



PRESCHOOL
PARENT HANDBOOK
2024-2025

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A) Welcome

Welcome to the New Story Schools Ohio (NSO) Family! We consider it a privilege to partner with your family to provide excellent educational services to your student. NSO's mission is to help students with serious and complex challenges live a good life. We achieve success by using effective methods based on the science of Applied Behavior Analysis (ABA). Our vision is for NSO to be the organization that removes barriers for individuals with autism. We set high expectations and work tirelessly to help each individual reach their full potential.

We believe that an autism diagnosis is not a reason educators should lower expectations. We value every individual and believe that each deserves a quality education. NSO uses the science of ABA to change behavior and the use of quality data to make decisions. Staff must be patient, kind and adhere to an analytic approach to improve the lives of the students we educate. We value our partnership with parents and believe they are the key to maximizing the success for each student.

We are looking forward to an exciting year and appreciate the trust you have demonstrated by placing your student at NSO. Thank you, and again, welcome to the NSO family!

B) Vision

1) Statement of Purpose

The purpose of NSS is to provide quality educational services to students with developmental disabilities to help them reach their potential to live as independently and productively as possible.

2) Mission Statement

New Story Ohio provides an environment that promotes academic, social and emotional growth for all individuals with autism spectrum disorders (ASD). We achieve success by using effective instructional methods based on the science of Applied Behavior Analysis (ABA).

3) Philosophy of Education

All children deserve the opportunity to learn and become happy, healthy, and productive adults. Children with disabilities, particularly those on the autism spectrum, require specially designed services to reach their full potential. NSO strives to meet the needs of every child while keeping the following goals in mind:

- Use research-based educational programs.
- Educate each child in as least restrictive an environment as possible.
- Respect the needs of the child and family in providing intervention.

C) History

New Story Schools Ohio (NSO), previously Haugland Learning Center, began in 2004 with seven students in an office building off SR 315 in Columbus under the direction of Dr. Haugland and his wife, Kristi. After 18 months, the student population grew to about 25, exceeding the space available in that location. In January of 2007, the school moved to the back building at 3400 Snouffer Road. During the 2007-2008 school year, the enrollment doubled to approximately 70 students. In the summer of 2008, NSO acquired the front building at Snouffer Road. At the same time, NSO opened a new branch location in Lancaster and extended its Outreach services. In the fall of 2010, NSO opened a branch in the Sandusky area. In December 2012, the Columbus location moved to its present location at New Market Center Way. In 2015, NSO obtained the space adjacent to the school, formerly occupied by

Golfsmith, which allowed NSO to expand to serve more students. Most recently, we've opened a new location in Independence, Ohio to serve the greater Cleveland area. Across Ohio, NSO serves over 300 students in both center and home-based programs. We consider it a privilege to partner with families to help each student draw closer to their potential.

D) School Accreditation

NSO issues diplomas, for all locations, recognized by the Ohio Department of Education, colleges, and higher education learning institutions. Chartered, non-public schools are eligible to receive busing services from public school districts within 30 minutes of NSO. We are also eligible for auxiliary funding, a stipend from the local school system, which can be used for administrative and curriculum costs.

Locations:

- NSO Columbus is a fully chartered non-public school, K-12
- NSO Athens Location is a fully chartered non-public school, K-12
- NSO Lancaster Location is a fully chartered non-public school, K-12
- NSO Sandusky Location is a fully chartered non-public school, K-12
- NSO Independence Location is in process of obtaining a non-public, K-12 charter

E) New Story Schools Ohio Non-discrimination Policy

New Story Schools Ohio recruits and admits students of any race, color, ethnicity, national origin, religion, gender, disability, age, sex, or ancestry to all its rights, privileges, programs and activities. In addition, New Story Schools Ohio, does not discriminate based on race, ethnicity, national origin, religion, gender, disability, age, sex, or ancestry in the administration of its educational program and athletics/extracurricular activities.

Furthermore, New Story Schools Ohio is not intended to be an alternative to court, or administrative agency ordered, or public school district-initiated desegregation. New Story Schools Ohio will not discriminate based on race, ethnicity, national origin, religion, gender, disability, age, sex, or ancestry in the hiring of its certified or non-certified personnel.

Parent Participation:

Parents are a vital part of NSS Preschool Program and are welcome to schedule a visit of the classroom anytime. Children's records are available to parents at any time upon request. No record, in whole or part will be released to anyone other than the parent or guardian without written parental consent.

Parent concerns and suggestions for the preschool, written or verbal, are welcome at any time. If differences of problems arise during the school year, it is recommended that the parent first meet with the teacher so that both parties can clearly understand the issue involved and seek ways to reach a solution that will be in the best interest of the child. If the parents are not satisfied with the outcome of the parent-teacher conference, they should immediately contact the director to arrange a meeting. At that time, parents, the director, and the teacher will work together to resolve the issue. If the issues are

not resolved at that point, parents may obtain copies of inspection reports or file a complaint. Contact the Office of Early Learning and School Readiness.

Attendance

Ohio law requires parents, guardians, and persons having custody of preschool children to be accountable and responsible for their child's regular attendance at school. Students are expected to attend every day. Students late to their classroom or frequently absent will have difficulty adapting to New Story Schools' structure. Continuity in the learning process is seriously disrupted through a student's excessive absences and/or tardiness to school. Makeup work cannot be adequately substituted for classroom work. Students who have good attendance generally enjoy the highest level of academic success.

We understand that motivation to attend school is often a struggle for students with Autism Spectrum Disorder (ASD). If your son/daughter resists attendance, we ask that you alert NSS so that we can set up a reward system, supportive services, and/or intervention plans to encourage compliance. We want your child in attendance every day for the entire day.

When your child needs to be absent from school, please telephone your child's school in the morning of the absence to inform the program.

- NSS Sandusky: call (614) 602-6486 by 8:15am and leave a detailed message concerning the absence
- NSS Independence: call (216) 264-7240 by 8:15am and leave a detailed message concerning the absence

Curriculum

If using the scholarship programs, it is the parent's responsibility to be sure that the IEP goals relating to therapy needs are met. Some parents enroll their child in private therapy services. NSS' curriculum also focuses on goals targeted by therapy services (writing, language) so it's wise to communicate with your child's teacher to know which of these goals are being addressed in the classroom.

We are also eligible for auxiliary funding, a stipend from the local school system, which can be used for administrative and curriculum costs.

All classroom instruction in Early Learners classrooms align with the Early Learning Content Standards adopted by the Ohio Board of Education. These standards include Social-Emotional Development; Approaches Toward Learning; Physical Well-Being and Motor Development; Cognitive Development and General Knowledge; Language and Literacy Development. NSS takes into consideration the different abilities or characteristics of all children, unique ethnic and/or cultural characteristics and individual life experiences.

Classes

Each NSS Preschool Program classroom is licensed by the Ohio Department of Education and is taught by a qualified teacher (obtains a teaching license or permanent non-tax teaching certificate from the Ohio Department of Education). The teachers are assisted by qualified support and administrative staff. All

preschool program staff participate in ongoing professional training in the area of early childhood development and education.

Drop-Off and Pick-Up

Please be sure if your child does not ride a bus, you make arrangements to have your child dropped off and picked up at the times set by your school. Staff will not be available before or after the set school times.

Required Documentation at Time of Enrollment

Prior to enrollment at NSS Preschool Program, parents are to provide the following to the school:

- Copy of child's birth certificate
- Copy of the child's immunization record
- Copy of child custody papers if applicable
- All completed registration forms as obtained from the preschool
- Proof of residency

Student Custody:

Parents are obligated to inform their site director immediately of any student custody changes. A copy of the court-ordered document will be required immediately for the student's records and for all staff involved with the student to be aware of the new ruling. Both the custodial and non-custodial parent are entitled access to their student's records and to conferences with the teacher/therapist, unless otherwise ruled by the court. However, the non-custodial parent may not visit the student at school or remove the student from the premises without the expressed written and verbal permission of the custodial parent. Stepparents have no legal rights to records, conferences, or reports without permission from the custodial parent.

Tuition and Supply Fees-Method of Payment

Scholarship Programs

NNS is a parent choice program. When you choose to use the autism scholarship and have your student receive services through NNS, your DOR is not required to provide any direct services; however, your DOR is responsible for creating and maintaining your child's IEP. Additionally, your DOR is not obligated to adopt any of the suggested goals and objectives that NSS provides them in the drafting of the IEP.

Parents are able to access funding to pay for services by suing the Autism Scholarship Program (ASP) or the Jon Peterson Special Needs (JPSN) Scholarship, made available through the Ohio Department of Education (ODE) in all programs offered at NSS, including our Preschool Program. School districts in Ohio with identified special needs children receive a certain amount of money for the state to provide for each identified child in their district. When a parent elects to use one of these scholarships, part of these funds is re-directed to the approved provider selected by the parent. For more information on the JPSN or the ASP, visit the ODE website at www.ode.state.oh.us. Funds cover for education services already rendered; they do not pay for future expenses. In order for NSS to receive the funds from ODE, parents must sign checks sent to us by ODE monthly. Please respond quickly to the request (sent via email or

phone) from us to come in to sign a check. Or parents may sign the Check Consent Release (preferred method), which is located on the bottom portion of the ODE Acceptance Form. Once signed, the parent/guardian does not need to come into the office to sign these checks for the remaining scholarship school year. Additional forms are available at the school office if needed.

Please see Appendix A for Fee/Billing Schedule.

School Contracts

Districts of Residence (DOR) that contract with NSS to provide educational services for students are billed according to the written contractual agreement. NSS district contracts do not include transportation or therapy costs. Districts must arrange separate contracts for these services.

Fee Schedule

New Story Schools (NSS), including our Early Learners Program, bills according to a fee schedule (see below) published at the beginning of each academic year. NSS accepts the Autism Scholarship Program (ASP), the Jon Peterson Special Needs Scholarship (JPSN), and private payments to cover educational costs. The tuition rate for the academic year is \$32,455 annually, for the following service(s):

- Education services according to students IEP, and/or
- Behavior Services according to student IEP, and/or
- Intervention services according to student's IEP, and/or
- Aide services according to student's IEP, and/or
- Summer programming services based on student's IEP

Conference and Progress Reporting

All students at NSS, including the Preschool Program, have an Individualized Education Program (IEP). For most students attending NSS, we provide and bill the Autism Scholarship Program for service on the IEP. Depending on the content of the student's IEP, NSS may not be able to provide all services or address all of the goals and objectives. NSS does not address goals/objectives that do not align with our educational framework and philosophies. Parents are allowed to request an IEP meeting at any time and need not wait for their anniversary date to make changes; however, parents should be aware that IEPs must be written as if the District of Residence (DOR) was going to implement it, not NSS. Parents may contact their child's program director to discuss which parts of their child's IEP can be addressed using the scholarship funds through NSS. Please note, Related Services (e.g, Occupational Therapy, Physical Therapy, Speech Language Pathology, Adaptive Physical Education) are not included in the cost of tuition. Depending on your child's IEP, Related Services may be available to your child through independent contractors or NSS partner agencies.

NSS is a parent choice program. When you choose to use the autism scholarship and have your student receive services through NSS, your DOR is not required to provide any direct services; however, your DOR is responsible for creating and maintaining your child's IEP. Additionally, your DOR is not obligated to adopt any of the suggested goals and objectives that NSS provides them in the drafting of the IEP.

Teachers at NSS collect data on students to monitor the progress in reaching the goals/objectives listed on the IEP. Program Directors and teacher coaches work with teachers continually to help them develop

methods and strategies to make data collection accurate. NSS teachers are also responsible for completing IEP progress report each quarter throughout the school year. IN addition, NSS teachers provide present levels of performance (PLOP) and suggested goals and objectives to the DOR for new IEPs. Please share your ideas for goals with your student's teacher(s) and /or DOR within the week of this notification if you want them included on the suggestions the teacher provides the district. Teacher suggestions are sent onto the district within two weeks of the notification.

Contacting the Special Education Director of your district to alert them to times you're available for a meeting can be helpful, as they are responsible for conducting the IEP meeting. NSS teachers are available to participate in meetings in person or via phone conference. We cannot guarantee staffing from NSS if the IEP meeting is held off campus; however, with proper notification, phone conference or virtual meetings can be arranged for IEP meetings held off the NSS campus. Parent teacher conferences will be held 2x annually.

Release of Information

Information concerning your child's progress in NSS Preschool Program may be sent to physicians, local school districts or other agencies with your written permission. Authorization forms must be completed prior to release.

Health and Safety Policy

It is noted that the New Story Schools Preschool Programs all staff used in ratio are trained in First Aid and CPR, have at least one staff member who is trained in, recognition and management of communicable disease and in child abuse recognition and prevention available at all times when your preschool child is in attendance at school. Parents are informed that by state law, all preschool staff members are mandated reporters of suspected child abuse/neglect. Not reporting suspected cases to the proper authorities could result in criminal charges brought against the employee and/or loss of their education license.

- All children enrolled in the NSS Preschool Program are required to have an examination by a licensed physician annually, per licensing requirements. *The physical is good for 13 months, from the date of the exam.* A report from the physician indicating the child is in suitable condition to attend preschool must be on file within thirty (30) days of enrollment in the NSS Preschool Program. The **physician's report** form is part of the preschool registration packet or can be obtained from your child's teacher.
- State regulations require a **dental report**.
- An immunization record indicating your child's immunizations are current is also required prior to enrollment in the NSS Preschool Program. Copies of your child's immunization record are acceptable.
- Families are also required to complete enrollment forms which will include: the name, address and telephone number of your preferred doctor, dentist, and hospital if your child requires emergency medical treatment while in preschool. It also includes your written permission to transport or not transport your child to the specified hospital or specialist in case of an emergency and you cannot be located. These forms also require you as the parent to provide the names, addresses and telephone numbers of *at least two people to contact in an emergency in*

the event you cannot be located. Please note that these procedures are used only in the case you as the parent cannot be reached via any of the contact numbers you have provided the preschool.

- Your child's complete health history is also required prior to your child entering preschool. This makes the teacher aware of any allergies and treatment to said allergies, medications, food supplements or modified diets required by your child, any chronic physical problems and history of hospitalization and diseases. This information is essential to ensure that we are meeting your child's health needs while they are enrolled in the NSS Preschool Program.
- Written administration instructions from a licensed physician or licensed dentist are required for the administration of any medication, food supplement, modified diet or fluoride supplement as appropriate. A form can be obtained from your child's teacher. Medication administered in school must be in the container displaying the correct medication label. We maintain a medication log for any medication administered during school.

Additional Resources: FERPA/McKinney Vento

For more information about FERPA and the McKinney Vento Act, please contact your home district to connect with a liaison.

No Smoking Policy

All sites of New Story Schools are a tobacco free environment. All forms of vaping, smoking and any forms of tobacco are prohibited by all persons inside the building; in an indoor or outdoor licensed space; within 25 feet from any entrance, exit, windows, or ventilation intake on the building; and in motor vehicles while transporting students. No tobacco products including vaping, cigarettes, ashtrays, cigarette/cigar butts, and/or ashes will be accessible to the students.

Drug and Alcohol Policy

New Story Schools expressly prohibits ALL persons from having or using illegal drugs on the premises; consuming alcohol during operating hours; and from being under the influence of alcohol, illegal drugs, or misused prescription drugs when working with or in the presence of students in care. If you or any other person appears to be under, the influence of alcohol or drugs at the time of pick-up, you will be asked to have someone come and get you and your student. If you refuse a ride and leave with your student, we will notify the police department and student protection services with all information required.

Guns and Weapon Policy

Absolutely NO weapons or guns of any kind will be allowed on the property of any New Story School. Under no circumstances may any person, except for law enforcement officers, possess a firearm or other weapon on school grounds. Administration shall reserve the right upon reasonable suspicion to inspect a student's property. Students who bring a weapon to school will be disciplined as necessary, such as including involvement of the local police department and dismissal from New Story Schools.

Class Roster

A class roster is prepared annually and includes the name and telephone number of the child and of the child's parent. Upon request, this roster is **only** available to each parent of a child registered in the program. Parents are asked to sign a statement with the preschool indicating whether or not they wish to be included in the class roster prior to its development.

Fire Drills and Tornado Drills

Fire drills are practiced monthly throughout the school year and tornado drills are practiced monthly during tornado season. Drill procedures are reviewed and practiced with children and written procedures are posted in the classroom. A written log is kept of each drill and is available for review by parents upon request.

Emergency Lock-In Procedure

If the police have been called to New Story Schools with regards to a breach in the security and safety of the facility or property, written notification will be sent home by the next school day. If administrators are alerted that a crisis exists in another school or public building, the director may decide to impose an emergency lock-in. The following procedures are in place.

- An announcement will be made to all staff of the imposing lock-in
- Administrators will lock all exterior doors
- Blinds will be closed
- No outdoor recess
- Students will be kept in classrooms
- Approved admission will only be granted to those at front door
- An announcement will be made when lock-in is over

Illness and Communicable Diseases

Daily Health Checks are conducted by an NSS Preschool staff member trained in the recognition of communicable diseases. Children are greeted at the beginning of the day and are observed for such things as sores, discharge from the nose, ears or eyes, rashes, coughing, bruises, bites, swelling, activity level and general mood. If there are noticeable concerns, parents will be contacted immediately. The New Story Schools Preschool Programs follow the Department of Health "Child Daycare Communicable Disease Chart" for appropriate management of suspected illness. The following rules are observed in preschool programs to limit the spread of contagious illnesses. If you have any doubts about your child's illness, please do not send him or her to school to help us limit illness being spread to other children.

Do not send your child to school if he or she has any of the following symptoms:

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Conjunctivitis (pink eye)

- Oral temperature of 100 degrees or higher
- Untreated infected skin patch or patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies or other parasites
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Nasal discharge having a greenish tint (a sign of infection)
- Vomiting
- Yellowish skin or eyes

Children showing any of the above symptoms or appear to not feel well when in school will be immediately isolated from the rest of the class and cared for in a room or portion of a room not being always used by the preschool program but within sight and hearing of an adult at all times. The child will be made comfortable, provided with a cot and observed carefully for worsening conditions. Parents will be notified immediately of your child's condition and you, or the person designated by you, in writing, will be required to pick up your child as soon as possible. This is for the protection of all your child's classmates. Children sent home due to illness can be readmitted to school once they are symptom-free for twenty-four (24) hours or on the written/verbal permission of the family's physician. The NSS Preschools will notify, in writing, all parents of enrolled children when their child is exposed to a diagnosed communicable disease such as pink eye, ringworm, chickenpox, or lice.

Cots will be cleaned with soap, water, and disinfectant. Any linens and blankets used will be laundered before being used by any other child.

Disease Prevention

Hand washing is the most effective measure to prevent the spread of disease. All children and staff will thoroughly wash their hands with soap and water before handling or eating food, after toileting or wiping noses, and after changing diapers. As much as possible, children are encouraged to manage their own handwashing. Having soap and towels within reach, a step stool, and watching other children and adults use good techniques assists children in learning this personal skill.

Behavior Management

NSS' Behavior Support Policy is based on current research practices, industry standards, and review of governing agencies' policies. The purpose of behavior support is to promote the growth, development, and independence of individuals and prompt the individual's choice in daily decision making, emphasizing self-management and individual responsibility for his/her behavior. NSS staff use the principles of behavior analysis to decrease a student's behavior(s) of concern, while teaching appropriate replacement behaviors formally and informally.

NSS implements a Response to Intervention (RTI) model, which is standard practice in the field of education. RTI establishes three tiers of intervention to manage student behaviors of concern. NSS trains all teachers to implement a Universal Classroom Management System, a Tier 1 intervention. This system is utilized in all NSS programs but may be modified to meet the student's needs in various classrooms

and programs. NSS has gathered data over the past several school years indicating the majority of student behaviors of concern can be managed through the implementation of this system alone. This finding matches the standards established by School-Wide Positive Behavior Supports where 75-80% of students will respond to Tier 1 interventions.

Each classroom has a Behavior Analyst (BA) or Behavior Support Specialist (BSS) assigned to assist with classroom and individual student behavior management. For the students with behaviors of concern unresponsive to the Tier 1 interventions, the BA/BSS may do any of the following as part of standard procedures:

- Begin taking baseline data on behaviors of concern
- Observe a student
- Conduct informal assessment procedures
- Assist the teacher in developing some additional interventions to manage undesired classroom behaviors
- The BA/BSS will use the information gathered to develop some Tier 2 interventions. These interventions could be, but are not limited to:
 - Minor changes to the established classroom management system
 - Building in additional reinforcement
 - Establishing a break procedure for a student
 - Establishing additional group contingencies

Staff will collect data on the use of these interventions in the hopes that more intensive interventions will not need to be developed.

If the student should not respond to Tier 1 and 2 interventions, the BA/BSS will begin developing a Tier 3 intervention. Tier 3 interventions are the most intensive and individualized interventions. To develop a Tier 3 intervention, the BA/BSS will contact the parent or guardian to discuss the BOC occurring, any Tier 2 interventions developed and discuss the need for more formalized assessment due to lack of success.

The BA/BSS will obtain written consent from the parent or guardian to begin the formal assessment process. Following the completion of the FBA, The BA/BSS will develop a Behavior Intervention Plan (BIP) based on the results. The BIP will include:

- Clear behavioral definitions
- A summary of the FBA and baseline data
- Preventative/antecedent strategies
- Goal behaviors
- Reinforcer system
- Reactive strategies
- If necessary, a crisis intervention plan

The goal is always to have parental/guardian involvement in the development of behavior intervention plans. Parents or guardians will be encouraged to participate in the process based on their comfort level. Prior to any Behavior Intervention Plan being implemented, the plan will be reviewed with the student's parent(s)/guardian by the BA/BSS and provided the opportunity to ask questions. Parents or guardians will be asked to sign the plan agreeing to its implementation.

Staff use a person-centered approach based on the individual's strengths and interests. We interact with students and use speech that reflects respect, dignity, and positive regard for the student. Staff converse with the individual rather than about the individual, while the student is present. NSS staff shares information about a student's behavior only with the student's parent or guardian and other involved staff.

Under no circumstances will staff share information with other students or other parents. NSS staff are committed to utilizing positive behavior support strategies to alter a student's behavior of concern. Examples of these include removal of materials for a brief period to disrupt undesired behavior, behavioral contracting, expectation reminders, errorless learning, withholding the reinforcer that sustains the behavior, fading cues, prompting procedures, modeling, planned ignoring, proximity control, redirection, reinforcement, first/then principle, reinforcement of other students, relation, and token economy.

Crisis Intervention

Crisis interventions are used when all universal and specially designed interventions have not been effective in preventing a student's behavior of concern, which could cause harm to the student, other students, or staff. The use of crisis intervention is not seen as therapeutic or as a form of punishment. They are used solely to maintain the safety of all individuals involved in a crisis. Once the criterion for calm has been met, the intervention will be terminated and only re-implemented if the individual should re-escalate and pose a threat to others or his/her own safety. The two crisis interventions used at NSS are physical interventions.

All staff are trained in New Story Schools behavior support curriculum including CPI and Ukeru. Staff are able to implement physical interventions safely and as designed. Comprehensive training focuses on preventing and managing crisis events. All staff demonstrate competency in the use of physical intervention and pass a written test; staff complete 6 hours of continuing education related to crisis intervention annually to maintain certification.

Crisis interventions are prohibited from being used with students who are preschool age. Staff will request assistance from program supervisor staff to appropriately handle potentially harmful behaviors of concern.

If Crisis interventions are used with a student in the Early Learner program, in addition to documenting the incident as described in the paragraph below, staff will inform his/her supervisor of the incident before the end of the day. The following day the Director and/or BA/BSS assigned to that classroom will meet with the classroom staff to do the following:

- Determine if the incident is an isolated or ongoing issue
- Develop a plan to manage the classroom/student without crisis intervention if possible
- Begin an FBA if necessary

The use of all crisis interventions is documented on an Unusual Incident (UI) report form. This report is completed on the day of the incident. A hard copy of the incident is sent home, and an electronic copy is emailed to the parent/guardian. If for some reason, the form cannot be completed on the day of the

incident, staff will notify the parent by noting on the daily log, emailing, talking with them at pick up or by phone.

At least monthly, all incident reports are reviewed by a NSS administrative staff looking for patterns, making recommendations regarding intervention development, and ensuring that least restrictive measures are implemented.

*The complete New Story Schools Behavior policy is available at the school office.

Any method of discipline shall be restricted as follows:

Prohibited interventions at NSS include physical actions that include striking, shaking, shoving, spanking, paddling, pinching, squeezing, yanking, spitting on, or corporal punishment. Also prohibited are acts of psychological or verbal abuse including threats of inappropriate consequences, ridiculing, insulting, or coarse language or gesture, or any other demanding communication which causes the individual to feel devalued. NSS staff do not use any intended punishment procedures.

1. There will be no cruel, hard or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child
3. 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 gain control
4. No child shall be placed in a locked room or confined in an enclosed areas such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself or herself or his or her family of tother verbal abuse
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or toileting accidents
7. Techniques of discipline shall not humiliate, shame or frighten a child. Discipline shall not include withholding food, rest or toilet use.
8. Separation, when used as a discipline, will be restricted to one minute apart from the class for every year of the age of your child. For a four-year-old child that means your child could be given time-out for a maximum of four minutes.
9. Your child will be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. The staff shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the Preschool Program.

Do You Have Concerns About Your Child's Development?

New Story Schools Preschool Programs encourage open communication with parents. We appreciate your feedback and want to hear both your concerns and victories. We appreciate it when parents come to us first regarding concerns rather than other parents, Facebook, or other social media outlets.

Knowing everyone's perspective in a situation provides information to make informed opinions.

Sometimes to protect the confidentiality of other families, NSS is unable to fully disclose circumstances that would help other parties understand a situation fully. When there is a concern, we ask you to relay it

directly to your student's teacher(s). If you don't know which teacher to address, you may ask the receptionist or another staff member for assistance.

Following are methods of communication that NSS encourages:

To Parents:

- Immediate program-specific information will go home in each child's daily report. Some teachers use communication folders for these logs.
- Parents may receive phone calls requesting a phone or face-to face conference.
- On Mondays, parents will be emailed announcements. Paper copies are sent home upon request only. Please contact the office if you do not receive announcements regularly.
- Quarterly progress reports and grade cards are uploaded to our School Administration System (SAS) so that parents can view them within two weeks of the quarter's end. See Appendix E for how to access SAS. Hard copies are sent home upon request.
- General information appears on our website: www.newstoriyschools.com

From Parents:

- Replies to daily communication sheets can be returned in the student's communication folder.
- All teachers are accessible via email. Email addresses follow this pattern:
- Firstname.lastname@newstoriyschools.com

Other:

Parent/Teacher Conferences-Conferences are scheduled twice per year so that parents remain informed of their child's progress. Additional conferences are scheduled at the parents' request whenever deemed necessary. These phone or face-to-face meetings should be conducted at a mutually agreeable time, rather than in the distracting and non-confidential environment before and after school. Please email the teacher you would like to meet with or call the office to schedule an appointment if you're unsure which teacher to talk to.

- Classroom observation-family members and outside professionals are welcome to observe in the classroom. See Appendix A for observation guidelines.

Non-preferred Methods of Communication:

- Facebook/Twitter-We discourage parents and teachers from "friending" or "following" each other on Facebook, Twitter, and other social media. These venues do not lend themselves to the professional relationship NSS wants to promote. We hope parents understand how requesting to be "friend" on Facebook (of other social media) could place teachers and aides in awkward position that we would prefer everyone avoid.
- *Texting your student* during school hours. Finally, we ask that parents not text or attempt to communicate with their student via WCSs during school hours unless doing so is part of an established reward. Communication should go through the school office.

Behavior Management Concerns

All staff are trained to approach a student's behaviors of concern from a function-based perspective. Parents, guardians, or individuals representing outside agencies may express concerns about a student's behaviors of concern with the Director of the program or BA/BSS assigned to the classroom. Most common outcomes to these meetings are:

- Clarification of Tier 1 and Tier 2 interventions in place
- BA/BSS reasoning for continue with current interventions
- Determination that a formal FBA should be conducted

Dressing Your Child for School

Comfortable play clothes with layers are most suitable for preschool. Clothing should be easy for children to manage as this will increase their self-help skills. Warm outer clothing, including hats and gloves/mittens are essential in cold weather. Please label all jackets, hats, boots, etc. with your child's name to minimize loss. When your child is enrolled in the preschool, please send in a bag with your child's name on it, a full change of clothing to be kept at school for emergencies. Please include underwear and socks.

Rest Time

New Story Schools Preschool Program is an all-day program that will include rest time(s) in the daily schedule. We are aware that many children will not be able to sleep, but we only ask that they lie down or complete a quiet, calm activity for a while. Some children rest better if they have a pillow or blanket. We will provide a mat and towel, but you are free to send a pillow/blanket/mat if you choose. Please write your child's name on all the rest items sent from home.

Snacks

New Story Schools Preschool Program is an all-day program that will include snack time(s) in the daily schedule. Choice from at least two of the food groups listed below will be provided for a snack daily:

- Meat/meat-equivalent group
- Bread/bread-alternative group
- Milk group
- Fruit/vegetable group

If you wish to send snack items with your child, follow any allergy restrictions. Contact your child's teacher before sending in any food item.

Lunch

New Story Schools Preschool Program is an all-day program that requires a packed lunch to be sent with your child daily. Please mark your child's name on his/her lunch container. If for any reason lunch is forgotten, food will be provided so that the daily nutritional needs of the child are met in accordance with required daily allowances as prescribed by the U.S. Department of Agriculture meal patterns.

Special Events

Occasionally, the NSS Preschool Program will participate in NSS special holiday celebrations such as birthdays, Halloween, winter play, etc. The teacher will notify parents in advance when a special event takes place. If you do not want your child to participate in these activities, please inform the child's teacher by calling or writing. In addition, sometimes on special occasions, families want to send in special treats. Please let your child's teacher know in advance so we can make those accommodations.

Diapering

In some instances, NSS Preschools enroll non-toilet-trained children. Parents are to provide an adequate supply of disposable diapers/pull-ups, diaper wipes, and extra clothing for use by your child when in school. These supplies are stored in a space assigned exclusively to your child's belongings.

Diaper/Pull-up changing in school takes place in a space that contains a handwashing facility. Soiled diapers are disposed of daily. Any soiled clothing will be placed directly in a plastic bag, sealed tightly and sent home with your child. If your child requires topical ointments or creams, written instructions must be provided to the preschool in order for them to be administered. Please request instruction of over-the-counter medication form from your child's teacher. Parents/guardians can cancel authorization by contacting your child's teacher.

Inclement Weather

Please reference the methods of communication (Facebook, email, school communication app, local news, etc.) during inclement weather to learn if the schools are delayed or closed. Please keep in mind that schools may be delayed or closed for fog, ice, snow, flooding, or excessive heat.

Billing Policy/Fee Schedule

Please see Appendix A

APPENDIX A

New Story Schools and The Learning Spectrum bill according to the fee schedule below which is published at the beginning of each academic year. New Story Schools and The Learning Spectrum accept the Autism Scholarship and private pay to cover fees. The JP scholarship is not accepted for new enrollments after July 2022.

Please Select All Services Wanted and List Payment Source

Classroom Based	Days	Times	Tuition	Funding Source
Intervention Classroom	M-F	9:00AM-3:30PM (TLS) 8:30-3:00 (NSS)	Intervention Services- \$250 an hour Instructional Assistant \$150 an hour	JP/ASP Scholarship JP/ASP Scholarship PRIVATE PAY ONLY
Preschool Peer Rate	M-F	9:00 AM- 3:30 PM (TLS) 8:30AM -3:00 PM (NSS)	\$400 a month	

Therapy Services	Days/Times	Rates	Funding Source
Occupational Therapy	Scheduled on Individual Basis	\$150/ Hour	Private Pay/Medical
Speech Therapy	Scheduled on Individual Basis	\$150/ Hour	Private Pay/Medical
Music therapy	Scheduled on Individual Basis	\$32.50/ 30 minutes	Private Pay/Medical

Behavioral Health Services	Days/Times	Rates	Funding Source
BCBA Consultation	Scheduled on Individual Basis	\$250/Hour	Private Pay/Medical
ABA 1:1	Scheduled on Individual Basis	\$150/Hour	Private Pay OR Insurance/Medicaid Based

Please Initial next to each statement showing agreement with the policies reviewed with you.

The New Story Pre-School Handbook Receipt

Parents should review the statements, policies and procedures included in the handbook. Please review and sign this page returning it upon enrollment.

As a parent or guardian of a student at New Story Pre-School, I have read the information in the handbook and reviewed it with my student. I agree to abide by the policies and regulations of The New Story Pre-School as explained in the school year's handbook.

____ I understand that I am responsible for reviewing monthly statements and budgeting for all services independently for my student. This includes both educational and therapy services.

____ I understand that if service received exceeds the amount budgeted in the Autism or Jon Peterson Scholarship, or any other funding used, I will be responsible for the balance owed to NSS.

____ I understand that I am responsible for communicating with all related funding sources and providing approval, co-payments, and any other documentation to NSS. This includes county agencies, insurance and any other funding source related to service.

____ I have reviewed and understand the cancelation policy for appointments and services.

Student's Name: _____

Parent/Guardian's Signature: _____

Date: _____

