

Fairhaven Early Learning Academy Parent Handbook 2020-2021

**510 Elm Street
London, Ohio 43140**

Phone: (740) 852-7052

Fax: (740) 852-7051

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A partnership between:

London City Schools

Madison - Champaign Educational Service Center

Madison County Board of Developmental Disabilities



Dear Parents,

Welcome to the Fairhaven Early Learning Academy. A variety of services are available for you and your child depending on your individual needs. Services to children with special needs include educational services, speech therapy, occupational and physical therapy, behavior management, family resources, and parent education programs. Programming for the typically developing students is available to provide quality preschool education.

Programs are administered by the Madison-Champaign County Educational Service Center (MCESC). All services are coordinated with guidance from the involved school districts in the county. This handbook outlines the programs and directs you to the information you may need throughout the year. Please keep the handbook to refer to when you have questions.

(After reading the handbook, we ask that you sign the back page and return the page to your child's teacher as soon as possible.)

Please feel free to call the office at any time with questions or concerns about your child's program. I invite and encourage each of you to be active participants in your child's educational program.

Sincerely,

Sean Clymer
Preschool Supervisor
Fairhaven Early Learning Academy
sean.clymer@london.k12.oh.us
740-852-5700 Ext. 1025 (office)

Fairhaven Early Learning Academy

**510 Elm Street
London, Ohio 43140**

Phone: (740) 852-7052

Fax: (740) 852-7051

Sessions: 9:00-11:30 and 12:30-3:00, 4 days per week.

Agency	Superintendent
London City Schools	Dr. Lou Kramer
Madison-Champaign ESC	Dr. Daniel Kaffenbarger
Madison County Board of DD	Susan Thompson

Preschool Supervisor

Sean Clymer

Phone: (740) 852-5700 ext 1025

Preschool Program Secretary

Vicki Thompson

Preschool Teaching Staff

Kelby Maynard, Intervention Specialist

Eileen Coil, Paraprofessional

Nancy Morris, Intervention Specialist

Shelby Masters, Paraprofessional

Lauren Selmek, Intervention Specialist

, Paraprofessional

Angela Browning, Intervention Specialist

Stephanie Meineke, Paraprofessional

PRESCHOOL PARENT HANDBOOK

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PHILOSOPHY

ACCOMMODATING DIVERSITY

Preschool programming within the Madison-Champaign Educational Service Center reflects a rainbow of diversity. Here children from varying backgrounds, with differing abilities learn together. Our goal is to establish a climate of acceptance and an appreciation for these differences. All children are capable of learning and all children learn at their own pace. Programming is for ALL young children in the community.

The Madison-Champaign Educational Service Center takes into consideration variances in the development, abilities, interests, backgrounds, and special needs of the children. Staff from a variety of disciplines provide the expertise and support required to individualize learning opportunities for all children. Family participation and understanding are key to creating a rich learning environment for all young children in our community.

Madison-Champaign Educational Service Center ensures the availability of services that provide a developmentally appropriate education within an environment that is safe and comfortable, honors the diversity of culture and ability level, as well as encourages child independence and competency. The programs accept the family/parents as a critical component of a young child's education and are committed to family involvement and responding to the needs of families. We believe in a child's right to a childhood filled with love, curiosity, exploration, play, discovery, self-worth, nurturance, and trust.

STAFF

All of our preschool teachers and specialists are certified according to the Ohio Department of Education's Early Childhood Education and Special Education standards. Paraprofessionals (teacher assistants) participate in training each year as well and are considered as Highly Qualified as per the Ohio Department of Education's guidelines. All staff are required to complete an annual Non-Guilty/Non-Conviction statement. BCI and FBI criminal background checks are required upon license renewal.

Our programs use a team-teaching model. Classroom teams include the teacher, paraprofessionals, and specialists. These specialists include Speech-Language Pathologist, School Psychologists, Occupational Therapists, Physical Therapists, Preschool Supervisor, and local school district, representatives.

WHAT MAKES A GOOD DAY FOR CHILDREN?

Cornerstones of Early Childhood Education

- Young children learn most easily when the curriculum is developmentally appropriate.
- Young children learn most easily when they are actively involved in real experiences.
- Young children learn most easily through play.
- Young children thrive when their families are part of the program.

How are these Cornerstones used to build a Program?

- In the environment: The room arrangement and materials convey a general air of orderliness and easygoing comfort combined with beauty. They also foster independence.
- In the routine: The day is built around familiar routines and includes both active and quiet time, opportunities to be in and outdoors, individual and small group experiences, and plenty of time for play.
- In the atmosphere: Throughout the day, the pace is relaxed and informal.
- Through parent involvement: Parents are always made to feel welcome and are given many different options as to how they might be involved in their child's program.

SCHOOL BEGINS AT HOME

It is important that your child starts each day on a positive note. The following suggestions may help support your efforts:

It is very important to establish a bedtime routine for your child. Preschool children need between 8-10 hours of sleep each night. Children learn best when they are refreshed and can actively participate while at school.

Please provide your child with a nourishing breakfast and lunch. Good nutrition maximizes your child's engagement at school.

Children should wear comfortable clothing. Tennis shoes are the best for daily gross motor activities.

Please label all clothing and supplies sent to school with your child's first and last name.

Please have your child at school on time, not too early or late (see page 11).

Teach and model respect for adults.

Talk with your child about treating other children in the same manner as he/she wants to be treated (avoid name-calling, arguing, etc.).

Most importantly – tell your child when he/she is trying their best at school – praise him/her for good efforts and good behavior at home and at school. We are doing the same at school.

PRESCHOOL REGISTRATION REQUIREMENTS

PRESCHOOL PROGRAM FOR CHILDREN WITH SPECIAL NEEDS

Fairhaven Early Learning Academy provides services for students identified as having a disability defined by the Individuals with Disabilities Education Improvement Act (IDEIA). Parents of preschool-age children with special needs may make a referral for special education services to your district of residence. Contact the School Office for an enrollment packet.

REGISTRATION REQUIREMENTS

The following requirements must be met before acceptance into the program.

1. Meet with the Preschool Program Supervisor for approval into the program. Parents and students need to participate in a screening/observation for proper evaluation and placement within a potential classroom.
2. Complete all paperwork in the enrollment packet and return to the school.
3. Provide the office with the forms listed below. Copies will be made and the originals returned to the parent.
 - A. Original Birth Certificate
 - B. Custody papers from a divorce or separation, if applicable (entire document needs to be provided including Judge's signature).
 - C. Immunization Records
 - D. Proof of Residency (only one item needed for proof)
 - i. Mortgage Coupon (which includes name, address and current date)
 - ii. Signed lease/Rental Agreement with current dates (all residents must be listed on the lease)
 - iii. Utility Bill (gas, water, electric)

TRANSPORTATION

Transportation is available to students with an IEP by each school district of residence. If you choose to transport your child, please stay with him/her until reaching the designated drop-off point for their classroom in order to ensure the safety of your child around moving cars and buses. Students who are not on an IEP will need transportation to and from preschool. Drop off/pick up is at the side of the building (doors facing the parking lot). Please park in the main lot and walk your child to and from the building. ****PLEASE DO NOT PARK IN FRONT OF THE BUILDING**** This location is for bus loading and unloading.

PRESCHOOL PROGRAM FOR PEER MODELS

The Preschool Program integrates typically developing Preschoolers (Peer Models) with our Preschoolers with Disabilities.

QUALIFICATIONS

1. Enrollment for Peer Models is open to all children ages 3-5 years of age.
2. Peer Models will provide children with special needs appropriate peer interactions while benefiting from an affordable, high-quality preschool program.
3. Peer Models must be toilet trained.
4. Peer Models should exhibit age-appropriate social, motor, and communication skill development as determined by a screening session.

REGISTRATION REQUIREMENTS-

The following requirements must be met before being accepted into the program.

1. Parents and students will participate in a screening/observation.
2. Complete all paperwork in the enrollment packet and return to the school office.

Below you will find the necessary information to enroll your child into the Fairhaven Early Learning Academy. Bring all validation documents, your driver's license, and the completed enrollment forms to the school office. If you have any questions, please do not hesitate to call.

Validation Documentation - MUST HAVE IN YOUR POSSESSION AT THE TIME OF ENROLLMENT –We do not contact school districts to get this information during the enrollment process.

- Parent/Guardian Photo Identification such as a Driver's License
- Child's Birth Certificate
- Proof of Residency, (Example: utility bill, rental agreement, or property tax statement)**
If you are living with someone they will need to bring their proof of residence and will complete a Residency Affidavit at the time of enrollment.
- Custody Orders, Divorce Decree or Separation Papers
- Immunization Records (must bring most current or have an appointment scheduled with physician/health department)
- Physical Record (Bring most current or have an appointment scheduled with physician/health department)

Enrollment Forms (available on the ESC website at www.mccesc.org)

- Admissions Form
- Statement of Custody
- Home Language Survey
- Release of Records Form

TUITION

1. Tuition for Peer Models is \$125.00 per month (for a 9 month period) - September through May. Payment is due by the 20th of the previous month with the first month's tuition to be made upon acceptance into the program. A check or money order should be made payable to **Madison-Champaign ESC**. A \$30.00 fee will be assessed for each returned check. If mailing, please send to Preschool Tuition, Madison-Champaign ESC, 2200 S US HWY 68, Urbana, OH 43078
2. If payment is not received by the 5th of the current or attending month, a \$10.00 late fee will be assessed. **You will not receive a monthly bill; it is the parent's responsibility to pay tuition on time. After two missed payments, you will be asked to stop attendance to allow for other children on the waiting list to attend.**

TRANSPORTATION

Bus transportation is NOT provided for Peer Model students. Parents must transport students to and from Preschool. Transportation for students with disabilities will be provided by the child's home school district.

CLASSROOM STANDARDS

1. Classrooms have a maximum of 16 students, eight of whom have special educational needs and 1-8 students who are peer models.
2. Each classroom has a certified Early Childhood Intervention Specialist and a trained paraprofessional/assistant teacher.
3. The Preschool Program promotes development in communication and motor skills, independence, and a positive self-concept.
4. The Preschool Program incorporates a written curriculum that is aligned with the Early Learning Content Standards, approved by the Madison-Champaign ESC Board of Education and endorsed by the Ohio Department of Education.



GENERAL INFORMATION FOR ALL PRESCHOOL STUDENTS

POLICIES

BEHAVIOR MANAGEMENT/DISCIPLINE

The Fairhaven Early Learning Academy provides a safe and nurturing environment by using techniques such as positive reinforcement, praise, and redirection. If needed and upon request, the child's team will work with the family to develop a consistent plan for behavior modification. Behavior plans vary based on individual student and classroom needs. The following guidelines are used to help create a safe and structured environment for your child:

- A preschool staff member in charge of a child or group of children shall be responsible for addressing behaviors.
- Constructive, developmentally appropriate, child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
- The program's actual methods of behavior management 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, or biting.
 2. No discipline shall be delegated to any other child.
 3. Physical restraint will not 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 retain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet or a similar cubicle.
 5. No child shall be subjected to profane language, threats, derogatory remarks about himself, or his family or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or toileting accidents.
 7. Techniques of discipline shall not humiliate, shame, or frighten a child.
 8. Discipline shall not include withholding food, rest, or toilet use.
 9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
 10. The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool Program.
- This document shall serve as the discipline policy.
- All preschool staff members shall receive a copy of the program's discipline policy for review.

CHILD ABUSE AND NEGLECT REPORTING

As required by law, all school employees and administrators must immediately report any suspicion of abuse or neglect to Children's Services.

ATTENDANCE

Please note: Fairhaven Early Learning Academy has a waiting list of peer models. If your child must be absent more than 4 days per quarter, please let us know. If there is no explanation, your child will be withdrawn and another child will take their place.

REPORTING ABSENCES

If your child will not be attending school, it is important to call the building secretary at:

(740) 852-7052.

Please give your child's name, teacher's name, and reason for his/her absence. If the office is unable to answer the phone, please leave the information on the school's voice mail.

It is important to know the reason your child is absent, especially if he/she has a contagious illness, such as chickenpox, pink eye, mumps, measles, etc. A note will be sent home to other classmates to make parents aware of the illness.

Please do not send your child to school with a fever, bad cough, or severe cold (within the past 24 hours).

TARDINESS

Each student is expected to be in his/her classroom at the beginning of class. Tardy children must be walked into the school by the parent/guardian, signed in at the office, and walked to their classroom.

EMERGENCY PROCEDURES

The primary consideration in any emergency situation must be the safety of the students and staff. At certain times, therefore, it may be necessary to ask the staff to perform "beyond the call of duty" in order to provide for the welfare of our students. In the event of an actual emergency situation, all school personnel, instructional and non-instructional will be required to remain in the building until dismissed by the supervisor.

- A. When an emergency occurs the supervisor shall consult with the Superintendent whether or not to evacuate the school. An announcement will then be made to inform staff and students of the emergency procedures that will be followed.
- B. If a decision is made to send the students home or to another location, attempts will be made to notify parents by telephone and/or radio or tv and the public address system will be used to inform all teachers and students.

FIRE/TORNADO/BUILDING SECURITY DRILLS

In accordance with state law, fire drills are to be conducted periodically, not less than once a month. The supervisor shall prepare and distribute fire drill procedures whereby;

- A. all personnel leave the building during a drill;
- B. the plan of evacuation provides at least one alternative route in case exits or stairways are blocked;
- C. a list is compiled of all disabled students in the building who will require assistance in exiting the building together with the assignment of a staff member or non-student volunteer in the student's classroom who will be responsible for providing necessary assistance in an appropriate manner. A person should also be designated to assist a disabled student when the evacuation signal is given and he/she is in another area of the building such as the gym, all-purpose room, or lunchroom;
- D. teachers, when the fire alarm sounds which consists of a tone and flashing strobe lights, during a specified location check to make sure any disabled students requiring assistance are being assisted properly, close all windows and doors and turn out the lights, if possible, before leaving, and conduct roll call as soon as students are at the designated location to make sure that each student is accounted for.

Tornado drills shall be conducted on a regular basis during the tornado season in accordance with state laws regarding severe weather and tornadoes.

VIDEO SURVEILLANCE

Video cameras are placed in various locations in the school buildings and on school grounds. In addition, the London City Police Department/Madison County Sheriff's Department provides ongoing support for the safety of our students.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff members are expected to question people in the building whom they do not recognize and who are not wearing a building pass and to question people who are "hanging around" the building after hours.
- D. Students and Staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.
- F. Portions of the building that will not be needed after the regular school day are closed off.
- G. District employees wear photo identification badges while in district schools and offices or on district property.

EMERGENCY CLOSINGS AND DELAYS

Fairhaven Early Learning Academy will follow the school closing and delay schedule of the London City Schools. If the school must be closed or the opening delayed because of inclement weather or other conditions, the school will notify the following radio and television stations:

RADIO

92.3 WCOL (FM)

97.1 MIX (FM)

97.9 WNCI (FM)

610 WTVN (AM)

TELEVISION

NBC Channel 4

ABC Channel 6

CBS Channel 10

FOX Channel 28

- Parents and students are responsible for knowing about emergency closings and delays.
- In addition to the local and area public announcements, an automated parent notification system that allows schools to contact thousands of parents within minutes will be activated. The system can notify families of the current situation provided the family information on the contact forms submitted at the beginning of each school year is accurate. Please make sure that you keep updated contact information on record at your student's building so that you are notified as needed.

The board reserves the right to alter the school calendar when feasible and advisable in the best interest of the students of the district.



STUDENT HEALTH AND MEDICAL INFORMATION

Students attending Fairhaven Early Learning Academy are required to have proof of immunizations against diphtheria, pertussis, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis, and any other immunizations required by Ohio law. Immunization records must include the physician's signature or the clinic's stamp.

ILLNESSES THAT WARRANT KEEPING A CHILD HOME

To prevent the spread of highly contagious infections in the school environment, the Ohio Department of Health has provided guidelines to protect your child and others from unnecessary exposure to infectious organisms or head lice. A student should not be in school if any of the following conditions are present:

- Any exposure to contagious bacterial or fungal infection until treated with antibiotics for at least 24 hours, including strep throat, pink eye, ringworm, skin infections (impetigo), scarlet fever, and others.
 - Fever of 100 degrees F or higher (child should be fever-free for 24 hours before returning to school)
 - Vomiting or diarrhea two or more times per day.
 - Undiagnosed redness and secretions from the eyes.
 - Head Lice (until nurse releases after satisfactory treatment/removal of lice and nits).
 - Scabies - until initial treatment with an appropriate scabicide.
 - Impetigo - until there is no discharge and it has been treated for 24 hours.
 - Chickenpox - until the 6th day after onset and until sores (lesions) are dry. Students with shingles do not need to be excluded as long as sores are covered by clothing or bandages until the sores are crusted over.
 - Undiagnosed rash - as per the guidelines submitted by the Ohio Department of Health, Division of Infectious Diseases, "All children sent to school with suspicious rashes must be excluded from school until the rash has been diagnosed by a physician."
 - Difficulty or rapid breathing.
 - Yellowish skin or eyes
 - Dark urine and/or gray or white stool
 - Stiff neck
 - Severe cold
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
-
1. Neither the Board of Education nor the school nurse/aide shall be responsible for the diagnosis and/or treatment of student illnesses.
 2. A staff member trained to recognize common signs of a communicable disease or other illness shall observe each child daily as he/she enters the group.
 3. If a child shows symptoms of a communicable disease while at school, the child will be kept in a quiet, comfortable location away from the group. The symptoms include: unusual spots or rashes; sore throat or difficulty swallowing, elevated temperature and/or vomiting
 4. Parents will be notified and are responsible for responding as quickly as possible.
 5. Parents will be notified in writing whenever a child has been exposed to a communicable disease.

6. The teacher may send a child to the nurse should he/she become ill during the school day. The nurse will determine whether or not the child should remain in school or be sent home.

ADMINISTRATION OF MEDICATIONS

The administration of prescription medication and/or medically prescribed treatments for a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours or if the child has a health impairment that requires medication to benefit from his/her educational program.

Medications, prescribed lotions, vitamins, or special diets will not be administered to any child without written instructions, signed and dated by a licensed physician, and prescribed for a specific child. For the safety of our students, the transportation of all medications to and from school is the responsibility of the parent. Details on emergency medicines will be determined on a case by case basis.

All prescription medications (including antibiotics) are to be administered by trained school personnel.

PRESCRIPTION MEDICATIONS

Before any prescription medication or treatment may be administered to any student during school hours, the Board of Education shall require the student's physician and parent/guardian to complete a Medication or Treatment Authorization Form. This document shall be kept on file in the student's school health records. Prescription medication must be in its original container, labeled with the date, student's name, and exact dosage.

NON-PRESCRIPTION MEDICATIONS (Over-The-Counter)

A student may have over-the-counter medication at school if the required Non-Prescription Authorization Form is completed and signed by the parent or guardian. The medication must be provided by the parent/guardian and will be stored in the school clinic and administered by authorized school personnel or the child's parent only. Non-prescription medication must be in its original container with the child's name, dosage, and time(s) to be administered. Examples of non-prescription medications that may be stored and administered at school are Tylenol, Advil, Benadryl, Tums, cough drops, hydrocortisone cream, cold and cough medicines and lactase products.

Any medication or medical equipment remaining at the end of the school year will be discarded one week after the last day of school.

HEALTH AND DEVELOPMENT SCREENINGS

All preschool students will follow the Fairhaven Early Learning Academy enrollment process listed below.

MUST have in your possession at the time of enrollment:

- Immunization Records - All Grade Levels
- Physical Record - Must have a current physical for Preschool, Kindergarten and 1st Grade.

If, after 30 days, these forms have not been completed the family will be contacted by our school nurse to aid with this process.

For help in completing the above forms please see the Community Resources for Health Screenings, should you need a health professional referral.

The school conducts a variety of health screenings under the supervision of the school nurse and the speech/language pathologist to provide important information about each student. Parents/Guardians will be notified if any of the screenings indicate problems or if there is a need for further medical advice. If you do not wish your child to participate in any of these screening programs, please contact the school immediately.

The evaluations that affect all students are listed below:

Speech / language screening

Hearing screening

Vision screening

If you do not wish your child to participate in any of these screening programs, please contact the school nurse.

Dental evaluations must be obtained through each individual's personal dentist.

COMMUNITY RESOURCES

FOR HEALTH SCREENINGS: *

- Madison County Health District, 306 Lafayette Street, Suite B, PO Box 467, London, Ohio 43140. Phone: 740.852.3065, Fax:740.852.5418, mchd@co.madison.oh.us
- Rocking Horse Community Health Center, 212 North Main Street, London, Ohio 43140. Phone: 740.845.7286, www.rockinghorsecenter.org

* No student will be turned away for inability to pay for a health screening.

Parent Education and Training Opportunities

- Action For Children of Madison County – 740-852-0975, 740-852-0980, 217 Elm Street, London
- Head Start – 740-852-1722, 52 South Main Street, London, www.mvcdc.org
- London ABLE (GED) – 740-506-0207, 179 South Main Street, London
- Madison County Board of Developmental Disabilities – 740-852-7050, 500 Elm Street London, www.co.madison.oh.us
- Madison County Department of Family & Children – Help Me Grow, Early Head Start, Parents As Teachers, 740-852-7189, 740-852-5343, 200 Midway Street London, www.co.madison.oh.us
- Mental Health Services of Madison County – 740-852-6256, Fax # 852-6395, 210 North Main Street London, www.mhsc.org

Family Support Programs

AA

- Tuesdays, 6:30 pm, Trinity Episcopal Church, 10 East Fourth Street, London
- Fridays, 8pm, London Community Center, Room 7, 60 South Walnut Street, London
- Saturdays, 8pm, Trinity Episcopal Church, 10 East Fourth Street

Cancer

- American Cancer Society – Patient Navigator-927-592-9244 or 1-888-227-6446

Childcare

- Action For Children of Madison County – 740-852-0975, 740-852-0980, 217 Elm Street, London
- First Presbyterian Church Daycare - 740-852-3190, 211 Garfield Avenue, London
- Madison County Department of Job and Family Service – 740-852-4770, 200 Midway Street, London OH
- Mandy's Daycare - 740-845-2914, 15 East Second Street, London

Cluster (Multi-system involved youth and families)

- Madison County Department of Family & Children -740-852-6342, ext. 4770
Wraparound, Engage, Crisis Stabilization

Clothing/Furniture

- Country Closet Thrift Store – 614-873-2023, 9800 US 42 South, Plain City, 43064
- Help House – 740-852-1980, 122 East Center Street, London, Open Mon. 5p-7p w/dinner served, Wednesday 9a-noon, Sat. 9a-11a – Easter, Back to school, Christmas Outreaches
- Lifepointe Center – 740-852-9730, 109 South Main Street, London – infant/child
- Salvation Army Family Store – 1-800-728-7825, 5378 Roberts Road, Hilliard

Dental

- Dental Options - 1-888-765-6789, referral to discount services
- Madison County Health Department Dental Program –Lexi Comer 740-852-3065, ext 1521

Discounted Health Care

- Rocking Horse Community Health Center– Madison (FQHC) 740-845-7286, 740-845-7499 (fax), P.O. Box 651 London, 212 North Main Street, London

Drug & Alcohol Assessment, Screening for Youth

- Darby Creek Counseling – 740-845-8652, 1375 US Hwy 42 SE Suite C, London – call the office to schedule an appointment, custodial parent/guardian must attend with child. They do not do drug testing on-site.
- Mental Health Services of Madison County – 740-852-6256, 210 North Main Street, London – a parent must register their child, bring ID, Insurance card, SS card.

Drug & Alcohol Recovery Support

- London Recovery Project – 614-779-3714 (Jean Perry), 740-852-5155 (Dale McNeal), 20 South Walnut Street, London, daily drop-in hours 1p-4p

Domestic Violence

- A Friend's House – 1-800-301-1447 or 740-852-7761 - Advocacy & Shelter for Madison County residents
- Project Woman – 1-800-634-9893, 937-328-5308 – Advocacy & Shelter for Madison County residents

Financial Assistance

- Community Action – 740-852-3511, fax 852-7101, 255 West High Street, London
- Help House – 740-852-1980, 122 East Center Street, London
- Madison County Department of Job and Family Services - 740-852-4770, 200 Midway Street, London

Food Assistance

1. Food Thru Faith - 51 West Center Street, London, OH 43140 (740-852-4735)

Open: Tuesdays and Thursdays 9 AM to 12 PM. Families can receive food once a month.

Requirements: Must have a London address/43140 zip code and verify last 4 of social security number for every family member.

2. Good Samaritan Food Pantry - 36 Center St West Jefferson, OH 43164 (614-879-8130)

Open: Wednesdays 2 to 3 PM and the second and last Saturday of the month 10AM to 11AM. Families can receive food twice a month.

Requirements: Picture ID and proof of residency 43162 & 43119.

3. HELP House Community Outreach 122 E. Center St. London, OH 43140 (740-852-1980)

Open: Mondays 5 to 7 PM, Wednesdays 9 AM to 12 PM, & Saturdays 9 AM to 11 AM. Families can receive food once a week from the food pantry.

Requirements: No proof of residency.

Loving Kindness Kitchen (Soup Kitchen) at the same location is open weekly on Mondays from 5 to 7 PM.

4. Madison County Food Pantry 137 Maple St. London, OH 43140 (740-852-5822 ext.1)

TBB (The Benefit Bank) Site (740-852-5822 ext.3)

Open: Wednesdays & Saturdays 9 AM to 12 PM. Families can receive food once a month

Requirements: Picture ID & have a London, South Solon, or Sedalia address.

“Satellite Location”: located in South Solon at the United Methodist Church of South Solon on the corner of North and High Streets.

Open: 1st Wednesday of the month from 5 to 7 PM and the 3rd Saturday of the month from 9 to 11:00 AM.

Requirements: Picture ID & have a South Solon, or Sedalia address.

5. Mt. Sterling Community Center 164 E. Main St. Mt. Sterling, OH 43143 (740-869-2453)

Open: Tuesdays 4 to 7 PM & Thursdays 9 AM to 1 PM. Families can receive food once a month.

Requirements: Must have Mt Sterling address and/or have an 869 phone exchange & picture ID

6. The Plain City Food Pantry 156 W. Main St., Plain City, Ohio 4306 (614-733-0909)

Open: Saturdays 10 to 12 PM

Requirements: Picture ID on the first visit. Will accept residents from London, West Jefferson & Plain City. Families can receive food once a month.

7. The Welcome Table located at St. Paul AME Church 11 Center St. London, OH 43140

(An affiliate under the 501(c)3 umbrella of Ministry For Community)

Open: Thursday evenings from 5 to 7 PM. Serving a nutritious, free dine-in meal and wonderful fellowship

8. Sufficient Grace - Contact, Melissa Canney, 740-852-5700 ext 2109

Weekend Meals to students attending London City Schools

General Information & Referral

- Ohio Benefit Bank, www.ohiobenefits.org 1-800-648-1176
- United Way of Clark, Champaign and Madison Counties, Call 211 Home Health/Hospice Care
- Loving Care Home Health and Hospice, 740-852-7755, 56 South Oak Street, London, www.lovingcare.us

Housing/Budget Assistance

- Community Action – 740-852-3511, fax-740-852-7101 255 West High Street, London
- Homeport - 614-221-8889, 3443 Agler Road. Suite 200 Columbus. 43219 www.homeportohio.org
- London Metropolitan Housing Authority – 740-852-1888, 179 South Main Street London
- Madison County Fair Housing – 1-800-850-0467
- Salvation Army: Madison County Rapid-Rehousing Program, 937-738-7604, Keri Kovanda, Case Manager, keri.kovanda@use.salvationarmy.org or Jodi Peterson-Sonstein, Supervisor, jodi.peterson-sonstein@use.salvationarmy.org Melissa Humbert-Regional Manager

Immunizations

- Madison County Health Department – 740-852-3065, 306 Lafayette St. London, www.co.madison.oh.us

Insurance Navigator (Affordable Care Act & Medicaid Enrollment)

- Madison County Department of Job and Family Services –740-852-4770, 200 Midway St, London, www.co.madison.oh.us
- Ohio Association of Free Clinics, Raymonia Lacy – 614-273-2843
- Rocking Horse Community Health Center 740-845-7286, 212 North Main Street

Jobs

- AARP Work Search, 614-258-7295, www.aarpworksearch.org – must be 55 yrs. and older
- London Works, 614-214-2300, 614-296-5809, 62 E. Second St. London www.thehrdg.com
- Madison Works at Madison County Department of Job and Family Services 740-852-6008, 740-852-4770, 200 Midway St, London, www.co.madison.oh.us
- Opportunities for Ohioans with Disabilities –800-282-4536, 800-582-1589, 937-331-5000, www.ood.ohio.gov

Legal Aid

- Legal Aid Society of Columbus – 1-888-246-4420, 614-224-8374, provides services to Madison County residents

Mental Health

- Darby Creek Counseling, 740-845-8652, 1375 US Hwy 42 SE, Suite C, London
www.counselingneurotherapy.com
- Mental Health Services of Madison County –740-852-6256, fax 740-852-6395) 210 North Main Street, London www.mhsc.org
 - ‘Open Access’ – walk-in appointments Monday and Thursday 7:30 am - 3 pm
 - If unable to come in at this time either go to Emergency Room or call and request special accommodations.
 - Anyone can get an assessment
- Osterlen, 937-399-6101, 1918 Mechanicsburg Road, Springfield 45503
www.oesterlen.org
- Nationwide Children’s Hospital, 614-355-8080 (Main Campus), 495 East Main Street, Columbus, 614-355-9580 (Dublin), 5700 Perimeter Drive, Suite A, Dublin
www.nationwidechildrens.org
- Rocking Horse Community Health Center, 740-845-7286, 212 North Main Street, London www.rockinghorsecenter.org
- Steve Swartz, 740-852-3338, 121 North Main Street, London, licensed private therapist
- The Buckeye Ranch, 614-875-2371, 5665 Hoover Road, Grove City,
www.buckeyeranch.org
- The Counseling Source at London City Schools, 740-852-5700, ext. 2109, 380 Elm St. London, www.thecounselingsource.com

Mental Health – Inpatient

- Nationwide Children’s Hospital, 614-355-8080 (Main Campus), 495 East Main Street, Columbus
- Pomegranate Health Systems of Central Ohio, Inc, 614-223-1650, Fax 888-679-9808, 765 Pierce Drive, Columbus, OH 43223

Mental Health Support

- NAMI (National Alliance for the Mentally Ill) Clark, Greene, and Madison Counties – 937-322-5600, 222 East Street, Springfield, OH 45505

Narcotics Anonymous (NA)

- Mondays, 7:30 pm, First United Methodist Church, 52 North Main Street, London
- Mondays, 6:30 pm, St. John’s Lutheran Church, 380 Keny Boulevard, London
- Wednesdays, 8:00 pm, First United Methodist Church, 52 N. Main Street, London
- Saturdays, 6:30 pm, First United Methodist Church, 52 North Main Street, London

Pregnancy Healthcare and/or Materials and Educational Support

- Early Childhood Support– 740-845-3875, 200 Midway St. London
- Lifepointe Family Center – 740-852-9730, 109 S. Main St. London
- RHCHC – Madison – Prenatal Clinic, 740-845-7286, 212 N. Main St. London

Prescription Assistance

- Community Action – 740-852-3511, 13 East First Street, London

Suicide Hotline

- Crisis Text Line in Ohio – Text “4HOPE” to 741741
- National Suicide Prevention Lifeline, 1-800-273-8255

TB Testing

- Madison County Health Department – 740-852-3065, 306 Lafayette Street London, www.co.madison.oh.us

Transportation

- Madison County DJFS (Medicaid recipients) 740-852-4770, ask for transportation, 200 Midway Street. London, www.co.madison.oh.us
- Madison County RIDE – 740-852-7050, press 2, 500 Elm Street. London www.co.madison.oh.us
- 3 C Cab Service – 1-866-791-1666

Urgent Care

- 614-879-7100, 487 West Main Street, West Jefferson, hours - Monday, Tuesday, & Thursday. 9a-6p, Wednesday & Saturday, 9a-1p, Friday 9a-5p

Vision Assistance

- London Lions Club – 614-556-6333 – Dick and Jane Hughes, optometrist visit and one pair glasses every 5 years – No contacts, No cataracts
- Madison County Health Department, 740-852-3065, 306 Lafayette St. London, www.co.madison.oh.us
- Prevent Blindness Ohio, 614-464-2020, 1-800-301-2020, 1500 West Third Avenue, Suite 200, Columbus, www.ohio.preventblindness.org



SCHOOL VISITS

Due to the needs of some students, visitors may be very distracting. To keep disruptions at a minimum, please use the following procedure:

1. State law requires any person visiting the school must report directly to the office, sign in, and secure a visitor's pass.
2. Parents are encouraged to keep open communication with their classroom teacher; however, please arrange a visit with your child's teacher in advance.
3. Since staff is directly responsible for students, please reserve questions and discussions with classroom personnel for a time when they are not involved with students.
4. Please refrain from interrupting student routines.
5. If a parent would like to observe a classroom, please make prior arrangements with the child's teacher.

PARENT TEACHER CONFERENCES

Parent / Teacher meetings are scheduled three times during the school year. These forums are meant to help keep open lines of communication between a parent and a teacher. If additional time or conferences are needed, arrangements may be made through the teacher. Information sheets will be sent home with students prior to these selected conference dates.

CLASSROOM ROSTER

A classroom roster of parent/child names, addresses, and phone numbers is available to the families in your child's class. It is your choice as to whether you want your family's information included on the roster. Parents can be an excellent support and resource for each other. The roster can also provide contacts for families to get students together outside of school.

SNACKS

A classroom snack menu will be posted each week.

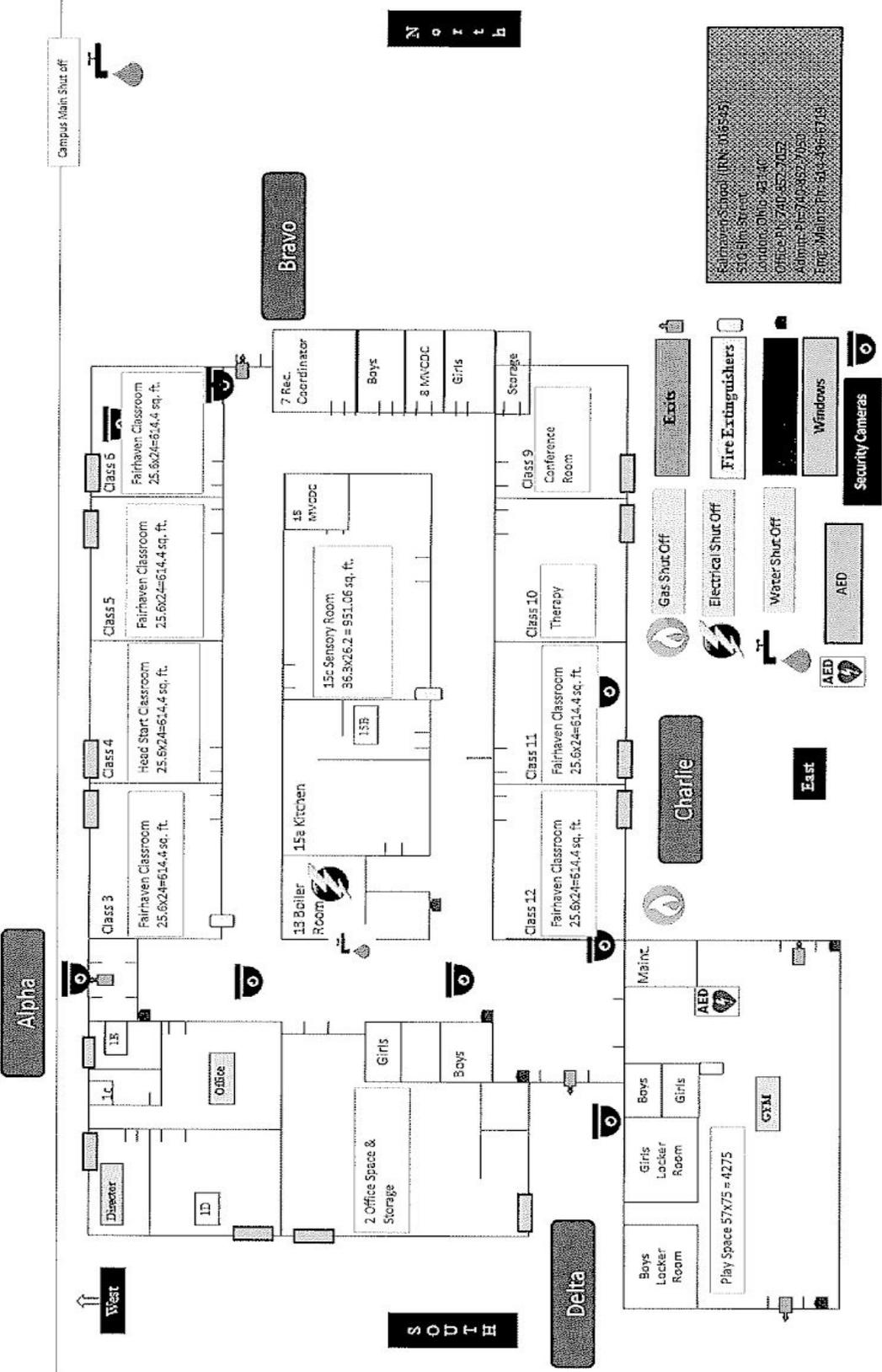
PLEASE INFORM YOUR CHILD'S TEACHER OF ANY FOOD ALLERGIES

Nutrition is important. We are aware of the excitement of birthday treats. All treats must be store purchased to reduce the opportunity for allergen contact.

Kenny Blvd / City of London

Highway 40

Erin Street / State Route 33



REVIEW ACKNOWLEDGEMENT

Please sign, date, and tear off this form. Return it to your child’s teacher as quickly as possible. Thank you!

Child’s Name

I have received the Preschool Handbook and have reviewed its contents.

Parent’s Signature

Date

- I **ALLOW** the school district to use my child’s picture in any public display other than the annual school yearbook or class photo

- OPT-OUT** - 20 U.S.C. 1232g(a)(5)(A) FERPA. In accordance with **FERPA** laws Directory Information for the Fairhaven Early Learning Academy Includes the student’s name, address, telephone number and contact email address. Please check this box if you **DO NOT** want directory information shared for this student.