the other children and made as comfortable as possible until a parent or other adult arrives. To return to school after an illness, a child should have been fever-free for 24 hours. Please refer to Procedures regarding sending students home when ill. (Attached in packet) (also F.A.Q.)

EARLY DISMISSALS

If you have a need to pick up your child during the school day other than at regular pick up time, you must contact the school. No child will be released to anyone but the parent/guardian without prior authorization. Please follow this procedure upon arriving at the school to pick up your child.

1. Stop at office and sign out student
2. Secretary will contact classroom staff to bring your child to the office with belongings
3. Wait in designated reception area outside the office until your child is ready

CALAMITY DAYS

Carroll County BD of DD is equipped with an automated emergency calling system. Anytime the school will be closed, families will receive a phone call from the system stating the date and reason for school delay or closing.

On days that the weather is hazardous (snow, ice, fog, flood, etc.) tune in to these stations for notification of school closing or delay:

WTOV – TV9 – STUEBENVILLE
WQXK FM 105.1 – SALEM
WSOM AM 600 – SALEM
WKZL FM 92.5 – ALLIANCE
WFAH AM 1300 – ALLIANCE

WHBC AM 1480 – CANTON
WHBC FM 94.1 – CANTON
WJER AM 1450 – N PHILA
WJER FM 102 – N PHILA

WJW FOX 8 – CLEVELAND
WKYC CHANNEL 3 – CLEVELAND
WOIO CHANNEL 19 – CLEVELAND
WEWS CHANNEL 5 – CLEVELAND

It is also advisable to listen to or watch one of these stations as a regular practice in the morning, regardless of the weather, since an emergency due to unexpected factors such as water, heat, or other problems could necessitate the closing of school.

WITHDRAWALS

In the event the child should move out of Carroll County, a withdrawal form and a release of information form should be signed in order to transfer records to the new school and keep the educational transition as uninterrupted as possible.

PROGRAM PHILOSOPHY AND CURRICULUM

The philosophy of the Carroll Hills Preschool is to provide quality education where preschool children can experience success and benefit from the individualized and integrated setting. Our belief is that the preschool activities should be positive, enjoyable, and rewarding for young children and their families as their initial school years influence future activities.

The **Creative Curriculum for Preschool** is comprehensive curriculum, linked to an assessment system that fully meets the criteria for appropriateness and effectiveness. It addresses teachers need to know what to teach and why, and how children learn best. With this curriculum, teachers can respond to the individual needs, and learning styles of all of their children. This curriculum specifies the literacy, math, science, social studies, arts, and technology content to be taught based on published standards. It relates directly to the subject area curriculum used in elementary schools, so children learning in preschool forms the basis of all of the learning that will follow. The curriculum and assessment systems are also inclusive of all children – those developing typically, children with disabilities, and English language learners. The educational program focuses on the language acquisition, interactive play, fine and gross motor skills, and academic skills such as letter and number identification, color recognition, and writing skills. The special needs preschool program is individualized and developmentally appropriate in its curriculum and activities.

PRESCHOOL LICENSURE COMPLIANCE

Each fall and spring, a representative from the Ohio Department of Education, Office of Early Learning and School Readiness, visits the preschool in order to determine if Carroll Hills Preschool is in compliance with the mandated rules and regulations. A copy of the final compliance report is available for viewing in the hallway between the 2 preschool classrooms. If you would like to have a copy of this report for your files, please just ask the school secretary and we would be happy to make a copy for you.

All complaints and reports concerning the operation of programs regulated by this chapter of the Administrative Code and Sections 3301.52 to 3301.59 of the Ohio Revised Code, may be reported to the Ohio Department of Education ombudsman or the Office of Early Learning and School Readiness. The phone number for the Carroll County Regional Office is 330-343-8518.

PROGRAM FOCUS

The educational program focuses on language acquisition, interactive play, fine and gross motor skills, and academic skills such as letter and number identification, color recognition, and writing skills. Carroll Hills Preschool has adopted the **Creative Curriculum** early childhood program which is aligned with the Early Learning Academic Content Standards developed by the Ohio Department of Education Office of Early Childhood.

The daily routine is basically divided into the following segments:

Table Work – time devoted to working in a group on a variety of fine motor, cognitive, and listening skills.

Circle Time – a shared experience in which the teacher listens to the children and the children interact with one another. Language developments is highly emphasized during this time through stories, games, music, and other planned activities.

Snack Time – children participate in making snacks during many of the sessions. A menu is provided for parents. Be sure to alert staff of any food allergies or special dietary considerations on the medical information sheet.

Free Time/Creative Play – when the children choose the activities that interest them. They are free to move from one activity to another. Suggestions may be given to children who are having difficulty making a decision.

Individual Work – when the child and the teacher work one to one on the area in which he/she needs additional help.

Weekly/Monthly Units – also a part of your child's preschool experience. Your child will learn about and explore topics such as Community Helpers, Your 5 Senses, My Family, etc.

Field Trips – scheduled throughout the year to educational settings in the community.

PROGRESS REPORTS

Progress reports addressing progress on IEP goals will be issued each 9 weeks for children identified as having developmental delays. In addition, for all preschoolers, progress on basic academic readiness skills (such as color recognition, counting, etc.) will be noted and sent home each 9 weeks.

DISCIPLINE POLICY

Carroll Hills Preschool, in compliance with 3301-10 has adopted the following Behavior Management/Discipline Policy for all preschool staff and students.

- A. A preschool staff member in charge of a child or group of children shall be responsible for their discipline.
- B. Carroll Hills shall have written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the school. This written policy shall be on file at the school for review. Constructive, developmentally appropriate child guidelines and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with child about the situation, and praise for appropriate behavior.
- C. The school'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 punishment 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 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 himself or his family, or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or 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-vented space.

10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- D. The parent of a child enrolled in school shall receive the center's written discipline policy.
- E. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

Finally, as mandated by Ohio law, if an employee has reason to suspect a child is being abused or neglected in any environment, they are required to report this suspicion to the Carroll County Department of Jobs and Family Services.

INDIVIDUAL EDUCATION PLAN (IEP)

Every student with documented developmental delays receives services via an Individual Education Plan (IEP). The local school district serves as the local educational agency (LEA) and participates with the family and staff of Carroll Hills Preschool in developing the best possible programs to meet the particular needs of each child. As a parent, you are the key member of the IEP team, and you will be asked to help design the plan and reinforce it at home. The end results benefit everyone including the family, staff, and especially the child.

EVALUATION TEAM REPORT (ETR)

Children with developmental delays are monitored by the local school district. The school district personnel, as well as the Carroll Hills staff, will be completing an Evaluation Team Report (ETR) for each child as is required by law before a child may receive services under the IEP. You have the right to be present during the evaluation and the right to question the special education services identified for your child. You will be notified of any testing or change in placement and have the opportunity for input. Please contact the school if you have questions or concerns.

In addition, when a child is preparing to leave preschool and enter kindergarten, law further requires that a new ETR be completed to determine if a child is still in need of special educational services and, if so, exactly what those services are.

SPEECH THERAPY

Responding to needs indicated on a child's IEP, speech and language development is nurtured and enhanced using strategies which include large group, small group, and individual instruction. In addition, the use of oral, visual, and manual modes of communication (i.e., ASL, or SEE sign language, total communication, voice output communication aids, adapted computer input, single switch access, and auditory trainer) may also be used. These various modes of communication, when appropriate for one student, are available to all students fostering interaction between students with differing levels of communication skills. In-service and guidance in the use of various communication strategies is provided by the communication specialist to all staff and families.

PHYSICAL AND OCCUPATIONAL THERAPY

Occupational therapy days are Monday – Friday. Physical Therapy days are Tuesday and Thursday. The therapists provide one-on-one therapy for children with delays in gross and fine motor skills as identified in the IEP. This

service is provided under a doctor's order and must qualify under educational qualification criteria and be deemed educationally relevant. Parents are encouraged to observe therapy sessions so they may carry out these activities at home with their child.

SERVICE SUPPORT ADMINISTRATION

Service Support Administration (SSA) services are available to preschool children qualifying for an IEP. Once a child reaches 6 years of age, however, an instrument known as a COEDI is administered to determine if he/she continues to qualify for SSA services.

An SSA acts as an advocate for the child by monitoring the delivery of services, assisting in accessing of other services or agencies you may need, and assisting in investigations of abuse or neglect. This service is available on a 24-hour basis. For additional information, contact Shannan Boone, SSA, at 330-627-7651 from 7:30am to 3:30pm Monday through Friday. After 3:30pm she may be reached by calling 1-800-240-6733.

FAMILY SUPPORT SERVICES (FSS)

This program is funded by Ohio Legislation to recognize and provide assistance to families who care for someone with a developmental disability who is living at home. Any family with a preschool child attending Carroll Hills Preschool that has an IEP qualifies to receive FSS funding. Once again, when a child reaches 6 years of age, a LOC is administered to determine if he/she continues to qualify for FSS services.

Some of the Family Support Services available to families are:

- Respite Care
- Mileage reimbursement to dr. appointments
- Family education, counseling, training
- Special or adaptive equipment
- Modifications to the home (such as wheelchair ramp)
- Assistance with special diets
- Medication and medical supplies
- Family trips
- Recreational outings, memberships and passes for individuals served
- Special clothing

For additional information, contact Tonya Hawk, FSS Coordinator, at 330-627-7651, during regular school hours.

TRANSPORTATION

Issues related to transportation are addressed in the **Transportation Handbook**. This will be sent out separately to you from the Transportation Department. It should be read in its entirety. Further transportation questions should be directed to the Transportation Supervisor at 330-627-7651.

There is an option for typical preschoolers to ride transportation both ways. Students on an IEP have to be priority with transportation and there is a strict timeframe of 90 minutes each way. If transportation is not able to make your residence a stop because of scheduled routes, a pick up spot will be determined.

VISITATION

Parents are encouraged to come for conferences or observations at any time, but it is always helpful to plan for such visits in advance to minimize any undue classroom distractions. Advance notification to the teacher is suggested and registration in the school office is required. It is recommended that you wait until school has been in session for two to three weeks before visiting to allow everyone time to adjust to the schedule and establish a routine.

Parents will be invited to special activities during the year. Parents are encouraged to attend parent conferences, council meetings, and parent education activities.

CONFERENCES

Parent conferences are scheduled twice a year. Questions or concerns, however, can be addressed through a personal conference, telephone conference, or home visit at any time. Simply notify the teacher, the DES, or the local school district with your request.

NEWSLETTERS

Throughout the year, classroom newsletters will be sent home with your child. They include information about the unit the class is working on, coming events, crafts, snack ideas, finger plays, songs, parenting tips, ideas of how you can help your child to learn, etc.

“LOOK WHAT I DID” PAPERS

Each day, your child will bring home a brief outline of the activities they participated in that day. On the back of this sheet, there will be a place for you to let us know about family activities/events your child has participated in at home. This gives the classroom staff information to use to engage your child in language and other activities during the school day.

CARROLL HILLS COUNCIL

The Carroll Hills Council meets on the second Tuesday of the month at 3:30pm in one of the 2 buildings. Please contact the office for specific location. All parents, family members, friends, and staff are urged to join and attend the meetings regularly. This parent/professional organization is a vital part of our total organization and needs your support. Membership is \$5.00 per individual and \$6.00 per family. **The council acts as a booster club-type organization and provides monetary and volunteer support for various activities throughout the year that benefit the children and adults who are enrolled in a Carroll Hills program.**

LOCAL SCHOOL DISTRICTS

Local school districts often offer a wide variety of services to parents including newsletters, parent organizations, etc. We will inform you of specific activities as we receive notifications. Consult your local school district for further details.

CONFIDENTIALTY

Sometimes school personnel find themselves in an awkward position because of questions or concerns that are presented about other students. It is our responsibility to safeguard every child enrolled in our program. A parent/guardian has the right to discuss information related to the services directly provided to their own child, however, this information is not subject to discussion with other individuals such as extended family members, other students, or their families.

CARROLL COUNTY COMMUNITY SERVICES DIRECTORY

Department of Jobs & Family Services:	330-627-2571
Health Department & BCMH:	330-627-4866
Community Professional Services-	
Mental Health Counseling:	330-627-4313
Ohio Cooperative Extension Service-	
Timeout Parent Newsletter:	330-627-4310

TOLL-FREE HOTLINE NUMBERS

Home Energy Assistance:	1-800-282-0880
Department of Job & Family Services:	1-800-282-1190
Medicare Information Services:	1-800-282-0530
Poison Control Center:	1-800-222-1222
Energy Credits Program:	1-800-282-4310
Lawyer Referral Service:	1-800-282-6500
Ohio Department of DD:	1-800-313-6733

ASBESTOS NOTIFICATION

The Asbestos in School Act is a federal law mandating that every school district, including special purpose schools like Carroll Hills, have a survey for asbestos completed by an accredited surveyor and submit a management plan. This has been done for Carroll Hills. The following notification of our management plan is also required.

An asbestos-containing materials management plan has been developed for Carroll Hills School by a State of Ohio accredited asbestos management planner, and this plan is available for public inspection and review at the office of the Carroll County Board of Developmental Disabilities, and the school during normal business hours. This plan is to be made available for inspection, without cost or restriction, within 5 working days after receiving a written request for inspection.

Should you have any questions concerning the management plan, or its availability, please contact the County Board of DD's Asbestos Program Coordinator, Matt Campbell, at 330-627-6555.

CARROLL COUNTY BOARD OF DEVELOPMENTAL DISABILITIES
PROCEDURES REGARDING SENDING STUDENTS/CONSUMERS HOME WHEN ILL

It is the intent of the CCBDD to provide a healthy environment for all consumers, students, employees, and the general public in fulfilling the mission of the Board. The Board is committed to prevention and reduction in the number of illnesses that could be transmitted to others in the school/work environment.

The Board recognizes that all employees must be knowledgeable in signs and symptoms of possible illnesses to accomplish this goal.

GENERAL INSTRUCTIONS:

- 1) If a student/consumer exhibits any symptoms listed below while at home, they should not come to school/work.
- 2) If a student/consumer exhibits any symptoms listed below while at school/work, they shall be sent home.
- 3) All ill students/consumers shall be reported to, and if possible, seen by the Board nurse or delegated personnel prior to be sent home.
- 4) Following is a list of symptoms to be used as a guideline:
 - a) TEMPERATURE – 100 degrees or higher (oral) in conjunction with other symptoms of illness. Person should remain home until temperature returns to normal for 24 hours without the aid of medications such as Tylenol, Ibuprofen, etc.
 - b) DIARRHEA – more than one abnormally loose stool within a 24 hour period or blood in the stool. Person should remain home until diarrhea has stopped for 24 hours. Doctor's release may be required to return to school/work, at Board nurse's discretion. If antibiotic is prescribed, must remain on antibiotic for at least 24 hours before returning to school/work.
 - c) BREATHING – Difficult or rapid breathing – should seek medical care immediately
 - d) VOMITING – Shall be sent home and remain home until vomiting has stopped for 24 hours
 - e) DISCHARGE FROM NOSE – Shall be sent home and remain home if continuous or frequent discharge from nose, accompanied by extreme irritability, or if interferes with daily classroom/work tasks as determined by Board nurse or delegated personnel
 - f) COUGH – Productive cough that brings up green, yellow, or blood tinged mucous, frequent dry cough that interferes with daily classroom/work tasks as determined by Board nurse or delegated personnel or severe coughing that causes the student/consumer to become red or blue in the face or to make a whooping sound. To remain home until cough is no longer present. Doctor's release may be required to return to school/work, at Board nurse's discretion. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work.
 - g) EYES – Redness of eyes accompanied by thick or greenish-yellow drainage and/or matted eyelashes and/or sensitivity to light; yellowed whites of the eye or skin around the eyes. May return to school/work after having been seen by a doctor and must provide a doctor's release. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work
 - h) EARS – Shall be sent home if there is abnormal discharge or foul odor from ears or complains of severe pain. May return to school/work after having been seen by a doctor and must provide doctor's release. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work.
 - i) THROAT – Sore throat with red, inflamed areas or white patches, difficulty swallowing. May be required to see a doctor. Doctor's release may be required to return to school/work, at Board nurse's discretion. If antibiotic is prescribed, must remain home for at least 24 hours after on antibiotic before returning to school/work.
 - j) RASH – Board nurse will be consulted for rash to be evaluated on an individual basis. Doctor's release may be required to return to school/work, at Board nurse's discretion.

- k) SEIZURES – Board nurse will be consulted for seizure activity to be evaluated on an individual basis. Some students/consumers experience daily seizures with no interference in education or programming. As each person who has seizures experience them in different ways, the Board nurse will decide if transportation home on the bus may be done safely. Written doctor's orders will be followed, if prescribed for seizure activity. When a seizure occurs, documentation will be sent home to the family/caregiver. If there is no history of seizures, the local emergency squad will be summoned for transportation to the hospital as listed on the student's/consumer's emergency medical form.
 - l) OPEN AREAS – Areas not bleeding nor showing signs of infection (white/green or red tinged drainage, redness of skin around open area, foul smell, etc.) and not interfering with daily classroom/work tasks may attend *if area is able to be covered and remain covered the entire time*. Otherwise, the student/consumer shall remain home until area is healed.
 - m) LICE/NITS – Shall be sent home and remain home if Board nurse or delegated personnel detects head lice or nits. May return to school/work after the student/consumer has been treated with a lice product and all lice and nits have been removed. Parent/caregiver must transport student/consumer to school for Board nurse or delegated personnel to check to make sure no nits or lice remain. Parent/caregiver may also have the student's/consumer's head checked at the county health department. A release will be required from the health department before student/consumer may return to school/work. Board transportation vehicles will not transport student/consumer to school/work without the all clear being received from the Board nurse, delegated personnel, or the county health department.
 - n) SUNBURN – Shall be sent home and remain home if sunburn involves face, eyes, ears, or is over large area of the body, if sunburn results in blisters and/or interferes with activities as determined by the Board nurse or delegated personnel
 - o) PAIN – Shall be sent home and remain home if student/consumer has unusual complaints or displays pain or discomfort, including a stiff neck
 - p) URINATION PROBLEMS – Difficulty urinating, absence of normal urine pattern, burning during urination, pink/red urine, unusually dark urine, or foul smelling urine. May return to school/work after having been seen by a doctor and must provide doctor's release
 - q) ANY OTHER SYMPTOMS OF ILLNESS OR DISEASE not covered in a-q must be investigated by the Board nurse who may require the student/consumer be seen by a doctor and provide a doctor's release to return to school/work.
- 5) The Board nurse or delegated personnel will communicate with the residence their concerns before sending a student/consumer home in the form of a phone call plus a written report, a copy of which will be sent home with the student/consumer.
 - 6) Emergency medical treatment will be handled in accordance with each individual's Emergency Medical Release Form, the Board's guidelines, and agreement with the parents/caregivers.
 - 7) In the event of illness or injury, the parent/caregiver will be responsible for transportation home or to a medical facility if ambulance service is not warranted.
 - 8) The Board nurse's or delegated personnel's decision based on the guidelines is final with regard to immediate steps for protection of the individual's health and safety, significant changes in health, mental and/or behavior status. The Board's policy on due process may be followed if further discussion is warranted.
 - 9) Transportation Department or designee will notify the Board bus staff if a student/consumer is on a 24-hour waiver as to when transportation can resume.

STAFF ORIENTATION AND TRAINING

Directors of each Board component will ensure that:

- 1) An initial orientation is scheduled for employees including PERRP regulations, epidemiology, modes of transportation, and prevention of infectious diseases.
- 2) Yearly training is provided on Communicable Diseases and Universal Precautions to reinforce recognizing signs of illness and knowledge of disease prevention.
- 3) Staff will be responsible to train students/consumers in appropriate universal precautions and to monitor appropriate utilization of the precautions.
- 4) All Board sites will develop and send home a yearly reminder to parents/caregivers concerning when to keep students home from school when sick.

Approved by: Mathual J Campbell, Superintendent

Reviewed and revised: 5/13/10

AAP Recommended Immunization Schedule — 2026

Children Birth Through 6 Years Old

	Birth	1 month	2 months	4 months	6 months	8 months	12 months	15 months	18 months	19-23 months	2-3 years	4-6 years
RSV	✓	1 dose during RSV season	✓	✓	✓	✓	1 dose during RSV season for those at high risk*					
HepB	✓	✓			✓							
RV			✓	✓	✓							
DTaP			✓	✓	✓			✓				✓
Hib			✓	✓	✓		✓					
PCV			✓	✓	✓		✓					
IPV			✓	✓	✓							✓
COVID-19					✓		Recommended for age group			✓ As recommended**		
Influenza					✓		Yearly					
MMR							✓					✓
Varicella							✓					✓
HepA							✓	Dose 2: 6 months after dose 1				

For more information, visit [healthychildren.org/immunizationschedules](https://www.healthychildren.org/immunizationschedules).

*<https://www.healthychildren.org/rsv>

**<https://www.healthychildren.org/covid-19>



Carroll County Board of Developmental Disabilities

540 High Street N.W., Carrollton, OH 44615

Board Offices
P.O. Box 429
Carrollton, Ohio 44615
Phone: 330-627-6555
Fax: 330-627-6115



Mathual J. Campbell,
Superintendent
carrollcbdd.org

Carroll Hills School
2167 Kensington Road N.E.
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

Dear Carroll Hills School Staff and Parents,

Our school is committed to the health and well-being of our student community. We are implementing a Return to Learn / Concussion Team Model to help students who have sustained concussions to safely return to school. Team members include: school nurse, principal, and 2 teachers to be determined. Ad hoc members to include teachers and other support staff.

If you learn of a student who has a concussion, please contact Kim Yeager, RN, the Concussion Team Leader, immediately. The team can then develop a plan of academic adjustments that can help the student when he/she returns to school.

Any questions about these procedures can be directed to Kim Yeager, RN at: 330-627-7651.

Thank you for your support of our students.

Carroll County Board of Developmental Disabilities

540 High Street N.W., Carrollton, OH 44615

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P.O. Box 429
Carrollton, Ohio 44615
Phone: 330-627-6555
Fax: 330-627-6115



Mathual J. Campbell,
Superintendent
carrollcbdd.org

Carroll Hills School
2167 Kensington Road N.E.
Carrollton, Ohio 44615
Phone: 330-627-7651
Fax: 330-627-6606

August 6, 2022

Dear Parents and Family Members:

The Asbestos in Schools Act is a federal law mandating that every school district, including special purpose schools like Carroll Hills, have a survey for asbestos completed by an accredited surveyor and submits a management plan.

This has been done for Carroll Hills School. The attached notification is also required.

Sincerely,

Dave Henry
Maintenance Director

Notice of Availability Asbestos Containing Material Management Plan

An asbestos-containing material management plan has been developed for Carroll Hills School by a State of Ohio accredited Asbestos Management Planner, and this plan is available for public inspection and review at the offices of the Carroll County Board of DD, and at the school building during normal business hours. This plan is made available for inspection, without cost or restriction, within five (5) working days after receiving a request for inspection. Copies of the Management Plan are available, at a reasonable cost, from the Carroll County Board of DD office upon five (5) days written request.

Should you have any questions concerning the Management Plan, please contact the Carroll County Board of DD Asbestos Program Coordinator, Dave Henry at 330-627-7651.