



Fairport Preschool Program  
~PARENT HANDBOOK~  
2023-2024 School Year

Programs and Services for Preschool Children

**You are responsible for knowing and understanding the contents of this handbook. Please ask if you need further explanation on any topic. Due to situations beyond our control some information may change without notice. Not all contained information will apply to children receiving itinerant special education services.**

☺ Visit our ESC of the Western Reserve preschool website at ☺  
**<https://www.escwr.org/PreschoolEarlyChildhood.aspx>**



## Table of Contents

ESCWR Preschool Staff & Location information.....	3
Philosophy.....	4
Enrollment.....	5-6
ODE Compliance	
Registration	
Days & Hours of Operation	
Tuition/Fees	
School Closing Information	
Arrival & Departure Procedures	
Attendance	
Emergency Release	
Classroom Activities.....	6-7
Outdoor Play	
Extra Clothes	
Backpack	
Snack	
Special Events	
Field Trips	
General Information.....	7-9
Parent Participation	
Conferences	
Class Rosters	
Program Volunteers	
Withdrawals and Transfers	
Visitation and Access Procedures	
Discipline Policy	
Class Size and Daily Schedule.....	9-10
Health and Safety.....	10-13
Incident Reports	
Fire and Weather Emergencies	
First Aid and Communicable Diseases	
Child Abuse Recognition/ Suspected Child Abuse/Neglect	
Medical or Dental Emergency	
Illness Policy	
Immunizations and Physicals	
Lead and Hematocrit Screening	
Medication Administration/Health Check	
Child Find	
McKinney-Vento Act and FERPA Public Notices.....	13-14

**~ESC of the Western Reserve PRESCHOOL PROGRAM LOCATION INFORMATION~**

**Early Childhood Coordinator:**

Wendy Bartolovich [wbartolovich@escwr.org](mailto:wbartolovich@escwr.org)

**Administrative Assistant:**

Amy Dawson 440.350.2563 ext 734 [adawson@escwr.org](mailto:adawson@escwr.org)

**Educational Service Center of the Western Reserve And Preschool Office**

8221 Auburn Road  
Painesville, Ohio 44077  
Office: 440-350-2563 ext. 734  
FAX: 440-352-6066

**~CLASSROOM LOCATIONS~**

**McKinley Elementary** .....(school office~ 440.350.2563)  
602 Plum Street Fairport Harbor, Ohio 44077

*Student Hours: (Full Day for all students)*  
Full Day Session~ 8:30 a.m. to 2:55 p.m. (Monday through Friday)

**~TEACHER CONTACT INFORMATION~**

Alexandria Cheraso  
**Preschool Teacher**  
(440) 354-4982  
[acheraso@escwr.org](mailto:acheraso@escwr.org)  
Classroom Hours  
8:30 a.m. – 2:40 p.m.  
Monday - Friday





## **Philosophy:**

Children are curious about their world and full of wonder making preschool a crucial time of learning. Early Childhood Education fosters independence and creativity in all areas of learning so that young children may know the true joy of discovery. Through a prepared environment, preschools can offer a broad spectrum of experiences that spark the imagination of children and alert them to the vast possibilities that their world presents. Exploring together with other children provides an opportunity for children to understand their own needs as well as the needs of others.

The Early Childhood Education Program has definite objectives and goals. The teaching staff accepts all children as valuable and unique individuals. Therefore, it is a goal of every teacher to help the children develop a healthy self-concept so that they feel confident and excited about learning. When children are happy and confident, they are better able to accept and appreciate the uniqueness of others.

The learning environment is designed to accommodate the individual developmental needs and ages of the children. This is accomplished with interest centers, small and large group activities, and one-on-one learning experiences. It is the goal of these experiences to foster self-motivated learning. Play is viewed as another essential component of a positive preschool experience. Play is a natural arena in which children inquire, explore and gain an understanding about their world. In this balanced approach, children have many daily opportunities to grow socially, cognitively, physically and emotionally. A balance between free choice and structure fosters responsibility, intrinsic discipline, and confidence. All children, with or without a disability, are seen as children first. The Early Childhood Education Program applies the same positive learning principles to all children in the program.

*The Educational Service Center of the Western Reserve does not discriminate on the basis of race, color religion, national origin, sex or handicap in education programs, activities*

## **Purpose:**

The purpose of the program is to:

- Present a learning experience that incorporates the Ohio Department of Education's Early Learning Developmental Standards
- Design a creative, developmentally appropriate learning environment
- Promote play, problem solving and positive interactions among children and adults
- Develop school readiness skills with a strong emphasis on literacy
- Meet children's individual needs through differentiating instruction

Your child will benefit from guided instruction in the classroom and in the community in the following developmental areas:

- Communication Skills (following directions, making choices)
- Social Interaction (playing and working with children and adults)
- Academic Content Areas (Language Arts, Mathematics, Science and Social Studies)
- Fine Motor (cutting, writing,)
- Gross Motor (jumping, running, climbing)
- Self-Help (following routines, dressing, toileting)



## **Ohio Department of Education Compliance:**

The Educational Service Center of the Western Reserve/Fairport Preschool is required to meet Ohio Department of Education's rule compliance. The Ohio Department of Education, Office of Early Learning and School Readiness, conducts annual licensure reviews of all ESC Preschool programs and facilities. If you have any questions related to the reviews, please contact the preschool office. Licenses are posted in each facility. Parents can obtain copies of inspection reports by contacting the preschool supervisor. Any complaints concerning the operation of programs regulated by the Administrative Code may be reported to the Office of Early Learning and School Readiness at 1-877-644-6338 or email complaints to [OELSR.Licensing@education.ohio.gov](mailto:OELSR.Licensing@education.ohio.gov).

## **Enrollment/Registration:**

Space is limited in the Preschool Program. Parents are required to contact the Educational Service Center of the Western Reserve in order to check space availability and to receive a registration packet to register their child. The following will be required as part of the registration process:

1. Enrollment form
2. Birth Certificate
3. Parent ID
4. Medical Examination Form & Immunization Record signed by a physician  
*(If prescribed medication is required, an action plan must also be completed by a physician. Please request appropriate documentation)*
5. Medical Emergency and Transportation Authorization
6. Parent Interview *(this is given out by the teacher at the beginning of the school year)*
7. Proof of Residency Forms
8. Dentist contact information
9. Two persons to be contacted if parents cannot be reached

As required by the Ohio Department of Education, all children will receive a standardized developmental screening including all five domains: Language, Cognitive, Social/Emotional, Fine motor and Gross motor.

*The State of Ohio requires that all students maintain a physical/medical exam within 13 months of the previous exam to attend preschool.*

## **Days and Hours of Operation:**

School is in session Monday through Friday;  
Full day class is 8:30 a.m. – 2:45 p.m.

*Please remember that the class begins and ends promptly at the times listed above in order to keep to the classroom schedule. We would appreciate that you would respect this time schedule for the benefit of all children.*



## **Tuition:**

The tuition for the preschool program is \$1,620 (\$180 per month) full day. Tuition can be paid in full or divided up into 9 months. Tuition payments are due on the 15<sup>th</sup> day of each month. No credit on tuition is given for school closings due to weather, emergencies or children's absences.

Payment can be made by credit or debit card by calling 440-350-2563 Ext: 722 or checks should be made payable to Educational Service Center of the Western Reserve *Please be sure to write your child's name on the memo line* and sent to:

Attn: Accounts Payable, 8221 Auburn Rd, Painesville, Ohio 44077

*If payment is not received in a timely manner, it may be necessary to remove your child from the program.*

## **School Closing Information:**

Fairport Preschool follows the Fairport Harbor School District schedule. Preschool will be closed when the district is closed or as needed due to weather or other circumstances.

## **Arrival and Departure Procedures:**

Procedures will be established prior to the start of school and explained at the orientation.

**Both parents' right to pick up:** Under the laws of the state of Ohio, both parents have the right to pick up their child, unless a court document restricts that right. The enrolling parent, who chooses not to include the child's other parent on the authorized pick-up list, must file an official court document (e.g., current restraining order, sole custody decree, divorce decree stating sole custody). If the proper documentation is not provided, the program may release the child to either parent, provided that parent documents his paternity/her maternity of the child.

**Authorized list for pick-up:** Persons on the authorized pick up list must be at least 18 years of age and be able to supply documentation of their identity.

## **Attendance:**

Daily attendance will be taken. When your child is unable to attend, please notify your child's teacher. (440) 354-4982

## **Emergency Release:**

In accordance with state regulations, children are released only to a custodial parent, guardian, or person authorized by the custodial person. If a person other than those noted will pick up a child, a telephone call must be placed to the teacher identifying the authorized person. **The teacher will require photo identification from the person picking up the child.** Please relay this I.D. policy information to the person picking up the child.

## **Classroom Activities:**

### **Outdoor Play:**

Fairport Preschool is fortunate to have an excellent facility that allows for indoor and outdoor gross motor activities. As a safety measure children should wear soft sole, non-skid shoes that will not slip off. When the weather permits, every effort will be made to spend the gross motor portion of the day outdoors. In colder weather, the children will need a warm coat, boots, gloves and hat.

### **Extra Clothing:**

Parents need to provide a labeled plastic bag containing a complete change of clothing for their child (socks, underpants, shirt and pants). Please label individual items in the bag. The clothing will be kept at school for emergency use and returned at the end of the school year.

### **Backpack:**

Every child will need a backpack large enough to accommodate art projects and papers. Please check your child's backpack **daily** for notes, newsletters, or art projects.

### **Snack:**

Parents on a voluntary basis will provide nutritious snacks and beverages. Your child's teacher will provide snack schedules and additional information.

### **Special Events:**

On special occasions, we will have classroom parties or special guests. Notices will be sent home prior to these special events. Parents who have a special interest to share with the class such as a musical talent, hobby, unique pet, etc. are always welcome. Please contact your child's teacher to discuss how this interest can be incorporated into the classroom activities!

### **Field Trips:**

Field trips may be scheduled throughout the year by the preschool staff. Parents will be notified in advance of the field trip date, time, location, and purpose. Each child will be required to have a permission form signed by the parent/guardian for each individual field trip. Children who are **not** attending the field trip will **not** be able to attend class for the day due to all staff attending the scheduled field trip.

### **General Information:**

#### **Parent Participation:**

Parents are the first and most important teachers of their children. Please be assured that any and all of your concerns will be respected and recognized for the important role you play in your child's development. Contact your child's teacher or any staff member involved with your child's program to share a concern.

#### **Conferences:**

Conferences are scheduled twice each year. A notice will be sent home prior to conference dates and a sign-up sheet will be available. Parents of children who have Individual Educational Plans (IEP) will receive invitations prior to IEP meeting dates.

#### **Class Rosters:**

A roster of names and phone numbers is available on request. Parents may decline to have their name and phone number included.

#### **Program Volunteers:**

We encourage and actively recruit volunteers to assist with various programs in the classroom. Each volunteer's interest and abilities are coordinated with the particular needs of our students. If you would like to be a volunteer, please let your child's teacher know. For our students' safety, you may be required to get fingerprinted and be approved by the school board. Other opportunities for classroom involvement can include:



home visits, communication with the teachers via notebooks, notes, personal contact, assisting with special events, parties, or parent activities, participating in field trips, attending parent conferences/IEP meetings, sharing special skills, participating in volunteer opportunities in the program such as reading in the classroom.

### **Withdrawals or Transfers:**

If at any point you will be withdrawing your child from the preschool program, please notify the preschool office at 440-350-2563 ext 734. A release of records must be signed for the ESC of the Western Reserve Preschool to release records to a district (other than the home district). Parents may request records at any time.

### **Visitation and Access Procedures:**

You are encouraged to visit the classroom to observe your child. Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact their child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. To make the observation most meaningful, your visits should be scheduled in advance with your child's teacher. Upon entering the premises, the parent shall report to the school office.

*According to The Ohio Revised Code 3301-37-07 (E):*

*Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.*

Please follow the building procedure for the school in which your child's class is located regarding classroom visits and drop off/pick up procedures. **All school buildings have strict safety and security policies.**

### **Discipline:**

Our classroom schedule and curriculum is structured to encourage learning, self-confidence and good feelings. Children are never punished physically or verbally. The rules for behavior are simple, developmentally appropriate, and clearly stated. A preschool staff member in charge of a child or group of children shall be responsible for their discipline. The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- 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.
- No child shall be subjected to profane language, threats, derogatory remarks about himself or his 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 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.

### **Class Size and Daily Schedule:**

Children attend class Monday through Friday. Each class has children ages 3-5 years. The maximum number of children per class is 24 with an adult/child ratio of 1:12.

### **Daily Schedule:**

Your child's teacher will provide you with a copy of the daily classroom schedule. The schedule will include time for the following activities:

**Circle Activities:** Circle provides for teacher-directed music, finger plays, rhythmic, calendar and weather, concepts, etc. Circle is a time for developing listening and memory skills, following directions and sitting quietly.

**Self-Help Skills:** Children will practice self-help skills such as washing hands, opening snack items, zipping coats, etc. **Please note: ALL children not on IEPs are expected to be FULLY toilet-trained by the start of the school year.** For students on IEPs, program teachers will continually work to develop independence in toileting, dressing and feeding skills. While learning to toilet-train, remember to dress your child in **loosely fitted clothing**. Clothing that is too tight does not provide for independence.

**Sensory Activities:** Within our manipulative center, attention will be given to sensory stimulation through a variety of tactile activities (play-doh, shaving cream, slime, clean mud, wood shavings, rice, beans, cornmeal, sand and water play, etc.)

**Storytelling:** Each day, teachers utilize enjoyable stories and various props to encourage story appreciation, listening skills, language development, attention span and fun. This is a teacher-directed activity and children actively participate with props throughout the story. Books change based on thematic units and skills being addressed. Books are displayed and accessible to children.

**Music:** Musical activities are incorporated during the school day. The musical focuses on rhymes, musical instruments, songs, and movements.

**Gross Motor Skills:** Children in all locations have daily and weekly opportunities to develop large motor skills. Throughout the week children have access to the gym and/or outside playground. (weather permitting)

**Snack:** Parents will be asked to provide daily snacks for their child unless otherwise instructed. Snacks need to be a nutritious supplement to the day's meals. Sugary and salty snacks or snacks high in fat should be avoided. Snack suggestions include: vegetables and dip, fruit, yogurt, pure juice, crackers, or cheese. Please be aware that some classrooms follow strict allergy-free food programs. Some classrooms may be Nut Free. Children may not share food. *When sending in a snack to celebrate a birthday or holiday, please check with the teacher first.* Contact your child's teacher with questions regarding the snack policy.

**Therapy:** Speech, physical, and occupational therapies are provided for students with specific IEP goals. Therapists will often provide services in the classroom. Therapists work on skills that enable children to



access the curriculum and develop like typical peers. They may make recommendations to teachers about what modifications or accommodations a child needs to access the curriculum. Collaboration occurs between therapists and the teachers.

**Clothing:** It is very important that children be comfortable at school. Children need clothing that allows them to move, climb, crawl, roll, etc. Tennis shoes allow for safety and maneuverability. Because children want and need to be independent, clothing should be easy to fasten, easy to get on and off, and be of the right size. Outdoor play is the goal each day (weather permitting). Please dress your child accordingly.

**Nap:** One cot or mat shall be available for each child who remains more than five consecutive hours in the preschool program. Cots/mats will be labeled in some manner as to who is assigned to each cot/mat. The nap/rest period shall be flexible to meet individual needs with provisions for early risers and non-nappers.

### **Health & Safety:**

- Parents of a child enrolled in the program shall be permitted unlimited access to the school during the hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director.
- Child/staff ratios & maximum group sizes are aligned with licensing rules.
- No child shall ever be left alone or unsupervised.
- A phone shall be available while the program is in session.
- Emergency procedures, including fire drills, rapid dismissals, tornado drills, and emergency contact information are posted in the classroom.

### **Incident Reports:**

In the event a child has an accident or injury at school, the teacher or assistant will complete an Incident Report on the same day of the incident. The Administrator of the program, the person completing the form and the parent or guardian, will sign this report. A copy of the report will be placed in the child's file.

### **Fire and Weather Emergencies:**

Procedures have been developed to cover fire and/or tornado emergencies. Guidelines and charts for evacuation are prominently placed in each classroom. Fire drills are conducted monthly and the Board Office staff, in the event of a tornado, monitors a Weather Alert Radio.

### **First Aid and Communicable Disease:**

Staff is trained in first aid and communicable disease. A fully supplied first aid kit is available at school and taken on field trips. A Communicable Disease Chart is located in the Preschool Classroom. Parents will be notified, in writing, of exposure to communicable disease (i.e.: conjunctivitis, etc.).

### **Child Abuse Recognition:**

The Administrator and all employees are required to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services. Staff is also trained in child abuse recognition.

### **Suspected Child Abuse and/or Neglect:**

All preschool staff members are required by law to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services. The ESCWR preschool staff have been trained in child abuse recognition.

### **Medical or Dental Emergency:**

In the event of a medical or dental emergency, the Preschool staff will immediately take the following steps:

- Immediate first aid administered by trained staff.
- Contact the Fairport/Painesville Rescue Squad.
- Notify parents of accident or injury & inform them if an ambulance has been contacted.
- One staff member will accompany the child with the child's records, in the ambulance.
- Parents will meet the child and staff member at the emergency treatment center specified by the Fairport/Painesville Rescue Squad.

\*A written description of the school's safety policies has been explained & distributed to all staff. In addition, emergency phone numbers & procedures are posted in each classroom.

### **Illness Policy:**

A staff member is available to observe all children upon arrival each day. An ill child will be escorted to the nurse's office, under the direct supervision of a staff person, until a parent or guardian picks up the child. A child shall be discharged when the following symptoms occur:

- Diarrhea (more than one occurrence)
- Severe coughing (whooping, red/blue face)
- Difficult or rapid breathing
- Yellow skin or eyes
- Symptoms of conjunctivitis (pink eye)
- Infected skin patches
- Dark urine, gray or white stool
- Stiff neck
- 100-degree temperature
- Evidence of lice infestation



When the above symptoms occur at school, parents will be notified to pick up their child. The child may return to school when they are **symptom free for 24 hours**, without the aid of fever-reducing or any other medication. Parents are requested to keep the health needs of all the children in mind and to refrain from sending their child to school when these symptoms occur at home.

**A mildly ill child will be escorted to the school nurse for observation.** If symptoms persist or worsen, the parent will be called to pick up the child.

A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. The child, while isolated at the program, shall be carefully watched for symptoms listed as the following:

- (a) Unusual spots or rashes;



- (b) Sore throat or difficulty in swallowing;
- (c) Elevated temperature; or
- (d) Vomiting.

No staff member shall attend school if they exhibit signs of communicable disease. The administrator reserves the right to request a physician's note to return to work.

### **Immunizations and Physicals:**

Preschool children in classrooms licensed by the ODE must have immunization records and a current physical on file.

**Immunizations must be kept up-to-date and submitted prior to the first day of school.** IMMUNIZATIONS (Section 3313.67 of Ohio Revised Code)

According to Ohio Preschool regulations, each child enrolled in the preschool program must have a complete medical exam form signed and dated by a physician each year before entering the program.

Required immunizations for preschoolers are four DPT, three Polio, one Measles, Mumps and Rubella, one HIB shot, and Hepatitis B vaccine. Varicella vaccine is recommended for children of any age that have not had the chickenpox illness.

Immunizations are free for children from 0 to 19 years of age at the County Health Department. Call 440-279-1900 for a schedule and locations.

If you do not have a regular doctor or dentist, you may receive assistance through your local County Health Department. Please call our office to discuss your needs.

Physical forms must be completed by a licensed physician and affirm that the child is in suitable condition for enrollment in preschool. Physicals expire in one year from the date they are given.

### **Lead and Hematocrit Screening:**

In addition to the required immunizations, ODE mandates that **all children** attending an ODE licensed preschool program have lead and hematocrit screenings. Results of these screenings are provided with immunization records.

Lead Screenings are available for FREE at the County Health Department. Call 440-279-1900 for a schedule and locations.

### **Administration of Medication:**

We will administer medications, food supplements, modified diets, or fluoride supplements to a child only after we have been given written instructions from a licensed physician or licensed dentist and written, signed, and dated instructions from the parent or guardian. Instructions must be written on a form supplied by the preschool. Also, an administration of medication form must be filled out each time the teacher completes the administration.

### **HealthChek:**

HealthChek is Ohio's Early and Periodic Screening, Diagnostic, and Treatment (ESPDT) service package. These are comprehensive and preventative services for babies, kids and young adults younger than the age of 21 who are covered by Ohio Medicaid.



For more information go online to:

<https://medicaid.ohio.gov/families-and-individuals/citizen-programs-and-initiatives/healthcek1/healthcek>

### **Child Find:**

Every school district in the country is mandated to identify children in their districts who have disabilities, ages 3 to 22. The preschool works with the school districts, Job and Family Services, Help Me Grow, and the ESC of the Western Reserve to find and identify children ages 3 to 5 who have special needs. If you have questions about your child's development and they are of preschool age, please contact the special education director in your district of residence. Information regarding the Individuals with Disabilities Education Act (IDEA), Part C, Assessment and Screenings can be found at the link provided:

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx> You are entitled to a screening to determine eligibility for services. If services are deemed necessary, a team will convene to develop goals for progress.

### **McKinney-Vento Public Notice:**

The McKinney Vento Act, as amended by the Every Student Succeeds Act, ensures all eligible children and youth have equal access to the same free and appropriate public education as other students.

Children and youth who are in the following situations:

- Living in a shelter;
- Living in a motel or campground due to the lack of an alternative adequate accommodation;
- Living in a car, park, abandoned building, or bus or train station; or
- Sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason

Eligible students have the right to:

- Receive a free, appropriate public education;
- Enroll in a school immediately, even if lacking documents normally required for enrollment;
- Enroll in school and attend classes while the school gathers needed documents;
- Enroll in the local school, or continue attending their school of origin (the school they attended when permanently housed or the school in which they were last enrolled), if that is their preference and feasible;
- Receive transportation to and from the school of origin, if requested; and
- Receive educational services comparable to those provided to other students, according to the student's needs.

If you believe a student may be eligible for support and services under the McKinney- Vento Act, please contact your district of residence's McKinney-Vento Liaison.

### **Notification of Rights under FERPA for Elementary and Secondary Schools:**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the program receives a request for access. Parents or eligible students should submit to the program manager or teacher a written request that identifies the records they wish to inspect. The program official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the program to amend a record should write the program manager, clearly identify the part of the record they want changed, and specify why it should be changed. If the program manager decides not to amend the record as requested by the parent or eligible student, the program will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to provide written consent before the program discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to program/school officials with legitimate educational interests. The program manager is a person employed by the program/school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. The program manager also may include a volunteer or contractor outside of the program who performs an institutional service of function for which the program would otherwise use its own employees and who is under the direct control of the program with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another program/school official in performing his or her tasks. A program/school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the program to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office: U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

**Please contact the program director or your child's teacher if you have any questions related to the handbook or the ESCWR preschool procedures. Thank you and have a great year!!!**

