

2017/2018
Parent Handbook



Ashtabula Area City Schools
Early Learning Center

“It all begins when you are here!”

Dear Parents:

Welcome to The Early Learning Center, Ashtabula Area City Schools' preschool. This handbook contains important information which will help to make the transition from home to school an easy one for you and your child.

Please read the handbook carefully. If you have any questions, feel free to contact your child's teacher or me. Our goal is that every child and family has a positive school experience.

The following information should be helpful to you:

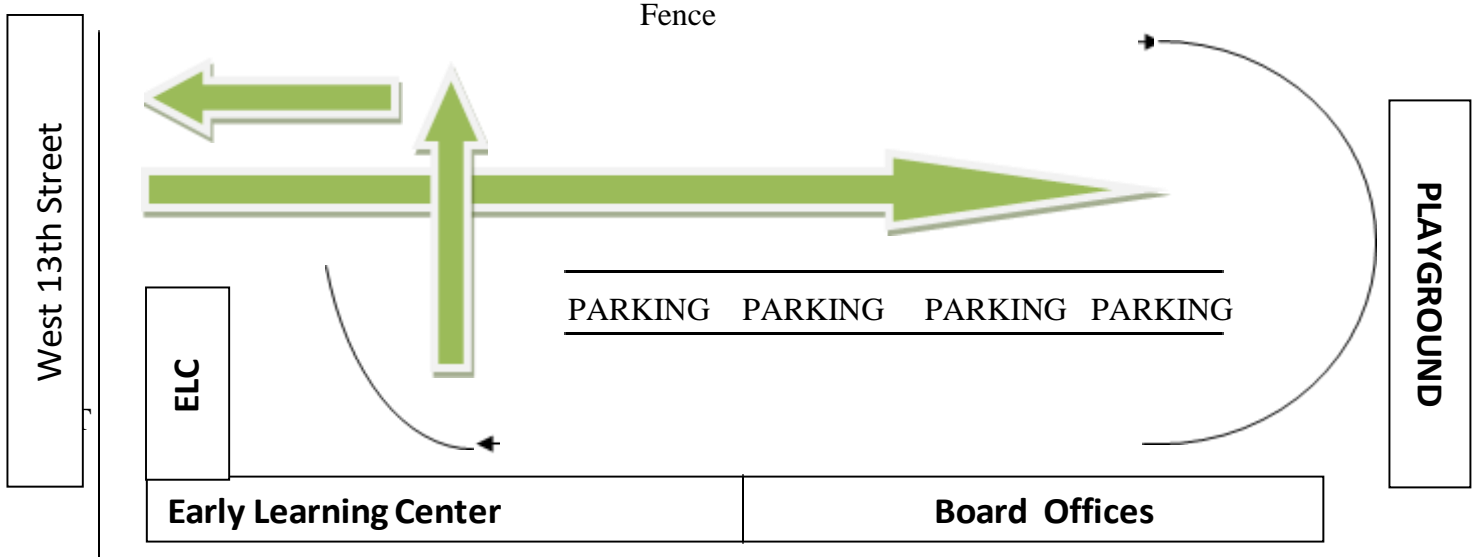
- Your child will need to bring a book bag to school every day. Please include a **complete** change of clothes each day. If your child's clothes should become wet or soiled, we will return them in a tied plastic bag. Please replace the change of clothes for the following day; this is for the comfort of your child. If a change of clothes is needed and is not available in your child's book bag, it may be necessary for staff to call and ask you to either bring a change of clothes or pick up your child. Please make sure that your child's book bag is large enough to hold standard sized paper.
- Please **dress your child in play clothes**. We use various materials throughout the day and despite our best efforts, we get messy! For safety purposes, we ask that children come to school in flat, closed shoes. It is hard to run and play in sandals, clogs, and heels.
- Just a thought in regards to bringing toys from home: toys ***do*** get lost and/or broken when they are brought to school. AACCS District/ Early Learning Center will not be responsible for loss or damage to toys that you allow your child to bring to school. If your child does bring an item from home, it will be at the discretion of the teacher whether that item will be left in the book bag or brought into the classroom.
- If our classroom door is closed when you arrive, it means we are not quite ready to begin the day. Please stay with your child until the classroom door is opened. Children are not permitted to enter the building unsupervised or left in the hallway unattended.
- If your child is arriving late or leaving early you **must** report to the office.
- Please check your child's book bag each day for notes, work, art, etc. Items in the book bag can be great language and memory builders!
- We enjoy celebrating birthdays with our students. If you plan on bringing snack items, please let the classroom teacher know so that we can plan for your arrival and check for allergies.
- Please complete the packet of forms included with this letter. **WE MUST HAVE ALL FORMS ON FILE PRIOR TO YOUR CHILD'S FIRST DAY OF SCHOOL.**
- If your child is entitled to bussing information will be given to you from the office and/or your child's teachers.

Sincerely,

Lisa Newsome
Principal ~ Early Learning Center
440-992-1281

PARKING

The speed limit in the parking lot is 5 miles per hour. Once you enter the driveway, you will need to drive straight into the parking lot with the fence to your immediate left. The driving pattern will be clockwise around the parking spaces. See illustration below. If you park on the far side of the parking lot, you will need to exit out of the parking lot in that same clockwise direction. Our parking lot is ONE WAY. If you have any questions please do not hesitate to call the ELC office at 992-1280. Thank you for your cooperation and continued support of this new traffic pattern at the ELC.



IMPORTANT REMINDERS

- If your child is going to be absent from school, please call the office at 992.1280 by 10:00am. If you leave a message, be sure to leave the reason for your child's absence. Without a reason (appointment, illness, family emergency, etc.), his/her absence will be recorded as unauthorized and you will receive an automated attendance phone call.
- If you move during the school year, it is important that you go in to the school office to complete a demographics change form. For ALL address changes, you MUST provide valid proof of residency. Address changes, bus pick up/drop off changes CANNOT be made until the form and proof of residency is provided to the administrative assistant.
- If someone other than the parents/guardians or person who picks up your child on a regular basis is picking up your child, this information must be sent to the teacher in the form of a note to protect the safety of your child.
- If your child regularly rides the bus to school and you plan to pick up him/her instead of riding the bus, please contact the office or your child's teacher ahead of time.
- If you bring your child to school late (after 8:30am and 12:30pm) or pick them up prior to dismissal, you must go to the office. Your child will be signed in/out & you will be given a tardy or early dismissal pass to give to the teacher.
- If you are called to pick up your child due to illness, you must stop in the office to sign out your child and get an early dismissal pass to give to the teacher.
- All preschool children must have a valid physical exam form on file each school year. This is explained in more detail in the handbook.

All preschool children are required by the Ohio Department of Health and the Ohio Department of Education the Office of Early Learning and School Readiness to have a yearly physical examination on file to attend school. We also follow the recommendations of the Ohio Department of Health for immunizations for school attendance. If these records are not provided to our office your child may be excluded from school. It is the responsibility of the parent to provide the office with a **new** physical each school year or every **13 months**. If you receive a letter of reminder from the School Nurse you will need to send in your physical and immunization within the time frame requested or your child will be considered for removal from the program. If you need help making arrangements for a physical please contact the School Nurse. You can contact your pediatrician's office to schedule your appointment for your physical or check your last physical date.

The Ashtabula County and Ashtabula City Health Departments also provide immunizations and physical exams by appointment.

The local pediatricians have received a copy of our physical exam form. If you see a pediatrician other than one at ACMC, or UH Ashtabula then you will need to stop in the office and pick up a physical form. The doctor's office can fax completed physicals to us with your permission. Our fax number is (440)964-0485.

Thank you for your cooperation!

Tina Perry RN, School Nurse

Early Childhood Education grants are given to high-quality preschools to help prepare four year old children for kindergarten. Programs in high needs areas of the state are awarded the grants and the Early Learning Center is a recipient of one of these grants.

Here are the requirements that must be met for your child to qualify for the grant:

- ✓ Four years old by August 1, 2017 and not age eligible for kindergarten
- ✓ Family income falls between 0%-200% of the 2017 Federal Poverty

Guidelines (see back of the paper for the guidelines)

- ✓ He or she is receiving protective care as part of a family with a case plan through Children’s Services Board (income verification is not needed)

The Ohio Dept. of Education requires that we have verification of income on file. One or more of the following is an acceptable form of income verification:

- ✓ 2016’s Federal Income Tax Return (1040 form)
- ✓ Two consecutive weeks of paystubs~
- ✓ Document from Job and Family Services for families receiving (1) food assistance, (2) cash assistance
- ✓ If your family receives publicly funded child care and the program has a notification of eligibility letter that indicates that your co-payment is \$0, a copy of the eligibility letter is required
- ✓ If you reside in subsidized housing, a letter from the housing director/administrator
- ✓

2017 FEDERAL POVERTY GUIDELINES

HOUSEHOLD SIZE	100%	138%	150%	175%	200%
1	\$11,770	\$16,242	\$17,655	\$20,598	\$23,540
2	\$15,930	\$21,983	\$23,895	\$27,970	\$31,860
3	\$20,090	\$27,724	\$30,135	\$35,158	\$40,180
4	\$24,250	\$33,465	\$36,375	\$42,438	\$48,500
5	\$28,410	\$39,205	\$42,615	\$49,718	\$56,820
6	\$32,570	\$44,946	\$48,885	\$56,998	\$65,140
7	\$36,730	\$50,687	\$55,095	\$64,278	\$73,460
8	\$40,890	\$56,428	\$61,335	\$71,558	\$81,780
SLIDING FEE SCALE	\$0	\$25	\$50	\$75	\$100

The Early Learning Center
Preschool Activity Fee Instructions



Preschool activity fees are due the first day of each month that school is in session-September 2016 through May 2017. Fees must be paid online; The Treasurer's Office and The Early Learning Center cannot accept payment. Please follow these instructions:

1. Go to www.aacs.net.
2. Click on Parent Resources.
3. Click on PayForIt Link.
4. Follow the PayForIt Link instructions. You will need to enter your child's student ID number which is provided to all parents who are required to pay the activity fee.

“IT ALL BEGINS WHEN YOU ARE HERE”

MISSION STATEMENT

It is our mission to:

- Treat all students with dignity and respect.
- Help all students reach their highest potential through the knowledge and understanding of learning styles, intelligences, and developmentally appropriate practices.
- Instill the love of learning.
- Encourage our students to grow as learners.
- Emphasize the importance of sharing quality time with each child.
- Educate, support, and encourage parents/caregivers to become involved in their child's education.
- Ensure that all students have a safe learning environment.

POSITION STATEMENT

We believe in providing a high quality early childhood program that:

- Provides a safe and nurturing environment
- Promotes the physical, social, emotional, cognitive and language development of young children
- Responds to the needs of families
- Is developmentally appropriate – “promotes the development and enhances the learning of each individual child served”
- Involves child initiated and child directed play
- Develops an awareness and acceptance of individual differences

These statements are in accordance with NAEYC (National Association for the Education of Young Children) **DEVELOPMENTALLY APPROPRIATE PRACTICE IN EARLY CHILDHOOD PROGRAMS SERVING CHILDREN FROM BIRTH THROUGH AGE 8.**

The AACS Early Learning Center is designed to meet the unique needs of young children between the ages of three and six. Based upon knowledge of growth and development, teachers will select learning materials, design classroom space and organize schedules in order to best meet the individual needs of the children in each session. In keeping with the philosophy and goals of this program, selection of materials, equipment and activities shall be based on their developmental appropriateness (age appropriateness and individual appropriateness). Individual class schedules are available upon request.

Assessment of each child's progress will be achieved through information shared by parents and data gathered by the teacher through observation and interaction. Assessment tools used for documentation of the child's development will be a combination of the Creative Curriculum Developmental Continuum; the state required tests, and performance notations written by the staff. All this information will be in a formally written progress report and shared with each child's parent/guardian.

PRESCHOOL SPECIAL EDUCATION PROGRAM

This program includes children who are identified as having a disability and will be determined eligible as defined in *The Operating Standards for Ohio's Schools Serving Children with Disabilities*. These children have an Individualized Education Program (IEP). Services including transportation are provided at no cost to the parent. The preschool Special Education classes are limited to a ratio of 16 children to two adults (one teacher and one paraprofessional aide). There are a maximum of eight children with disabilities including the integration of typically developing non-disabled peers enrolled in each session.

ITINERANT SERVICES

Some children with disabilities are more appropriately served on an itinerant level. Itinerant services involve a pre-school teacher working with the child in the home or other day-care setting. This level of service is determined by the Individualized Education Plan (IEP) participants and provides the child with four hours of contact time per month.

PROGRAMS OFFERED FOR TYPICALLY DEVELOPING STUDENTS

The AACS Early Learning Center has two types of programs in which non-disabled children can be enrolled. Both programs have limited enrollment. Typically developing, non-disabled children are enrolled to provide good role models for children with special needs. We do not receive funding for non-disabled children; therefore, we must charge an annual fee of \$900.00. School tuition may be deductible on your personal income tax. Check the tax code for further information.

It is vitally important that our typically developing children have the characteristics of good role models. A screening will be administered to determine if your child is eligible to be placed as a typical child. Typically developing children are enrolled on a gender, age, and classroom need basis. Final placement decisions are at the discretion of the preschool supervisor.

Once enrolled, there will be a four week trial period for each child. At the end of the four weeks, a conference may be held with the parent. Removal of the student from the program may be requested if the child does not show age appropriate skills (e.g. communication, behavior, peer interactions, self-help).

The other type of program in which non-disabled children can be enrolled is the Early Childhood Education (ECE) program. Enrollment in this program is based on two important eligibility criteria: age AND income. In order to be enrolled in this program, your child must be at least 3 years old, but not yet 5 years old on or before August 1st of the current school year. Information regarding this program is included in the application/registration packet that you completed prior to your child's screening.

PRESCHOOL TUITION

The typically developing children act as role models for the children with disabilities by displaying appropriate behaviors and readiness skills. However, our typical children are not state or federal funded in any way. Therefore, it is necessary for our school district to charge a fee for typically developing children who are enrolled. The annual fee for the half-day program is \$900.00 per school year per child. A 50% discount will be given to families who have two or more typically developing children enrolled~\$900.00 for the first child, \$450.00 for each subsequent child.

- The \$900.00 fee is payable in nine monthly installments of \$100.
- Payments are due on the first day of each month that school is in session.
You will have a five (5) day grace period to make your payment. After the grace period has expired, your child will not be permitted to return to school until that month's payment has been made.

- Payments are made in the Treasurer's Office in person, by mail to AACCS Treasurer's Office, 2630 W. 13th St., Ashtabula, OH 44004, or online. Please do not send the payment to school with your child.

SCHOOL CLOSINGS

Please refer to the district's school calendar (in the back of the handbook) for dates of scheduled days off and breaks and parent-teacher conferences (if The ELC makes the decision to hold conferences on days different from the district's calendar, our teachers will send home a letter).

In the case of inclement weather please listen to your local radio station between 7:00 and 8:00 a.m. and/or watch for school cancellations on the Cleveland television stations. You will also receive a phone call from the superintendent and/or the principal. There will be no preschool classes if the Ashtabula Area City School District has cancelled school for the day.

PARENT INVOLVEMENT

Parents are the first and most influential teachers in their child's life. They have the right and responsibility to become involved in their child's educational experiences. Our staff fully acknowledges and supports parental involvement in the program and provides varied opportunities to do so. Parents are encouraged to visit the preschool at any time. Parents must sign in at the school office before going to your child's classroom.

Twice a year, a written progress report will be given to the parent(s). Two parent-teacher conferences are scheduled and others may be provided as needed by either the parent or member of the preschool staff.

Children who are identified as having a disability and are enrolled in the pre-school Special Education Program, the parents are fully involved with the multi-factored evaluation (MFE) and are equal participants in creating the Individual Education Plan (IEP). Parents of children who have an IEP will need to participate in an annual Periodic Review, as well as three state required assessments that must be administered twice per school year:

- The Ages and Stages Questionnaire: Social Emotional Assessment (ASQ: SE)
- The Early Childhood Outcomes Assessment (ECO) which is conducted during parent-teacher conferences.

DOCUMENTATION PHYSICAL EXAMINATIONS AND IMMUNIZATIONS

All preschool children are required to have a yearly physical examination. Children with out-dated physical examinations (not within last 13 months) will not be permitted to attend school. One of the preschool requirements is that all students are tested for lead and Hgb/Hct levels prior to entrance into our program or within 60 business days of entrance into the program, unless your child's physician does not allow it. Preschool physical forms are available at the Ashtabula County Medical Center/Ashtabula Clinic Pediatrics Office & Ashtabula's Pediatrics/University Hospitals. If your child is under the care of another pediatrician, please stop in the school office for a form.

WITHDRAWAL

Parents must contact the AACCS Early Learning Center at 992-1280 to withdraw their child from the program.

ROSTER

A roster with names, addresses, and telephone numbers of the children in the preschool program is available upon request. If you choose not to have your child's name included on the roster, please complete the appropriate form in your registration packet.

ATTENDANCE

Attendance is reported to the state and is also reported to our EMIS coordinator on a daily basis. Just like the school aged children (K – 12), once your child is enrolled in our program at the Early Learning Center, attendance is a requirement for all students. In the event of an absence, you must call the ELC office at 992.1280 before classes begin each day.

- If your child is absence due to a doctor’s appointment or any other medical reason, please send in the document from the doctor’s office the day your child returns to school. It will be marked as medical and will be considered an excused medical absence.

TRANSPORTATION

- **BUS TRANSPORTATION**

Transportation for children enrolled in the Preschool Special Education Program shall be provided by the district in accordance with the regulations of the Ohio Pupil Transportation and Safety Rules and Regulations of the Ohio Department of Education. Children who are enrolled in the Preschool Special Education Program, the nature and extent of transportation services provided shall be determined through the IEP process.

- **PARENT TRANSPORTATION**

Transportation for typically developing non-disabled children shall be provided by the parent. Please be cautious when dropping off and picking up your child. The speed limit in the parking lot is 5 mph.

When a child arrives with a parent or other designated adult, the adult must accompany the child to the classroom and remain with the child until school begins. Children are not permitted to be dropped off at the door or left unattended in the school. If you are transporting your child, he/she should not arrive more than 5 minutes before the session begins and should be picked up promptly at dismissal time.

ILLNESS

If you suspect any illness please keep your child home. In keeping with state regulations, the following precautions shall be taken for children suspected of having a communicable disease or illness at school:

A staff member shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.

Upon recommendations from the Ohio Department of Health, and for the optimal health of your child and others, you should not send your child to school if any of the following conditions or symptoms exist or were present in the last 24 hours.

- Diarrhea (more than one abnormally loose stool within a 24 hour period) – even during the previous evening or night – your child may return to school if they have not had diarrhea in the past 24 hours
- Severe coughing, causing the child to become red or blue in the face or which makes a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye) – thick mucus or pus draining from the eye – your child can attend school 24 hours after the start of treatment
- Temperature of 100 degrees F or more taken by an auxiliary method when in combination with other signs or illness
- Untreated infected skin patches
- Unusually dark urine and / or gray or white stool
- Stiff neck
- Unusual spots or rashes – your child may return to school after being evaluated and cleared by a physician to return to school
- Sore throat or difficulty in swallowing

- Diagnosed with a bacterial infection like strep throat – your child may return to school after taking prescribed antibiotics for 24 hours
- Vomiting – even during the previous evening or night – your child may return to school if they have not vomited in the past 24 hours
- Evidence of lice, scabies, or other parasitic infestation

A child with any of the aforementioned signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian.

A child who is isolated due to suspected communicable disease should be cared for in a room or portion of a room not being used by the preschool program. The child will be within sight or hearing of an adult at all times. No child shall ever be left alone or unsupervised.

SNACKS

A snack will be served daily. If your child has dietary restrictions and/or specific times for eating, please talk to your child’s classroom teacher to set up special arrangements.

ADMINISTRATION OF MEDICATIONS, FOOD SUPPLEMENTS, MODIFIED DIET OR FLOURIDE SUPPLEMENTS

Many students are able to attend school regularly only through effective use of medication in the treatment of disabilities or illnesses that will not hinder the health or welfare of others. If possible, all medication should be given by the parent at home. If this is not possible, it will be done in accordance with the following:

- The school nurse or a designated person appointed by the building principal will supervise and secure the proper storage and dispensation of medication.
- Written permission must be received from the parent or guardian of the student, requesting that the Ashtabula Area City School District comply with the physician’s order.
- The school nurse or other designated person must receive and retain a statement which complies with State Law and is signed by the physician who prescribed the drug, or other person licensed to prescribe medication.
- The parent or guardian must agree to submit a revised statement signed by the physician or other licensed health care individual who prescribed the drug to the nurse or other designated person if any of the information originally provided by the physician or licensed health care individual changes.
- No employee, who is authorized by the Ashtabula Area City Board of Education to administer a prescribed drug, and who has a copy of the most recent statement, would be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute “gross negligence or wanton or reckless misconduct.”
- No person employed by the Ashtabula Area City School Board Education will be required to administer a drug to a student except pursuant to requirements established under this policy. The Ashtabula Area City School Board of Education shall not require an employee to administer a drug to a student if the employee objects to administering the drug.
- No aspirin or Tylenol can be dispensed by school personnel unless prescribed by a physician on an official Board of Education approved form.

EMERGENCY TREATMENT

In case of an accident or illness during the school day, the teacher will notify the parent using the Emergency Medical Authorization form. If the parent cannot be reached, then one of the other adults listed on the form will be contacted. The Emergency Medical Authorization form states “in the event reasonable attempts to contact me have been unsuccessful, I hereby give my consent for (1) the administration of any treatment deemed necessary by above named doctors or by another licensed physician or dentist in the event the designated preferred practitioner is not available and (2) the transfer of my child to any hospital reasonably accessible. Your child’s teacher will complete an incident report for you to read and sign. One copy of this form will be given to you, and one copy will be placed in your child’s file. Teachers will always notify you when non-emergency accidents occur.

BIRTHDAYS

Your child’s birthday is a special day at preschool. You may help us celebrate by providing a special treat. Also a “soon to be birthday” can be celebrated during the month of May for those children with summer birthdays. Please contact your child’s teacher about making arrangements to celebrate your child’s birthday.

FIELD TRIPS

Field trips are an essential part of your child’s learning experience. You will be notified of the trip ahead of time. For your child’s safety, we often need extra adult supervision. Parents are encouraged to volunteer for field trips. However, we are not able to accommodate siblings or other children not enrolled in our preschool program.

In order to go on a school field trip, each child must return a signed field trip permission slip. A child without a signed permission slip will not be permitted to attend the field trip or school for that day. Parents/guardians are also not permitted to grant permission over the phone. At times a small fee for field trips may be requested since this is not a regular part of our operating budget. Your support is appreciated. No child will be denied access to field trips because of inability to pay.

CLOTHING

Our days at preschool are filled with many busy hours of gluing, painting, coloring, and playing. Please send your child to school in play clothes and play shoes, preferably sneakers/tennis shoes. Slippery shoes and flip flops may cause injury since we are always in motion. Jeans or slim-fitting skirts (long or short) make it difficult for girls to perform many of the gross motor activities in the gym, therefore, it is requested that you do not send your daughter to school in such attire. Also, dress your child for the weather, both indoors and outdoors, and label all outdoor clothing with first and last name.

Each child should have a set of emergency clothing in case of spills and accidents. These clothes are to be kept in the child’s book bag. Your child’s clothing should be in a plastic bag marked with his/her name.

TOILETING

All potty chairs/toilet rings and diapering procedures are in accordance with Preschool Licensing Rules Sections 3301.37-6 and 3301.37-12.

- Potty chairs and/or toilet insert rings will be provided by The Early Learning Center for use by your child when needed. These will be emptied, cleaned, rinsed and disinfected after each use.

Parents are responsible for providing diapers and wipes for their child on a weekly and/or daily basis. An extra change of clothes is also required in case of soiling.

Diapering will occur in a space that contains a hand-washing facility and there will be some separation material between the child and the changing surface. The material is discarded and replaced after each change and the table is disinfected with an appropriate germicidal agent. If the table is soiled, it is cleaned with soap and water and then sanitized with a germicidal agent.

For the purpose of diapering, topical ointments and creams provided by parents shall include written instructions – name of ointment, cream, or lotion, name of child, date of birth, date, signature and written

instruction that is valid for no longer than 3 months. Authorization for administration of ointment, cream or lotion may be cancelled by written request of the parent at any time.

A clean supply of diapers stored in a designated area shall be available at all times. Soiled clothing shall be sent home daily. Clothing soiled with fecal matter and sent home will not be rinsed at the program facility; but will be placed directly in a plastic bag, sealed tightly and stored away from the rest of the child's belongings. Soiled disposable diapers will be discarded daily.

MONEY

Money or checks sent to school for classroom purposes (e.g. field trips, book orders, etc.) MUST be in a sealed envelope marked with your child's name, teacher's name, what it's for and the amount.

BEHAVIOR MANAGEMENT

Behavior management techniques are designed to enable an adult in a classroom situation to encourage a child's sense of self-control without destroying his/her self-esteem. Prevention and redirection is always the preferred way of intervention. It is our intention to prevent classroom behavior problems by including the following strategies in our preschool:

- Reward desired behavior
- Be persistent and consistent
- Frequently and patiently remind children of the rules
- Warn children before transitions are to occur
- Keep the number of classroom rules to a minimum

However, sometimes other steps must be implemented, such as modeling, re-directing and prompting. Occasionally, a child may need a short time-out period. This strategy is to provide a child time to regain self-control, and shall not be used as a punishment. On rare occasions, passive/physical restraint is necessary to keep the child from hurting himself/herself or others. This is done as gently as possible and care is taken to insure a positive experience as soon as possible after the incident.

When dangerous behaviors occur often, a meeting shall be held with the parent to determine a plan of action to eliminate or reduce the behavior. If the behavior has not been eliminated or reduced, these adjustments in the child's program may be considered:

- Recommendation for a multi-factored evaluation for typically developing child.
- Reduction of amount of time in the center based program.
- Change to home based program (for child identified as disabled).

In accordance with Preschool Licensing Rules, Section 3301-37-10, items C 1 – 10 Behavior Management/Discipline, there shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting. No discipline shall be delegated to any other child. 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 passive restraint (a protective hug), so the child may regain control.

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. No child shall be subjected to profane language, threats, derogatory remarks about him/herself or his/her family, or other verbal abuse.

Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents. Techniques of discipline shall not humiliate, shame, or frighten a child. Discipline shall not include withholding food, rest, or toilet use.

Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.

The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

INSPECTION REPORTS

The Ashtabula Area City School District's preschool program is licensed through the Ohio Department of Education in accordance with Rules 3301.37-01 through 3301.37-12. Copies of inspection reports are posted and are available by contacting the AACCS Early Learning Center Office.

QUESTIONS OR COMMENTS

We are very proud of our developmentally appropriate preschool team. They are an exceptionally well trained and experienced group of professionals. If you ever have any questions regarding specific classroom activities, please feel free to discuss them with your teacher or with the preschool program principal by calling 992-1281.

The AACCS Board of Education is the governing body of the preschool. If you have concerns and would like to address the School Board, please call 992-1201 for meeting information.

The Office of Early Learning and School Readiness may be contacted at (614) 466 – 0224 to report any suspected violations of the Rules for Preschool Programs, Chapter 3301-37. ** Please be advised that this document is subject to change in accordance with The Ohio Department of Education, Operating Standards for Ohio Education Agencies Serving Children with Disabilities and Preschool Licensing Rules 3301-37.01 through 3301-37.12 without prior notice to the parents.