# Table of Contents

<table>
<thead>
<tr>
<th>MISSION STATEMENT</th>
<th>LICENSURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADMISSION POLICIES</td>
<td>MEDICAL EMERGENCIES AND ACCIDENTS</td>
</tr>
<tr>
<td>ARRIVAL AND DISMISSAL</td>
<td>MEDICAL PROCEDURES AND HOSPITALIZATIONS</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>MEDICATION</td>
</tr>
<tr>
<td>CALENDAR</td>
<td>PARENT ROSTER</td>
</tr>
<tr>
<td>CELEBRATIONS</td>
<td>PARENT-TEACHER CONFERENCES AND HOME VISITS</td>
</tr>
<tr>
<td>CONCEALED WEAPONS</td>
<td>SAFETY PROCEDURES</td>
</tr>
<tr>
<td>CONCERNS OR COMPLAINTS</td>
<td>SCREENINGS</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td>SNACKS AND MEALS</td>
</tr>
<tr>
<td>CURRICULA</td>
<td>STUDENTS WITH DISABILITIES</td>
</tr>
<tr>
<td>DAILY PROGRAM SCHEDULE</td>
<td>TEACHING CREDENTIALS</td>
</tr>
<tr>
<td>DIAPERING</td>
<td>TRANSITIONS</td>
</tr>
<tr>
<td>DISCIPLINE POLICY-CHILD DISCIPLINE CODE</td>
<td>TRANSPORTATION</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>TUITION</td>
</tr>
<tr>
<td>EMERGENCY MEDICAL AUTHORIZATION</td>
<td>VISITORS AND VOLUNTEERS</td>
</tr>
<tr>
<td>EMERGENCY PREPAREDNESS</td>
<td>WEATHER RELATED CLOSINGS AND DELAYS</td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td></td>
</tr>
<tr>
<td>HEALTH REQUIREMENTS</td>
<td></td>
</tr>
<tr>
<td>HEALTHCHEK SERVICES</td>
<td></td>
</tr>
<tr>
<td>ILLNESS AND COMMUNICABLE DISEASES</td>
<td></td>
</tr>
</tbody>
</table>

*Information in this handbook is subject to change. Please stay updated on current Toledo Public Schools Board of Education policies at [http://www.boarddocs.com/oh/tps/Board.nsf/Public](http://www.boarddocs.com/oh/tps/Board.nsf/Public); and current news and information at [http://www.tps.org](http://www.tps.org).*
Dear Families,

We are so pleased that you have chosen Toledo Public Schools for your child's first school experience. We are excited to help your child learn and grow through appropriate activities that will result in a lifelong love for learning. Toledo Public Early Childhood Programs employ highly skilled teachers and staff who do an amazing job of getting children started on their educational paths. We are TPS Proud to have such an amazing and dedicated team of professionals.

We recognize that YOU are your child's first (and best!) teacher, but we will gladly share this journey with you and do all that we can to make sure that school is a safe and fun place where your child will thrive.

Here's to a great year!

Dr. Allen

Amy Allen, PhD
Transformational Leader of Early Childhood and Special Education
Toledo Public Schools
Toledo Public Schools

MISSION STATEMENT
Toledo Public Schools’ Mission is to produce competitive college and career ready graduates through a rigorous curriculum across all grade levels by implementing Ohio’s New Learning Standards with fidelity.

VISION STATEMENT
Toledo Public Schools strive to be an “A” rated school district whose graduates are college and career ready.

TPS Early Childhood Program Mission
The TPS Early Childhood Program recognizes the importance of early childhood experiences on school success and offers a wide spectrum of services and program options for children and their families. Our work with young children focuses on supporting their self-confidence, social competence, physical health, and academic preparation. We believe that a child’s family, the strongest influence on the child’s development, must be direct participants in the program.

TPS Early Childhood Program Philosophy
The preschool program is based on the understanding that children learn through experimenting, exploring, and interacting with their environment. We provide children with a rich variety of materials to encourage them to touch, smell, taste, hear, and see and thereby, learn.

TPS Early Childhood Program Goals
The written program goals provide a basis for daily operations, which support the needs, interests, and abilities of each child through quiet and active play while:

- Developing positive parent-child-staff relationships.
- Facilitating the growth and development of your child’s emotional, social, intellectual, and physical development.
- Assisting you in the education and development of your child.
- Stimulating children to become problem solvers.
- Assisting children in developing positive social relationships with a diverse group of children.
- Continuing to develop program systems that will help us achieve positive outcomes for our students, their families, and program staff.
● Supporting teachers and other program staff in their roles as service providers and collaborative team members.
● Providing high quality, individualized experiences for all students that are aligned with Ohio’s Early Learning and Development Standards.
● Effectively using evidence-based, culturally sensitive and developmentally appropriate curriculum and assessments to plan learning experiences and monitor student progress.
● Practicing thoughtful collection and use of valid, reliable, and meaningful data to inform programming decisions at both the classroom and program levels.
● Building strong, collaborative relationships with students’ families and community partners.

***During the COVID Pandemic, program operations may be alternated to meet Federal, State & Local recommendations & requirements.

"Play is often talked about as if it were a relief from serious learning. But for children, play is serious learning."
—Mr. Rogers
ADMISSION POLICIES

The TPS Early Childhood Preschool Program welcomes 3 to 5-year old children of all abilities and backgrounds. Classroom placement is based on specific criteria including homeschool within Toledo Public Schools, child’s ability, age, family income and family needs. Our program offers both full and half day sessions.

ARRIVAL AND DISMISSAL

Student safety is our primary concern. Therefore, all early childhood students MUST be accompanied by an adult as they enter the building. Parents/Guardians are responsible for ensuring that the teacher knows the child is present. PARENTS MUST SIGN THEIR CHILD(REN) IN ON THE EARLY CHILDHOOD SIGN-IN SHEET DAILY.

- If your child is late to school, please take the child to the school office. The office staff will notify the classroom teacher and will ensure that your child is taken by an adult to the classroom.

Children will not be dismissed to anyone other than the parent/guardian, or someone listed on the emergency contact form. PARENTS WILL BE ASKED TO SIGN THEIR CHILD(REN) OUT ON THE EARLY CHILDHOOD SIGN-IN/OUT SHEET.

- If you arrive late to pick up your child, you will be asked to sign your child out, indicating the time at which your child was picked up.
- If you fail to pick up your child at the designated time, staff will first attempt to locate you and, if unsuccessful, they will attempt to contact the Emergency Contacts. If this is unsuccessful, the staff will contact TPS security to go to your home and attempt to reach you. If this is unsuccessful, Lucas County Children Services will be called.
- Three or more occurrences of late pick-up may result in a need for parent/guardian to meet with school staff to discuss the issue.

ATTENDANCE

Regular attendance is vital for continuity of instruction and is critical to your child’s successful participation in our programs. Because the waiting list for early childhood programming is extensive, chronic absenteeism may be cause for disenrollment.

- Daily attendance records will be maintained by the program for each child.
- If your child will be absent, please contact the school office, notify your Family Support Partner or teacher, prior to the start of the school day.
- If your child receives transportation, please report absences to 419-671-8541.
- Upon arrival, parents/guardians must provide a signature, on the attendance sheet, and record the time of arrival.
- If a student arrives at school after the scheduled starting time, the student should report to the office and be signed in by a parent/guardian or adult over 18 (requested). The office staff will notify staff when the student has arrived and will escort the student to class.
CALENDAR

The Early Childhood Program attempts to reflect the TPS K-12 calendar. However there are some differences. Please refer to the Early Childhood program calendar for attendance days.

CELEBRATIONS

Please consult your child's teacher concerning classroom celebrations. Participation will be based on your preferences.

CHANGE OF INFORMATION

Please notify the school office or your child’s teacher if there are any changes of the following information:

- Phone number
- Address (3 proofs of residency required)
- Names (yours or your child’s)
- Emergency Contacts
- Adults authorized to pick up your child from school
- Medical conditions including newly diagnosed conditions, medications required in the classroom, or the need for glasses or a hearing aid

CONCEALED WEAPONS

Unless otherwise authorized by law, pursuant to Ohio Revised Code, no person shall knowingly possess, have under the person’s control, convey or attempt to convey a deadly weapon or dangerous ordinance onto these premises. (Ohio Revised Code: Section 2923.1212)

CONCERNS OR COMPLAINTS

Resolving parent questions and complaints in a timely manner is a priority for our early childhood staff. Please let us know when you have any concerns. To efficiently resolve complaints, parents should take the following steps:

- First, discuss the concern with your child’s teacher.
- If you have not received a satisfactory response from the teacher, schedule a meeting with the building or program administrator.
- If your concern is still not addressed to your satisfaction, please contact, the Transformational Leader for Early Childhood Programming and Special Education at 419-671-9103
- Parents may also contact the Ohio Department of Education (ODE) Office of Early Learning and School Readiness at 614-466-0224.
CONFIDENTIALITY

The TPS Early Childhood Program has a responsibility to protect the right to privacy of all our students and their families. The staff is responsible for keeping all records confidential and maintained in locked files at all times. Staff members are permitted to take photos and/or video of children for whom we have written parental consent. We expect visitors to our program to respect the privacy of all students and staff members by refraining from taking photos and videos.

CURRICULA

The Toledo Public Schools has adopted three primary curricula to meet the needs of all students. Conscious Discipline, Handwriting without Tears and The Creative Curriculum, 6th Edition all align with Ohio’s Early Learning Development Standards. The Creative Curriculum for Preschool is based on five fundamental principles. They guide practice and help teachers understand the reasons for intentionally setting up and operating preschool programs in particular ways. These are the principles:

- Positive interactions and relationships with adults provide a critical foundation for successful learning.
- Social-emotional competence is a significant factor in school success.
- Constructive, purposeful play supports essential learning.
- The physical environment affects the type and quality of learning interactions.
- Teacher-family partnerships promote development and learning.

DAILY PROGRAM SCHEDULE

The daily schedule blocks out time and establishes a sequence for routines and experiences. When the daily schedule suits the children’s individual and group needs, classroom life proceeds smoothly and is enjoyable for everyone. A good schedule for preschool children is balanced. It offers choices and a range of activities, some initiated by children and others planned by teachers. A daily schedule establishes the consistency that helps young children predict the sequence of events and thus to feel more secure and more in control of events. We encourage you to talk with your child's teacher to discuss the schedule in your child's classroom.

Learning Center Time:
During choice time, sometimes called center time or work time, children choose the interest area in which they would like to work, with whom they want to work, and what materials to use. During this period, most interest areas are available to children: Blocks, Dramatic Play, Toys and Games, Sand and Water, Library, Art, and so on. When children are finished working in one area, they are free to move to another. Teachers actively observe children during choice time. They notice what children are doing and decide whether to become involved. Sometimes children play independently of adults. At other times, teachers make thoughtful decisions to ask open-ended questions and make suggestions that extend children’s play and support their learning.
Small Group Time:
Teachers create lesson plans and work with children in small groups every day. Small group experiences are designed to meet particular instructional goals. Small group times enable teachers to:

- Introduce a new concept or new materials to children
- Teach a specific skill to children
- Encourage conversations and the sharing of ideas
- Extend children’s thinking by asking questions and posing new challenges
- Focus observations on individual children and document what children know and can do

Outdoor Play Time:
Outdoor activity is planned daily so children can develop gross motor (large muscle) skills, learn about outdoor environments, and express themselves freely and loudly. Early Childhood Education staff monitors weather conditions at the outdoor playground. Please dress your child appropriately for the weather conditions. Outdoor play is restricted if wind chill is too low or if the play area is wet.

Rest Time:
A child who attends the center for five hours or more on a given day shall be provided with a mat or cot to rest. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers. Nap/rest periods shall not exceed one and one-half hours in the daily schedule for any child in a full day program.

Snack/Meal Time:
During family style dining children are developing small motor skills as they open packages. They assist in meal set up, clean up, and develop language skills as they engage in conversations with teachers and other students.

DIAPERING

In accordance with Preschool Licensing Rules (OAC 3301-37-05F), No child will be excluded based on use of diapers or pull-ups. Please discuss with your child's teacher what your child's toileting needs are. Staff members follow standard licensing protocols when changing diapers, including the use of gloves and proper hand washing and cleaning techniques. Your child’s teachers are available to discuss toilet training with you. Ointments and creams provided by parents to be used on diaper and/or skin irritations must include a signed medical authorization form including written instructions from the child’s physician.

DISCIPLINE POLICY-CHILD DISCIPLINE CODE

The State of Ohio Administrative Code requires the following guidelines be stated and enforced for all adults employed by—or taking part in—public preschool programs:

- There shall be no cruel, harsh, or corporal punishment of any kind or any punishments such as, but not limited to, punching, 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 protective hug/holds for a short period of time to keep a child safe or help him regain control.
- No child shall be placed in a locked room, left unattended or confined in enclosed areas such as a closet, box, or similar cubicle.
- No child shall be subjected to profane language from adults, threats, derogatory comments or other
verbal abuse.

- Discipline will not be imposed on a child for failure to eat, dress, or toileting.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding of food, rest, or toilet use.
- Separation for time-out when used for discipline shall not exceed the number of minutes per age of child and shall be appropriate for developmental level. The child will remain within sight and sound of the adult in a safe, lighted, and well-ventilated space.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect.

DRESS CODE

Children in Early Childhood will be involved in active (and sometimes messy) experiences such as outdoor play, running, climbing, painting, sand, and water play, etc. Please dress your child in comfortable, casual clothes and shoes that are appropriate for the weather and for running and climbing. Also, **please send a change of clothes** in case your child’s clothes become wet or soiled (including socks and underwear). In addition, please make sure that book bags, coats, sweaters, hats, and mittens are labeled with your child’s name. Preschoolers are not required to follow the TPS uniform dress code unless specified by the building principal.

EMERGENCY MEDICAL AUTHORIZATION

*A complete signed Emergency Medical Authorization Card must be on file in the office for each student each school year*. This information will provide the staff with up-to-date, current working telephone numbers of parents/guardians and/or parental substitutes in case a student becomes ill or injured. No student will be permitted to go home without the acknowledgment and permission of the parent or guardian. **It is important that the school be continually informed of medical problems of all students. PLEASE update information as necessary!**

EMERGENCY PREPAREDNESS

Emergency drills are practiced at each TPS Early Childhood site so that students and staff will be prepared in the event of a fire, tornado, or other emergency. The emergency procedures are posted in each classroom and throughout the building.

FIELD TRIPS

You will receive notification about upcoming field trips and your permission will be requested through the approved TPS field trip permission form.
HEALTH REQUIREMENTS

For the safety of your child and his/her health, each child will need to have the following documents on file with the school office prior to enrollment.

- Current physical, signed by a licensed physician
- Current immunizations, signed or shared by a licensed physician
- Current dental care documentation

If you need assistance with meeting any of these requirements, please ask. There are many resources available to help secure these important documents.

HEALTHCHEK SERVICES

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- lead screening; and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.
ILLNESS AND COMMUNICABLE DISEASES (OAC 3301-37-11)

The early childhood staff is trained and certified in First Aid, CPR, and Communicable Diseases. The Ohio Department of Health Communicable Disease Chart is posted in all schools to help staff in recognizing illnesses. Parents are welcome to view this chart at any time.

Our staff is very conscientious about the importance of hand washing and disinfecting procedures to prevent the spread of communicable diseases. The children are reminded to wash their hands on a regular basis.

Signs and Symptoms of Communicable Disease:
Any one of the following symptoms is cause for immediate dismissal:
- Diarrhea (more than one abnormally loose stool within a 24 hours period)
- Coughing, causing the child to become red or blue in the face or to make a whooping sound.
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (pink eye)
- Temperature of 100 degrees F (or more) taken under the arm, or temperature of 101 degrees F taken with an ear thermometer, in combination with any other signs of illness
- Untreated infected skin patches
- Unusually dark urine and/or gray or white stool
- Unusual spots or rashes
- Sore throat or difficulty in swallowing
- Vomiting – repeatedly or in combination with any other signs of illness

Removal of a Sick Child:
If your child becomes ill while at school and exhibits any of the symptoms listed in the previous section, he/she will be:
- Cared for by a staff member in an area not being used by other children
- Within sight and hearing of an adult at all time. No child shall ever be left alone or unsupervised.
- Your child will be made comfortable and provided with a cot. You will be contacted immediately to pick up your child.
- The child, while isolated at the program, shall be carefully watched for symptoms listed above as well as the following; unusual spots or rashes, sore throat or difficulty in swallowing, elevated temperature, or vomiting.
- If we are unable to reach you, only the people listed as emergency contacts on your child’s emergency form will be notified and asked to come pick up your child. Your child will not be readmitted until symptoms are no longer present. In some cases of illness, a written note from your child’s physician may be required.

Children must be free from diarrhea, vomiting, and fever for 24 hours before they will be readmitted to school.
LICENSURE

Our facilities are licensed to operate legally by the Ohio Department of Education. This license is posted in a conspicuous place for review. A toll-free telephone number is listed on the facility’s license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing preschool are available for review at the facility upon request.
The Licensing Inspection reports and Complaint Investigation reports, for the current licensing period, are posted in a conspicuous place in the facility for review.
It is unlawful for the facility to discriminate in the enrollment of children based upon the basis of race, color, religion, sex or nation origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12102 et seq.

MEDICAL EMERGENCIES AND ACCIDENTS

The program will take the following action in case of an injury, illness, or accident, which may include:
- Illness which requires first aid treatment
- Accident which requires first aid treatment
- Injury which requires first aid treatment
- Bump or blow to the head
- Emergency transporting
- Unusual or unexpected event which jeopardizes the safety of children or staff

The teacher/teacher assistant will follow proper treatment and notification procedures. An incident report will be filed with the school system. Parents will be contacted by phone and an incident report will be sent home for you to read, sign, and send back. Each classroom maintains a log of injuries that have occurred. If your child has been injured at home, please send a note explaining the injury and any special instructions.

MEDICAL PROCEDURES AND HOSPITALIZATIONS

Please keep us informed of any hospitalizations, procedures, or clinic visits for your child. Teachers and Nurses need to be up-to-date regarding health concerns that may affect your child’s safety and/or ability to participate in school activities. Please provide health care visit reports or other instructions, including any related dietary or activity restrictions.

MEDICATION

In the event a student must take medication during the school day, medications must be brought to school by an adult. NO medications in book bags or on the bus. A parent/guardian must call the school nurse any time a child has already received a dose of medication that morning. Medications must be in their original containers from the pharmacy and must be replaced before the expiration date. Toledo Public Schools provides a form that must be filled out and signed by the prescribing physician and the parent/guardian. This request must be on file at the school when the medication is in. All medication forms must be renewed at the beginning of the school year or when a new medication is prescribed. A new form must be completed if any changes are made to the medication or the dosage a student receives. Medication not picked up at the end of the school year will be discarded.
PARENT ROSTER

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his/her name or telephone number not be included.

PARENT-TEACHER CONFERENCES & HOME VISITS

Early Childhood staff value the parent/teacher partnership. In order to maintain positive relationships and shared accountability for your child’s schooling experience, Parent-Teacher Conferences & Home Visits are held twice a year. Please refer to the early childhood program calendar for specific dates. Your child’s teacher will contact you regarding scheduling.

SAFETY PROCEDURES

These safety guidelines children will be followed at all times:

- No child shall be left alone or unsupervised. A teacher and/or teacher assistant will be present at all times.
- Children receiving transportation are accompanied to and from the bus for arrival and dismissal by an adult.
- Children who are transported by parent/guardian will be accompanied to and from the classroom by the parent/guardian or designated responsible person. Each child will be signed in & out of the classroom.
- Under no circumstances will a child be released to anyone other than a parent/guardian or persons listed on the Emergency Contact form.
- Monthly fire drills, with emergency procedures, shall be held by each classroom for children, volunteers and staff. Records of these drills are kept.
- The fire emergency and weather alert plans are posted in each classroom.
- At least one (1) preschool staff member is trained in first aid, infant and child CPR, and recognition of communicable diseases. A first aid kit is always on site and on field trips.
- Early Childhood staff members shall have a medical statement as required upon employment to Early Childhood Education (ECE).
- Early Childhood staff members, non-teaching staff, and volunteers will follow all applicable licensure and rule requirements.
- Early Childhood teachers and other Early Childhood staff, as appropriate, shall be aware of pertinent child background information to assure safety and awareness of special needs.
- The school staff has immediate access to a working telephone at all times.
- Health records for any child who has allergies or health conditions that require special procedures or precautions shall be available on field trips/special outings.
SCREENING

All children receive a vision and hearing screening, as well as a comprehensive developmental screening, as required by Ohio Department of Education (ODE), that is valid and reliable within 45 business days of entry into the program and annually thereafter. Necessary referrals are completed within 90 days of identification of need, and the results are formally communicated with families. Referrals may include classroom monitoring and follow-up screening and/or referral to determine special education eligibility. Results of these assessments and screenings are discussed with parents/guardians.

All children also receive the screenings required in the Ohio Early Periodic Screening, Diagnostic and Treatment schedule. These are non-invasive and include growth assessments, blood pressure, and hemoglobin/hematocrit. A child may not be screened if documentation from a medical provider shows that these screenings have been completed in the past year. If a child has not had a blood lead level test after the age of 23 months, children will be tested at school with the permission of the parent/guardian.

If the parent/guardian does not want their child to participate in the required screenings at school, they should submit documentation of the screenings, dates and results and a written notice of refusal to the school.

Children with disabilities are also provided a rating using the Early Childhood Outcomes Summary Form (ECOSF). This assessment summary is used to give a rating for three federal student outcomes relating to positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs. These ratings, when reviewed based on child entry into and exit from early childhood, provide a way to determine student outcomes after their early childhood experience.

“1825 DAYS...
Between the day children are born and the day they go to kindergarten, there are 1,825 days their brains are soaking up information."

- Early Childhood Colorado
SNACKS AND MEALS

TPS Early Childhood Programs utilize the Child and Adult Care Feeding Program to subsidize the cost of meals and snacks to children. All food is provided by the TPS Food Service Department and menus meet the nutritional guidelines set forth for children in this age group. Special diets will be accommodated with proper documentation from a medical professional.

A program menu will be provided and also available on Nutrislice app. sent home each month. Half day programs receive a snack and Full day programs receive breakfast, lunch, and snack.

- In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

- Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

- To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: How to File a Complaint, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
  (1) mail: U.S. Department of Agriculture
       Office of the Assistant Secretary for Civil Rights
       1400 Independence Avenue, SW
       Washington, D.C. 20250-9410;
  (2) fax: (202) 690-7442; or
  (3) email: program.intake@usda.gov.

STUDENTS WITH DISABILITIES

TPS Early Childhood Program provides special education services as outlined by the Ohio Department of Education and in accordance with the student's Individualized Education Plan. A full continuum of services is available in each student’s Least Restrictive Environment. Questions or concerns about disabilities and/or disability services should be directed to the classroom teacher or the ECE Coordinator of Disabilities at 419-671-8755.
TEACHING CREDENTIALS

All Toledo Public Early Childhood teachers hold, at minimum, a bachelor’s degree and, where required, an Ohio PreK-3 license or Early Childhood Intervention Specialist teaching license.

TRANSITIONS

The TPS Early Childhood Programs believe that “transitioning” begins on your child’s first day of enrollment into our program. The word transition refers to the process of change. Whether it is a move from one classroom to another or a Pre-K class to Kindergarten, we want to ensure that your child’s transition experience is as smooth as possible. When parents, teachers, and administrators work together, the process of transitioning to kindergarten is smoother and your child will experience less stress. Research has shown that a child’s adjustment to school has a significant impact on his later academic achievement. TPS Early Childhood staff will work collaboratively with families to develop individual transition plans as needed.

TRANSPORTATION

Transportation services are not provided to every child in the early childhood program. There are a limited number of locations where transportation may be provided, if needed. The only location we will transport to and from is our Jones location. (students with IEPs indicating a need for transportation will be served per their IEP).

In order to request transportation for your child, please contact your child’s teacher, who can provide the necessary paperwork.

If your child will receive transportation, the school staff will meet with you to share important safety information regarding transportation. Failure to adhere to the transportation regulations may result in the loss of transportation for your child.

Parent Unlimited Access (OAC 3301-37E) Involvement

According to the Preschool Licensing Rules, “Any parent of a child enrolled in the program 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. Upon entering the premises, the parent shall report to the school office and sign in. Parent involvement may include one or more of the following:

• Classroom time with your child
• Parent discussion groups
• Special activities or events
• Involvement in IEP development

VISITORS & VOLUNTEERS

Extra assistance and rewarding learning experiences for children are possible with parent and community volunteers, as well as high school and university student volunteers. Volunteers work under the direction of the classroom teacher. To become a regular volunteer, the volunteer will need to complete the Ohio Department of Education required paperwork including FBI/BCI background check and a non-conviction statement. All visitors are required to check in with the school office upon arrival.

WEATHER-RELATED SCHOOL CLOSINGS AND DELAYS

If Toledo Public Schools close, due to inclement weather, this information will be on TPS social media, local radio and television stations. If school is not delayed, and the weather is bad, please note that the buses may run late.

If conditions warrant, a two-hour delay may be issued. IN THIS EVENT, THERE WILL BE NO MORNING EARLY CHILDHOOD CLASSES. If there is a 2 hour delay full day classes will still be held and will begin 2 hours after the scheduled start of the day.