

Fairview Park City Schools

Developmental Assistance Program



PARENT HANDBOOK

2024-2025

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The Developmental Assistance Program - DAP

Philosophy

The philosophy of the Developmental Assistance Program (DAP) is based upon the premise that all children can learn. We hold the belief that each child is a unique individual filled with wonder, exploration and desire, and whose differences are to be celebrated. We firmly believe that parents are their child's first teacher and an integral part of the educational process. As educators we affirm that our job is to create an environment which allows each child to be successful, validated and encouraged to reach their own individual potential.

Parkview Early Education Center Mission Statement

At the Early Education Center, we are committed to providing a nurturing, caring environment for all children by fostering positive family relationships to create a strong foundation for educational success and lifelong learning.

Program Description

The Developmental Assistance Program (DAP) is designed to meet the needs of those students who have been identified with a special need. The program offers a developmentally appropriate curriculum within a classroom setting. This curriculum is aligned with the Ohio Early Learning Content Standards, which in turn is aligned with the Ohio Content Standards for school-aged students. In addition, students have the opportunity to participate in activities such as music, dramatic play, fine motor, gross motor, and speech and language activities. Each child in the DAP program that qualifies for special education services has an IEP written with goals and objectives to meet the needs of the student. The DAP program also offers an opportunity for students to engage with typical peers within the classroom. For students with more intense needs, a self-contained classroom is offered as a part of the continuum of services. Our program coincides with the district calendar. We have two sessions available. Typically, our younger students attend the morning class. Our morning class runs from 8:30 a.m. to 11:00 a.m. Monday through Thursday. Our older students attend the afternoon session which is from 12:00 p.m. to 2:30 p.m.

In addition to a classroom experience, Fairview Park City Schools offers itinerant services for those students who qualify based on the team decision. An itinerant teacher will travel to their setting (i.e. home or daycare provider), consult and collaborate with the daycare provider and also provide direct service. This service is designed to provide support, strategies, and assistance to those teachers and families who are working with our students in their least restrictive environment.

Related Services

Related services are provided to those students who exhibit a deficit in an area that would require extra support. Related services may include:

- Speech/Language Pathology
- Occupational Therapy

- Physical Therapy
- Psychological/Guidance Support
- Special Transportation
- Teacher of Children with Visual Impairments
- Teacher of Children with Hearing Impairments

Program Curriculum

The DAP curriculum that is used in the classroom is The Creative Curriculum. It is a developmentally appropriate, research-based, comprehensive Pre-K curriculum, correlated with the Early Learning Content Standards. It is designed to prepare 3- and 4-year old students for the academic and social demands of Kindergarten. Key features include:

- Language - A language rich vocabulary taught using the latest research techniques. (supplemented with Foundations and Phonics in Motion)
- Early Reading -- Lessons in the four key areas of phonological awareness, alphabet recognition, print awareness, and oral language using Foundations and Phonics in Motion.
- Integrated Curriculum -- Lessons in Social Studies, Math, Science and Music tightly linked to unit themes using the Creative Curriculum.

We also supplement this curriculum with Foundations and Phonics in Motion to provide additional Language and Literacy instruction.

Sample Daily Schedule

The DAP program runs on the district calendar, Monday through Thursday. Each day begins with students being greeted by the staff as they arrive and transition into their classroom. The students enter their classroom, unpack, and check individual schedules. A variety of activities are completed throughout the day. Students participate in a whole group activity on the carpet which may include attendance, name recognition, calendar, literacy activities, and song. Students also participate in center activities daily which are based on the curriculum units including literacy and mathematics. Throughout the week, art, fine motor, sensory table, dramatic play, and pre-academic activities are integrated into the schedule. Students are also offered gross motor opportunities throughout the week including gym time and/or outside play. At the end of the preschool session, a snack is offered, providing more opportunities for social interaction and language development. The schedule is subject to change due to holidays and/or building events.

Safety

*****NOTE: Parents must enter the school through the main entrance into the office, as all other doors are locked 24 hours a day and cannot be opened from the outside. All doors open from the inside; therefore, any door may be used as an exit.**

*****Please have updated emergency phone numbers on file.**

Your child's safety is one of our main concerns. In accordance with licensing regulations, our safety policy contains the following:

- No child shall ever be left alone or unsupervised.
- There is immediate access at all times to a working telephone within the building.
- Emergency Action Plans in case of fire emergency and weather alerts are posted in each classroom, as are diagrams showing evacuation routes and procedures.
- A fire drill is held each month at varying times. Safety and/or Tornado drills are held throughout the school year. A record of fire drills is available in the office. Our alarms are directly connected to the Fairview Park Fire Department. There are smoke detectors in all rooms.
- In the event that a child needs emergency transportation, arrangements have been made with Fairview Park Rescue Squad.
- Use of spray aerosols is prohibited when children are in attendance at the school.
- Staff members who suspect child abuse or neglect will report it to the "Child Abuse Hotline," 216-696-5437, **as required by law** and inform administration of the report.
- Identification will be needed for extended family or babysitters to pick up a student. A note or phone call to the teacher notifying that a new person is picking up the student is necessary in order for the DAP staff to release the student. Also, the name of those individuals given permission to pick up a student must be on the emergency release form. **No student** will be released without positive identification or notice.
- When an accident or injury occurs, the school completes an incident/accident/injury report and keeps a copy on file at the school. The parent may request a copy of the incident/accident/injury at any time.

Supply Fees

There is a \$30.00 supply fee due annually in the DAP program. This fee covers all student supplies and consumable materials. Fees are due **no later** than the second week in October. Checks or money orders should be made payable to the "Fairview Park Board of Education". You can also pay online through the PayForIt Program link on the FPCSD website: www.fairviewparkschools.org or at www.PayForIt.net. **Cash will not be accepted.** Student's report cards may be withheld pending payment of fees. **The purchasing of non-essential items at school (school pictures, yearbooks, book fair items, classroom book orders and other extraneous items) and field trips will be prohibited until such time that fees are paid.** LEGAL REFS: ORC 3313.642C

Typical Peer Tuition

Tuition for typical peers is \$500.00 for Fairview Park residents and \$800.00 for non residents. This can be paid in full or in payments arranged with the EEC office. If a student joins the DAP program mid school year,

tuition will be prorated. Checks or money orders should be made payable to the "Fairview Park Board of Education". You can also pay online through the PayForIt Program link on the FPCSD website: www.fairviewparkschools.org or at www.PayForIt.net. **Cash will not be accepted.**

Typical Peer Role Model Policy

The role of our typical peers is a very important part of our DAP program. Research indicates that children with special needs learn best from their peers of the same age. To ensure that our students with special needs are provided with consistent role modeling the following policies will be enforced.

- We require that all our students come on time and attend on a regular basis
- Typical peers must be toilet trained by the first day of school
- There is always the possibility of a typical peer moving to another classroom if needed.
- As we all know, children develop different skills at different times, and we reserve the right to revisit your child's placement throughout the school year. A conference would be held prior to any decision or removal of your child from the program.
- A new typical role model will be immediately replaced with the next student on the waiting list.
- Fees are non-refundable

Custodial and Non-Custodial Parent Policy

Our policy regarding the release of a child from the school to any person other than the custodial parent(s) or guardian is that the custodial parent or guardian must inform us, either by phone or in writing, in order for the release to take place.

If parents are divorced, the school requires that a copy of the child custody ruling be kept in the child's file. **If you are the custodial parent or guardian and you did not give the school a copy of this document, please do so as soon as possible for the protection of all. Also, we need to know if there are any changes made to this document after it is in your child's file.**

Non-custodial parents have the right to be informed or to participate in matters concerning their child's education (i.e., school calendar, conferences, and events). A non-custodial parent's request for this information may be initiated by sending a letter to the Coordinator of Special Education.

Medical Policies

Management of Communicable Disease

A child who displays any of the following symptoms will be considered to have a communicable disease and/or be ill:

- a) A temperature of one hundred degrees Fahrenheit or higher taken by auxiliary method.
- b) Skin rash or other unusual spots other than a localized diaper rash.
- c) Diarrhea and/or vomiting more than one time in the same day.
- d) Evidence of lice infestation.
- e) Evidence of scabies or other parasites.
- f) Evidence of conjunctivitis (pink eye).
- g) Severe coughing (whooping, red/blue face).
- h) Yellow skin or eyes.
- i) Dark urine; gray or white stool.
- j) Stiff neck.
- k) Sore throat; difficulty swallowing.
- l) Infected skin patches.
- m) Difficult or rapid breathing.

School policy is to contact the parent as soon as an issue arises with the student.

Parents of other children in the DAP program that have been exposed to a communicable disease will be notified, either by a note sent through the office or through personal communication by a staff member. Confidentiality will remain in effect for every situation.

Our school's policy for re-admittance to the school for any child who has been ill is that one or more of the following must occur: A doctor's statement must be submitted indicating non-communicable status, or symptoms must be no longer present when checked by Principal or teacher, or prescribed medication must be taken for a period of at least 24 hours before re-admittance.

A Communicable Disease Chart is posted in each classroom.

Administration of Medication

The school's policy concerning the administration of medication to any student is that medication can be administered only if we have written instructions **from a doctor using our form**. If your child is in need of medication during his/her time at the school, a form **must be filled out completely** before we can give your child a prescription drug and/or over the counter medications. Any possible side-effects should be spelled out

in Section II of the medical form. These forms are good for one year (12 months). A separate form must be filled out for each medication and/or over the counter medication.

*If your child requires an Epipen both medical form and Epipen must be present and stored at school within the first 2 weeks of school. If both forms are not completed by the timeframe the child can not return to school until completed. This is to protect your child in the event of an emergency.

Staff Medical Responsibilities

Our staff is trained in first aid. In the event of an emergency and/or accident more serious than a minor cut or scrape, we will contact you immediately and, if necessary, request emergency transportation by the Fairview Park Rescue Squad. Posted in each classroom are our medical and dental emergency plans. When an accident, injury or any other incident occurs, a staff member will contact the parent or guardian by phone. A copy of the incident/accident/injury report will be available to the parent or guardian by request. The parent/guardian must sign and date a copy of the report on the day of the incident/accident/injury.

Staff members are instructed in the signs and symptoms of illness and proper hand washing and disinfecting procedures. This is done with each new employee and is reviewed periodically at staff meetings. No staff member will be in attendance at the school if he/she exhibits signs of a communicable disease.

Parent's Medical Responsibilities

Each child's parent must provide a form signed by a physician indicating the child is free from communicable disease, including tuberculosis, and has had the immunization for DPT (4 doses), polio (3 doses), rubella, measles and mumps, and HIB (4 doses), at the proper time according to age.

New exams/forms are due on a yearly basis until the child enters kindergarten.

All new enrollees, regardless of age, have 30 days to produce a signed medical form for our files. Failure to comply may result in not being able to attend or immediate dismissal until such forms are on file.

"Request for the Administration of Medication" forms must be filled out and signed by you **and** your child's physician before medication will be given.

Medical Policies

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 in 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 a 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:

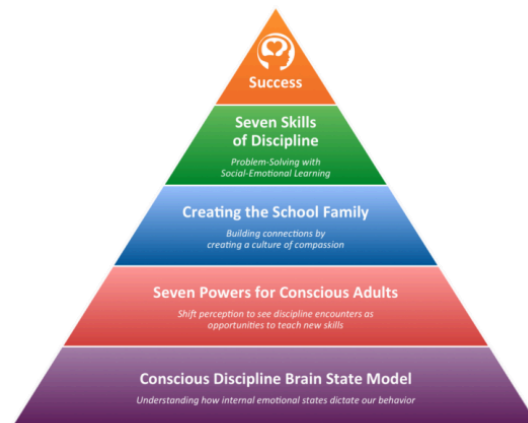
- Read the Healthchek and Pregnancy Related Services Information Sheet: [English](#) , [en Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

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

Discipline Policy

Discipline is viewed as a learning experience for all children. Praise, positive reinforcement, re-direction, and the behavior management program, **Conscious Discipline**, is used within the DAP program. Conscious Discipline is an evidence-based, trauma-informed approach. It is recognized by the Substance Abuse and Mental Health Administration's (SAMHSA's) National Registry of Evidence-based Programs and Practices (NREPP), and received high ratings in 8 of 10 categories in a Harvard analysis of the nation's top 25 social-emotional learning programs. The Harvard study's authors say, "Conscious Discipline provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities."

Conscious Discipline encompasses these four components, which are scientifically and practically designed for success :



Restrictions

The processes stated above is applied within the DAP program and is restricted as follows:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle. (seclusion).
- No child shall be subjected to profane language, threats, derogatory remarks about him/her, and his /her family or other verbal abuse.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not include withholding food, rest, or toilet use.
- Separation, when used as a 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.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Snacks

A snack is served to all children who attend the DAP program. If a child has dietary restrictions or allergies, this should be discussed with the Coordinator of Special Education and the teacher, in addition to having a medical statement on file. By doing so, parents may provide a specific snack for their child.

School Closings

Holidays

The DAP program follows the Fairview Park City School Calendar and will be closed on the following holidays:

Labor Day
Week of Thanksgiving
Winter Break
Martin Luther King Day
President's Day
Spring Break
Good Friday
Memorial Day

Calamity Days

When Fairview Park City Schools are closed, DAP is closed. Please watch your local television station for cancellations, or visit the district's home page online at www.fairviewparkschools.org. On the Parent Home page you can sign up for the Instant Alert System which will give you an instant message regarding the closing of school.

Emergency/ Illness Contact Phone Numbers

In case of illness or emergency it is imperative that we are able to reach you without delay. Jobs, babysitters, home, and cell phone numbers all change from time to time. Please call our office (440-356-3515) THE DAY any of your phone numbers or contact people change, so we can update your child's emergency contact list to ensure your child's safety.

Notice of Discrimination

The Fairview Park City School District Board of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Position Title: Special Education Coordinator

Address: 21620 Mastick Road. Fairview Park, OH 44126

Telephone Number: 440-331-5500

Email address: jprice@fairview.k12.oh.us

Notes