

**LEAPS Preschool**  
**Avon Lake City Schools**  
**Parent/Student Handbook**  
**2023-2024**



JAJA June 2022

# **LEAPS PRESCHOOL HANDBOOK**

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## **WELCOME**

Dear Preschool Families,

Welcome to the LEAPS Preschool Program! We are located in Redwood Elementary. We look forward to a fun and educational year with your child. Please review this handbook and let us know if you have any questions. Enjoy the year!

Our staff members are listed below. To reach them, call 440-933-5145 and dial the appropriate extension or get connected with the building secretary and ask for the staff member by name.

### **Administration**

Stacey Vince, Preschool Supervisor – x6018

Holli Weber, Redwood Principal - x6100

### **Preschool School Psychologist**

Stacie Packard, School Psychologist - x6218

### **Teachers**

Lisa Kovach, Early Childhood Intervention Specialist – x6006

Megan Miller, Early Childhood Intervention Specialist – x6005

Casey Sotherland, Early Childhood Intervention Specialist – x6008

Lindsey Welsh, Early Childhood Intervention Specialist – x6004

TBD, Early Childhood Intervention Specialist – x6007

### **Related Service Providers**

TBD, Occupational Therapist

Karen Francy, Physical Therapist

Lisa Harasimchuk, Occupational Therapist Assistant

Danielle Reitinger, Center Based Speech Language Pathologist

Megan Cox, Itinerant Speech Language Pathologist

## **DAYS / HOURS OF OPERATION**

Students are in session - Tuesday through Friday

Morning Program: 9:00 - 11:30am

Afternoon Program: 12:30 - 3:00pm

Staff is onsite Monday through Friday from 7:45am – 4:00pm

*\*\*see District calendar for details\*\**

## **DISTRICT AND PROGRAM BELIEFS**

We believe that, in order to meet the needs of all students:

- The core business of the Avon Lake City Schools is to make learning valuable, satisfying and challenging for all students.
- All students will learn when engaged in and enthusiastic about their work.
- The learning environment must be positive, supportive, nurturing and safe.
- All students need adult advocates.
- All individuals must have a commitment to quality in the services they provide to students and to each other.
- Collaboration among the school district, home and community is vital to the success of all students.

## **PHILOSOPHY**

The LEAPS Program is designed to provide developmentally age-appropriate experiences in a safe and nurturing environment. We believe the work we provide to the children should be challenging, engaging work that will enable all children to reach their fullest potential. We believe that these experiences promote the physical, emotional, social and cognitive development within curricular activities of all children. These areas are integrated in implementation and are centered on the children's interests while engaged in play.

## **PRESCHOOL GOALS**

1. Differentiate our curriculum for each preschool child based on individual differences and abilities to challenge and engage the child to reach his/her potential.
2. Provide experiences that meet each child's needs, which will stimulate learning in all developmental areas (physical, emotional, social, cognitive, and aesthetic awareness) and curricular areas (language arts, social studies, mathematics, physical education, health, nutrition, science, and fine arts).
3. Provide opportunities to develop relationships, interactions, and activities which are designed to develop children's self-esteem and positive feelings toward learning and each other.
4. Provide opportunities for the preschool children to participate in small and large group activities to the fullest of their abilities.
5. Provide opportunities in all areas of language development - listening, speaking, reading, thinking, and expressing in a variety of ways.
6. Provide experiences in gross motor (running, skipping, climbing, etc.) as well as fine motor activities (writing, cutting, coloring, etc.).
7. Provide daily opportunities, which include a wide range of music and movement activities.
8. Provide experiences to prepare them for future learning environments.
9. Provide experiences that promote age appropriate, independent skills in a variety of settings.
10. Provide experiences to develop respect for all peers, adults and other people's property.

## **NOTICE OF NONDISCRIMINATION /EQUAL EDUCATIONAL OPPORTUNITY**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, age, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

### Complaint Procedure Section I

If any person believes that the Avon Lake City School District or any of the District's staff has inadequately applied the principles and/or regulations of (1) Title II, VI, and VII of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, (3) Section 504 of the Rehabilitation Act of 1973, (4) The Age Act, and (5) The Americans with Disabilities Act, s/he may bring forward a complaint,

which shall be referred to as a grievance, to the District's Civil Rights Coordinator, Kenneth Anthony.

## Section II

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the District's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

### Step 1

A written statement of the grievance signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

### Step 2

If the complainant wishes to appeal the decision of the District's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

### Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written statement to the Board of Education within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within twenty (20) days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

### Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 600 Superior Avenue, Room 750, Cleveland, Ohio 44114. Inquiries concerning the nondiscriminatory policy may be directed to Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201. The District's Coordinator, on request, will provide a copy of the District's grievance procedure and investigate all complaints in accordance with this procedure. A copy of each of the Acts and the regulations on which this notice is based, may be found in the District Coordinator's office.

## **PROGRAM DESCRIPTION**

The LEAPS Program services children from ages three to five. LEAPS has four morning classes from 9:00 to 11:30 am and four afternoon classes from 12:30 to 3:00pm. Classes are in session Tuesday through Friday in accordance with the Avon Lake City Schools academic calendar. LEAPS offers a wide Least Restrictive Environment (LRE) continuum to best meet the needs of our student with disabilities. The settings include: General Education, Integrated, Special Education, and Self-Contained. All classroom types have Peer Models with the exception of the Self-Contained classroom. All classrooms, have one certified teacher and two paraprofessionals allowing us to have low staff to student ratios. Students identified with special needs demonstrate delays in one or more of the following areas: speech and language, cognitive, fine motor, gross motor, socialization, adaptive, and/or behavior/social/emotional growth.

## **PRESCHOOL CURRICULUM**

The LEAPS Program uses World of Wonders. World of Wonders is a comprehensive program organized around themes that engage children and integrate all learning domains, including social-emotional, academic and physical development. The curriculum is aligned with the Early Learning Content Standards. The McGraw-Hill program can be easily adapted and modified for a broad range of children.

In particular, World of Wonders provides rich and varied opportunities for meaningful conversations that help children build oral language and vocabulary at school, home, and beyond. World of Wonders has innovative technology for children, teachers, and families that invite everyone in to the learning process.

## **FAMILY INVOLVEMENT**

### **Family Involvement and PTA**

The LEAPS Program welcomes families to become involved in their children's preschool experience as much as possible. There are many ways to become involved! Family involvement is a key component of the program. Families are the primary educators of their children. Therefore, a continuing goal is to build and maintain a relationship between families and staff. Field trip chaperones, cooking with children, reading a story, sharing your talents such as music, crafts, and gardening, are just a few ways parents can be part of the LEAPS classroom. The list is endless and you can be creative in how you are involved.

Families are welcome to volunteer throughout the preschool year. At the beginning of the school year, our PTA sends home information asking for parents to help throughout the program. Look for this important information in your child's backpack. For the protection of students and to comply with state law, all visitors, including parents, must sign in, sign out, and wear a name tag upon entering the building.

Due to potential restrictions that may be put into place this year due to COVID, these opportunities may look different or be more limited than in past years.

### **Conferences**

There will be "report cards" in November and June for all preschool children. Conferences will be held in October and in March. You will be notified if these will be in person or virtual closer to the conference dates. If an Individualized Education Plan (IEP) is in effect for a child, an annual review conference will be scheduled prior to the ending date of the IEP. Besides the formally scheduled conferences, you or your child's teacher may request a conference at any time during the school year.

## **ENTRANCE REQUIREMENTS**

Prospective students must first participate in a screening session. These screenings are offered two times during each school year and give the Preschool staff important information about each child. This information is used to determine potential class assignments. Families of students currently in the program should indicate their interest in remaining in the program for the following year to their teachers by November. Children are not guaranteed the same session time or the same teacher. Parents will be notified of their child's classroom placement prior to the start of the academic year.

Children must be enrolled in the Avon Lake City School District prior to their start date.

**TYPICAL PEERS MUST BE FULLY TOILET TRAINED TO BE ELIGIBLE TO PARTICIPATE.** This means your child is no longer is pull ups and/or training pants, is urinating and having bowel movements in the toilet, and is able to wipe him/herself.

## **TRANSPORTATION**

All children arriving by car must be walked by their parent or guardian into the side door, where he/she will be greeted by an assistant or teacher and escorted to the classroom. It is imperative that children be dropped off and picked up within 5 minutes of our arrival and dismissal times.

We understand that arrival and dismissal times are especially delicate for some young children. Please feel free to schedule a meeting to discuss and plan with your child's teacher if your child needs extra adult attention at this time. It is our intention to offer each child a warm greeting and welcome to school each day, and to provide the same loving exchange at the end of the day.

Bus services are available only for students whose Individual Education Plan (IEP) requires transportation as a related service. To request these services, please contact either the Preschool Director or the Head of Transportation. A Transportation Form will need to be completed and on file with the Transportation Department prior to transportation services starting. Transportation will contact parents when arrangements have been finalized. Children arriving on busses will be met by a staff member and escorted into the building for safety purposes. Children will also be escorted out at the end of the day. If transportation issues arise, we urge you to consult with your child's teacher, who will assist you in contacting the transportation department to resolve issues.

Bus drivers are **not** permitted to release children without parents being present upon drop-off at the child's home. Parents not present when their child comes home will have the child returned to the preschool program for pickup.

Some students at LEAPS may also attend a Community Preschool before and/or after their LEAPS sessions. Prior to the start of the school year, the LEAPS Director will contact, via phone, the Community Preschools that may be providing busing to these students to review: drop off times, pick up times, locations of drop off & pick up; receiving LEAPS' staff details; and a follow up email reiterating this information. **IMPORTANT:** Parents, when filling out the Transportation Form with your Community Preschool, please make sure to identify the drop off time for the morning session as 9:00am and for the afternoon session as 12:30pm. Then identify the pickup time for the morning session as 11:30am and for the afternoon session as 3:00pm. This is imperative to ensure Community Preschools are dropping off and picking up during our LEAPS drop off and pickup times.

## **DAILY PRESCHOOL ACTIVITIES**

### **Arrival:**

Staff greets the children and the children are encouraged to put their own belongings into their cubbies. They proceed with the schedule of the day.

### **Group Activities:**

The children gather together as a group three times a day to participate in a World of Wonders experience. Many of the World of Wonders experiences are based upon the theme for the month. Children may sing songs, participate in movement activities and listen to stories. Specific music and art activities also occur during group times.

### **Guided Discovery:**

The children are able to work in a variety of areas in the classroom. The areas may include Art, Easel, Sensory Table (i.e., water, sand), Table Toys (i.e., puzzles, small manipulatives), Book Area, Writing, Computer, Block Corner, Dramatic Play, Discovery/Science Area and Snack. The play of the children is an important vehicle for learning and is facilitated by the teachers, assistants, and therapists.

### **Snack:**

Parents are to provide one, single serving of a nutritious snack for their child each day. Please make sure to only send in one snack/one serving per day. If a child forgets a snack, we will have a limited variety of snacks to offer. Your Parent Provided Snack should be healthy and can include items such as: fruits, vegetables, applesauce, cheese sticks, yogurt, multi-grain crackers, whole grain pretzels, etc. Please remember we are Peanut/Tree Nut-Free.

### **Clean-Up:**

When children have completed their classroom activities, they are encouraged to clean up the classroom by putting toys and materials back into their appropriate places.

### **Gross Motor Activities:**

The children have opportunities to participate in activities to help develop and strengthen their large motor skills. Weather permitting they play outside on the playground and on a variety of equipment. Indoor gross motor play may include utilizing the Motor room and the materials available, such as scooter boards, swings, small trampolines, and balls.

### **Dismissal:**

The children are encouraged to dress themselves and gather their own belongings to get ready to go home. No student will be allowed to leave school prior to dismissal time without either (a) a written request signed by the parent or guardian or (b) the parent or guardian coming to the School office to request the release. No student will be released to a person other than a custodial parent or guardian without a permission note signed by the custodial parent or guardian.

### **Specials:**

There are regularly scheduled language activities with the speech therapist. Once a week the children participate in a scheduled class with the media specialist.



## **CLASSROOM MANAGEMENT**

The classrooms are managed with safety and security prevailing. All staff follows the philosophy and beliefs as outlined by the Crisis Prevention and Intervention Training Organization. This program is a comprehensive prevention and intervention model designed to provide staff with positive, therapeutic, practical and proven methods for preventing crisis and managing behavior in the classroom. Teachers are taught to provide support, encouragement, coaching, and clear expectations to all students. The children are encouraged through praise and positive comments as our philosophy of classroom management. Inappropriate behavior is to be managed through constructive and developmentally appropriate interventions which shall include but are not limited to redirection, separation from problem situations, talking with the child and praise for appropriate behaviors. Adult behavior toward the children incorporates safety, love and nurturing. Teachers and therapists use a gentle and reassuring touch and tone with the children indicating that they care about them and will protect them.

The LEAPS's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual 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 means other than holding a child for a short period of time, such as in a protective hug, 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.
- (9) Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
- (10) Staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

## **CLOTHING**

Preschool experiences require many hands-on activities. While these are very meaningful to the children they may also become very messy. We ask that you please have your children wear clothes to school in which they are able to explore, play, and even get dirty! Also please make these clothes easy to get into and out of for toileting purposes. You will also be asked to provide an extra set of

clothes that are seasonally appropriate in case any changes need to be made during the school day. All the children's clothing should be marked with their name in permanent marker. Finally, we go outside frequently so please make sure your child is dressed for the weather.

## **CELEBRATIONS**

Families are encouraged to help plan and coordinate celebrations. We acknowledge a multi-cultural perspective. Holidays and celebrations reflect a large variety of cultures and traditions represented in the classroom and throughout the school. When there are celebrations (i.e., birthdays, Halloween, Valentine's Day, end of the year, etc.), a "regular" schedule is followed with a block of time reserved for the special event. Please let us know if your child will not be participating in these activities. If you choose to send in an item for your child to celebrate their birthday with their classmates, the items must be tangible, non-edible items (no food). Items that families send in vary and have included things such as bubbles, crayons and an activity book, stickers, glow bracelets, etc. Sending in a celebration item is always optional and at the family's discretion.

## **ENROLLMENT**

Each child must register at the Avon Lake Board of Education Administration Office prior to beginning school. A child may **not** begin without prior registration.

All forms **must be returned before the start date of your child**. It is a requirement of state law that these forms are on file prior to children's participation in program. Medical forms **MUST** be returned within 30 days of child's entrance or the child may need to be excluded from the program until such time as the medical forms are returned. Appropriate signatures from physicians **MUST** be secured in order for the medical forms to be valid. Medical forms are only valid for the period of one calendar year.

## **HEALTH REGULATIONS & ABSENCES**

Please call the Redwood Attendance Line if your child is not attending school for any reason. The Attendance Line phone number is: 440-930-8291. It is always beneficial if you notify your child's teacher as well. Parents will be notified of a communicable disease that occurs in your child's class. A standard form will be posted or sent home with your child notifying you that your child has been exposed to a communicable disease and what symptoms to watch for. A communicable disease chart is posted in the school office. A child may return to the classroom as indicated on the communicable disease chart. Any case of head lice must be checked by the school nurse or trained staff before re-admittance.

If your child has an allergy or any other chronic health problems, please make this known to the teachers. Children are not required to stay home for such conditions. Please let us know if your child is on a special diet.

Please let your child's teacher know of any medications or prescriptions your child is taking, and please keep your child's teacher informed of any medical issues your child may have. The health and safety

of all children enrolled in our program is of primary concern. We appreciate parental support and input, to help maintain a safe and healthy learning environment for all of our students. If a medical emergency should arise during school hours, the child will be taken to the nearest hospital as decided by the paramedics. A teacher or school staff member will accompany the child.

In order to safeguard all children, we must adhere to Board regulations for the administration of medicines to students while at school. Before a student may be given any medication, prescription or over-the-counter medication, **the Medical Administration Record (Board Form HEA 7758 ) must be completed and signed by the physician and the parent.** All medicine must be kept in the original container and clearly marked with the child's name, Doctor's name, and dosage. A measuring spoon or other device must be provided for administration. Please note that no other medications, including Tylenol, cough drops, or stomach mints, may be carried or self-administered by students at school without administrative approval.

A child isolated due to suspected communicable disease shall be: (a) cared for in a room or a 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. All linens and blankets used by the ill child shall be laundered before using on another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent; (d) Observed carefully for worsening conditions; and (e) Discharged to parent, guardian or person designated by the parents or guardians soon as possible.

Typically are regulations are as follows:

Children who show signs of illness such as a sore throat, earache, fever, vomiting, diarrhea or coughs must be kept at home. **A child must be fever free, without the use of a fever reducing medication, for 24 hours before returning to school.** In order to control the outbreak of contagious diseases, children must be kept home and the school must be notified of any of the following diagnoses: Chicken Pox, Fifth Disease, Influenza, Strep Throat, Scarlet Fever, Spinal Meningitis, Roseola, Rubella (German Measles), Rubeola (Measles), Mumps, Tuberculosis, Whooping Cough, Ringworm, Head Lice, Impetigo, Conjunctivitis (Pinkeye which is the inflammation or infection of the transparent membrane that lines your eyelid or eyeball. It's characterized by redness in the eye often accompanied with itchiness. Often a discharge forms a crust on eyelashes during the night.)

If a child becomes ill during school hours a parent will be contacted. It is the parent's responsibility to have current telephone numbers on file in the child's classroom in the event of illness or emergency. A child who becomes ill during school with any of the following symptoms will be kept comfortable until the parent arrives:

Stiff neck	Severe coughing	Yellow or green nasal discharge
Skin rash	Difficult/rapid breathing	Evidence of lice (not an illness, but communicable)
Diarrhea	Yellowish skin/eyes	Sore throat or difficult swallowing
Vomiting	Fever over 100 degrees	Unusually dark urine and/or gray or white stool

If a child is mildly ill, the school district reserves the right to send the child home. If a child is mildly ill, staff will watch the child closely and observe if the conditions worsen. If the child's condition worsens, a call will be placed to the parent or guardian or a person designated by the parents of guardians.

## **LICENSURE**

The Avon Lake City School's LEAPS Program is licensed by the Ohio Department of Education Early Childhood Division, and sanctioned by the Avon Lake City Schools Board of Education. A copy of the Administrative Rules for Preschool Programs is available at Central Office. Should any person suspect a violation of the Administrative Rules by the school, please phone the Ohio Department of Education at 614-466-0224.

The School's current license is posted in the bulletin board of the LEAPS hallways. Additionally, the School's licensing record, which includes compliance reports and evaluation forms from the health, building, and fire departments, is available for inspection in the Office at Redwood Elementary.

## **SAFETY**

### **Fire Drills/ Tornado Drills**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed will be provided to students by their teachers who will oversee the safe, prompt, and orderly evacuation of the building. Emergency procedures for emergency situations, including fire drills, raid dismissal, and tornado drills are posted in each preschool room.

Tornado drills will be conducted during the tornado season using the procedures prescribed by the State.

### **Accidents**

In the event that a child is injured during school hours, the following procedure will be followed:

1. Child will be taken to the school nurse at Redwood.
2. Parent will be contacted.
3. Incident form will be filled out.

If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures.

## **SCHOOL CLOSINGS AND INCLEMENT WEATHER**

On occasion, the Avon Lake City Schools may need to close due to heat days, inclement weather, or unforeseen circumstances. In the event of an emergency closing, or snow day closing, the parents will be contacted via an automated school message. If there is a delayed start, the morning classes will be cancelled. If the Avon Lake School District is closed, then the LEAPS Preschool Program is also closed. Please tune in to your favorite radio station or television channel to follow school closings during periods of inclement weather.

## **SUPPLIES**

Teachers create a list of supplies for families to contribute to the classroom community. The supply lists often accompany a welcome letter from teachers at the beginning of the school year, or upon your

child's entrance to school. Supply lists can also be found online. If for any reason, you have difficulty purchasing supplies, please contact your child's teacher to make alternative arrangements.

## **STUDENT FEES**

The LEAPS Preschool Program is offered free of charge for children who are identified as needing special education services and have an Individualized Education Programs (IEP). Tuition for Peer Models is \$1,250 per year which includes a \$250 registration fee. You may pay the amount in full or in four installments of \$250. Two installments totaling \$500 must be made prior to the start of the school. If the tuition is paid in full prior to the start of the school year, the tuition is discounted by 10%. Students qualifying for free or reduced lunch may also qualify for tuition reduction. Please contact Chelsea Florentine in Avon Lake CSD's Treasurer's Department with questions regarding tuition payments at 440-933-5163. **Payments that become delinquent may result in the removal of your child from the program.**

Additionally, **every** child in the Program is charged a yearly fee of \$60. This is due on or before the first day of school. This can be paid via check made out to Avon Lake CSD. Please make sure your child's name is written in the memo line of the check. (Siblings can be paid with one check with all of the students' names written on the memo line.)

If you have questions or comments about fees, please contact the LEAPS Supervisor at 440-930-8226.

## **VISITATION**

Visitors are always welcome in our schools. All visitors must check in at the front office and must wear a Visitors Badge while inside of the school. Unannounced visits may not always result in access to the building or classroom. As a courtesy to staff, communicate your intent to visit in writing or via phone call prior to your visit.

## **PRESCHOOL SPECIAL EDUCATION TEAM**

The preschool special education team, which coordinates the Multi-Factored Evaluation (MFE), may consist of, but is not limited to: family members, early childhood intervention specialist, school psychologist, preschool supervisor, general education teacher, speech-language therapist, occupational therapist, and physical therapist as needed. Outside agencies and resources are welcome to participate at the school's or family's request.

### **The mission of the preschool special education team is as follows:**

As a team of supportive family members and educators, we are committed to the collaborative process working with families to identify the abilities and needs of children and their families through the use of natural and meaningful play to develop interventions and goals to optimize each child's potential.

Play based assessment is a problem-solving process, which focuses on the family or educator's concerns that affect a child's progress within the classroom. The preschool special education team works together to determine whether or not the child needs specially designed services to be successful in the classroom environment.

## **CONFIDENTIALITY**

We strive to provide an environment for children in which each individual's ability, potential and successes are celebrated and encouraged. Every child's self-esteem is extremely important to us, and we try very hard to focus on what each child can do.

Since many of our classrooms are inclusive classrooms, there are varying abilities. Each child's information is confidential, and we ask you to please help us respect this issue. We will not give information out about your child if asked because we respect your right to confidentiality and the rights of your child.

Thank you very much for your understanding and cooperation with this important issue!

## **ENTERING THE LEAPS PROGRAM AND TRANSITIONS**

In-house enrollment begins in late November followed by open enrollment in December. Parents who call for information and are interested in having their child be a Peer Model are invited to an orientation/screening. During the screening process, children participate in a mock one hour preschool session. During the mock preschool session, the Director of LEAPS meets with the parents to discuss the program, go over requirements, and answer any questions. After the mock preschool session, parents are sent a letter asking them to state their intent for the following school year.

At the beginning of April a welcome letter is sent to each family listing the class session time in which their child is registered. Information regarding tuition and other important details and dates are also included.

In May each registered family receives a packet of information that includes the state required enrollment forms, family information and physical forms, and our photo release policy. A reminder that the Parent Handbook can be found on our website or a copy is available in the LEAPS office is also included.

Over the summer, each family receives a letter listing their child's session time and the dates for the Parent Meeting and for Meet Your Teacher Night (includes the child being screened via the ELA) as well as a voluntary supply list.

Parent Night and Meet the Teacher Night are held in late August.

### **The Parent Night will include at a minimum:**

- Preschool Philosophy highlighting our center based program and our commitment to the Step Up to Quality Program
- A review of the Parent Handbook
- Ohio rules related to child care centers including but not limited to required medical form, emergency contacts, hand washing, medications that may be given, and child/teacher ratios.

- Snack restrictions: We are a PEANUT and TREE NUT FREE center; a list of healthy snack options is given out and located in the Parent Handbook
- Procedures for Picking up and dropping off of students
- Volunteer and PTA opportunities
- Information regarding Voluntary Fundraisers
- Review of Voluntary supply list donations
- Information of importance of ASQs and Assessments and how they are done
- Health screening and vaccination information
- Tour of the building and the classroom that their child will be attending
- A talk by the child's lead teacher regarding the classroom schedule, planned activities and field trips (if applicable), parties, and birthday celebrations. A letter with the staff qualifications and a narrative of classroom goals is given to parents (in handbook).
- The speech pathologist discusses her weekly language lessons and the daily passport that is sent home.
- The school nurse speaks to all of the parents about their medical forms and ensures that the students' files are all up to date

**The Meet Your Teacher Night will include at a minimum:**

- Opportunity for the family to meet the Lead and Paraprofessionals
- Opportunity for the child's family to tour the classroom and play with the classroom's toys
- Parents will receive a link to the handbook and calendar.
- Teachers will take pictures of the families to put on display for the first day so that the children see familiar faces in the classroom.
- Families may turn in completed paperwork and any classroom donations.
- Families may tour and explore the outdoor and indoor motor room.
- Families will be reminded that the first day of school is the same day the Avon Lake kindergarten begins and we start with regular class times the first day.
- Each child will be given the ELA.
- Parents complete the ASQ with the staff.

**TRANSFER INTO PRESCHOOL CLASSROOM**

Staff will help all children transition into our preschool program, whether at the beginning or middle of the school year. Teachers will review the family information form to give them information to help ensure a smooth transition. The following are ways that we will help the child as well as his family:

- Provide a safe, secure, and loving environment in the classroom and throughout the school.
- Talk with the child at his eye level and listen to his questions, concerns, and responses.

- Introduce the learning environment in an unhurried, patient, and meaningful manner. This includes the classroom learning centers, playgrounds, bathrooms, snack set up, and other areas in Redwood.
- We will use a daily schedule that will include circle time, large and small group time, gross motor play, snack, and free play. The children will have time to explore the environment, socially interact with peers, make choices, and problem solve. The predictability of the schedule will help the child feel comfortable in the class.
- Hand washing when entering the class, before snack, after time on the playground, after toileting, before and after sensory table play, after messy art activities, prior to leaving for the day, and when dirty from play will be introduced and modeled by the staff
- Teachers will set limits in a meaningful way, not with a list of rules. Reminders to be quiet in the hall so as not to disturb others and to walk inside the building.
- Our lesson plans will reflect our commitment to a child's learning through play.

### **TRANSITION FROM HOME AND OUT OF CARE PROGRAM (IEP STUDENTS)**

- LEAPS Team conducts meetings with parent/guardian to determine the needs of the student.
- The District's special education team conducts an evaluation and develops and Individual Education Plan (IEP).
- The District special education team meets with the receiving program and the parents/guardian to complete the referral to the out of home program.
- The IEP is amended to reflect the out of home care program.

### **TRANSITION FROM PROGRAM TO PROGRAM (IEP STUDENTS)**

- When a student exits special education and leaves LEAPS to attend a community preschool program (with parent written permission) the LEAPS team meets with the Community preschool to share information and develop a transition plan.
- When a student moves into Avon Lake eligible for special education, the LEAPS team meets with the parent or guardian to review the evaluation and IEP. The team reviews the evaluation and IEP and creates an Avon Lake evaluation and IEP.
- If the Evaluation and IEP are not provided by the last District of residence within 30 days, Avon Lake will request permission from the parent or guardian to test.

### **TRANSITION MEETING PROCESS**

Fall conferences are offered for each child. At this time we discuss the child's adjustment, concerns and set educational and/or developmental goals in conjunction with the child's parents. For Peer Models, New Peer Growth Plans are reviewed and signed.

In the spring, the teacher writes up a thorough evaluation of each child after social-emotional, physical, and intellectual skills are assessed. Each teacher has their own form that they uses that is appropriate to their age group. The parents are offered a conference time where they review the information and the goals sheet from the fall conference with the teacher. Parents are provided a copy of the report and it is kept in the class folder with the enrollment forms.

In the Spring, the Individual Transition Plan will be completed with the help of both the teacher and the parent. It will be developed based on the placement for the coming fall with considerations of how easily the child manages change, his interests, likes, fears and other characteristics. The Plan will list



activities and ideas to support his transition and family input regarding their child.

Children continuing at LEAPS the following year will visit their new classroom and meet their teachers in May.

### **TRANSITIONING OUT OF THE PROGRAM OR TO KINDERGARTEN**

If a child leaves during the year, the District Registrar's Office will have the "Avon Lake City Schools - Withdraw" form signed and staff will give the family the materials that belong to the child, i.e. name card, portfolio, supply box. Before the child departs, the class will make a class book or other remembrance to give to the child as a keepsake.

The Preschool Staff will assist the family and child in making a smooth transition into Kindergarten within the District. The spring conference will serve as an individualized transition planning meeting, where teachers and parents together will plan for the child's transition into Kindergarten.

- A screening process is offered to each child entering kindergarten. The screening takes place during the spring prior to entering kindergarten. If the child goes to the screening on their designated day, the child is able to meet all of the kindergarten teachers for their home school.
- At the spring conference, each family will receive a list of skills that a child should have before entering Kindergarten.
- Teachers will discuss with children and read books about School Bus Safety and walking safely to school.
- Kindergarten registration information will be sent home with families as it becomes available.
- In the spring of the student's last year of preschool, the classroom teacher contacts the receiving intervention specialist to assist in the development of the IEP. The receiving intervention specialist attends the student's IEP meeting.
- The LEAPS team conducts meetings with the kindergarten teachers from all four elementary buildings to discuss each student transitioning from LEAPS to kindergarten. If the child is on an IEP, the receiving teacher participates in the development of the new IEP and the IEP meeting with the parent.
- In the fall, prior to the start of school, each child and caretaker who is entering kindergarten visits his or her classroom to meet the teacher and bring his or her school supplies.
- Each family receives information regarding age appropriate summer activities that are available in the area.

### **BULLYING, HARASSMENT AND INTIMIDATION**

Bullying, harassment, and intimidation toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. Bullying, harassment, and intimidation, for purposes of this handbook, is defined as any intentional written, verbal, graphic or physical act that a student or a group of students exhibits toward another particular student(s) more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student (s). This prohibition applies to all activities in the District, including activities on school property or while in route to or from school, in a school vehicle, and those occurring off school property if the

student is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control. The Board of Education's policy prohibiting bullying, harassment, and intimidation (**Board Policy 5517.01**) may be found in its entirety at the end of this handbook.

### **5517.01 - HARASSMENT, INTIMIDATION, BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

This policy applies to all activities in the District, including activities on school property or while enroute to or from school, in a school vehicle, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school related activity or function, such as field trips or athletic events where students are under the schools' control, in a school vehicle, or where an employee is engaged in school business.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation.

Harassment, intimidation, or bullying shall be defined as any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Harassment, intimidation, or bullying shall include electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyber bullying, intimidation, menacing, coercion, name-calling, taunting, making threats, and hazing.

#### **Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents**

Every student is encouraged, and every staff member is required, to report any situation that they believe to be harassment, intimidation, bullying and/or aggressive behavior directed toward a student. Reports may be made to the school principal and/or other administrators.

In addition, a student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official.

#### **Procedures for Reporting Harassment, Intimidation, Bullying and/or Aggressive Behavior Incidents**

Any student or student's parent/guardian who believes s/he has been or is the victim of harassment, intimidation, bullying and/or aggressive behavior regardless of whether it fits a particular definition, should immediately report the situation to the building principal or assistant principal, or the Superintendent so that an administrator can determine the appropriate course of action. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

#### **Procedure for Complaint Documentation**

Students and/or their parents/guardians may file written reports regarding suspected harassment, intimidation, bullying and/or aggressive behavior.

Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal or appropriate administrator for review, investigation, and action.

Students, parents/guardians, and school personnel may also make informal complaints of conduct that they consider to be harassment, intimidation, bullying, and/or aggressive behavior by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, bullying and/or aggressive behavior and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal or appropriate administrator for review, investigation, and appropriate action.

### **Investigation Procedures**

All complaints about harassment, intimidation, bullying and/or aggressive behavior that may violate this policy shall be promptly investigated.

Upon completion of an investigation the building principal or appropriate administrator shall prepare a written report. Such report shall include findings of fact, and determination of whether acts of harassment, intimidation, bullying and/or aggressive behavior were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, bullying and/or aggressive behavior has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

### **Intervention Strategies for Protecting Victims**

Students who make informal complaints may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, bullying, and/or aggressive behavior. When a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Intervention strategies for protecting the complainant and/or victim are detailed in the administrative guidelines and include some of the following procedures for protecting a victim from additional harassment, intimidation, bullying and/or aggressive behavior as retaliation following a report.

- A. provide adult supervision during recess, lunch time, bathroom breaks and in the hallways during times of transition;
- B. maintain contact with parents and guardians of all involved parties;
- C. provide counseling for the victim if assessed that it is needed;
- D. inform school personnel of the incident and instruct them to monitor the victim and the offending party for indications of harassing, intimidation, bullying and/or aggressive behavior. Personnel are to intervene when prohibited behaviors are witnessed;
- E. check with the victim daily to ensure that there has been no incidents of harassment, intimidation, bullying and/or aggressive behavior type of retaliation from the offender or other parties.

### **Prohibition of Retaliation**

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of harassment, intimidation, bullying and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

### **Complainant/Parent/Guardian Notification**

The building principal or appropriate administrator shall notify the complainant of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of harassment, intimidation, bullying and/or aggressive behavior against a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, bullying and/or aggressive behavior.

If after investigation acts of harassment, intimidation, bullying and/or aggressive behavior by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

## **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site. The list shall be limited to the number of verified acts of harassment, intimidation, bullying and/or aggressive behavior, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **Notification**

Notice of this policy will be annually circulated to all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

## **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, bullying and/or aggressive behavior promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, bullying and/or aggressive behavior.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of harassment, intimidation, bullying and/or aggressive behavior. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and harassment, intimidation, bullying and/or aggressive behavior in general, will be age and content appropriate.

To the extent that State or Federal funds are appropriated for these purposes, the District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **LEAPS Health Screening and Referral Process**

### **Kimberly Rose, School Nurse**

- Prior to the start of school, go through each student's medical file to be sure they are in compliance with current physicals/ dental exams and immunizations.
- In spring of the previous year, send home written reminders of forms needed prior to school starting.
- Place a phone call (prior to the start of school) to inform parents what they are missing and speak at open house to let each family know what is needed prior to school attendance.
- Record on each medical file the student's date of physical/ dental and immunizations.
- If the student does not have the required physical or immunizations then a referral and the following steps are taken.
  - If it is a financial hardship then Community Resource Services or other community services (see page 18 of handbook) would be contacted and assistance given.
  - The family is provided information on low cost vaccination clinic information is given to the family
- Make copies of all emergency medical forms and keep a copy in central office if needed for emergency/ transport or school event.
- Formulate emergency medical list and review with teachers/ staff those students with any medical needs.
- Review with staff members guidelines for medications, emergency medications and treatments (seizures, severe food allergies etc.). Training is documented in a training log.
- Formulate medication sheets and storage of emergency meds in classroom locked cabinet.
- On a monthly basis, review medical files and send home forms requesting those services for which are due.
- Perform hearing and vision screening on all students. Prior to performing the screening, a notification letter is sent home, allowing parents to decline the screening.
- Notify parents in writing of screening results and make referrals as needed to get further testing.

# Community Resource Information

## United Way of Greater Lorain County – Call 2-1-1

### What is the Web site?

<http://www.211lorain.org/>

### What is United Way of Greater Lorain County First Call for Help?

Every day in Lorain County, someone is in need of essential services - from finding substance abuse treatment to securing food for their family. Faced with these problems, people often don't know where to turn. In many cases, people end up going without these necessary and readily available services because they don't know where to start. United Way of Greater Lorain County 211 assists over 10,000 callers in finding services to meet their needs each year.

### What is 2-1-1?

2-1-1 is an easy to remember phone number that connects individuals with resources in the community. 2-1-1 provides individuals with information about and referrals to human services for every day needs and can also help them in crisis situations. 2-1-1 is a central number to call when individuals and families need services, or when they want to make a meaningful contribution of time or goods.

### Is 2-1-1 free?

Yes! All 2-1-1 services are absolutely free.

### Is 2-1-1 always available?

Yes! Our 2-1-1 program is available 24 hours a day, 7 days a week. As a result, people can find available help whenever the need arises.

### Is my call confidential?

Yes! Your call is completely confidential. Our staff will ask for basic information including age and zip code in order to provide an appropriate referral.

### Is 2-1-1 available in other locations?

As of 2013, over 90% of the United States population has access to 2-1-1. Visit [www.211.org](http://www.211.org) to search for 2-1-1 Information and Referral services in other communities.

### Inclusion/Exclusion Criteria

It is the function of United Way of Greater Lorain County 211 to provide information about and referrals to a broad range of human service agencies throughout the Lorain County area. It is the intent of the program to provide as much information as possible to individuals who call to enable them to make informed decisions about which of the available resources may best meet their needs.

While we strive to give the most accurate and appropriate information and/or referrals possible, United Way of Greater Lorain County 211 is not responsible for the quality of service delivered by any agency to which a caller is referred. 211 Staff refer to available agencies; they do not recommend one over another.

It shall be United Way of Greater Lorain County 211's practice to maintain as comprehensive a file as possible of agencies and programs whose services are directed toward the solution of human problems. To view our Inclusion/Exclusion Criteria, [click here](#).

Need more information? Dial 2-1-1 or call 1-800-275-6106

## Food Pantries

### **MATURE SERVICES**

415 South Portage Path

Akron, OH 44320

(330) 253-4597 ext. 140 Voice Administration and General Information

<http://www.matureservices.org>

[view map](#)

Summit County

click for more info on [FOOD PANTRIES - TUESDAY TO FRIDAY](#)

2

### **AMHERST CHURCH OF THE NAZARENE**

210 Cooper Foster Park Road

Amherst, OH 44001

(440) 988-9014 Voice Church Office

<http://www.amherstnaz.com>

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - LAST TUESDAY](#)

3

### **FIRST UNITED METHODIST CHURCH OF SOUTH AMHERST**

201 West Main Street

Amherst, OH 44001

(440) 986-2461 Voice

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - LAST SATURDAY](#)

4

### **GOOD SHEPHERD BAPTIST CHURCH**

1100 Cleveland Avenue

Amherst, OH 44001

(440) 988-4506 Voice/Fax Church Office

<http://www.gsbc-amherst.org>

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - MONDAY, WEDNESDAY, THURSDAY AND FRIDAY BY APPOINTMENT](#)

5

**HERITAGE PRESBYTERIAN CHURCH**

515 Leavitt Road  
Amherst, OH 44001  
(440) 988-9409 Voice  
<http://www.heritagepc.org>  
[view map](#)

Lorain County  
click for more info on [FOOD PANTRIES - 2ND THURSDAY](#)

6

**AVON/AVON LAKE COMMUNITY RESOURCE SERVICES**

33501 Lake Road, Suite L  
Avon Lake, OH 44012  
(440) 933-5639 Voice  
<http://www.aalcrs.org>  
[view map](#)

Lorain County  
click for more info on [FOOD PANTRIES - TUESDAY AND THURSDAY](#)

7

**NEW LIFE WESLEYAN CHURCH**

11149 West River Road  
Columbia Station, OH 44028  
(440) 236-8600 Voice  
<http://www.nlwesleyan.org>  
[view map](#)

Lorain County  
click for more info on [FOOD PANTRIES - 1ST SATURDAY HIS BANQUET TABLE](#)

8

**SAINT ELIZABETH ANN SETON CHURCH**

25801 Royalton Rd Rt 82  
Columbia Station, OH 44028  
(440) 236-5095 Voice  
<http://www.seascolumbiastation.org>  
[view map](#)

Lorain County  
click for more info on [FOOD PANTRIES - 1ST MONDAY](#)

9

**SALVATION ARMY - NORTH RIDGEVILLE AND COLUMBIA STATION UNIT**

11149 West River Road  
New Life Wesleyan Church  
Columbia Station, OH 44028  
(440) 236-8600 Voice  
<http://www.salvationarmyusa.org>  
[view map](#)

Lorain County  
click for more info on [FOOD PANTRIES - BY APPOINTMENT](#)

10

**ASBURY UNITED METHODIST CHURCH**

1611 Middle Avenue  
Elyria, OH 44035  
(440) 323-9596 Voice



[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - 1ST AND 3RD SATURDAY](#)

11

### **COMMUNITY UNITED METHODIST CHURCH**

680 North Abbe Road

Elyria, OH 44035

(440) 365-7391 Voice

<http://www.elyriacumc.org>

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - 2ND, 3RD AND 4TH FRIDAY](#)

12

### **ELYRIA HOSPITALITY CENTER**

244 3rd Street

Elyria, OH 44035

(440) 323-9409 Voice

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - MONDAY, WEDNESDAY AND THURSDAY](#)

13

### **FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST - ELYRIA**

330 Second Street

Elyria, OH 44035

(440) 323-5454 Voice

<http://www.firstcongelyria.org>

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - MONDAY, TUESDAY AND WEDNESDAY](#)

14

### **LORAIN COUNTY OFFICE ON AGING**

320 North Gateway Boulevard

Elyria, OH 44035

(440) 244-6261 ext. 4800 Voice Lorain area

(440) 326-4800 Voice Elyria area

<http://www.lcoa.org>

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - BY APPOINTMENT](#)

click for more info on [KINSHIP CAREGIVER SUPPORT GROUPS - BY APPOINTMENT](#)

KINSHIP NAVIGATOR

15

### **MOUNT OLIVET ALLIANCE CHURCH**

626 Lorain Boulevard

Elyria, OH 44035

(440) 322-1773 Voice

[view map](#)

Lorain County

click for more info on [FOOD PANTRIES - 2ND AND 4TH TUESDAY](#)

16

### **SAINT ANDREW'S CHURCH**

24

300 Third Street  
Elyria, OH 44035  
(440) 322-2126 Voice  
<http://www.saintandrew-elyria.org>  
[view map](#)  
Lorain County  
click for more info on [FOOD PANTRIES - THURSDAY AND FRIDAY](#)

17

### **SAINT JOHN LUTHERAN CHURCH**

1140 West River Road North  
Elyria, OH 44035  
(440) 324-4070 Voice  
<http://www.stjohnlutheran-elyria.org>  
[view map](#)  
Lorain County  
click for more info on [FOOD PANTRIES - WEDNESDAY](#)

18

### **SAINT JUDE CHURCH**

590 Poplar Street  
Elyria, OH 44035-3999  
(440) 366-0118 Voice Helping Hands Food Pantry  
(440) 366-5711 Voice Church Office  
[view map](#)  
Lorain County  
click for more info on [FOOD PANTRIES - 3RD SATURDAY AND FOLLOWING TUESDAY](#)

19

### **SALVATION ARMY - ELYRIA CORPS**

716 West Broad Street  
Elyria, OH 44035  
(440) 323-2026 Voice  
<http://www.salvationarmyusa.org>  
[view map](#)  
Lorain County  
click for more info on [FOOD PANTRIES - WEDNESDAY](#)  
PRODUCE GIVEAWAYS  
click for more info on [FOOD PANTRIES - MONDAY TO THURSDAY](#)

20

### **OUR LADY QUEEN OF PEACE**

702 Erie Street  
Parish Hall  
Grafton, OH 44044  
(440) 926-2364 Administrative  
<http://www.olqpgraffton.org>  
[view map](#)  
Lorain County

## **Lorain County Health and Dentistry**

Providing hope to all patients and contributing to a healthier community.

LCH&D provides high-quality, affordable medical and dental care to members of the entire family.

LCH&D follows Federal Poverty Guidelines and discounts fees for those who do not have health insurance or qualify for Medicaid. As a federal Health Center, LCH&D must charge a fee for uninsured patients who qualify for a full (100%) discount. In medical clinics, the fee is \$20/visit while in dentistry it is \$25/visit.

LCH&D services include pediatrics, prenatal care, gynecology (women's health care), family/adult medicine, asthma/allergy care, podiatry (foot care) and general dentistry. Enabling services are also provided, including transportation, outreach, translation and interpretation, and assistance with prescriptions. Common diagnoses of LCH&D patients include Diabetes, Hypertension, Heart Disease, Asthma and Tooth Decay.

In pediatrics, LCH&D provides well child exams and immunizations, school and sports physicals, and gently cares for sick infants and children. While appointments are encouraged, LCH&D offers daily "open access" in pediatrics for sick children; sign-in between 12:20 - 12:50 and your child will be seen by 2:30 pm.

LCH&D is Lorain County's provider of treatment for Sexually Transmitted Diseases. There is a fee for this service, and LCH&D will bill insurance companies for insured patients. Patients who qualify may receive lab and pharmacy services at no cost through a program with the State.

The Health Center's 8-operator dental clinic is in an inviting, modern and cheerful atmosphere where professional staff members use the latest equipment and technologies to provide hygiene, restorative and emergency care.

### **Medical Services**

- Adult Medicine. For patients ages 19 and older. Located at 3745 Grove Avenue. Same day sick appointments available. Call first.
- Pediatrics (child and adolescent). In pediatrics, LCH&D provides well child exams and immunizations, school and sports physicals, and gently cares for sick infants and children. While appointments are encouraged, LCH&D offers daily "open access" in pediatrics for sick children; walk-in, sign-in between 12:20 - 12:50 and your child will be seen by 2:30 pm.
- OB/GYN. For girls (age 12 and older) and women. Located at 1800 Livingston Avenue. Women's health and prenatal care.
- Asthma/Allergy. For patients of all ages. Located at 1800 Livingston Avenue.
- Podiatry. For patients of all ages. Located at 3745 Grove Avenue. LCH&D encourages diabetic patients to see the foot doctor at least once each year.
- Confidential treatment for sexually transmitted diseases. Located at both sites. Urgent appointments are available. Call 440-240-1655 to schedule.

## **Dental Services**

The Health Center's 8-operator dental clinic is an inviting, modern and comfortable environment where professional staff members use the latest equipment and technologies to provide hygiene, restorative and emergency dental care.

- Cleanings & Hygiene
- Radiographs
- Fluoride Treatment
- Sealants
- Oral Cancer Screenings
- Fillings, Amalgams & Composites
- Extractions
- Examinations
- Assistance with financial and charity applications
- Referral services for specialists and medical testing
- Assistance with prescriptions

We offer evening hours on Wednesdays until 7:00 pm. Appointments are required for evening care and can be made by calling (440) 240-1655.

## Recreation

### **French Creek YMCA**

**Executive Director: Eric Stinehelfer**

**2010 Recreation Lane, Avon, Ohio 44011**

**(440) 934-9622**

#### Program and Privileges

- Membership privileges to ALL Greater Cleveland YMCA Branches
- FREE equipment orientation and unlimited use of Fitness Center
- FREE aerobics classes (select land and water)
- FREE open swim for adults and families
- FREE open gym time
- Youth and Adult sport leagues and classes
- Progressive swim lessons
- Up to 50% savings for members on all classes and programs
- A.W.A.Y. privileges (Always Welcome at YMCAs). Use your YMCA card at more than 2,000 Y's nationwide.
- Open 7 days a week to meet your busy schedule!
- Volunteer opportunities

### **Avon Lake City Recreation Department**

<https://reservations.avonlake.org/programs/>

#### Program and Privileges

- Youth and Adult sports leagues and classes
- Safety Town
- Life Guard Certification
- CPR
- First Aid

## **Information Regarding Early and Periodic Screening, Diagnostic and Treatment**

### **Healthchek Services for Children Younger than Age 21**

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.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English \(Instructions\)](#), [en Español](#) or [Somali](#).
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

### **Related Materials**

[Healthchek Info Card](#)

[Healthchek Fact Sheet](#)

[Healthchek Poster](#)

[Frequently Asked Questions](#)

[Information about Medicaid  
Managed Care Plans](#)

### **Contact Information**

[County Healthchek Coordinators](#)

Have Questions? Send us a [note](#).



Have questions?  
Call us.

Consumer Hotline:  
(800) 324-8680



Find your  
local county  
office

[Ohio Department of Medicaid](#), 50 West Town Street, Suite 400, Columbus, Ohio 43215

[County Offices](#) | [Acronyms & Glossary](#) | [Site Map](#) | [Privacy Statement](#) | [HIPAA Notice of Privacy Practices](#)

[Ohio Medicaid Consumer Hotline: 800-324-8680](#) | [Provider Hotline \(IVR\): 800-686-1516](#)

[Ohio.gov](#) | [Sign up for e-mail updates](#)



find it here:  
ohio.org

### **Lorain County Public Health**

*Phone Number : 440-322-6367*

*Address: 9880 Murry Ridge, Elyria*

*WebSite : <https://www.loraincountyhealth.com/resourcecenter>*

### **Services Provided by Lorain County Public Health**

- Immunizations
- Communicable Disease
- Public Health Services
- Child and Infant Health
- Adult Health
- Food Safety
- Lead
- Healthy homes and work places