OFFICE OF EARLY CHILDHOOD EDUCATION

Departmental Processes and Procedures

CINCINNATI PUBLIC SCHOOLS

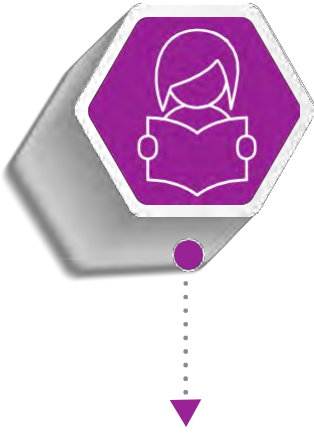# OFFICE OF EARLY CHILDHOOD EDUCATION

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Mission

The mission of Early Childhood Education in the Cincinnati Public Schools is to provide a quality comprehensive program and collaborative services that support young children and their families for lifelong learning.
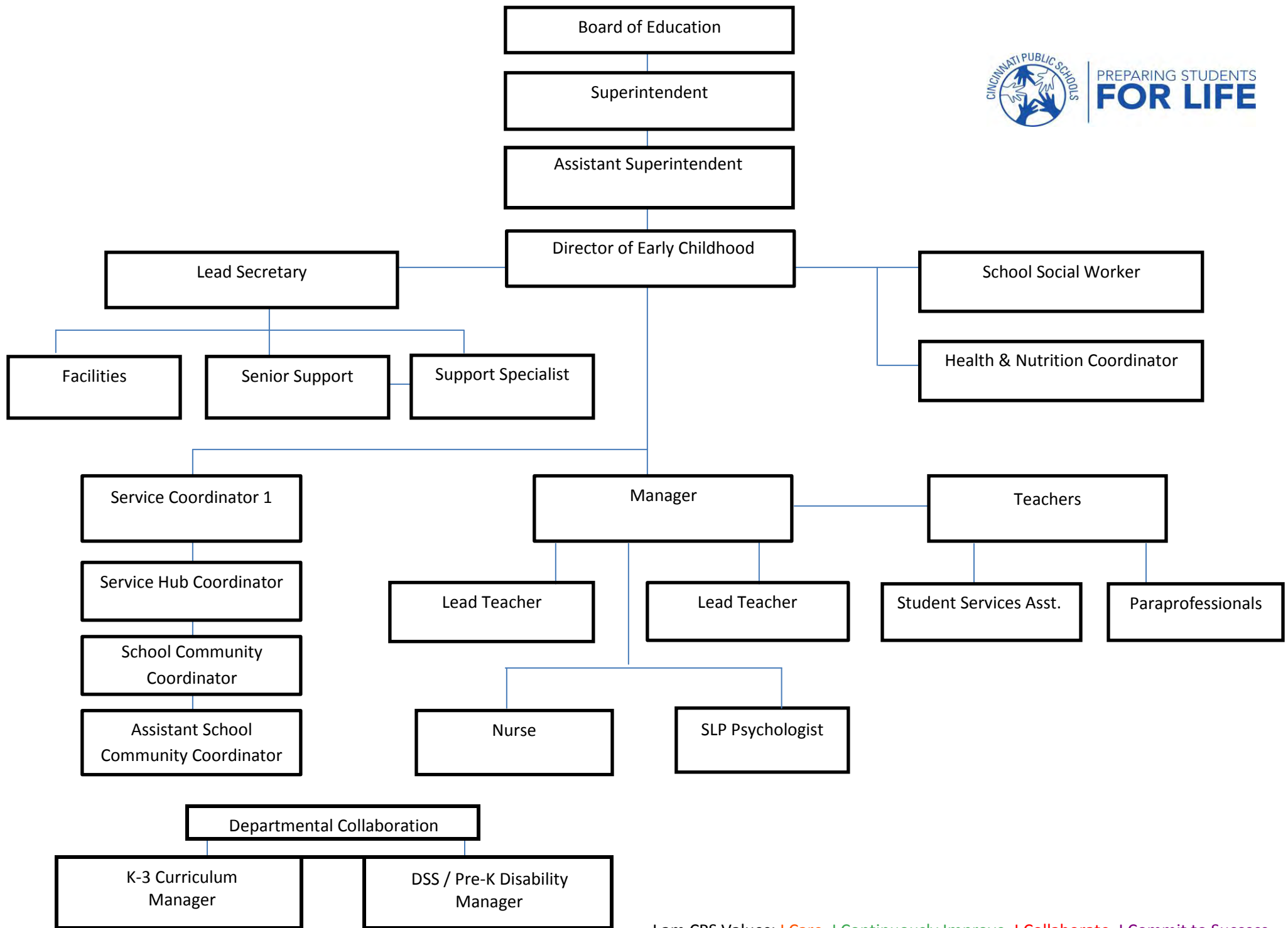
CINCINNATI PUBLIC SCHOOLS

PREPARING STUDENTS
FOR LIFE

Department Organization

➢ Organizational Chart

➢ Map

➢ Ohio Department of Education - Preschool Star Ratings

➢ Registration Flow

PREPARING STUDENTS
FOR LIFE

Organizational chart:

- **Board of Education**
  - **Superintendent**
    - **Assistant Superintendent**
      - **Director of Early Childhood**
        - **Lead Secretary**
          - Facilities
          - Senior Support
          - Support Specialist
        - **School Social Worker**
        - **Health & Nutrition Coordinator**
        - **Service Coordinator 1**
          - Service Hub Coordinator
          - School Community Coordinator
          - Assistant School Community Coordinator
            - **Departmental Collaboration**
              - K-3 Curriculum Manager
              - DSS / Pre-K Disability Manager
        - **Manager**
          - Lead Teacher
          - Lead Teacher
          - Nurse
          - SLP Psychologist
        - **Teachers**
          - Student Services Asst.
          - Paraprofessionals

I am CPS Values: I Care. I Continuously Improve. I Collaborate. I Commit to Success.

CINCINNATI PUBLIC SCHOOLS
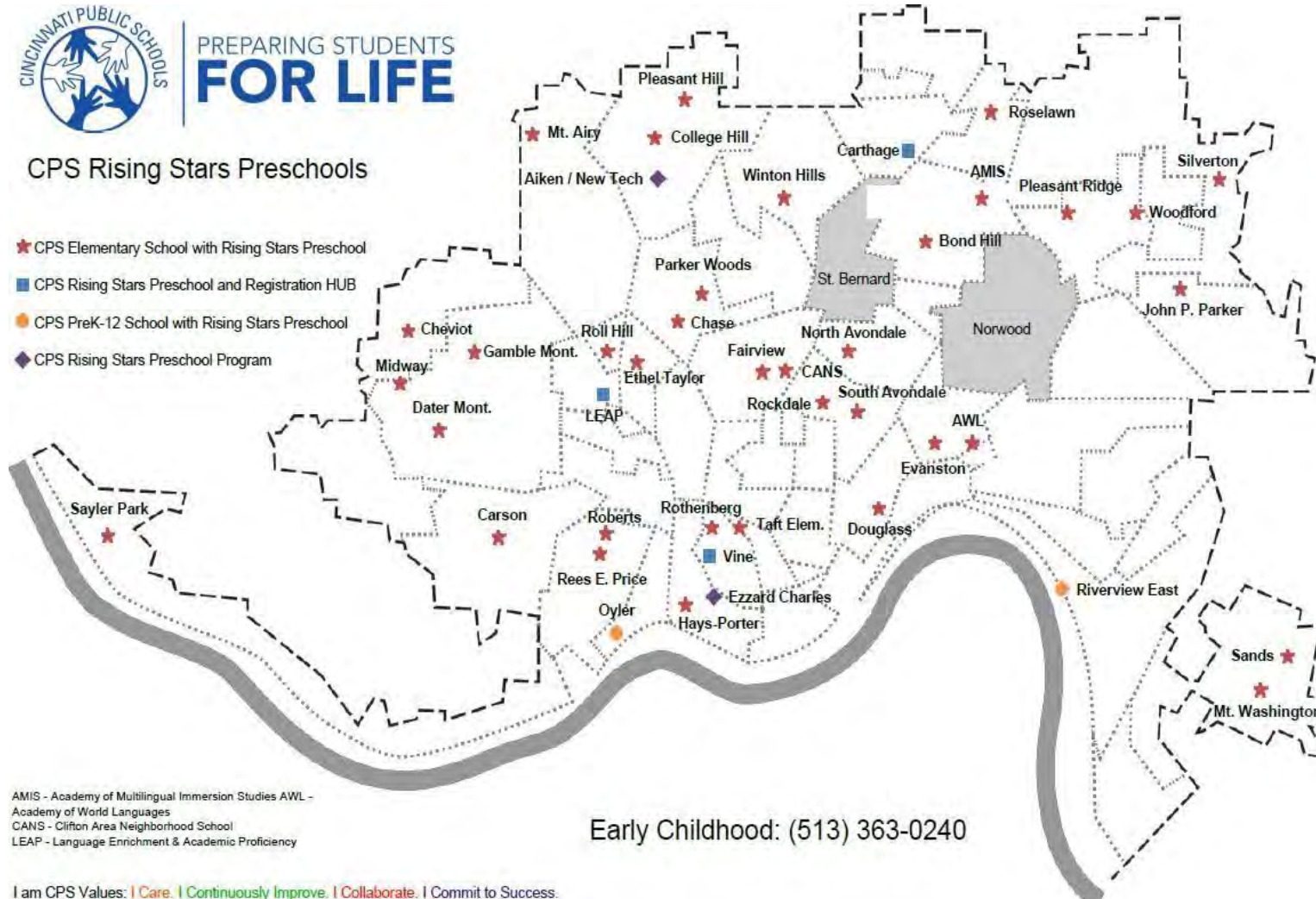
PREPARING STUDENTS
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CPS Rising Stars Preschools

★ CPS Elementary School with Rising Stars Preschool

■ CPS Rising Stars Preschool and Registration HUB

● CPS PreK-12 School with Rising Stars Preschool

◆ CPS Rising Stars Preschool Program

Pleasant Hill
Mt. Airy
College Hill
Roselawn
Carthage
Silverton
Aiken / New Tech
Winton Hills
AMIS
Pleasant Ridge
Woodford
Parker Woods
Bond Hill
St. Bernard
Cheviot
Chase
North Avondale
Norwood
John P. Parker
Gamble Mont.
Roll Hill
Fairview
Midway
Ethel Taylor
CANS
South Avondale
Dater Mont.
LEAP
Rockdale
AWL
Evanston
Carson
Roberts
Rothenberg
Taft Elem.
Douglass
Sayler Park
Vine
Rees E. Price
Ezzard Charles
Riverview East
Oyler
Hays-Porter
Sands
Mt. Washington

AMIS - Academy of Multilingual Immersion Studies AWL –
Academy of World Languages
CANS - Clifton Area Neighborhood School
LEAP - Language Enrichment & Academic Proficiency

Early Childhood: (513) 363-0240

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CINCINNATI PUBLIC SCHOOLS: STEP UP TO QUALITY RATINGS

AIKEN	AMIS	AWL	BOND HILL	CANS
Opened January 2019	★★★★★	★★★★★	★★★★	Opening August 2019
CARSON	**CARTHAGE**	**CHASE**	**CHEVIOT**	**COLLEGE HILL**
★★★★★	★★★★★	★★★★	★★★★★	★★★★★
DATER	**DOUGLASS**	**ETHEL M. TAYLOR**	**EVANSTON**	**GAMBLE**
★★★★★	★★★★★	★★★★★	★★★★★	★★★★
HAYS-PORTER	**JP PARKER**	**LEAP**	**MIDWAY**	**MT. AIRY**
★★★★★	★★★★★	☆☆☆☆☆	★★★★★	★★★★★
MT. WASHINGTON	**NAM**	**OYLER**	**PWM**	**PLEASANT HILL**
★★★★★	★★★★★	★★★★★	★★★★★	★★★★★
PRM	**REES E. PRICE**	**RIVERVIEW**	**ROBERTS**	**ROCKDALE**
★★★★★	★★★★★	Opening August 2019	★★★★★	★★★★★
ROLL HILL	**ROSELAWN**	**ROTHENBERG**	**RS EZZARD CHARLES**	**SANDS MONT.**
★★★★★	★★★★★	★★★★★	☆☆☆☆☆	★★★★★
SAYLER PARK	**SILVERTON**	**S. AVONDALE**	**TAFT**	**VINE**
★★★★★	★★★★★	★★★★★	★★★★★	★★★★★
WINTON HILLS	**WOODFORD**			
★★★★★	★★★★★			

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REGISTER for PRESCHOOL

Is your child age-eligible?

SEPT 30

Register me!

3

I turned 3 before September 30

Register me!

4

I'm 4!

Register me!

5

OCT 1

I turned 5 on or after October 1

It is time to register your age-eligible child into a high-quality Cincinnati Public District Preschool!

Pick the registration starting point that works for you!

No registration fees!

INTERESTED with QUESTIONS

Use this option if you would like CPS to contact you, answer your questions and guide you on the next steps

Go to: https://www.cps-k12.org/schools/preschools

Fill out CPS Preschool Interest Form

Receive a call from a CPS Qualified Staff Member

Ready to Register!

Gather Documents

Go to a HUB *Must be a legal guardian

Work with an enrollment specialist to register

Complete Registration

START at a HUB

Open Monday-Friday from 8:00 - 2:30
A helpful enrollment specialist will guide you through the process

Ready to Register!

Gather Documents

Documents needed:
Birth Certificate
Immunization Records
Guardian ID
Proof of Residency
Well Child Check-up
Proof of Income

Go to a HUB *Must be a legal guardian

Pick a Convenient Hub Location:

Hub 1 - Rising Stars @ Vine: 2120 Vine Street
Hub 2 - LEAP Academy: 2001 Baltimore Avenue
Hub 3 - Rising Stars @ Carthage: 125 W. North Bend Road

Work with an enrollment specialist to choose a school

Complete Registration

Start School Welcome to CPS!

CINCINNATI PUBLIC SCHOOLS

START ONLINE

Use this option at any time to [search] schools, complete registration packet, col[lect] documents and contact Hub to schedule [at] your convenience to finalize registration.

COMING SOON!!

Ready to Register!

Choose schools

Fill out enrollment information

Pick schools of interest
**If your first choice is a magnet school, go to Magnet Enrollment path

Gather Documents

Log into Registration Gateway:
www.cps-k12.org/enroll/preschool-enrollment

Go to a HUB *Must be a legal guardian

Grant eligibility determined at registration

Work with an enrollment specialist to complete registration

Complete Registration

Complete Registration

Work with an enrollment specialist

Go to a HUB *Must be a legal guardian

START with MAGNET LOTTERY

Use this option to apply in the lottery for a preschool magnet program. Refer to website below.
https://www.cps-k12.org/enroll/magnet-enrollment

Ready to Register!

Visit CPS website for Magnet Lottery information

Apply on-line for chosen school

Receive letter

Gather Documents

Please allow at least 1 hour to complete registration.

Look to see what magnet school you are eligible for!
*If you were not chosen for a specific school, you may choose to enroll your child into another high quality CPS preschool classroom.

OFFICE OF EARLY CHILDHOOD EDUCATION

Department Core Services

Core Service: Expansion of Preschool Sites

- Locate and open new sites to provide access to families in desert areas for a high quality preschool experience toward Kindergarten Readiness
- Collaborate with other Cincinnati Public Schools departments

Core Service: Recruitment/Registration/Enrollment

- Maintain the CPS and Early Childhood Department brand –
  CPS: Preparing Students for Life
- Develop and implement student marketing campaigns and registration/enrollment process

Core Service: Instructional Program

- Maintain high quality instructional programs aligned to federal, state and local guidelines.

- English as a Second Language (ESL)

  o Federal Law defines a Limited English Proficient (LEP) student or English Language Learner (ELL) as a student who is aged 3 through 21 and is enrolled or preparing to enroll in an elementary or secondary school and who is not born in the United States or whose native language is other than English.

- Special Education Preschool Disability

  o Early Childhood Education complies with all Federal, State & Local regulations. For more information please refer to manual of Department of Student Services.

Core Service: ODE Step Up to Quality

- Provides support to school sites and individual staff to complete all compliance requirements to achieve Ohio Department of Education highest ratings
- Develop and provide approved professional development to assists staff to acquire Ohio Department of Education highest ratings
- Collaborate with on-site Administrators to complete all required forms to approve professional development towards SUTQ hours

Core Service: Preschool Assessments

- Provides the following assessments: Ohio Early Learning Assessment & Curriculum-Based Assessment

Core Service: Social and Emotional Learning

- Provides support to school sites
- Implement curriculum and programming that address social and emotional learning
- Collaborate with Safety and Culture Department to address needs

Core Service: Parent and Family Engagement

- Develop opportunities, support and sustain parent engagement in all CPS school sites
- Develop and implement family engagement plan

Core Service: Health and Wellness

- Provides high quality health, oral health, mental health and nutrition services that support growth and school readiness

**Core Service: External Partnerships**

- Collaborate with external partners to ensure alignment with district vision, department mission and address needs of school s

Core Service: Publications/Communications

- Distribute monthly "Watch Us Grow" parent newsletter
- Parent calendar aligned to district calendar and Early Childhood compliance
- Collaborate with Communications and Engagement department
- Provides support to school sites
- Implement curriculum and programming that address social and emotional learning
- Collaborate with Safety and Culture Department to address needs

Core Service: Homeless Services

- The McKinney-Vento Homeless Assistance Act of 2002 ensures the rights of and protections for children and youth experiencing homelessness. In collaboration with the Project Connect Office. Preschool children experiencing homelessness are prioritized for enrollment
- All Cincinnati Public Schools' staff has a special responsibility to be role models for students and representatives of the District to parents and the community. Employees are expected to conduct themselves in a professional manner at all times.
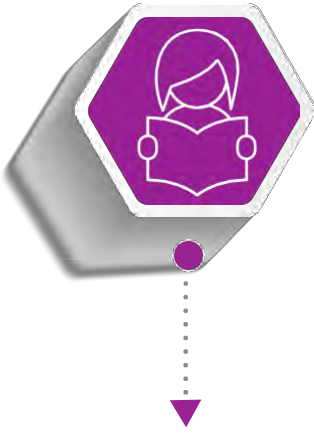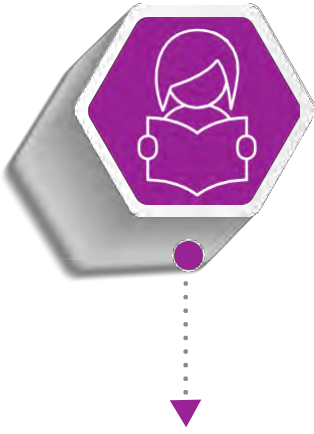
OFFICE OF EARLY CHILDHOOD EDUCATION

Program Goals

- ➢ Kindergarten Readiness: Teaching & Learning

- ➢ Health & Wellness

- ➢ Parental Engagement

- ➢ Preschool Expansion

CINCINNATI PUBLIC SCHOOLS

PREPARING STUDENTS
FOR LIFE

OFFICE OF EARLY CHILDHOOD EDUCATION

Department-related Board Policies & Procedures

Department-related Board Policies and Procedures

All employees are required to follow all CPS Board Policies and Procedures. Refer to CPS Board Policies and Procedures on the Cincinnati Public Schools website for the following that directly relate to Early Childhood Department.

Section	Title	Code	Adopted/Revised
4000	Volunteers	4120.09	September 22, 2010
	Student Supervision and Welfare	4213	December 7, 2009
	Employee Dress and Grooming	4216	December 7, 2009
	Evaluation of Classified Employees	4220	December 7, 2009
	Outside Activities of Classified Employees	4231	December 7, 2009
5000	Reporting Student Progress	5420	Active
	Bullying and Other Forms of Aggressive Behavior	5517.01	February 21, 2019
	Student Discipline	5600	Active
	Corporal Punishment	5630	Active
	Student-Parent Rights	5780	Active
7000	Community Learning Centers	7500	August 24, 2009
8000	Student Abuse and Neglect	8462	Active
9000	Public Information Program	9120	September 9, 2013
	Social Media Policy for District Employees	9125	July 23, 2014
	Parent-Family Engagement	9140	April 19, 2018
	Community Engagement	9141	December 20, 2018
	Policy Public Attendance at School Events	9160	July 8, 2013
	Partnerships with Business	9555	December 21, 2009
	Relations with Organizations	9700	September 9, 2013

All Certificated and Civil Service staff, to remain in compliance with Ohio Department or
Cincinnati Public Schools district requirements must have on-site a staff folder with the following
as evidence of current documentation:

Health Trainings (Initial and/or Renewal Series)

- Child Abuse
- First Aid
- CPR
- Communicable Disease (located on Safe-Schools site)
  Blood Borne Pathogens (located on Safe-Schools site)

Step Up to Quality (SUTQ) Monitoring Systems on OCCRRA   https://occrra.org

Follow the above site for account setup. Once account is set up you are required to upload documents (transcripts; training completion certificates) and a registry profile. This setup also requires linking employment to Cincinnati Public Schools. Refer to included Early Childhood Staff File Folder Contents check-off document and Professional Development LPDC Registry Form for Step Up to Quality.

Once profile is complete staff members must reach and maintain the following:

- 25-30 hours of approved professional development per SUTQ biennium
- 10 hours approved Ohio Department of Education professional development (training hours may overlap with SUTQ)
- Required On-line Courses:
  - Orientation to Child Care (also required for licensing) - #ST 10063312
  - Ohio's Approach to Quality
  - Ohio's Overview of Child Development
- Teachers (Level V)
- Paraprofessionals (Level III)
- Student Service Assistants

Licensing Requirement

All staff must maintain a compliance file folder on site. This
file folder must include:

- Professional Development Plan
- Three References if hired after July, 2009 (prior hire date – file in Human Resources)
- Preschool Staff Member Medical Statement (Must be updated every three (3) years)
- Tuberculosis Test (Must be updated every three (3) years)
- First Aid – Six (6) hour initial training; Three (3) hour renewal training (Must be updated every three (3) years)

- Communicable Disease - Six (6) hour initial training; Three (3) hour renewal training (Must be updated every three (3) years)
- Child Abuse – Six (6) hour initial training (Renewal training every three (3) years)
- CPR – every two (2) years
- Blood Borne Pathogens – Annual refresher course through Safe Schools
- Proof of highest educational level – High School diploma, G.E.D., College Degree(s), Teacher Certification, Transcripts
- Ohio Department of Education Non-Conviction Statement (On prescribed form, signed annually)
- Ohio Department of Education BCI/FBI (On prescribed form, signed annually)
- BCII/FBI
- Standards of Conduct – On prescribed form, signed annually
- Policy and Procedures Manual – On prescribed form, signed annually

Preschool Enrollment and Registration

CPS welcomes all 3 and 4 year old preschool students. School Community Coordinators (SCC) and Assistant School Community Coordinators (ASCC) are available to answer questions regarding eligibility. Feel free to call Monday through Friday during business hours 513-363-0240 for additional information.
Option 1= RS Vine located at 2120 Vine Street 513-363-6580
Option 2= RS LEAP located at 2001 Baltimore Ave 513-363-1273
Option 3= RS Carthage located at 125 W. North Bend Rd 513-363-1168

Preschool registration process includes a parent interview. The following documents are needed at registration:

- Child's birth certificate (custody papers if applicable)
- Shot records
- Proof of income (within the last thirty days)
- District approved proof of residency (lease/mortgage statement, gas/electric/water bill, federal/state document etc.)
- Parent/Guardian ID
- Well Child Check (within the last twelve months)
- Insurance card (if available)
- Dental exam (within the last six months)

All student records are kept according to CPS Policies and in compliance with federal and state law. Cincinnati Public Schools offers program options for students with disabilities.

Attendance

It is important that children come to school every day, unless they are sick. Please contact your child's teacher to report illness. Classroom staff will contact you if your child is not in attendance within the first hour of class or if they have not heard from you regarding your child's late arrival/absence. Staff will contact you if your child misses school for 2 or more consecutive days. Only scheduled medical and dental appointments are considered excused absences.

It is important that your child arrive and is picked up on time each day.

Health

All children must have a current medical exam on file no later than 30 days after enrollment. All children must have a current dental exam on file (except when a dentist is unable to complete an exam). We will ask about follow up treatments for medical and dental needs. Proper dental hygiene is promoted through healthy meals, healthy snacks, and daily tooth brushing.

Health Checks

For the protection of children and staff, a health check will be conducted upon arrival daily. We follow the Ohio Department of Health "Child Day Care Communicable Disease Chart", which is posted in the classroom. Children who exhibit symptoms of communicable disease are isolated immediately and made comfortable on a cot. A staff person will remain with the child until the parent arrives. Please refer to Parent Handbook for guidance on what conditions should remain at home (or will be sent home).

Safety

Our program implements a system of management, including ongoing training, oversight, correction and continuous improvement, that includes policies and practices to ensure all facilities, equipment and materials, background checks, safety training, safety and hygiene practices and administrative safety procedures are adequate to ensure child safety. If an accident or injury occurs, an incident report is completed and the parent is notified in writing and by phone.

Volunteers

All volunteers must follow CPS Board Policies and adhere to school site procedures.

Transportation

Daily transportation is not provided for preschool children except for those placed in a specialized classroom under an IEP. Preschool children with special needs are provided with bus transportation by the CPS Transportation Office and routes are developed using PowerSchool data. Bus monitors are provided on each bus and child restraint systems are used as needed.

Field Trips

The purpose of field trips, walking through the neighborhood or chartering a bus, is to provide an educational learning experience for children.

Professional Employee Dress and Grooming

Consistent with the nature of work at the Education Center, Registration/Enrollment Hubs and school sites and likelihood that employees will interact with parents/families, other staff members, community and Federal/State representatives for compliance the following dress code should be followed:

- Be physically clean, neat, and well groomed
- Business casual attire which includes no jeans
- Casual dress day with approval from Superintendent office or other department for CPS events

Hours of Operation

- Employees are to follow school site hours on days they are assigned to building
- ECE Office hours from 8:00 a.m. – 4:30 p.m.
- All employees must report to their work location as assigned related to their position.

Cincinnati Public Schools and Early Childhood Education Logo

In 1995, Cincinnati Public Schools created the CPS logo. In 2019, Cincinnati Public Schools created the Office of Early Childhood Education logo. To maintain the integrity of the brand, do not recreate or alter the CPS and/or the Early Childhood Education logo. The following use of logos is required:

- Prior approval to use either logo on any communications, which are provided by Cincinnati Public Schools Design Department
- Logo Violations: General rule: Never modify or try to recreate either logo
    - Do not alter the approved brand color options
    - Do not alter the Font/Type alignment or style
    - Do not skew or stretch the logo
    - Do not compromise the area of isolation around the logo
    - Do not create an alternate logo or symbol using the CPS logo
    - Do not alter, fill-in or redraw the symbol

CPS Fonts

Early Childhood Department regularly has to revise or create documents to address compliance and/or events throughout the district. Employees should use the following fonts to remain consistent with district guidelines.

Insert CPS Fonts here from Office of Communications and

Engagement Coast Injuction Guidelines (2018)

Insert Inter-Office Correspondence from Dan here

FOOD SERVICE GUIDELINES FOR EARLY CHILDHOOD

Preschool students are fed breakfast and lunch through the National School Lunch Program (NSLP). The Lunchroom Manager is responsible for checking students off on the computer as other students. The Early Childhood Department is responsible for the enforcing of their guidelines.

Family Style

Early Childhood Procedures and 1302.31 Child Nutrition-Family Style Meal Service: Snack and meal times must be structured and used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning, development, and socialization. Family Style meal service includes having children responsible for setting the table, helping to get snacks and meals ready, serving themselves at the table (at least two items), and cleaning up when they are finished eating.

No Outside Food

Early Childhood Procedures, Day Care Licensing 5101-212-22, and Head Start Policy 1302.44: No outside food items are permitted in the Cincinnati Public Schools Early Childhood Education Program unless there is a doctor's note on file for a diagnosed food allergy or medical condition. If a diagnosed food allergy/medical condition exists, the replacement foods must meet the federal and state nutritional guidelines. All meals must be well-balanced, with a combination of foods and/or drinks from a variety of different food groups. All foods must have limited amounts of fats and sugars.

Meal Type:

Breakfast

On a daily basis, the preschool teacher will order a certain number of breakfasts. The meals will be ready for pick up at a mutually agreed time. Students will walk through the line and be checked off by classroom. Offering breakfast is mandatory for all AM half-day students and all full-day students.

Lunch

Again, on a daily basis, the preschool teacher will order a certain number of lunches, which follows the same menu as the school's lunch menu. Teachers may order adult meals (1x a week for teachers, 1x a week for paraprofessionals) or extra items (no more than 5 extra per day). Lunch is to be served family style and staff must eat their one meal per week with the students. Preschool will be billed for these extra items and adult meals.

Snack

The snack menu is a cycle menu that repeats every two weeks for easy ordering, storage issues, and expiration problems. The menu follows the Ohio Department of Education's Child and Adult Care Food Program (CACFP) guidelines. Managers should inform teachers of their ordering schedule. Teachers are to calculate the amounts needed and should follow the snack menu as closely as possible. Teachers are not permitted to purchase their own snacks. Preschool will be billed for all ordered items, and it is the teacher's responsibility to pick up these items. The teachers are to store leftovers in the room and make arrangements for use. Teachers should not be consuming any preschool snack items.