

**Milford Exempted Village  
School District  
Extended Day Program  
Parent Handbook  
2022-2023**



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\*\*The Milford Extended Day Program is licensed to operate by the Ohio  
Department of Education School-Age Child Care division.

## **Table of Contents**

MEVSD Vision Statement / Strategic Choices.....	3
Milford Exempted Village School District Calendar.....	4
Milford Extended Day Program Calendar.....	5
Extended Day Program Philosophy / Goals.....	7-9
New Registration Information.....	9
Fees/Payments.....	9-12
Eligibility.....	12-14
Extended Day Staff.....	15
Staff and Ratios.....	15
Extended Day Rules of Conduct.....	16
MEVSD Rules of Conduct.....	16-17
Addendum to Discipline Policy per State Regulations.....	17
Attendance.....	18
Transportation.....	17-18
Inclement Weather.....	18-19
Extended Day Summer Camp.....	19-20
Summer Camp Fees.....	19
Medical Policy and Procedures.....	20-21
Guidelines for Illnesses and Medical Concerns.....	21-22
MEVSD Food Allergy Guidelines.....	22
MEVSD Head Lice Policy.....	22-23
Student Records.....	24-25
Milford Exempted Village School District Contacts.....	25-26
Milford Exempted Village School Principals & Directors.....	26

# Milford Exempted Village School District

## **District Vision Statement**

The Milford Exempted Village School District's Vision Statement is to inspire and prepare our students to reach their fullest potential in a diverse and dynamic world.

## **District Strategic Choices**

**Professional Development** - We will provide increased Professional Development, with particular attention to new teachers (0-2 years) and for all District initiatives.

**Communications** - We will maintain and expand two-way, proactive communications with all stakeholders.

**Staff Structure & Ratios** - We will maintain staffing structures and teacher/student ratios that improve the performance of all students.

**Funding** - We will maintain constant financial vigilance and review benefits/costs for all significant expenditures.

**Technology** - We will develop and execute plans that consistently move us toward anywhere/anytime computing for all staff and students.

**Curriculum** - We will provide curricula and materials to improve elementary gifted programs, secondary honors & advanced placement courses, and K-12 math.

**Intervention** - We will address the needs of all students through differentiated instruction and targeted interventions.

**MILFORD EXEMPTED VILLAGE SCHOOL DISTRICT  
2022-2023 SCHOOL YEAR CALENDAR**

August 10-16 Wednesday, August 17	IN-SERVICE DAYS FOR TEACHERS FIRST DAY OF SCHOOL
Monday, September 5	LABOR DAY – NO SCHOOL/EXT DAY
Friday, October 14	END OF 1 <sup>ST</sup> QUARTER (42 STUDENT ATTENDANCE DAYS)
Friday, October 14	IN-SERVICE DAY FOR TEACHERS NO SCHOOL
Monday, October 17	FALL BREAK - NO SCHOOL
Tuesday, October 18	FALL BREAK - NO SCHOOL
Tuesday, November 8	IN-SERVICE DAY FOR TEACHERS (NO SCHOOL FOR STUDENTS)
November 21-22	CONFERENCE EXCHANGE DAYS - NO SCHOOL
November 21-25	THANKSGIVING BREAK - NO SCHOOL
December 19-30	WINTER BREAK - NO SCHOOL
Monday, January 2	TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS
Friday, January 13	END OF 2 <sup>ND</sup> QUARTER (46 STUDENT ATTENDANCE DAYS)
Monday, January 16	MARTIN LUTHER KING JR. DAY - NO SCHOOL
Friday, February 17	TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS
Monday, February 20	PRESIDENT’S DAY – NO SCHOOL
Friday, March 17	END OF 3 <sup>RD</sup> QUARTER (43 STUDENT ATTENDANCE DAYS)
April 3-7	SPRING BREAK - NO SCHOOL
Tuesday, May 2	TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS
Thursday, May 25	LAST DAY FOR STUDENTS END OF 4 <sup>TH</sup> QUARTER (44 STUDENT ATTENDANCE DAYS)
Friday, May 26	TEACHER INSERVICE DAY - NO SCHOOL FOR STUDENTS

MILFORD EXTENDED DAY CALENDAR  
EXTENDED DAY HOURS OF OPERATION ARE 6:30 A.M. – 6:30  
P.M.  
2022 – 2023 SCHOOL YEAR

**EXTENDED DAY WILL BE CLOSED  
ON THE FOLLOWING DAYS:**

MONDAY, SEPT. 5 – LABOR DAY

THURSDAY, NOVEMBER 24  
FRIDAY, NOVEMBER 25  
THANKSGIVING BREAK

FRIDAY, DECEMBER 23  
MONDAY, DECEMBER 26  
FRIDAY, DECEMBER 30  
MONDAY, JANUARY 2

MONDAY – JANUARY 16  
MARTIN LUTHER KING DAY

MONDAY, FEBRUARY 20  
PRESIDENT'S DAY

**EXTENDED DAY WILL BE OPEN  
ON THE FOLLOWING DAYS  
FOR ALL DAY CARE (ST. RT. 28)**

**FALL BREAK**

FRIDAY, OCT 14  
MONDAY, OCT. 17  
TUESDAY, OCT. 18

TUESDAY, NOVEMBER 8  
TEACHER INSERVICE, NO SCHOOL

MONDAY, NOVEMBER 21  
TUESDAY, NOVEMBER 22  
WEDNESDAY, NOVEMBER 23  
CONFERENCE MAKE UP DAY -  
NO SCHOOL (OPEN WITH  
ENROLLMENT OF 35 OR MORE)

**WINTER BREAK**

MONDAY, DECEMBER 19  
TUESDAY, DECEMBER 20  
WEDNESDAY, DECEMBER 21  
THURSDAY, DECEMBER 22  
TUESDAY, DECEMBER 27  
WEDNESDAY, DECEMBER 28  
THURSDAY, DECEMBER 29  
(WITH ENROLLMENT OF 35 OR  
MORE)

FRIDAY, FEBRUARY 17  
TEACHER INSERVICE, NO SCHOOL

**SPRING BREAK**

MONDAY, APRIL 3  
TUESDAY, APRIL 4  
WEDNESDAY, APRIL 5  
THURSDAY, APRIL 6  
FRIDAY, APRIL 7  
(WITH ENROLLMENT OF 35 OR  
MORE)

## **ALL DAY CARE**

Everyone must sign up for All Day Care if you need Extended Day Services. **ALL ACCOUNT BALANCES MUST BE PAID IN FULL BEFORE ATTENDING.** Sign up sheets will be with the Sign IN/OUT books a few weeks prior to these actual days. We ask you to sign up in advance for staffing purposes. Everyone signed up will be charged whether or not your child attends. Additional fees apply. See page 11-12. **Payment must be made Friday the week prior to the actual date of attendance.** Below is a list of sign up dates for each All Day Care for the 22/23 school year.

\*Sign up Monday - Friday, September 12 through September 16, 2022 FOR

**FALL BREAK: FRIDAY, OCTOBER 14; MONDAY, OCTOBER 17; TUESDAY, OCTOBER 18, 2022**

\*Sign up Monday - Friday, October 3 through October 7, 2022 FOR

**ALL DAY CARE - TUESDAY, NOVEMBER 8, 2022**

\*Sign up Monday - Friday, October 10 through October 14, 2022 FOR  
**THANKSGIVING BREAK: MONDAY, NOVEMBER 21;  
TUESDAY, NOVEMBER 22; WEDNESDAY, NOVEMBER 23, 2022**

\*Sign up Monday - Friday, October 24 through October 28, 2022 FOR  
**WINTER BREAK: MONDAY, DECEMBER 19; TUESDAY,  
DECEMBER 20; WEDNESDAY, DECEMBER 21; THURSDAY,  
DECEMBER 22; TUESDAY, DECEMBER 27; WEDNESDAY,  
DECEMBER 28; THURSDAY, DECEMBER 29, 2022**

\*Sign up Monday-Friday, January 16 through January 20, 2023 FOR

**ALL DAY CARE - FRIDAY, FEBRUARY 17, 2023**

\*Sign up Monday - Friday, February 20 through February 24, 2023 FOR  
**SPRING BREAK: MONDAY, APRIL 3 THROUGH FRIDAY,  
APRIL 7, 2023**

\*Sign up Monday-Friday, March 27 through March 31, 2023 FOR

**ALL DAY CARE - TUESDAY, MAY 2, 2023**

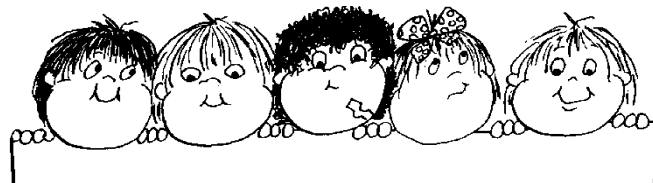
**\*\*\*WINTER BREAK, THANKSGIVING BREAK, SPRING BREAK: WE MUST HAVE A MINIMUM OF 35 CHILDREN SIGNED UP EVERYDAY TO BE OPEN\*\*\***

**\*\*\*PARENTS: PLEASE MARK YOUR CALENDARS FOR SIGN UP DATES:**

**SUMMER CAMP 2023 - JANUARY 30 THROUGH FEBRUARY 10, 2023**

**SCHOOL YEAR 23/24 - FEBRUARY 27 THROUGH MARCH 17, 2023**

The Milford Exempted Village School District hereby gives notice that it does not discriminate based on race, color, national origin, sex, or handicap in the educational programs and activities operated by the district.



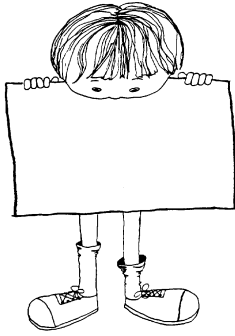
## **EXTENDED DAY PHILOSOPHY**

The philosophy of the Milford Exempted Village School District Extended Day Program is based on the belief that every child is a unique individual deserving of respect and nurturing.

**We believe that...**

- **All children are special and we respect their individual differences.**
- **All children are entitled to safe, stimulating, and developmentally appropriate before/after school activities.**
- **Playing is an important vehicle for learning from early childhood through adolescence.**

- **It is important to engage all aspects of a child including the social, physical, emotional, and academic.**
- **Establishing a mutually supportive relationship between staff and families is in the best interest of the children.**



*The Milford Exempted Village School District Extended Day Program is committed to providing excellent before/after school child care services to families and young children of the Milford community.*

## ***The Milford Extended Day Goals are to provide...***

***Quality childcare in a safe and nurturing environment.***

***Age appropriate opportunities for the development of self-respect, independence, and self-confidence in each child.***

***Developmentally appropriate activities which foster positive growth in all aspects of each child including the social, emotional, physical, and academic.***

***A childcare environment that is responsive to and respectful of individual differences, learning styles, interests, family backgrounds, gender, race, and religion.***



***An environment that supports and nurtures cooperative and collaborative relationships between and among staff, families, school district personnel, and the community of Milford.***

***Open, ongoing evaluation of the Extended Day Program and its staff members to ensure excellence in all areas of service.***

### **NEW REGISTRATION**

**School year registration** will be held each spring for a designated time period. Throughout the school year new registrations will be accepted Monday – Friday from 6:30 AM - 6:00 PM. If space is available the student may start 2 business days after registration has been completed and the non-refundable \$65 registration fee has been paid. When registering, family's must disclose if their child receives any kind of special services.

**Limited Agreement registration** will be held throughout the year. This contract is for parents who do not need regular weekly care for their children, but rather care on designated days. Those days would include and are limited to "All Day Care" and "Calamity/Snow" days, which are the days school is closed but the Extended Day is open. The specific days are the All Day Cares listed on ED calendar (pg.5) "Calamity/Snow Days" will be held as needed. Please see fees on page 11.

**Extended Day – Kindergarten** - The A.M. Kindergarteners can attend in the morning, before regular school starts, at their home schools. The P.M. Kindergartners can attend Extended Day after the regular school day ends. The **All Day Kindergarten** classes can attend Extended Day before and/or after school. We DO NOT have care for half day Kindergarten in the middle of the day.

### **FEES**

The Milford Extended Day Program is self supporting. We employ our staff based upon the commitment parents have made to the program. We do not receive federal, state, or local tax funding. Therefore, we will not refund fees or give credit for absences due to illness or family vacations during the school year. **Calamity days, such as snow days, will not result in a credit for future services or refund.**

## **ADDITIONAL FEES (other than weekly child care)**

**(refer to page 11-12 for weekly child care)**

**All Day Care (held at Rt. 28 from 6:30am – 6:30pm): *Everyone must sign up for all day care in advance.* We ask that you sign up in advance so that we can adequately staff the center. Parents will be required to complete sign in/out sheets for All Day Care. Everyone signed up will be charged whether or not your child attends. **(Refer to pg. 11 for cost)****

**Calamity/Snow Days:** All Day Care and early release fees (calamity/snow day) apply for those who attend. **These fees are in addition to your regular weekly fees. (Refer to Pg.11) If you do not attend All Day Care on the snow day, you will not be charged the snow day fee.**

**Late Pick Up:** The Extended Day program closes at 6:30 p.m. After 6:30 p.m., you will be charged \$20 per child for late pick up. You will be charged an additional \$20 after 6:40 p.m. for every 10 minutes you're late. The official time will be determined by the clock at the Extended Day site. A "Late Pick-Up" form must be signed at the time the child is picked up. Continual late occurrences could jeopardize your position in the program.

**Lunch:** Children may buy lunch through the Milford Nutrition Services for \$2.50, purchase milk for \$0.50, or pack a lunch (lunches should be nutritious foods). *\*Please note\** Lunch prices are for the present school year and are subject to change.

**\*Snack:** A nutritious A.M. and P.M. snack will be provided at no cost.\*

## **FORMS OF PAYMENT**

**Preferred form of Payment is AMERICAN EXPRESS, MASTERCARD, VISA, or DISCOVER, which can be paid on the PaySchools website ([www.payschoolscentral.com](http://www.payschoolscentral.com)). We also accept checks and money orders. **NO CASH PAYMENTS.****

**Returned Check:** If your check is returned for non sufficient funds (NSF), your account will be debited electronically for both face amount and returned check fee in the amount of \$35. If two NSF checks are received, then Extended Day will no longer accept a check as payment. Future payments must be made with a money order or credit card.

## **METHODS OF PAYMENT**

1. **Credit card:** You have the option of using your American Express, MasterCard, Visa, or Discover for making payments. To make a payment on the web go to [www.payschoolscentral.com](http://www.payschoolscentral.com). A convenience fee applies.

2. **Checks or money orders**: Make payable to Milford Board of Education. Please put your child's name on the check or money order. Payments made by check or money order may be made at each elementary site during the AM or PM session by placing them in the lock box or at the Extended Day Office on Rt. 28. ***NO CASH IS ACCEPTED.***

## **DUE DATES FOR PAYMENTS**

**Child care is due the Friday prior to the week of service.** If you prefer to pay your child care other than weekly, it must be paid in advance. Mailed payments must reach the office by **Friday PM** of each week. We are unable to run a balance on any account.

## **STATEMENTS**

- Monthly statements will be emailed to all parents. A hard copy will be given only to those without email addresses or by request.
- Year-end statements for tax purposes will be distributed by January 31<sup>st</sup>.

## **CONTRACT CHANGES**

**Changes**: Contract change requests or withdrawals must be made in writing 5 days in advance of effective date. Parents are responsible for contacting Extended Day, transportation, and their child's teacher/school.

**Daily Schedule Changes**: If your child's schedule is changing for the day, that change must be phoned into the Extended Day office at 831-9690. Please do not assume that calls made to the schools or transportation department are shared with Extended Day staff.

**Personal Information**: Please notify the Extended Day office of any phone numbers or address changes.

**Phone Roster**: With your permission, we will release your phone number to other parents participating in the Extended Day Program. We do not print a written phone roster.

## **TUITION RATES SCHOOL YEAR 2022-2023**

**REGISTRATION FEE: \$65.00 per child (non-refundable)**

**DISCOUNTS: A family discount applies to families with two or more children in the Extended Day program. Full price is paid for the youngest child. The second and third child rate is at a discount. A 10% discount will be given to employees of the Milford School District.**

<b><u>EXTENDED DAY PRESCHOOL – WEEKLY CHILD CARE</u></b>	<b><u>1<sup>ST</sup> CHILD</u></b>	<b><u>2<sup>ND</sup> CHILD</u></b>	<b><u>3<sup>RD</sup> CHILD</u></b>
4 Days of Preschool / 5 days of Extended Day	\$204	\$195	\$189
4 Days of Preschool / 4 days of Extended Day	\$191	\$178	\$165
Preschool Only (3 & 4 year olds)	\$59/week		

**KDG-6<sup>TH</sup> GRADE AM OR PM (AM KDG MAY USE AM SESSION PM KDG MAY USE PM SESSION).**  
**\*\*SPECIFIC DAY MUST BE INDICATED IF 4 DAYS OR LESS.**

<b>CHILD</b>	<b>1<sup>ST</sup> CHILD</b>	<b>2<sup>ND</sup> CHILD</b>	<b>3<sup>RD</sup></b>
Attend 5 days per week	\$76	\$68	\$62
Attend 4 days per week	\$69	\$63	\$57
Attend 3 days per week	\$62	\$57	\$52

**KDG - 6<sup>TH</sup> GRADE AM AND PM . PRICE IS PER WEEK. SPECIFIC DAYS MUST BE INDICATED IF 4 DAYS OR LESS.**

	<b>1<sup>ST</sup> CHILD</b>	<b>2<sup>ND</sup> CHILD</b>	<b>3<sup>RD</sup> CHILD</b>
Attend 5 days per week	\$91	\$81	\$72
Attend 4 days per week	\$81	\$69	\$64
Attend 3 days per week	\$71	\$64	\$58

**ALL DAY CARE FEES:** Regular tuition is NOT charged for scheduled days off, Thanksgiving Break, Winter Break, or Spring Break. ALL DAY CARE FEES APPLY. YOU MUST SIGN UP FOR ALL DAYCARE IN ADVANCE. THE DAYS YOU SIGN UP FOR ARE THE DAYS YOU WILL BE CHARGED. **WE MUST HAVE A MINIMUM OF 35 CHILDREN SIGNED UP FOR EACH DAY IN ORDER TO BE OPEN FOR THANKSGIVING BREAK, WINTER BREAK, AND SPRING BREAK.**

1<sup>ST</sup> CHILD = \$43 2<sup>ND</sup> CHILD = \$40 3<sup>RD</sup> CHILD = \$38

**CALAMITY/SNOW DAY - EARLY RELEASE (SCHEDULED OR CALAMITY):** Charge for Early Release is \$20 per student. Charge for Snow Days is the same as the All Day Care Fee. (See above for pricing.) This is in addition to your normal tuition.

**\*\*LIMITED AGREEMENT\*\*** IS FOR STUDENTS NOT ATTENDING EXTENDED DAY REGULARLY. THEY ARE SIGNING UP TO ATTEND “ALL DAY CARE” OR “SNOW DAYS”. ALL DAY CARE FEES LISTED ABOVE APPLY. SCHEDULED “ALL DAY CARE” MUST BE PAID BY FRIDAY IN ADVANCE OF THE ACTUAL DATE OF ATTENDANCE. “SNOW DAYS” MUST BE PAID WHEN CHILDREN ARE DROPPED OFF.

**The Board of Education Reserves the Right to Change the Regulations, Including the Fee Structure and Services, for the Extended Day Program at Anytime.**

## **ELIGIBILITY**

Milford Extended Day Program applicants will be restricted to preschool and school-age children living in the Milford Exempted Village School District. If there are more requests for placement in the program than there are openings, a waiting list will be implemented.

**Preschool children must be 3 years old as of the first day of school and be toilet trained to attend Extended Day. All students must adhere to the**

**rules and regulations set forth by the Milford Board of Education. \*See Rules of Conduct on page 14\*.**

Preschool age children must be registered and attend the Milford Schools Preschool Program in order to attend the Extended Day Program. *If registering for Extended Day Summer Camp, preschoolers must be registered in a Milford Preschool class for the upcoming school year and be 3 years old and toilet trained by the first day of Summer Camp.*

**The Milford Exempted Village School District Extended Day Program is licensed by The Ohio Department of Education (ODE). Rules and curriculum are regulated by School Child Care Programs Operated By Public Schools (Chapter 3301-32).**

## **PROGRAM & LICENSING 3301-37 (PRESCHOOL)**

Since July 22, 1991, the Ohio Department of Education has been responsible for licensing and monitoring all early childhood programs operated through the public schools, county boards of Mental Retardation and Developmental Disabilities, and eligible chartered nonpublic schools under Am. Sub HB 155. The Department also licenses and monitors all eligible school age childcare programs that receive state or federal funds.

Educational entities serving preschool and school age children enrolled in early learning environments and before- and after-school programs, are issued a license based upon evidence that the site is in full compliance with applicable state rules.

Licensed and monitored sites ensure that programs:

- are located in safe, convenient facilities;
- are developmentally appropriate;
- are administered according to established rules, goals, objectives and procedures;
- are staffed by persons qualified to teach and nurture young children;
- ensure that children are immunized; and
- involve parents in their child's education.

The licensing and monitoring process includes one site visit annually (and one additional if needed) to each preschool or school age childcare program; the reporting of noncompliance issues to superintendents and CEOs; and the aggregation of data for an annual report to the Governor and legislators.

The rules for Licensing Preschool Programs, Chapter 3301-37 of the Ohio Administrative Code are revised and approved by the State Board of Education. The revised rules were updated June 30, 2014. An overview of the revision process and a summary of the revisions are available at:

<http://www.ode.state.oh.us/ece/licensing/psrules.asp>

All complaints and reports concerning the operation of programs regulated by the Administrative Code and sections 3301.52 to 3301.59 of the Revised Code may be reported to the Department ombudsman or the Office of Early Childhood Education. (The Ohio Department of Education can be reached at: (614-995-1545).

Because out-of-home early childhood programs play a growing role in children's lives, it is more important than ever that early learning services promote children's health, safety and development. The Department of Education continues its commitment to ensure that Ohio's young children are served in safe, nurturing environments by qualified staff.

## **PROGRAM & CURRICULUM 3301-32-05 (SCHOOL AGE)**

- (A) A school child program shall have a written philosophy, goals, objectives, and daily plans which provide a balance to the academic emphasis of the regular school day.
- (B) A school child curriculum shall address, but not necessarily be limited to, the following:
  - (1) Personal discipline
  - (2) Social development and emotional well being
  - (3) Recreational skills
  - (4) Health and safety skills
- (C) A written school child curriculum shall be adapted to address individual needs, personal interests and developmental levels. Personal choice and self-initiated learning experiences shall be encouraged and supported in all curriculum planning. The program may offer, but not necessarily be limited to, the following list of recommended activities and projects:
  - (1) Creative construction
  - (2) Group and individual reading of literature
  - (3) Building and miniature imaginative play
  - (4) Fine arts
  - (5) Individual quiet space
  - (6) Puzzles and table games
  - (7) Science, math, and exploration
  - (8) Dramatic play
  - (9) Health, safety, and care of self
  - (10) Active outdoor and indoor activities

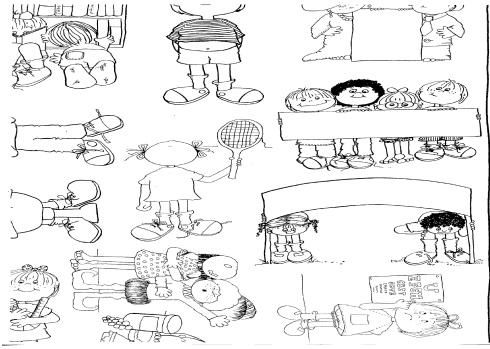
**"School child curriculum" means a curriculum that addresses the following areas:**

- (1) "Health and safety" means the portion of the curriculum which addresses developing independent living skills such as self-protection and safety, nutrition, and respect for developing a healthy lifestyle.
- (2) "Personal discipline" that means the portion of the curriculum which addresses acquiring the capacity for industry, production, and completion of tasks, developing responsibility for one's own actions, setting limits, respecting rights and property of others, forming friendships, and using community resources responsibly.
- (3) "Recreational" means the portion of the curriculum which addresses developing a sense of confidence in dealing with the physical environment through games, hobbies and exercise, and learning to be content with personal abilities.
- (4) "Social development and emotional well-being" means the portion of the Curriculum which addresses forming friendships, mastering a variety of human interactions such as comparing self with peers, and being an interactor in social situations.



## **EXTENDED DAY CLASSES**

**Preschool, Kindergarten, and 1<sup>st</sup> through 6<sup>th</sup> grade**



The daily schedule is designed to complement the developmental levels of the children within each group. Curriculum is developed according to ODE SACC program guidelines (3301-32-05 and 3301-37). Large muscle activities are incorporated into each day through the use of the gym or outside time. Much of each day is devoted to

allowing the children to seek out activities of their choice. Adults then intervene to support, encourage, enhance, or otherwise observe interactions taking place. Snack time is incorporated in the AM and PM with nutritional choices being considered at all times. Preschoolers have a lunch period as part of their day. Preschoolers have an am or pm nap/rest time of one and a half hours. Specific class schedules are posted outside of each room and at each elementary site.

## **EXTENDED DAY STAFF**

Staff is required by the Ohio Department of Education to have fifteen hours of training annually including, but not limited to, First Aid, CPR, Child Abuse and Communicable Disease. Other topics pertinent to a school-age child care program may also be used for training purposes.

A staff member will supervise children at all times throughout the day in the program building, on the playground, and on field trips.

### **Child/Caregiver Ratio**

3 years old	12:1
4 years old	14:1
Kindergarten – 6 <sup>th</sup>	18:1

## **CLASSROOM MANAGEMENT / DISCIPLINE**

The Milford Exempted Village School District Extended Day Program believes all children and their families deserve quality childcare in a safe, nurturing, and stimulating environment. Therefore, it is important for us to develop a behavior/discipline plan that is appropriate and fair for all children while addressing the safety and general welfare of the children and staff. An appropriate behavior/discipline plan will aid us in our ultimate goal for the children to develop their own self-discipline.

The plan we have developed will be used at all Extended Day sites and throughout all grade levels. Each room or group of children will have a “behavior book” designated to them. The book will only be seen by the

caregivers assigned to the children and office staff as necessary. There will be no chart, cards to flip, or names on board out of respect for the children and their privacy...the goal of discipline is to teach.

The behavior book will be used as follows:

1. First offense: A verbal warning will be given. The child's name and a brief explanation will be written in the book.
2. If a second offense occurs, an explanation is written, and a "stop and think time" of one minute per each year of age is enforced. An F.Y.I. will be sent home.
3. If a third offense occurs, an explanation is written, and another "stop and think time" is required. A behavior report will be sent home.
4. If a child continues to have difficulty following Extended Day policies after these procedures, their parents will be notified, and a meeting may need to be set up with the Director.

If a child cannot be safe during their time at Extended Day, and is harming themselves or others, they will be required to be picked up immediately and will have a temporary removal from the program.

## **Extended Day Rules of Conduct**

Participants are expected to follow the same rules of conduct that are required by the MEVSD elementary schools (please refer to your child's school handbook). General rules posted in all Extended Day classrooms and building sites are as follows:

- Keep hands, feet, and objects to yourself and respect personal space.
- Be respectful of yourself and others.
- Follow directions the first time they are given.
- Use quiet voices in the classroom, halls, restroom, and cafeteria.
- Show respect for school and personal property.
- Use walking feet inside the building.
- Conduct yourself appropriately in the private space of the restroom.
- NO toys from home are to be brought to Extended Day.
- Have fun in a safe manner.

*Specific rules that fall under these general guidelines will be developed and implemented in each room/building site as needed.*

### **Dangerous and Severe Behavior**

- Fighting
- Student or staff abuse physical or verbal
- Disruption of program which makes it unsafe for others
- Destruction of school or Extended Day property
- Stealing
- Refusal to follow directions
- Bringing any object to Extended Day that might be dangerous or considered capable of harming another person
- Other behaviors that violate the Board of Education Policy according to Ohio Revised Code S3313.66 as listed below



## **Severe Behavior Procedures**

1. A behavior report will be filled out by the caregiver.
2. Child will be suspended for the remainder of the day and parents will be contacted to pick them up.
3. Repeated severe misbehavior will result in a full day suspension.
4. The Milford Extended Day Program reserves the right to implement “emergency suspension or expulsion” based on the severity of the behavior.

### **Addendum to Discipline Policy per State Regulations**

#### **SACC 32 09 E – SACC 32 09 #9**

A school-aged child care staff member in charge of a child or a group of children shall be responsible for their discipline.

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 will 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.

No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or 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 school-aged child care staff member in a safe, lighted, and well ventilated space.

## **ATTENDANCE**

### **EXTENDED DAY:**

Extended Day does not follow the District calendar. Please refer to the Extended Day Calendar on page 5.

## **Reporting Absences:**

**All absences** need to be called into the Extended Day office or to the elementary site's contact person as listed below. **We do not receive absentee reports from the elementary schools, so it is imperative that you report your child's absence to the Extended Day Program as well as their elementary school.**

Parents of Preschool students should call **728-7455 (main number)** to report absences.

- Boyd Smith            257-3944
- McCormick            315-1761
- Meadowview        706-6593
- Mulberry              702-7223
- Pattison                502-8833
- Seipelt                 582-5019
- Preschool Extended Day 831-9690 (Main Office)

## **TRANSPORTATION**

**Extended Day** parents are responsible for transportation of their children to A.M. session at all schools. Parents are responsible for collection of their children from P.M. session at all schools.

All questions or concerns about transportation must be directed to

**Jud Philipps, Director of Transportation at 575-1563.**

## **INCLEMENT WEATHER**

Please listen to your local radio station, watch the local news, check social media, or access your MEVSD School Messenger account for school closing information. The district also posts closing information on the district website at [www.milfordschools.org](http://www.milfordschools.org)

## **SNOW EMERGENCY POLICY**

- When Milford Schools are on a 2 hour delay, Extended Day will open at **8:00AM** at each elementary site.
- When Milford Schools are closed, Extended Day will open at **8:00AM** at the **Rt. 28 building** for all students Preschool – 6<sup>th</sup> Grade (refer to pg. 10 for fees). You must be enrolled in Extended Day to attend.
- Extended Day may be closed if a snow emergency has been declared for our area or as deemed necessary by the MEVSD Superintendent.

Decisions related to severe weather delays that turn into cancellations will be determined at the time of the event to best serve the students and families. Extended Day will contact families to notify them of the plan implemented and an all day care fee may apply. Please listen for school closings later in the day. If school is released early due to the weather, Extended Day will be available at each site, unless you hear otherwise. Your child may ONLY attend if they regularly come to Extended Day in the PM on that day (See Pg. 11 for fees).

Per ODE rules and regulations, Extended Day will continue going outside if it is above 34 degrees, and below 90 degrees. Please dress your child accordingly.

## **MILFORD SCHOOLS EXTENDED DAY** **SUMMER CAMP PROGRAM**

Preschool – 6<sup>th</sup> grade Registration fee: \$65.00 (non-refundable)

**\*PRESCHOOLERS** MUST BE REGISTERED FOR THE SCHOOL YEAR 23/24 PRESCHOOL PROGRAM TO ATTEND SUMMER CAMP. THEY MUST BE 3 BY THE FIRST DAY OF SUMMER CAMP. THEY MUST ALSO BE TOILET TRAINED AND RESIDE IN THE MILFORD SCHOOL DISTRICT. WE MUST HAVE A MINIMUM OF 12 PRESCHOOLERS SIGNED UP EACH DAY TO HAVE A PRESCHOOL CLASSROOM.

\*\*REGISTRATION FEE IS DUE AT THE TIME REGISTRATION FORMS ARE TURNED IN TO THE EXTENDED DAY OFFICE.

\*\*AN ACTIVITY FEE OF \$150.00 FOR PRE-6TH GRADE WILL BE BILLED AND PAYABLE THE WEEK IN ADVANCE TO THE START OF SUMMER CAMP.

**DISCOUNTS:** A FAMILY DISCOUNT APPLIES FOR FAMILIES WITH 2 OR MORE CHILDREN IN THE EXTENDED DAY PROGRAM. FULL PRICE IS PAID FOR THE YOUNGEST CHILD. THE SECOND AND THIRD CHILD RATE IS AT A DISCOUNT.

\*SUMMER CAMP 2021 WEEKLY CHILD CARE PER CHILD:

<b>GRADE</b>	<b>DAYS</b>	<b>1<sup>ST</sup> CHILD</b>	<b>2<sup>ND</sup> CHILD</b>	<b>3<sup>RD</sup> CHILD</b>
PRESCHOOL	5	\$230.00	\$207.00	\$184.00
PRESCHOOL	4	\$193.00	\$173.00	\$154.00
PRESCHOOL	3	\$150.00	\$135.00	\$120.00
KDG. – 6	5	\$164.00	\$148.00	\$131.00
KDG. – 6	4	\$144.00	\$130.00	\$116.00
KDG. – 6	3	\$123.00	\$112.00	\$ 99.00

**SUMMER CAMP PAYMENTS ARE DUE THE FRIDAY PRIOR TO THE WEEK OF SERVICE. \*\*IF PAYMENT IS NOT MADE BY THE FRIDAY BEFORE THE WEEK OF SERVICE, YOUR CHILD MAY NOT ATTEND THE PROGRAM THE FOLLOWING WEEK. THERE ARE NO EXCEPTIONS AND REMITTANCE TO OUR PROGRAM IS CONTINGENT ON ALL FEES BEING CURRENT.**

**DATES OF OPERATION:** THE EXTENDED DAY SUMMER CAMP IS OPEN TO MILFORD STUDENTS. SUMMER CAMP 2023 DATES TBD. EXTENDED DAY IS CLOSED IN OBSERVANCE OF INDEPENDENCE DAY.

**ENROLLMENT:** SPACE WILL BE LIMITED FOR PARTICIPATION IN SUMMER CAMP, SO IT IS VITAL THAT YOU REGISTER DURING OUR REGISTRATION PERIOD. PLEASE BRING ALL **PAPERWORK AND REGISTRATION FEE** TO THE EXTENDED DAY OFFICE DURING REGISTRATION DATES. **WE MUST HAVE A MINIMUM OF 12 CHILDREN ENROLLED IN THE PRESCHOOL ROOM EACH DAY FOR THERE TO BE A SUMMER PROGRAM FOR PRESCHOOL.**

**USAGE:** SIGNING UP FOR 5 DAYS PER WEEK WILL BE **PRIORITY SIGN UP.** SIGNING UP FOR 4 OR 3 DAYS PER WEEK WILL CARRY YOUR REGISTRATION AS **“PENDING”** AND YOU WILL BE PLACED AS SPACE IS AVAILABLE.

**VACATION:** A ONE WEEK VACATION IS AVAILABLE FOR SUMMER CAMP. A VACATION CREDIT WILL BE GIVEN. EXAMPLE: **ATTEND 5 DAYS = 5 DAYS VACA.** **ATTEND 4 DAYS = 4 DAYS VACA.** VACATION CAN BE TAKEN WEEKLY OR DAILY. OFFICE MUST BE NOTIFIED IN ADVANCE, IN WRITING, TO RECEIVE CREDIT.

**LOCATION:** MILFORD PRESCHOOL/EXTENDED DAY CENTER – ST. RT. 28

**HOURS/DAYS OF OPERATION:** 6:30 A.M. – 6:30 P.M. MONDAY – FRIDAY

**LUNCH:** CHILDREN MAY BUY LUNCH THROUGH THE MILFORD NUTRITION SERVICES, OR PACK A LUNCH WITH A DRINK (NO GLASS). IF YOUR CHILD CHOOSES TO BUY LUNCH, THE PRICE IS \$2.50. IF YOUR CHILD NEEDS ONLY MILK, THE PRICE IS \$.50. PAPERWORK FOR FREE AND REDUCED LUNCHES IS AVAILABLE. PRICES ARE SUBJECT TO CHANGE.

**SNACK:** MILFORD NUTRITION SERVICES PROVIDES THE AM AND PM SNACK AND THE COST IS INCLUDED IN YOUR WEEKLY CHILD CARE.

**DAILY ACTIVITIES AND FIELD TRIPS:** THE EXTENDED DAY SUMMER CAMP STRIVES TO PROVIDE A FUN AND STIMULATING PROGRAM FOR THE CHILDREN. DAILY ACTIVITIES INCLUDE ARTS AND CRAFTS, OUTSIDE/GYM TIME, COGNITIVE ACTIVITIES, LUNCH, AM/PM SNACKS, AND TIME FOR PERSONAL CHOICE ACTIVITIES. SPECIAL PROGRAMS ARE BROUGHT INTO THE CENTER TO SUPPLEMENT THE DAILY ACTIVITIES, AS WELL AS OFF SITE FIELD TRIPS. A CALENDAR OF EVENTS AND FIELD TRIPS WILL BE AVAILABLE TO PARENTS AS SOON AS DATES ARE CONFIRMED AND POSTED ON THE WEB SITE. **\*\*FIELD TRIPS MAY BE CANCELLED DUE TO WEATHER CONDITIONS.\*\***

## **MEDICAL POLICY AND PROCEDURES**

The Ohio Department of Education requires that each child have a student file in the office prior to being permitted to attend the Extended Day Program.

This file must include:

- A medical form completed by a licensed physician prior to the date of admission or not later than thirty days after the date of admission and annually from the date of examination thereafter. Required and kept at each elementary school.
- Physician and/or dentist authorization and written instructions to administer prescription medication to a child enrolled in the program, if applicable.
- Immunization record as required by section 3313.67 of the Revised Code; record shall include immunization required by section 3313.671 of the Revised Code. Children who do not have evidence of proper

immunizations will be excluded from preschool. Required and kept at each elementary school.

- Each child is required to have an emergency medical authorization form on file. These forms must be completed and returned before the first day of school. They will be kept on file in the classroom. In the event of an emergency, the following procedures will be taken:
  - Parents will be contacted immediately unless the situation is life threatening. In this case, 911 will be called before attempting to reach the parents.
  - If efforts to reach the parents are unsuccessful, the faculty will follow instructions listed on the Emergency Medical Form.
  - Because of these procedures and for the safety of your child(ren), it is imperative that you update the Emergency Medical Form in the Extended Day office if any phone numbers change.
  - A child suspected of having a communicable disease shall be isolated in a room or portion of a room not being used in the school child program and within sight or hearing of a staff member.

## **GUIDELINES FOR ILLNESS AND MEDICAL CONCERNS**

### **DO I KEEP MY CHILD HOME FROM SCHOOL /EXTENDED DAY?**

Just a reminder... **DO NOT** send your child to school if **ANY** of these signs or symptoms have occurred in the previous 24 hours:

- 1 Vomiting, nausea, and abdominal pain.
- 2 Elevated temperature (100° or higher) without the use of fever reducing medication.
- 3 Repeated diarrhea ( 3 or more a day).
- 4 Acute cold with thick nasal drainage, sore throat or persistent cough.
- 5 Red or inflamed eyes, or discharge from the eyes.
- 6 Unusual lethargic behavior.
- 7 Frequent asthma attacks that are not responsive to normal medication.

There will be times when it is difficult to tell when your child is too ill to go to school. Like adults, children have very different tolerances to discomfort or illness. Even the common cold affects everyone differently. If your child is coughing continuously, he or she will not be able to concentrate and will disrupt others in the classroom. A day of rest at home combined with lots of fluid speeds their recovery.

If you decide to send your child to school when he or she is on the “borderline” of being ill, it is a good idea to call your school nurse/health aide and the Extended Day Office. **BE SURE** to let the school know where you can be contacted in case your child’s condition worsens. If your child is sent home from school with a fever above 100° or if he/she has vomited, they should stay home the following day and until they are vomit and fever-free.

If your child is diagnosed with Strep throat he/she must have 24 hours of antibiotics and be fever-free before returning to school.

Pink eye (conjunctivitis) – If your child has symptoms of pink eye at school (red & inflamed eyes with drainage), the nurse will call you and encourage you to seek medical treatment. Immediate exclusion is not always necessary. If the physician diagnoses your child with bacterial pink eye, he/she must be excluded from school until 24 hours of antibacterial treatment is administered.

## **CONTACT YOUR PRIMARY CARE PHYSICIAN FOR QUESTIONS**

When children become ill at Extended Day, the school nurse, or an Extended Day staff member will determine if the child is well enough to stay at Extended Day. If it is determined that the child is ill and should go home, then the parents of the child will be contacted to come and get him/her. State guidelines mandate that any child with signs of communicable disease or illness must be immediately isolated. Parents will be notified immediately to come and pick up the child and are expected to do so as quickly as possible. If your child has been isolated for a communicable disease, please contact the school nurse in regards to a need for a doctor's permission to return. Parent cooperation and understanding in this matter is appreciated.

## **MEVSD FOOD ALLERGY GUIDELINES**

Information concerning the district's food allergy guidelines is available on the district website at [www.milfordschools.org](http://www.milfordschools.org)

Individual families with food allergies should contact Extended Day prior to the beginning of the school year to meet with the Office Staff, Caregiver, and Health Aide.

If at any time you have a question or concern, please contact the district nurse at 513-576-2214 or email [Price\\_p@milfordschools.org](mailto:Price_p@milfordschools.org)

## **MEVSD HEAD LICE POLICY**

### **CONTROL OF HEAD LICE**

### **SCHOOL EXCLUSION AND REINSTATEMENT**

Students found to have live head lice during school hours shall be excluded from school and may not return until one of the following occurs:

- A. The child is totally free of all live lice and parents sign a compliance/release form stating that the child has been treated with a head lice treatment and have begun removal of all nits. Nits that remain must be removed by 10 days.
- B. After **10 days** if any further nits remain, a second treatment is recommended.

- C. If, **after 2 treatments** with over the counter products fail to remove all active cases of head lice and nits, Milford Schools will recommend to seek advice from their Health Care Provider.
- D. Chronic Infestations: a chronic case is a child found infested more than 3 incidences in a 10 week period. This may require a health care provider's statement to be readmitted back to school.
- E. Each child who has been treated for head lice **MUST** be checked by the Nurse at the school **BEFORE** being admitted back to class.
- F. The child will have 1 excused day absence to provide treatment. If additional days are needed to provide the above treatments, each day will be an Unexcused absence per day. After 5 days of unexcused absences the student's attendance will be turned over to our School Truant officer. (See policy on attendance)

### **TREATMENT RECOMMENDATIONS:**

The school will provide written information sheets for all known types of treatment, recommendations, and prevention education. This will be sent home with the affected child.

### **PARENTAL RESPONSIBILITY:**

In order to decrease the number of outbreaks at Milford Schools, it is the Parent/Guardian's responsibility to:

1. If you find a case of active head lice, notify your child's school, babysitters, extended day caregivers, and neighborhood parents.
2. Not to put blame on anyone, head lice can happen to anyone.  
Many Parents have the impression that a person becomes infested because he/she is unclean. This is **NOT TRUE**. Frequent bathing neither prevents nor eliminates the infestation.
3. Educate yourselves and children on prevention.  
Do not share combs, brushes, hats, hair scrunchies, barrettes, scarves, coats, etc. This is one of the primary means of lice migrating from one child to another.
4. If your child has been found with head lice at school, provide us with accurate/updated phone numbers so we can get your child home and begin treatment as soon as possible so they can return to school.
5. Accompany your child to the clinic prior to being readmitted back to class.  
Do not send your child on the bus.

### **SCHOOL RESPONSIBILITY:**

If a child is found to have active live head lice during school hours, the school will:

1. Remove the child from class and immediately call parent/guardian.
2. Question the child of whom they've had close contact with.  
Example, sleepover the past 2 weeks etc...
3. Identify those children who potentially have been exposed and screen those children.
4. Provide education to parent/guardian regarding treatment options, further outbreaks and prevention.
5. Classroom-mass screenings and letters home to parents will only be done if 3 students of unrelated occurrences in one classroom are infested within 2 consecutive weeks. (Hootman 2004). This is recommended from the National Association of School Nurses.
6. The nurse at the school will re-screen those children who have been sent home for treatment prior to being admitted back to the classroom.
7. Those children who have not been treated or continue to have active live head lice will be sent back home.

8. Those children readmitted to school after treatment will be re-screened by the nurse at the school between 10 and 21 days.
9. Those students identified with active head lice who have siblings in the district. The nurse will contact the other nurse at that building.

Compliance with the policy on Lice is mandatory and requires a parent signature to ensure parental support and compliance.

## **STUDENT RECORDS**

### **CONFIDENTIALITY:**

Student records are confidential and are protected by the “Privacy Act”. Only authorized Extended Day personnel and the child’s natural parents or legal guardian have access to these records. Information is only given to others after permission has been granted by the child’s parents.

### **CHILD CUSTODY:**

Parents are to inform Extended Day anytime the custody of a child changes (SB-140 requires this information). Extended Day must have a copy of Court Orders pertaining to a child’s custody. In most cases of joint custody, both parents have the right to pick up the children. Extended Day will not be involved in scheduling pick ups. Questions concerning proper procedures will be handled through the Extended Day office. Restraining orders must be on file in our office to activate non-release of children. Should the restraining order not be in effect, it is the responsibility of the parent to contact the Extended Day office.

### **PARENT’S ACCESS TO STUDENT RECORDS:**

Communication lines between parents and the Extended Day Staff must remain open concerning the records being maintained on the children. Extended Day records must contain personal information about the student (name, birth date, address, phone, etc.), health and emergency information. Parents have the right to request access to their child’s Extended Day records and the reasonable request of the Extended Day Director to explain and/or interpret those records. Parents may request copies of the records. Extended Day must grant access to these records within 45 days of request.



## **NON-CUSTODIAL PARENT ACCESS TO STUDENT RECORDS:**

A divorce or change in custody does not change the right of a natural parent to have access to their child's records. A non-custodial parent may request and receive a copy of the child's records; however, step-parents have no rights to records, reports, or conferences unless granted by the custodial parent.

## **Milford Exempted Village School District Contacts**

([www.milfordschools.org](http://www.milfordschools.org))

### **Milford Board of Education Members**

Mr. Dave Meranda, President  
Mrs. Emily Chesnut, Vice President  
Mr. Jerry Combs  
Mrs. Melissa Nolan  
Mrs. Emily Mason

### **Milford Central Office**      Phone: 831-1314

Mr. John Spieser, Superintendent  
Mrs. Jennie Berkley, Assistant Superintendent/Human Resources/Student Services  
Mr. Brian Rabe, Treasurer  
Mr. Paul Daniels, Director of Secondary Curriculum and Instruction  
Mr. Jeff Johnson, Director of Business and Operations  
Mrs. Megan Davidson, Director of Special Education  
Mrs. Lisa Hair, Director of EMIS  
Dr. Rob Dunn, Assistant Superintendent of Teaching, learning and Innovation  
Ms. Krista Boyle, Director of Communications and Public Relations

### **Milford Schools and Principals / Directors**

<b>Milford Preschool</b> Mrs. Kim Hayden, Preschool Director	728-7400    Fax: 831-8764
<b>Milford Extended Day Program</b> Mrs. Caitlin Drescher, Director	831-9690    Fax: 831-8764
<b>Mulberry Elementary (grades K-6)</b> Mrs. Sarah Greb, Principal	722-3588    Fax: 722-4584

**Boyd E. Smith Elementary** (grades K-6) 575-1643 Fax: 575-2835  
Mrs. Minna Espy, Principal

**Charles L. Seipelt Elementary** (grades K-6) 831-9460 Fax: 248-5443  
Ms. Melissa Carraher, Principal

**Pattison Elementary** (grades K-6) 831-6570 Fax: 831-9693  
Ms. Tiffany Selm, Principal

**Meadowview Elementary** (grades K-6) 831-9170 Fax: 831-9340  
Mrs. Nicole Ward, Principal

**McCormick Elementary** (grades K-6) 575-0190 Fax: 575-4019  
Mr. Tom Willson, Principal

**Milford Junior High** (grades 7-8) 831-1900 Fax: 248-3451  
Ms. Missy Goetz, Principal  
Mr. Shane Ferguson, 7th Grade Assistant Principal  
Mr. Todd Wells, 8th Grade Assistant Principal

**Milford High School** (grades 9-12) 831-2990 Fax: 831-9714  
Dr. Tyler Arnold, Principal  
Mr. Dan Yeager, Associate Principal, Ninth Grade Community  
Mr. Robert Hatfield, Associate Principal, The Academy  
Mr. Aaron Zupka, Athletic Director

**Transportation**  
Mr. Jud Philipps, Director 575-1563 Fax: 575-1658

**Food Services**  
Mrs. Tina Reynolds, Director 831-5030 Fax: 831-6448