

St Michael Preschool Handbook

3431 St. Michael Blvd. N.W.

Canton, Ohio 44718

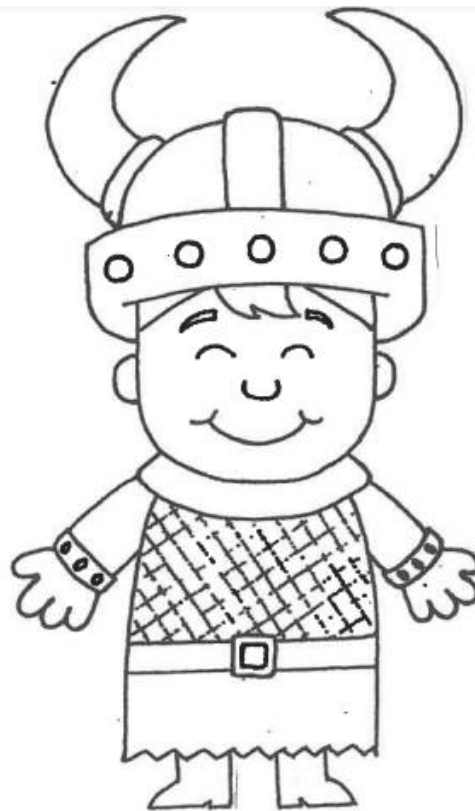
(330)492-2657

Diocese of Youngstown

(330)744-8451

Ohio Department of Education

(877)644-6338



Preschool Program Hours

School Office Hours:	7:30am-3:30pm
Preschool (M,W,F) (3 yr. old class)	8:00am-10:30am
Preschool (T, TH) (3yr.old class)	8:00am-11:00am
Pre-K, 5 Day Program	8:00am-10:30am
Pre-K, 3 Day Program (M,W,F)	8:00am-10:30am
Pre-K, 2 Day Program (T,TH)	8:00am-11:00am
Pre-K, PM Program (M,W,F)	11:45am-2:15pm
Extended Care	10:30am-2:30pm

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MISSION STATEMENT

The mission of St. Michael Preschool is to proclaim and live the Gospel of Jesus through prayer and worship, academic excellence, and Christian service to our community and all people.

Philosophy:

The St. Michael Preschool Program will provide an atmosphere in which young children can work and play together. Learning experiences will be provided to stimulate curiosity and to develop self-confidence and independence.

Though we as adults look upon it as play, “play” is actually children’s work. Emphasis will be put on learning, which affects a child’s development and personality. We aim to promote physical, intellectual, and social development within each child.

Goal 1:

To develop Catholic Christians who know and love their faith.

Goal 2:

To teach students to trust God to lovingly direct their lives and to seek their fullest potential as children of God.

Goal 3:

To encourage parents to support the mission of the school by teaching Christian values at home.

Goal 4:

To provide a warm, loving, and supportive atmosphere in which children feel a sense of excitement about learning and discovery.

Goal 5:

To develop a sense of sharing and foster a positive attitude towards school.

Goal 6:

To provide materials and experiences that are engaging, meaningful, and age appropriate for the children in our care.

SCHOOL POLICIES

Admission:

All children who meet the age requirements and qualify by reason of academic ability, moral character, and personal conduct, are eligible for admission to St. Michael Preschool if maximum class size is not reached.

Registrations will be prioritized according to these guidelines:

- 1. Families who currently have a child enrolled in the 3 yr. old Class, will have the first opportunity to register for one of the Pre-K Classes.**
- 2. Families with children currently enrolled in the school will also be given priority in the registration process.**
- 3. Families who are parishioners of St. Michael Church will be the next group to have an opportunity to secure a spot in one of the classes.**
- 4. We will then accept registrations from all families who are interested in our program.**

***For the 3yr. old Class, a child must turn three before September 30, and must be fully potty trained to be admitted to the program**

***For Pre-K, a child must be four before September 30, and must also be fully potty trained to be admitted to a Pre-K Class.**

No student will be refused admission to our program due to race, color, or ethnic origin.

Registration:

Registration materials will be available by the first week of February for the following school year. Starting with the school year 2022/2023, these forms will be available online only. **The one form that will need to be printed and signed by the child's Doctor is the Medical form.** It will need to be turned in to the child's teacher within 30 days of the start date of Preschool.

Cumulative Records:

Each student will have a permanent record kept in our Preschool. Parents may request to view this information. The Preschool classes do not use a grading system, however, each class has a Progress Report that will be completed by your child's teacher two times a year.

According to the regulations of the Family Privacy Act, no student's records can be released to another school or agency without the written permission of the parents.

Attendance and Absence:

Regular attendance and punctuality are of prime importance in the learning process of a child. Irregular attendance causes a student to miss important material and can result in a lack of progress, which often leads to decreased enthusiasm for school.

Absence is excused in cases of personal illness or illness in the family, a death in the family, or any other family emergency.

If a child is going to be absent, we ask that a parent informs the classroom teacher or the school office. The teacher can be reached by phone in the classroom. A parent may also use email or the class messaging app to send the teacher a message.

Birthdays:

We realize that birthdays are very special for children, and we do like to recognize them at school. Parents are welcome to send in a treat for the class to celebrate the big day! Please let the teacher know ahead of time. This is especially helpful if there are food allergies to consider. If your child has a summer birthday, we can choose a day in the Spring to celebrate early!

Recess:

We realize the importance of allowing children to enjoy fresh air and outdoor play. Since it is a priority, we encourage parents to send children to school dressed appropriately for the weather conditions. When the temperature gets below freezing, or if there are other inclement conditions, the students will remain indoors. We will try to make use of the gym or other available spaces when possible, so that the children can get the exercise that they need.

Extended Day Program:

In order to accommodate working parents, this program is available daily from 10:30-2:30. Due to limited capacity and staffing for this program, we must limit it to students whose parents have work schedules which make it difficult for them to pick up earlier in the day. In accordance with state guidelines, the children are required to have a nap/rest period if they are staying until 2:30. Students are also asked to bring a lunch and drink if they are going to be staying beyond the AM Preschool session. This extended session does not include academics. Parents who are in need of this program, have the option to choose 2, 3, or 5 days of extended care. It is a set schedule and cannot be done on a drop-in basis.

Daily Snack:

Each month your child's teacher will send home a snack calendar. Each child will be assigned a date to provide a snack for the that month. There will usually be a specific snack requested for each day.

***Please keep in mind, that all snacks and lunches for children should be healthy and should consist of foods from the major food groups. This would include grains, fruits, vegetables, meats, and milk products. We realize that children may bring in sweets at times for birthdays or party days, it is just not encouraged on a regular basis.**

Family Vacations:

Family vacations should coincide with school vacation dates if possible. Parents may be asked to help their children do make-up work when they return. If parents, but not children, are going on a vacation, the Teacher must be informed of the name of the person in charge of the children and an emergency phone number.

Emergency Closing:

When either Plain Local Schools or Jackson Local Schools are closed, our Preschool is automatically closed. For a local emergency, such as a boiler or water problem, St. Michael School will be announced on WHBC radio or the website. In either case, you should be contacted by phone by the messaging system for St. Michael School.

INSTRUCTIONAL PROGRAM

St. Michael School follows the course of studies established by the Diocese of Youngstown and approved by the Ohio Dept. of Education. The school is chartered by the Ohio Dept. of Education and licensed through the State Dept. of Education. The Preschool follows the guidelines for safe practices as set by the state. A state representative will visit the school annually to determine if the program is in compliance with the state laws. The results of any non-compliance issues and the license are posted in the classrooms.

If a concern were to arise while in our program, we ask that you follow the appropriate steps to resolving it. Our policy is that you start by bringing the concern to the attention of the classroom teacher. If it is not able to be resolved at this level, the Principal can be contacted. In the unlikely event that there is still no resolution, the concern can be brought to the Pastor or Superintendent / Assistant Superintendent of the Diocese of Youngstown. The last resort for an unresolved issue would be the Ohio Dept. of Education. We will strive to work cooperatively with the parents in determining what is best for children when it comes to their education.

Curriculum:

A basic premise of the Preschool curriculum is that play is an important element in the classroom. Play is a child's major means for exploring the world. Through play, children develop socially, emotionally, and intellectually. Play provides opportunities for problem solving, persistence, new vocabulary, and practicing social skills. Some of these skills include role play, conflict resolution, leadership, and cooperation.

Materials such as blocks, sand, water, dolls, dress-up clothes, toy vehicles, miniature people, and animals help stimulate play. Adult encouragement and involvement are critical for enriching play situations.

Research has suggested that the sheer fun associated with play is a strong motivation for children to learn.

A number of researchers have stated that play is an important contributor to children’s language acquisition and to their literacy development.

Key Elements:

The Preschool Program is individualized and developmentally appropriate in its planning and activities offered. Scheduling, staffing, and curriculum are structured to enable children to explore a wide range of experiences and materials in art, mathematics, science, language, literature, music, movement, and motor development.

The following domains, as outlined for children three through six years of age, are contained in the Ohio Early Childhood Curriculum Guide and published by the Ohio Department of Education.

Cognitive Domain:

This domain involves complex thinking processes that begin even before the child begins to talk. An example of this would be “smile for Mommy.” The child hears this verbal direction and responds with a smile.

Cognitive domain skills should be mastered before the child leaves the Preschool Program. They include:

- Memory**
- Symbolic thought**
- Reasoning and problem solving**

- Identifying numbers to ten
- Counting objects to ten
- Classification (how objects are alike and different)
- Seriation (arranging objects according to size)
- Sequencing (recognizing patterns and putting things in logical order)

Language-Literacy Domain:

Language is the communication system we use to relate ideas and thoughts and to inquire and ask questions.

Language can take many forms. Under the Language-Literacy Domain, skills are covered that will help your child become a better communicator. They include:

- Receptive Language (the ability to discriminate and identify sounds)
- Expressive Language (the ability to produce a broad range of sounds from simple utterances to sentences)
- Written Language (writing and recognizing his/her first name and possibly additional words)

Social and Emotional Development:

The identity and self-esteem of each child is the focus of this domain. It is so important today, with all of the added stressors that children face, that they get positive feedback and gain confidence.

This awareness of self will provide a base for decision making, cooperation, and showing empathy for others. Skills in this domain include:

- **Self-awareness and expression of emotion**
- **Self-concept**
- **Self-comforting**
- **Self-regulation**
- **Sense of competence**
- **Attachment**
- **Interaction with adults**
- **Peer interactions and relationships**
- **Empathy**

Physical Motor Domain:

This domain includes skills that are related to the use and coordination of the body. The development of these skills is a life-long process that involves use of the whole body (gross motor) and the use of more specific body parts (fine motor). These skills include:

Motor Development

- **Balance and coordination**
- **Touch, grasp, and reach**

Physical Well-Being

- **Body awareness**
- **Physical activity**
- **Nutrition and self help**

The domains adopted by the Ohio Department of Education are met through the use of centers in our classroom. We offer a variety of different experiences which are described in the following paragraphs.

ACADEMIC PROGRAMS

Phonics/Reading:

The Preschool classes use learning materials which give children exposure to the letters and sounds. These programs introduce these skills:

- Phonological awareness
- Phonemic awareness
- Print awareness
- Alphabetic awareness
- Comprehension
- Oral Language
- Vocabulary

Each week, beginning in October, the students in Pre-K will be focusing on a new letter. The themes for the week will reinforce that letter. The children will learn songs that help them practice saying the letters and sounds that are being introduced and reviewed. This repetition is a great way for the students to make progress in this area.

Upon completion of the program, the children will have been exposed to all the letters of the alphabet and their corresponding sounds. The 3 yr. old Class will also have exposure to the letters, but in a less structured way.

Mathematics:

This program addresses five main strands that are supported by the Ohio State Standards for education. They are:

- Number Sense
- Number Relationships and Operations
- Algebra
- Measurement and Data
- Geometry

Most of the activities in this curriculum use hands-on, age appropriate materials to introduce and expand on the many concepts presented in this program. We use a variety of manipulatives.

Religion:

Religious education is our reason for existence and is integral to all classroom instruction. The purpose of a religion lesson is to help students get to know Christ in a personal way and to establish a loving relationship with him.

The children will learn about Catholic and Christian values by listening to Bible stories and sharing in activities that show God's goodness in a way that is appropriate for their level of understanding. We encourage the children to use the teachings of God to be an example of how to treat others with kindness.

Music and Movement:

The exploration of sounds, rhythms, and body movements is very natural to young children. As early as infancy, children actively respond to sounds and music. The experience of music and movement in the Preschool environment permits children to develop skills, and also provides an opportunity for group interaction, teamwork, and an alternate means of emotional exploration and expression.

Kidmobile:

The children will have the opportunity to get a visit once a month from the Stark County Library Kidmobile. The visit normally lasts about 25 minutes. The kids get to board the book bus and they get to experience stories, songs, and puppet shows. It is always very entertaining! The children also get to choose one book to bring back to the classroom. *During the pandemic, this service has not been available. Hopefully, it will return in the near future!

Technology:

The children will have access to Ipads during their non-structured periods of the day. They will be able to choose educational games on these devices. We are very fortunate to have the Active Panels in all of the Preschool classrooms. These panels are great for hands-on learning. The children will have opportunities to write on and touch these boards while taking part in games and learning activities!

CENTERS

Blocks:

Blocks provide children with opportunities for growth through a wide variety of activities. They support and permit the child to choose to play alone or in a group. Blocks provide an excellent choice for children who feel uncomfortable with messy materials, such as clay or fingerpaint. Blocks may also stimulate cognitive development by providing opportunities for problem solving, exploring vertical, horizontal, and enclosed spaces. Block building promotes hand-eye coordination, balance, and creativity.

Book Area/Reading Corner:

A book area is a necessity in a Preschool classroom. This area provides a place for a child to go to that is quite and comfortable. It encourages the children to seek out reading

materials and helps stimulate their interest in books! We know that this is the first step to becoming good readers in the future!

Art:

Art experiences for children often involve making use of various materials, such as crayons, glue, paint, and paper. There are also experiences that are more sensory related, such as fingerpaint or shaving cream. The children will be given opportunities to explore and express themselves emphasizing the process of the finished product. We really want them to enjoy the creativity that art can provide.

Science:

With young children, science is continuous wondering, finding out, and combining things. Such an area may include a sensory table filled with water, sand, or other materials. There may also be items such as jars and measuring cups. The children will also get to participate in other science experiments that will take place with the group in the classroom.

Home Living Area:

This area provides an environment where children can explore relationships with peers and use physical props to act out situations.

They are using their imagination and prior knowledge to imitate the world around them. This type of area offers many opportunities for dramatic and cooperative play.

DISCIPLINE

Encouragement of Positive Behavior:

The Preschool Staff believes in doing all that we can to promote a cooperative learning environment. We often stress kindness and being considerate of the feelings of others. We also like to give praise for the many positive actions that we see the children do throughout the day. Since children are human too, just like all of us, there will be times when they need to be reminded of the classroom rules. The Discipline Policy is outlined below:

This policy is derived from the State of Ohio Preschool Licensing Rules Administrative Code 3301-37-15

- 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments, such as, but not limited to punching, pinching, shaking, spanking, or biting.**
- 2. No discipline shall be delegated to any other child.**
- 3. No physical restraints shall be used to confine a child by any other means other than holding a child for a short period of time, so the child may regain control.**

- 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.**
- 5. No child shall be subjected to profane language, threats, derogatory remarks about 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 for toileting accidents.**
- 7. Techniques of discipline shall not humiliate, shame, or frighten a child.**
- 8. Discipline shall not include withholding food, rest, or toilet use, and food shall not be used as a reward for behavior.**
- 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 the preschool staff member in a safe, lighted, and well-ventilated space.**
- 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.**

A staff member who suspects that a child has been abused or neglected is to immediately notify the public children services agency and a serious incident report is to be completed and submitted to the department in accordance with section 2151.421 of the Revised Code.

For discipline, our policy is to initially use positive reinforcement or redirection. If these methods do not work, we incorporate the use of time-out as well. The teachers are in constant communication with parents regarding discipline in the classroom and any incidents that occur. It is our belief that the key to a successful school experience for parent and child is constant constructive communication between families and educators.

PARENT / TEACHER CONFERENCES

Parent / Teacher conferences are scheduled twice during the year. These conferences are fifteen minutes long and may be scheduled at the request of the parent or teacher. Parents are encouraged to communicate with the teachers as often as necessary. A teacher can be reached by calling the office, sending an email, or sending a message on the app that the teacher uses for classroom communication.

Teachers may not be kept from class to confer with a parent except in an emergency situation.

Many problems grow out of simple misunderstandings and are often resolved when parents and teachers communicate directly.

CODE OF CONDUCT

The philosophy of St. Michael Preschool strives to promote the spiritual and moral development of all students. The rules and regulations adopted by the school serve to accomplish the mission. By enrolling their child/children at our St. Michael Preschool, parents agree to support and comply with all school policies. Parents are urged to appreciate the action taken by the administration/teacher and to cooperate with this corrective action. Students are expected to adhere to school policies as well.

The Code of Conduct is based upon the Gospel message of Jesus. Growth in self-discipline, a responsibility for Catholic values, and a loving respect for the rights of all persons are encouraged and nourished by this Code of Conduct. In order to achieve this, parents, faculty, and students work together to create a Catholic school environment.

Students' Rights and Responsibilities

- 1. The RIGHT to make choices and the RESPONSIBILITY to accept the consequences associated with his/her choice.**
- 2. The RIGHT to be treated with kindness and the RESPONSIBILITY to treat others kindly.**

- 3. The RIGHT to be treated fairly and the RESPONSIBILITY to treat others fairly.**
- 4. The RIGHT to be safe and the RESPONSIBILITY to follow safety rules.**
- 5. The RIGHT to express himself /herself and the RESPONSIBILITY to listen to others with Christ-like care and concern.**
- 6. The RIGHT to take pride in the school and the RESPONSIBILITY to support school activities and to care for all school property.**

Parents' Rights and Responsibilities:

- 1. The RIGHT to expect a Code of Conduct grounded in the Gospel message and the RESPONSIBILITY to support the St. Michael School Code of Conduct.**
- 2. The RIGHT to be notified by the teacher / administrator when a discipline problem occurs and the RESPONSIBILITY to support the disciplinary measure(s) taken.**
- 3. The RIGHT to discuss classroom / school discipline**

policies with the teacher / administrator and the **RESPONSIBILITY** to cooperate and support school policies.

Teachers' Rights and Responsibilities:

- 1. The RIGHT to be familiar with the Code of Conduct and the RESPONSIBILITY to implement classroom management policies.**
- 2. The RIGHT to teach and work in a safe and healthy environment and the RESPONSIBILITY to participate in safety drills and enforce safety regulations.**
- 3. The RIGHT to teach with minimal behavior disruptions and the RESPONSIBILITY to consistently enforce school discipline policies and procedures.**

The Students Are Expected To:

- 1. Show obedient, courteous, respectful behavior toward teachers, fellow students, and adults.**
- 2. Use appropriate language.**
- 3. Speak kindly and respectfully to others.**

4. Respect school property and the property of others.
5. Abide by classroom rules provided by individual teachers.
6. Demonstrate good manners.

HEALTH POLICIES

Immunizations:

State regulations require specific immunizations before entrance into Preschool. These immunizations include:

1. 4 or more doses of DPT
2. 3 or more doses of Polio vaccine
3. 1 MMR dose
4. 3 doses of Hepatitis
5. 3 or 4 doses of HIB, depending on the vaccine and the age when started
6. 1 dose of Varicella (chicken pox)
7. 2 doses of Hepatitis A
8. 3 or 4 doses of Prevnar(PVC), depending on the vaccine and the age when started
9. Annual Influenza vaccine

Health Records:

A Medical Statement form needs to be completed and signed by a physician. These physical forms are good for one year only and the forms must be turned into the school within 30 days from the first day of school.

Illness / Accident Policies:

Children who are ill in the morning are to remain at home. Sending a sick child to school contributes to the spread of germs. In the event of illness or an accident during school hours, a child may be sent to the clinic where he/she will be given attention. The school nurse is available daily during school hours.

Emergency Cards:

The school requires an Emergency Authorization form, which lists emergency phone numbers. In the case of a more serious illness or injury, parents are immediately notified. If parents cannot be reached, the party listed on the emergency card will be called. Please instruct this person concerning action to be taken in the even of parental unavailability. The child should be familiar with each person listed on his/her emergency form. Children will not be permitted to leave school with a person they do not know.

Information on the medical emergency cards should be kept current. Parents should notify the school immediately if there is any change of information on the card.

Medication Policy:

School Policy for Administering Prescription and Non-prescription Medication to Students:

- 1. Parents must sign the Dispensation of Prescription and Non-prescription Medication form supplied by the school granting the school permission to administer the medication.**

- 2. The form must be completed and signed by the doctor prescribing the drug. This form is necessary for both prescription and non-prescription medications. Doctor's orders must include:**
 - Student's name, address, school, and class**
 - Name of drug, dosage, and intervals or times when dosage is to be given**
 - Date of when the administration of medication is to begin and end**
 - Any severe reactions that should be reported to the doctor and a phone number where the doctor can be reached**

- 3. Medication must be in its original container with the pharmacy or over the counter label intact. Non-prescription medications should be labeled with the student's name and class.**

- 4. A parent or responsible adult must bring all medication and dispensation forms to the school.**
- 5. No medications will be dispensed without the signed form and the proper container for the medication.**
- 6. Parent agrees to notify the school immediately of any change in the information submitted.**

Note: Unused medication will be returned to only a parent. Parents are responsible for claiming unused medication within one week after it is no longer needed, or one week after the school year ends.

Communicable Disease:

The policy on Communicable Disease is very specific and due to its importance we have included the entire policy that is listed in the licensing rules of the Ohio Department of Education. It can be found in the Resource section in the back of this handbook. Please read carefully and use as a reference for determining what actions should be taken if your child has any of the symptoms listed.

Health Screenings:

We do offer an ASQ-SE social/emotional screening tool in the fall. This is filled out by parents and is scored by the teacher. There may be additional screenings offered throughout the school year. Any screening that we would decide to provide will require a signed permission slip. We are happy to provide resources for families in the areas of health and safety. There is information about a program called Healthchek in the back of this book in the Resource section. You may also get additional information from the Canton City Health Department, which can be reached at (330)489-3231.

SAFETY POLICIES

Visitors:

Any parent of a child enrolled in St. Michael School shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Parents should report to the office upon arrival.

Drop-off:

Students are to be dropped off in front of the door of the Preschool entrance. The teachers will be waiting there to escort the children to the classrooms.

Dismissal:

The AM classes will be picked up in a car line. We will take each child to his/her car. We ask that parents try to pull over and park to fasten and adjust car seats.

The Extended Day group, and any other PM Preschool class, will be dismissed at the Preschool entrance door. Parents should park and come to this area to pick up their children. We ask that you please do not leave your car unattended and running while picking up your children. According to the Ohio laws, children over 40 pounds must ride in a booster seat, which is properly positioned in a seatbelt.

Family Engagement:

We feel that it is very important to have a partnership with the families who are enrolled in our program. We welcome parent participation and we try to make communication with families a priority. Parents are invited to join us for parties, “Special Weeks,” or any time they want to share an experience with the children! Aside from written newsletters and various handouts that are sent home, we encourage the use of communication apps, such as Class Dojo. This is a way for us to inform parents of upcoming activities and to share photos of some of the exciting things which are happening in the classroom!

RESOURCES

Ohio Administrative Code

Rule 3301-37-11 Management of communicable disease.

Effective: July 1, 2021

(A) A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of communicable disease" means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

(B) The following precautions shall be taken for children suspected of having a communicable disease:

(1) The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness.

(2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:

(a) Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);

(b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;

(c) Difficult or rapid breathing;

(d) Yellowish skin or eyes;

- (e) Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching or eye pain;
- (f) Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- (g) Untreated infected skin patch(es);
- (h) Unusually dark urine and/or grey or white stool;
- (i) Stiff neck with an elevated temperature;
- (j) Evidence of untreated lice, scabies, or other parasitic infestation;
- (k) Sore throat or difficulty swallowing; or
- (l) Vomiting more than one time or when accompanied by any other sign or symptom of illness.

(3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:

- (a) Unusual spots or rashes; or
- (b) Elevated temperature.;

(4) Programs shall follow the Ohio department of health's posted "communicable disease chart" for appropriate management of suspected illnesses.

(5) A child isolated due to suspected communicable disease shall be:

(a) Cared for in a room or portion of a room not being used in the preschool program;

(b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;

(c) Made comfortable and provided with a cot/mat or crib for infants. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;

(d) Observed carefully for worsening condition; and

(e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.

(C) Each program shall have a written policy concerning the management of communicable disease. The policy shall include, at a minimum:

(1) The program's means of training all preschool staff in signs and symptoms of illness and in hand- washing and disinfection procedures;

(2) Procedures for isolating and discharging an ill child and policy for readmitting such child;

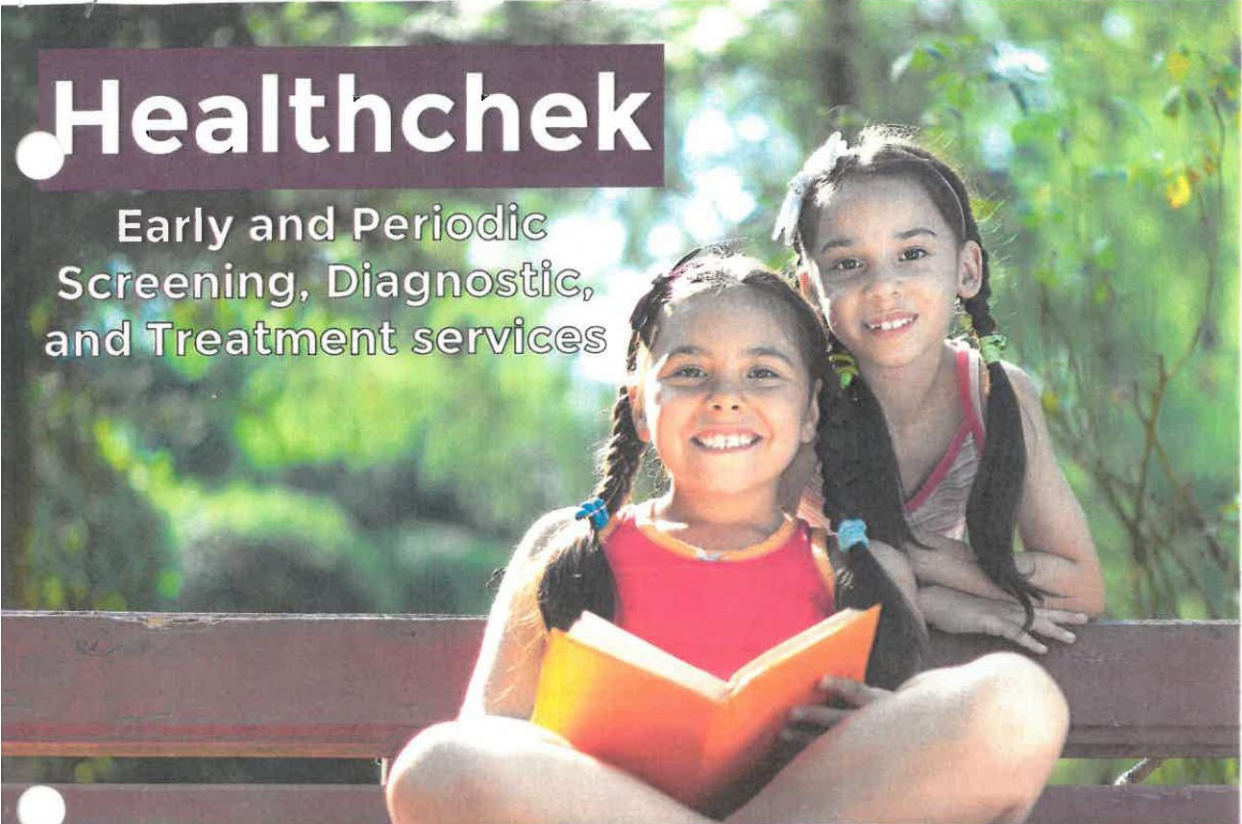
(3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease;and

(4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.

(5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

Healthchek

Early and Periodic
Screening, Diagnostic,
and Treatment services



Prevention and treatment services for all
babies, kids, and young adults
younger than age 21.

- *Physical exams
- *Vaccinations
- *Lead testing
- *Vision, dental, & hearing exams
- *Developmental & mental health screenings
- *Follow-up services
- *Support services like transportation and referrals to other social services..... **and more!**

Call your County Healthchek Coordinator: **800-324-8680**

Healthchek Services Frequently Asked Questions

Question 1. What is Healthchek?

Answer 1. Healthchek is Ohio Medicaid's child health benefit for children under age 21. The Federal name for this benefit is Early and Periodic Screening, Diagnostic and Treatment services, or EPSDT. The purpose of Healthchek is to find and treat health problems early, so your child can have the best health and development possible. Healthchek is free and covers Healthchek exam (well child check-ups), hearing, vision and dental screenings to diagnose any health problems your child might have. It also covers medical and dental treatments and equipment that may be determined as medically necessary.

Question 2. Is Healthchek different from Medicaid?

Answer 2. No. Healthchek is the children's health component of Medicaid for children under age 21.

Under Healthchek, your child can receive medically necessary services or equipment that would be covered by federal Medicaid whether or not the service is covered by Ohio's Medicaid plan for adults. Also, your child can get more of a certain service than would be provided to adults. For example, a child could get more physical therapy than an adult would get if the added therapy is medically necessary for the child. Children also can get more dental care than adults.

Question 3. Do I have to fill out an extra application for my child to receive Healthchek services?

Answer 3. No. Once your child is enrolled in Ohio Medicaid, he or she can receive Healthchek services. Ask the

Healthchek Coordinator at your County Department of Job and Family Services' (CDJFS) for more information about Healthchek services. A list of county Healthchek Coordinators can be found at:

<http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf>

Question 4. How many Healthchek exams are covered?

Answer 4. Healthchek covers 13 check-ups throughout the first three years of life, then one check-up each year until the age of 21. It is important to take your child to all of the covered check-ups to ensure your child's health and normal development. If a health problem is found, more exams and services are covered when necessary to diagnose and treat the problem.

Question 5. What happens during a Healthchek exam?

Answer 5. Healthchek screenings (exams) are complete physical examinations that include:

- Medical history
- Complete unclothed exam (with parent approval)
- Developmental screening (to see if your child's physical and mental abilities are as expected for his or her age)
- Vision screening
- Hearing assessment
- Dental screening
- Immunizations (to make sure your child receives shots on time)
- Lead screening
- Other screenings and services as needed

Healthchek exams are based on the American Academy of Pediatrics (AAP) children's health recommendations. If a health problem is found, your doctor can treat the problem, do more examinations or refer you to a specialist for treatment.

Question 6. What kind of services can my child get through Healthchek?

Answer 6. In addition to the screening services, your child can get medically necessary services or equipment that your child's Medicaid provider recommends. Some services must be approved by Ohio Medicaid or the managed care plan your child is enrolled in. Examples of available services or equipment include:

- Physician and clinic services
- Inpatient and outpatient hospital services
- Laboratory and x-ray services
- Home health services and private duty nursing services
- Personal care services
- Care coordination or Case management services
- Physical therapy and related services
- Any medical care or other type of remedial care (example: occupational therapy) recognized under state law
- Other diagnostic, screening and rehabilitative services recommended by a licensed Medicaid provider

- Durable medical equipment
- Dental services
- Certified pediatric nurse practitioner services
- Nursing facilities, Intermediate Care Facilities for Individuals with Intellectual Disabilities and inpatient psychiatric hospitals
 - Respiratory care services

Question 7. What happens if a health problem is found?

Answer 7. Your child’s doctor can treat the problem or can make a referral to a specialist for further evaluation and treatment. Any Medicaid provider can find a problem, make a referral or provide treatment. This includes: doctors, nurses, dentists, physical therapists, occupational therapists, speech therapists, psychologists, psychiatrists and other health care professionals.

Question 8. What does medically necessary (medical necessity) mean?

Answer 8. Medical necessity for individuals covered by early and periodic screening, diagnosis and treatment (EPSDT) is defined as procedures, items, or services that prevent, diagnose, evaluate, correct, ameliorate, or treat an adverse health condition such as an illness, injury, disease or its symptoms, emotional or behavioral dysfunction, intellectual deficit, cognitive impairment, or developmental disability.

Question 9. What should I do if the doctor says my child needs a medically necessary service that has to be approved by Medicaid or my child's managed care plan?

Answer 9. If you are enrolled in a Medicaid managed care plan, your provider should contact the plan’s prior authorization department and make the request. Each plan has its own process for approving requests for services. If you are not enrolled in a Medicaid managed care plan, your Medicaid providers can make a request for the service. Your health care professional will submit all the necessary supporting paperwork (example: treatment plans, progress notes, assessments), asking that the requested service receive prior authorization for coverage.

Question 10. What if a request for approval by Medicaid or my child's managed care plan is denied?

Answer 10. You will receive notification by mail if the service your doctor recommends is denied by

Medicaid. If you disagree with the denial, you may ask for a hearing. You must ask for a hearing within 90 days from the date of the notice. This document should tell you exactly how to ask for the hearing. A hearing will be scheduled, and a hearing officer will listen to you and Ohio Medicaid, then will decide whether or not the denial was correct.

If your child is enrolled in a managed care plan, you can find information about your plans process on their website by searching for “appeal” or by calling their member services department for assistance.

Managed Care Plan	Website	Member Services
Buckeye Health Plan	https://www.buckeyehealthplan.com	1-866-246-4358
CareSource	https://www.caresource.com	1-800-488-0134
Molina Healthcare	http://www.molinahealthcare.com	1-866-449-6849
Paramount Healthcare	http://www.paramounthealthcare.com	1-800-462-3589
UnitedHealthCare	https://www.uhc.com	1-877-542-9236

Question 11. I need help finding a doctor who will accept Medicaid. What should I do?

Answer 11. If you are enrolled in a managed care plan, contact the plan or visit its Web site for further information. If you are not covered by a managed care plan, then contact your county agency and speak with the Healthchek Coordinator <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf>. They will assist you by giving you a list of available Medicaid providers’ names, addresses and phone numbers within your county and in surrounding counties. You may also call the Ohio Medicaid **Consumer Hotline** at **1-800-324-8680** for help.

Question 12. I need help scheduling medical appointments and getting to the appointments. What should I do?

Answer 12. Healthchek provides help with scheduling and transporting your child to medical appointments. If you are enrolled in a managed care plan you may contact them for help, or contact your county and ask for the Healthchek Coordinator. A list of county Healthchek Coordinators can be found at <http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf>.

Question 13. I am moving to another county in Ohio. What should I do to make sure my child’s Healthchek services will continue?

Answer 13. Once you have relocated, you are required to report changes within 10 days to your county case worker to let them know that you have moved. They will transfer your case to your new county of residence. Your county Healthchek Coordinator can tell you who the Healthchek Coordinator is in your new county and can help you in contacting them. A list of county Healthchek Coordinators

can be found at:

<http://medicaid.ohio.gov/Portals/0/For%20Ohioans/Programs/countycoordinators.pdf>

Question 14. How can I find out more information about Healthcek?

Answer 14. You can find more information about Healthcek by doing one of the following:

1. Call your county and ask for the Healthcek Coordinator. This person can provide you with information on Healthcek services. A list of county Healthcek Coordinators can be found at <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthcek.aspx>.
2. Call Ohio Medicaid's Consumer Hotline at **1-800-324-8680** and speak with a customer service representative for further assistance.
3. Call your Medicaid Managed Care Plan's customer service number for more information. The phone numbers should be located on your child's managed care plan insurance card.
4. Visit Ohio Medicaid's Healthcek Web page at: <http://medicaid.ohio.gov/FOROHIOANS/Programs/Healthcek.aspx> for further details.