



HAMILTON COUNTY

# COUNCIL for RETARDED CHILDREN, INC.

MEMBER AGENCY OF ASSOCIATED HEALTH AGENCIES

2400 READING ROAD • CINCINNATI, OHIO 45202 • TELEPHONE 721-3160

## APPLICATION FOR STATE SUBSIDY

Preschool Class Program  
Hamilton County Council for Retarded Children

### SPECIFIC REQUEST:

That the Hamilton County Board of Mental Retardation contract with the Hamilton County Council for Retarded Children, Inc. for the operation of at least five (5) preschool classes, as described below, for the trainable mentally retarded for the period July 1, 1968 through June 30, 1969. Further, that as a result of such contractual agreement, the County Board approve the Hamilton County Council for Retarded Children Preschool Class Program eligible for State Subsidy in accordance with the Rules and Regulations, Ohio Department of Mental Hygiene and Correction.

### EXISTING PROGRAM:

- 1 - Number of Preschool Classes - The Council for Retarded Children currently operate four (4) Preschool Classes serving 48 trainable mentally retarded between the ages of five to seven years. In September, 1968, the Council will open a fifth Preschool Class to serve 12 additional children. This will then make a total of 60 children to be served in the Council's Preschool Class Program.
- 2 - Objectives - The objectives of the Preschool Class Program are in conformance with RULE Mh-1-34, pages 64 and 65, Rules and Regulations.
- 3 - Personnel - The personnel actively involved in the operation of the Preschool Class Program are:
  - (a) Preschool Committee, composed of 11 members. This Committee has among its members individuals representing professional disciplines concerned with child growth and development, nursery school and day care programs, educators and representative parents. This Committee has the responsibility for community relations and recommendations regarding policy matters to the Council's Board of Trustees for its action and implementation.
  - (b) Supervisor who is responsible for the administration, supervision and in-service training programs for the Class teachers, and interviewing parents and processing applications and accepting children into the Classes. The Supervisor has both undergraduate and graduate preparation in education. The Supervisor is a member of the professional staff, Associated Health Agencies, of which the Council is a member agency.
  - (c) Teachers - One teacher is assigned to each Preschool Class serving 12 children. One teacher has earned two bachelors degrees, one teacher has completed three years of undergraduate education, and the other teachers have taken college credits in education and psychology.

- (d) Volunteers are scheduled in each Class on a daily basis to serve as teacher assistants in the operation of the Program. Each Class has a volunteer coordinator responsible for recruitment and scheduling volunteer services.

All teachers and volunteers participate in monthly in-service training programs conducted by professionals in the fields of mental retardation, education, social work and psychology. Field visits and observations of other community services are an integral part of the in-service training program. In addition, the supervisor and four (4) teachers are taking the nine-week Institute on Mental Retardation given by the Ohio State University School of Social Work - Cincinnati Center.

- 4 - Class Locations - All Preschool Classes are housed in churches located in different areas of the County. The four (4) existing classes are housed in the following:

First Unitarian Church, Reading Road and Linton St., Cincinnati  
Westwood Methodist Church, Epworth and Urwiler Avenues, "  
Church of the Ascension, Burns and Worthington Avenues, Wyoming  
Church of the Redeemer, Paxton and Erie Avenues, Cincinnati

The fifth Preschool Class (September 1968) will be housed at the Lincoln Park Baptist Church, Blue Rock Road, White Oak.

- 5 - Class Schedules

The Preschool Classes are operated on the same schedule as the Cincinnati Public Schools and the Community Class Program administered by the Hamilton County Welfare Department. Teachers are required to begin their schedule one week prior to school opening in the fall and remain one week after school closes in June of each year.

The hours for the Classes are:

Teachers - 9:00 a.m. to 12:30 p.m. daily  
Students - 9:30 a.m. to 12:00 noon daily

- 6 - Equipment

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The equipment for the Preschool Class Program/in conformance to recommendations of the National Association for the Education of Young Children, Inc. for preschool units. Special attention is given to the kind of equipment handicapped children can use most effectively in developing motor skills and muscular coordination. The equipment used also challenges the child to develop social skills and self reliance.

- 7 - Procedures

The operational guidelines for the Preschool Class Program are defined in the Council's Preschool Program "Policies and Procedures Manual" (copy attached to this application). Such policies, beginning on page 3, application procedure, necessary medical and other forms, personal interviews, forming class rosters, trial acceptance, class openings and replacements, are the guidelines for class enrollment.

8 - Budget

The operating costs for the 5 Preschool Classes are as follows:

(a) Direct Costs - July 1, 1968 - June 30, 1969

Personnel-including provision for substitutes	\$11,668.
Social Security	513.
Workmen's Compensation	60.
Educational Supplies and Equipment	500.
Rentals	1,050.
Insurance	50.
Miscellaneous	<u>140.</u>
Total - Direct Costs	\$13,981.
Per Capita Cost	\$ 233.

(b) Indirect Costs - July 1, 1968 - June 30, 1969

Administrative Personnel (includes Supervisor)	\$ 3,414.
Secretarial Personnel	1,000.
Social Security	194.
Workmen's Compensation	20.
Telephone Service	180.
Office Supplies and Postage	<u>150.</u>
Total - Indirect Costs	\$ 4,958.
Per Capita Costs	\$ 83.

Total Direct and Indirect Costs	\$18,939.
Per Capita Costs	\$ 316

9 - Evaluation

The Preschool Class Program is evaluated periodically and required annually. The focus of the evaluation is (1) to determine individual progress made, (2) to determine means of improving the program services to the children - individually and as a group and (3) to determine additional needed preschool classes and ways of establishing added services to meet the need.

10. - Community Relations

Excellent relationships are established between such community services as the Hamilton County Diagnostic Clinic for the Mentally Retarded and Central Psychiatric Clinic (through case conference and consultation activities) and the Community Class Program - Dyer School (as illustrated through screening, interviewing, consultation and transmittal of evaluation information on seven-year olds preparing to enter Dyer). Parent education is an important and continuing component of this Program.

NON-DISCRIMINATION CLAUSE The Council for Retarded Children supports and conforms to non-discrimination in both employment practices and services to individuals regardless of race, color, or religious beliefs.

PROJECTED NEEDS - The Hamilton County Council for Retarded Children projects that one additional Preschool Class - making a total of six (6) classes serving 72 children should be established and in operation by 1970.

Submitted by:

THE HAMILTON COUNTY COUNCIL FOR RETARDED CHILDREN, INC.  
2400 Reading Road  
Cincinnati, Ohio 45202

5/17/68

PRESCHOOL PROGRAM

POLICIES AND PROCEDURES MANUAL

I. POLICY

It is the policy of the Hamilton County Council for Retarded Children to provide a preschool program for mentally retarded children. This program is based on the belief that these children profit from early educational experiences. HCCRC expects the value of preschool classes to be demonstrated and this service to be taken over and supported on a broad community basis.

An increasing number of young retarded children are becoming known to HCCRC, and an increasing number of requests for preschool placement are being received. In view of this trend, HCCRC will:

1. Accommodate as many children as possible in preschool classes, but class size will be limited in keeping with recommended standards for quality programs for young children.
2. Plan to increase the number of classes in keeping with anticipated need.
3. Seek other means of providing preschool programs for these children on a continuing, broad community basis. This effort is in keeping with NARC and HCCRC policy to initiate services, demonstrate need and effectiveness, and strive to have them accepted as a community responsibility.
4. Make continuing efforts to improve the quality of the program.
5. Publicize the preschool program to stress the importance of early education for retarded children and to urge early registration of these children, no matter how young, so that they may be better served.  
served.

II. CRITERIA FOR CLASS PARTICIPATIONA. Age

1. The child must be at least five (5) years of age and must not have reached his seventh birthday by September 1 of the school year in which enrollment is sought.
2. The child must not be eligible for public education.

B. Personal Requirements

1. The child must
  - a. be ambulatory
  - b. be toilet trained (able to make his needs known and soils self infrequently)
  - c. be able to follow simple instructions
  - d. have sufficient emotional control so as not to interfere with the reasonable operation of the class program
  - e. demonstrate that he can profit from being in the class program

C. Transportation

1. Transportation must be provided to and from the class.

D. Individual Evaluation

1. Each child will always be given individual consideration as to his participation in the preschool program.

III. TUITIONA. Policy

The cost of providing a quality program for young children is high, largely because it is essential to keep class size small. The HCCRC constitution provides that services be denied to no one for inability to pay. Inasmuch as the HCCRC is a participating agency within the Community Chest and Council, the tuition as set by the Board of Directors for enrollment in the preschool classes is based on the full direct cost of the program.

No child, however, will be denied this opportunity because of the financial status of the family, the total fee being modified on a sliding scale based on ability to pay in individual cases.

1. Periodic cost accounting of preschool services shall be made and fees revised accordingly, attempting to keep the fees in line with charges made for similar services provided by other agencies in the Community Chest and Council.
2. Broad and permanent financing of this preschool program as a public responsibility shall be actively sought.

B. Procedures

1. The school year shall be divided into three (3) trimesters and the applicable rate for each trimester shall be payable in advance.
2. The amount of tuition to be paid shall be determined by interview with the parent or legal guardian.
3. The individually adjusted tuition shall be based on the ability to pay, as suggested by the formula scale of the Children's Federation.

IV. PROCEDURES AND OPERATIONS

A. Application Procedure

Upon request, parents shall be sent three copies each of 1) Parent's Application Form, 2) Medical Examination Form, 3) Immunization Record Form and 4) Pupil Personal Profile Form 5) and also a cover letter advising that the child will not be considered as registered until two completed copies of each of the three forms: Parent's Application, Medical Examination, Pupil Personal Profile Form, and Immunization Record, have been returned to the Council office. The third copy of each of the above named forms will be retained by parents for their family files.

It is suggested that parents not delay in sending in their application form and the pupil's profile form if the medical and immunization forms cannot be completed immediately by the doctor. A complimentary packet of publications such as The Mentally Retarded Child at Home, Services for the Mentally Retarded in Hamilton County, Facts Regarding the Work of the Hamilton County Council for Retarded Children and Council's membership envelope, shall be mailed to parents under separate cover at the time the required forms are mailed.

B. Personal Interview

1. Each child and his parents, or guardian, must be interviewed before each application may be approved.
2. Upon return of the application form, a personal interview shall be arranged for each applicant and his family.
3. Following this interview, each application shall be classified either ACCEPTED or REFUSED.
  - a. If ACCEPTED, the parents shall be so notified and applicant shall maintain his place on the waiting list.
  - b. If REFUSED, the parents shall be so notified along with assistance and directions to the parents in utilizing other community services which may be of benefit to both the child and parents.

C. Forming Class Rosters

1. Each applicant shall be considered for class participation when the application form, profile sheet and interview with parent or legal guardian has been completed. Class rosters shall first be filled from the accepted applicants as of July 1st of each year.
2. Definite Placement is made by issuing the "Placement Letter" and is completed only when parents return the "Enrollment Form" and any other forms and records requested.

### 3. Waiting List

After initial class rosters are filled, a waiting list is established from unassigned accepted applicants for the purpose of filling vacancies during the ensuing school year. Additions to the waiting list are made in the order of completed and accepted applications.

#### D. Trial Acceptance

Each acceptance is made on a trial basis to determine the child's response to the Criteria for Class Participation and inability to meet them may be cause for removal. Removal, however, shall occur only after (1) recommendation from the teacher, and (2) joint review of this recommendation by Council's Program Director, the Program Associate and the Chairman of the Preschool Classes Committee.

1. At the time of removal of the child from the class, a conference will be held with the parents in order to give them direction and assistance as to other community resources which may be helpful in preparing the child for future educational experiences.

## V. OPENINGS

### A. Policy

There are many more children in Hamilton County needing and requesting this service than Council can take into its preschool class program; hence, it is the policy of Council to try to minimize any vacancies in the program while simultaneously recognizing its responsibility to assist in every way it can the individual need and progress of each child in its classes and on its waiting list.

### B. Causes of Openings

1. At the request of Council (see IV-D)
2. By withdrawal of the child from the class



3. By frequent and/or continued absence, which may be cause for removal
4. By request of the parents or guardian
  - a. Parents may request permission from the Program Director to temporarily remove a child from class for health reasons. The length of such an excused absence shall not exceed four(4) weeks.
  - b. For transfer to other educational opportunities the Program Director may grant an excused absence for this purpose not to exceed four (4) weeks while the child is on trial in the other program. If by the end of the excused absence period the parents have not notified Council of their intention to return their child to its class, Council shall immediately fill the vacancy with the next person on the waiting list.

C. Replacement

All vacancies shall be filled by taking the first child on the waiting list.