

# ST. EDWARD PRESCHOOL PROGRAM 2017-2018 Parent Handbook



*Children are a Gift from God. They are His Reward.*

***Psalm 127:3***

Pastor: Msgr. Paul P. Enke

Preschool Director: Adrienne Evans

Parish Office: 740-587-3254

Preschool Office: 740-587-3275 or [preschool@saintedwards.org](mailto:preschool@saintedwards.org)

ST. EDWARD THE CONFESSOR, 785 NEWARK-GRANVILLE ROAD

GRANVILLE, OHIO 43023-1450

<https://saintedwards.org/preschool>

## OUR STAFF WELCOMES YOU!

**Mass** is celebrated:    Weekdays: 9:00 AM  
                                 Saturday: 5:00 PM  
                                 Sunday: 8:15 AM & 10:45 AM

### **Parish Office Staff:**

Msgr. Enke, Pastor  
Mr. Millisor (Mike), RCIA & Parish School of Religion  
Mrs. Boggess (Cheryl), Office Manager  
Mrs. Hinterschied (Barb), Parish Office Staff  
Mrs. Arnold (Anne), Parish Office Staff  
Mr. Lahman (Floyd), Mrs. Kinney (Diane) & Mr. Kinney (Pat), Maintenance

### **Preschool Staff:**

Preschool Director:    Mrs. Evans (Adrienne) [preschool@saintedwards.org](mailto:preschool@saintedwards.org)  
Preschool Teachers:   Mrs. McDonough (Nancy) [nancylmcdonough@gmail.com](mailto:nancylmcdonough@gmail.com)  
                                 Mrs. DeVito (Nicole) [nicoledevito3@gmail.com](mailto:nicoledevito3@gmail.com)

Teacher Assistants:   Mrs. Beckett (Kelly), Mrs. Rogerson (Chrisi), Mrs. Munhall (Anna), Mrs. Flowers (Beth)

**Substitute Teachers:** Mrs. Dygert (Courtney), Miss McDonough (Emily), Mrs. McKinney (Jill), Miss Evans (Dani), Mrs. Hedstrom (Traci), Mrs. Houser (Cheryl), Mrs. Watson (Lorrayne)

### **Director Office Hours:**

Monday /Wednesday: 8:30am-3:00pm and Tuesday/Thursday: 8:30-12:30pm  
Other times may be scheduled at the convenience of the parent and director.

Nancy McDonough is the administrator in charge if the regular director is not available.

**Important Notes to Parents:** *Please read this document thoroughly and keep it nearby for reference throughout the year.* It is a mandated law that all parents receive/review the Parent Handbook and sign a statement that they have received, read, and agree to abide by the policies and procedures set forth by the administration of the preschool program.

## ST. EDWARD PRESCHOOL 2017-2018 POLICIES & PROCEDURES

**PRINCIPLES:** The basic purpose of St. Edward Preschool is to assure that Christian truths and values are fully integrated with the lives and the best available academic programs of the children. Values such as Teamwork, Citizenship, Problem solving, Kindness, Honesty, Respect, Self-discipline, Responsibility and Perseverance will be interwoven throughout the program. As a ministry to children and their families, we provide a caring and nurturing atmosphere where our Christian beliefs are expressed by example.

**GOALS:** Our goals are to plan and structure play experiences in a Christian environment to enhance and facilitate growth and for each child to:

- become independent and self-motivated
- be a creative thinker and problem solver
- express him/herself through language development
- function successfully in a group of peers
- gain a sense of self-worth as a special part of God's community
- be academically and socially successful in kindergarten

**RE-ENROLLMENT:** Re-enrollment will occur in mid-January with parents of currently enrolled children having first choice of classes. A \$100 non-refundable deposit that will be deducted from tuition will be due upon re-registration.

**NEW REGISTRATION:** Parish members are able to register for classes the last week in January. General registration for St. Edward's Preschool begins in February.

A completed registration form and a \$100.00 non-refundable deposit are needed at the time of registration. **The registration fee is in addition to the tuition.**

Families will be given a status update of their registration (likelihood of admission or position on the waiting list) by April.

A pre-admission interview with the preschool director, child and parents is recommended. The following forms must all be completed and returned before final admission into the program:

- Child Enrollment and Health Information (must be updated annually-3 page form)
- Tuition Form - Monthly or Full Payment
- Permission Form for photo release, walks and hikes, parent roster, and helmet
- Child's Medical Statement (**This is a prescribed form that must be signed by the doctor's office.** If it is not available upon registration, submit a copy of immunizations. The prescribed form must still be submitted within 30 days after the first day of class and updated annually).

**ENROLLMENT PRIORITIES:**

- ❑ First priority is given to children who are members of active and contributing families of the parish. Priority for the four-year-old class will be given to children previously enrolled in the three-year-old class.
- ❑ Second priority is given to children who are members of neighboring Catholic parishes.
- ❑ Third priority is given to children of families from the community.

**CLASSES FOR YOUNGER CHILDREN:**

**Age:** The child must reach age three by September 30<sup>th</sup> of the enrolling year and must be totally toilet trained to attend the three-year-old class. The class is permitted to have one child that is at least two and a half yrs. of age and toilet trained.

**Classes for Younger Children:** St. Edwards' sessions for three-year-old children are 2 ½ hr. in the mornings from 9:00-11:30. Every year we offer a Tuesday/Thursday session. It is the most common and we have had great success preparing children for the next year of preschool.

**CLASSES FOR OLDER CHILDREN:**

**Age:** The child must reach age four by September 30<sup>th</sup> of the enrolling year to register for the four-year-old class. Accepting children that will be four after September 30<sup>th</sup> is at the discretion of the director and staff.

**Classes:** St. Edwards' sessions for the older preschool child are 3 hrs. in length. Our AM class meets on M-W-F from 9:00-noon. The afternoon class includes the option of Monday through Thursday and meets from 12:15-3:15.

The same curriculum is utilized in all the classes. The four days a week afternoon class is more advanced due to the number of sessions.

**TUITION:**

<u>Age groups, days of sessions &amp; times</u>	<u>Full Tuition</u>	<u>Subsidy Amount***</u>	<u>Tuition Remaining</u>
3/4 year olds (2 days a week 9-11:30AM)	\$1400	\$150	\$1250
4/5 year olds (3 days a week 9:00AM-noon)	\$2100	\$250	\$1850
4/5 year olds (4 days a week 12:15-3:15 PM)	\$2950	\$400	\$2550

\*\*See section on tuition subsidy qualifications.

\*\*\* Subsidy for tuition is available to St. Edward's Parish families who are "active" as defined in the Tuition Subsidy Form that may be turned in with the application

**TUITION PAYMENT OPTIONS:**

- ❑ Full payment by May 20<sup>th</sup> to receive a 5% discount with a check, cash or through Electronic Fund Transfer (EFT) checking or credit card to be drawn upon May 20<sup>th</sup>.
- ❑ A 10-month installment payment plan through Electronic Fund Transfer (EFT) checking or credit card is also an option. The first payment will begin on August 5<sup>th</sup> with 9 consecutive monthly payments on the 5<sup>th</sup> of each month ending on May 5<sup>th</sup>.

A discount is given for each additional younger child enrolled. There will be no tuition adjustments made for calamity days as the weather is out of our control. We will make every effort to make up days if more than 5 days are missed due to weather or other emergencies.

We expect that your child will attend the entire school year. Please provide two weeks written notice to the preschool director prior to withdrawing your child from the program. **Refunds will be at the discretion of the administration and dependent upon the time of year and ability to fill the opening. Our budget to operate a quality program is based upon full enrollment. If a refund is granted, the refund will be subject to processing fees.**

**TUITION SUBSIDY:** St. Edward's Parish families who are "active" as defined below, may receive the parish-subsidized rate of tuition. Non-active Catholic families, Catholics from outside St. Edward Parish and families of other faiths pay the full cost per pupil. Parishioner rate is available to families who qualify for the parish subsidy. **An active member must:**

- ♦ Recognize the importance, and accept the responsibility of providing for your children active witness in living the Catholic faith and
- ♦ Attend Holy Mass (Sat/Sunday) with your child(ren) regularly and
- ♦ Be actively involved in one of our many parish activities and ministries and
- ♦ Make your home a haven of family prayer, praying together regularly for your needs and those of the parish and
- ♦ **Regularly and faithfully support the Parish financially by using contribution envelopes or Online Giving (EFT). (Note: If the parish does not have record of your contributions, the subsidy cannot be applied.)** Please see parish website to register for Online Giving [www.saintedwards.org](http://www.saintedwards.org)

**STAFF/CHILD RATIOS:** The teacher/child ratios at St. Edward Preschool will never fall below: 1:12 for 3/4 year olds and 1:14 for 4/5 year olds. Most of the time, unless a staff member is taking a child to the restroom or performing other needed duties, our intent is to maintain the following ratio:

- 2:12 for 3/4 year olds
- 2:14 for 4/5 year olds

The staff consists of dedicated teachers who are committed to providing a high quality program for your children. Teachers hold a minimum of a 4-year degree and have extensive training and experience. Our teaching assistants and substitutes are experienced, knowledgeable, and dedicated.

Groups with the staff: child ratio of 2:24 for 3 year olds and 2:28 for 4 year olds will only occur in emergency situations.

Volunteers may be assigned tasks that will ensure the safety and quality of the preschool. Volunteers must meet requirements established by the Diocese of Columbus and sign an agreement. Other requirements enforced by the Department of Jobs and Family Services must also be met.

**ATTENDANCE:** If a child will be absent, please notify the Director by phone 740-587-3275 (office) or e-mail [preschool@saintedwards.org](mailto:preschool@saintedwards.org) by 8:30 AM. Voice mail is available. A call or text may also be sent to **Adrienne Evans' cell (740) 334-2609.**

**CURRICULUM:** Religious education and faith development are central to our school's mission. We particularly emphasize weaving Catholic faith doctrine and Christian values into each day's activities. St. Edward Preschool strives to support parents in their role as the primary educators of their children.

Our program is designed to utilize positive current findings in early education, which emphasizes exploration, experimentation and discovery through play and creative experiences with emphasis on perceptual motor, language arts, and listening skills. As an active learner, the child will develop competencies in areas of spiritual, social, emotional, cognitive and motor development. Value is given to communication and openness to information. We believe that "All children have preparedness, potential curiosity, and interest in engaging in social interaction, establishing relationships, constructing their learning, and negotiating with everything the environment brings to them. Teachers are deeply aware of children's potentials and construct all their work and the environment of the children's experience to respond appropriately." ([The First Steps Toward Teaching The Reggio Way](#) by Joanne Hendrick, pg. 16-17). Resources also include: Catholic Diocese Religion Graded Course of Study P-12 (2006) and Creative Curriculum for Preschoolers ([www.teachingstrategies.com](http://www.teachingstrategies.com)). The Creative Curriculum is one of the nation's most highly rated curriculums for preschools.

Our curriculum aligns with the Ohio Department of Education. These standards can be viewed at [www.education.ohio.gov/Topics/Early-Learning](http://www.education.ohio.gov/Topics/Early-Learning). Ohio's Standards are aligned with National Standards and can be viewed at [www.corecommonstandards.com/kindergarten-standards](http://www.corecommonstandards.com/kindergarten-standards). These standards, along with awareness of practices of local schools, provide our teachers with the understanding of what young learners should know and be able to do in reading, writing, mathematics, science and social studies at the preschool level and before entering kindergarten. Granville has helpful information on their web site entitled "The ABC's of Kindergarten Readiness" and can be found at [www.granville.k12.oh.us](http://www.granville.k12.oh.us).

Our parents are provided a weekly newsletter email of their child's classroom activities. These activities help your child to become competent in their age appropriate standards.

**CLASSROOM ACTIVITIES:** We strive to provide a balance of structure and freedom, quiet and active play through teacher/child directed activities.

Children begin and end their preschool morning by joining the teacher on the floor and sitting in a circle (circle time). Music, art, science, math, snack, story-time and physical fitness are incorporated into the daily lessons. During "choice time" children will select from among the following learning centers that revolve around the state content standards:

- library/language arts corner
- career/writing center
- science area
- math/small motor skill area
- construction/large building block area
- home/family area
- art center

**Schedules may be flexed to best meet the children's needs and time requirements for a variation in activities.**

**2½ hr. Sample Schedule for Younger Children:**

8:55 Arrival/Wash Hands  
9:00 Circle Time with Opening Activities, Music & Prayer  
9:30 Choice Time  
10:00 Outdoor/Large Muscle Play  
10:40 Snack  
11:00 Story Time / Journal or Religion Time  
11:25 Circle  
11:30 Departure

**3 hr. Sample Schedule for Older Children:**

12:10 Arrival/Wash Hands  
12:15 Circle Time with Music and Prayer  
12:35 Choice Time  
1:45 Clean Up Time in the classroom  
1:50 Group Story  
2:10 Snack  
2:30 Outdoor/Large Muscle Play  
3:00 Journaling/Religion/Clifford Lesson  
3:15 Departure

We aim at going outdoors every day with weather permitting (35-85 degrees taking into account; wind chill, heat index, etc.) We have a fenced-in play area with a variety of equipment that encourages large muscle development. We also utilize the large outdoor grounds that surround the parish for running up and down hills, jumping, hiding behind trees/shrubs, exploring and observing nature. The Parish Hall is our "large muscle" room and is used primarily when we cannot go outside to play. Teachers plan a variety of activities, which may include movement, games set to music, and use of such equipment as balance beams, beanbags, hoops, tunnels, or parachutes.

**SNACKS AND BIRTHDAYS:** Snack time is most everyone's favorite part of the day!! We all sit together, bless our food and discuss events. We practice our social skills such as passing plates, saying please and thank-you, and listening while another is talking. We will read labels and learn about nutritious foods during snack time. Children are very interested about what is good for their bodies. Although we may not offer 2nds on snacks, they can have as much water and milk as they wish. Older children get the experience of pouring their own beverage.

Parents participate in providing the daily classroom snack on a rotating basis throughout the school year. Your child will be "helper for the week" when she/he is responsible for snack. Some typical tasks for class helper are: assist setting up snack, weather reporter, calendar helper and line leader.



**We ask that snacks be nutritious and healthful.** Crackers and cereals made from whole grain foods, fruits and vegetables, cheeses, healthy yogurts, and healthy breakfast bars are some basic snack ideas. A list of ingredients must be included with all snacks whether store purchased or made at home. Children are given a choice of milk or water daily. Sugar treats and juices should be limited to birthdays, parties and holidays. Note: We have a refrigerator, freezer, microwave, stovetop and oven in our parish kitchen if needed.

**Snacks must be safe as specified in state rules (Appendix A 5101:2-12-21):** Prevent choking by shredding or cutting meat into small pieces, no larger than one-half inch cubes. Cut cheese into thin slices or small one-half inch pieces. Round foods like hotdogs and grapes should be cut in half lengthwise so the shape is no longer round. Cut cherry tomatoes, grapes and strawberries in half. Peanut butter cannot be served in globs, but must be spread thinly. The following should not be served for snack: hard candy over 1/2in. diameter, nuts, chips, dried fruit, gum, popcorn with hulls or large marshmallows.

**"Snack Calendar"** with children's names assigned to a week will be posted outside the classroom. The rotation takes into consideration the child's birthday with the attempt to have him be the helper and bring snacks close to his birthday date. Teachers also try to give each child the same number of turns in being helper. Please inform the teacher if there is a conflict as you review the calendar. If your child is ill when he/she is helper, you do not need to bring in the snack. We keep extras for such occasions.

A **"Snack Bag"** will be provided and will be sent home the last day of the week prior to your child's turn. This bag serves as a reminder and can be used to bring snacks easily to school. Please bring:  
A snack per child plus extra for the 2 staff each day  
A half-gallon of milk for the 2-day program or a gallon for 3 and 4-day (just 1 for the week)  
A half-gallon of water for the 2-day program or a gallon for 3 and 4-day (just 1 for the week)  
Napkins or paper towels  
Paper Plates and Silverware (if needed)

**Please write the snack description** on the dry erase board outside the classroom door so that other parents will be aware of what their child had that day. If you do not come in at drop-off, just write us a note and we will write it on the board for you. It is a legal requirement that snacks be posted.

**Birthdays:** Birthdays are important to all of us! We are delighted to celebrate your child's birthday during our regular snack time. We suggest special birthday plates/napkins for this celebration. Birthday celebrations are planned as close to your child's birthday as possible. Summer birthdays will be celebrated as appropriate. Please do not bring balloons, marshmallows or hard candy for children. No goody bags or special planned event.

**CLOTHES, PERSONAL BELONGINGS and SHARING DAY:** Children should come to school dressed for active play. Please understand that your child may get paint and dirt on clothes, so please send your child in play clothes. We provide art smocks for paint and water play.

**Shoes/boots:** Comfortable shoes and loose clothes for running and climbing are best. Tennis shoes are preferred for safety during outdoor play. Flip-flops and croc type shoes are not appropriate



for preschool. Boots may be worn to and from school in inclement weather. Please buy boots that children can put on by themselves making sure that zippers, buttons and snaps are in good repair and easily maneuvered by young fingers.

Tote Bags: All children are asked to bring their materials to school in their provided tote bags. This style of bag allows youngsters and teachers to easily drop in artwork & folders. Backpacks are not suitable for this age.

Folders: Colored folders with the child's name will be used for two-way communication between parents and teachers. Folders should be checked daily, emptied and returned to the child's tote.

Change of clothing: All children must bring a change of clothes to keep in their cubby in a large re-sealable clear plastic bag labeled with the child's name and updated by seasons.

Share Day: The first Thursday or Friday of every month is Share Day. The child can bring something from home to talk about and share at circle time. Please be sure that the item is safe or given to the teacher to ensure supervision. This activity helps to build up children's confidence and language development. The object will then be returned to the child's tote bag after share time.

Personal Belongings: Please label all of your child's personal belongings including tote, boots, jackets, and mittens. Other personal belongings do not belong at school.

**ARRIVAL AND DISMISSAL OPTIONS**: Parents can park in the parking lot and walk their child into class and pick up the child from the classroom.

**Or**

Staff will pick up your child from your car prior to class and will also bring your child out to the car at dismissal times.

Note: Although you are welcome to escort your child to their classroom, many parents have other young children in the car and due to safety we offer to pick up/deliver the children at their car at the designated area. Even if you do not have a younger child, we will gladly escort your child to the room as experience has proven it to be an enjoyable routine for all.

**Accidents can be avoided by conscious and focused attention to safety!** Please be cautious in the parking lot. Cars and parking lots can sometimes be unsafe. We recommend parking in a position that enables you to make a forward exit, so you will not have to back up. Hold your child's hand at all times until they are in the building or car and the doors are closed. At no time during arrival and dismissal should children be running and playing in the hallways, sidewalks or parking lot even if parents are present. Arrival and departure is not the time for phone calls.

Arrival and dismissal is never an appropriate time to become visibly angry with your child or to shame him. Through gentleness, firmness, consistency, having faith in them, support, encouragement (not bribery) he/she will learn to do the right thing. We will use modeling, encouragement, praise and acceptance of natural consequences for our decisions and actions.

Arrival and dismissal is never the appropriate time to inquire how a child is doing in class. Discussions between teacher and parents with other parents around are often distracting.

**No child wants to be the first or last, so try and wait until you see a few other children arriving and be punctual about pick-up.** A late fee of \$1 per minute may be charged for pick-ups after dismissal time.

If you have too many little ones with you and need help, let us know beforehand and we will be glad to assist you. **Never leave other children in the car** when you deliver a preschool child. **DO NOT** drop your child off in the parking lot unless he/she is with a staff member. Do not allow a child's sibling or other child to escort him/her to the classroom without adult supervision. **Never get out of your car and let the car sit in the drop off / pick up line.**

**Procedures for parents escorting their child into classrooms upon arrival:** Children should arrive to class no more than 5 minutes prior to class start time- the Church Bells will ring outside for the morning classes. The staff will be busy preparing for the day's activities until that time. Please ensure that the teacher makes verbal acknowledgment of your child's arrival before you leave. (It is helpful if you assist the child with putting his/her belongings into the cubby before the child visits the restroom and washes hands).

**Procedures for parents escorting their child from the classrooms at dismissal:**

- ❑ Parents picking up children early need to directly inform the teacher.
- ❑ Please come to the preschool door to pick up your child. Check to see that he/she has everything out of the cubby. We will come to the door when it is time for dismissal.
- ❑ Please understand the teacher's primary responsibility is to ensure that each child departs in a safe and secure manner. If you need to discuss issues with the teacher please wait until the other children have departed.
- ❑ The child will not be permitted to leave a staff member until a parent or other designated adult has come to get them. Children must be under the direct supervision of a preschool staff member at all times.
- ❑ The teacher must have written permission to release the child to an adult other than the parent and may request ID's of any one that we do not recognize. Please notify the teacher of any special circumstances regarding pick-up authorization.

**Procedures for preschool staff to escort your child from your car upon arrival:**

- ❑ Staff will be ready to escort your child into the classroom (**5 minutes before class begins**) from the sidewalk area between the main sidewalk and the parish entrance sidewalk. **The first car needs to pull up to the sidewalk that leads to the main church entrance. Please keep the sidewalk area that pedestrians use to walk into the building free.** {This utilizes the sidewalk between the parish office and the main sidewalk into the church so children will not be tempted to run across the grassed area (which may be muddy) to get to parents.}
- ❑ Stay in the car and we will assist getting your child out of the car and shut the door to ensure safety.

- ❑ The child will need to hold the staff member's hand until they get inside the double glass door. (This is because the child may remember something and try to catch you running into the path of a car.)
- ❑ If your child refuses to get out of the car, we will not use force to remove him. If this happens, calmly pull into a parking space and escort your child into the preschool room. It is important to follow through with his/her attendance. If the child cries for more than 10 minutes, the director will call the parent.

**Procedures for preschool staff to escort your child to your car upon dismissal:**

- ❑ Please **make a sign with the child's first name written in large letters. This sign should be visible to the staff member as you approach the sidewalk in the car line. It is helpful if you attach it to your passenger side sun visor with a rubber band and flip the visor down.** You may need to roll down the window since some cars have tinted glass.
- ❑ A staff member will bring your child out to the car.
- ❑ Please pull your car forward and out of the line if you need to assist your child in buckling the seat belt. This will facilitate pick-up for everyone.

**STAFF/PARENT INTERACTION:** Teachers work in partnership with parents, communicating regularly to build mutual understanding and greater consistency for children. This relationship is based on the concept that parents are and should be the principle influence in children's lives. These are some ways our program promotes two-way communication.

- ❑ Information about the program's philosophy and policies is given to parents in written form.
- ❑ Parent meetings and an open house is held at the beginning of each year.
- ❑ Parents are informed about the program through regular newsletters, bulletin boards, notes, phone calls or e-mails.
- ❑ Parents are welcome visitors at all times. Due to licensing rules, other children must be left at home. The Director must clear classroom visitations by those other than parents.
- ❑ Parent/Teacher Conferences will be scheduled twice a year.
- ❑ Parents are encouraged to arrange for a meeting with the teacher whenever further communication is desired.
- ❑ A handout that is given to each parent asking how they would like to assist in the classroom.
- ❑ Sign up to assist with special events. This is a positive way to become involved in the classroom.
- ❑ A class roster of the child's names, parents' names, and telephone numbers of parents or guardians of children attending our program will be made available upon parent request. Each class list includes all parents who have given permission to release their names/phone number.
- ❑ Children's work and pictures will be displayed throughout the rooms and hallways.

It is very helpful for us to know of any special stresses in your child's life (a birth, a death, separation, death of a pet, etc.). This information helps us to be more sensitive to your child's feelings and needs.

**Custodial Rights:** All documents pertaining to custodial rights must be in the child's school file. These documents include temporary orders, final orders, restraining orders, protective orders and guardianship papers. It is the responsibility of the custodial parent (or the residential parent in shared parenting agreements) to provide the director with all pertinent documents. In the absence

of a court order directing the administration to perform a given act or in the absence of direction from the proper authorities, the administration of the school will decline involvement in matters regarding custodial rights.

**GUIDANCE AND MANAGEMENT POLICIES:** Our goal for guidance of a child's behavior focuses on the development and maintenance of self-control. Limits are developed to promote a safe and functional environment. The following positive guidance techniques will be used to maintain limits.

Teachers will:

- ❑ Use positive suggestions
- ❑ Emphasize desirable aspects of behavior
- ❑ Give child opportunities to make choices when appropriate
- ❑ Explain reasons behind expectations
- ❑ Use a variety of methods to communicate expectations

With adult supervision, a child may be separated from the group of other children for a brief duration (no longer than one minute per child's age) when he/she is unable to control his/her children's rights or becomes a safety concern, the following steps will be taken:

1. Observation of the child
2. Parent/Teacher conference to discuss concerns.
3. Implementation of a behavior plan designed by the director, teacher and parent. This plan would be consistent with the requirements of Rules 5101:2-12-22 OAC.
4. If these steps fail to bring about positive change, the child's participation in the program may be terminated.

The method of discipline by the preschool personnel shall be restricted as follows:

- ❑ There shall be no cruel, harsh or unusual punishment.
- ❑ No discipline technique shall be delegated to any other child.
- ❑ No physical restraints shall be used to confine a child.
- ❑ No child shall be placed in a locked area.
- ❑ No child shall be subjected to profane language, threats or derogatory remarks.
- ❑ Discipline shall not be imposed on a child for failure to eat or for toilet accidents.
- ❑ Techniques of discipline shall not humiliate, shame, or frighten a child.
- ❑ Discipline shall not include withholding anything.
- ❑ Spanking will not be used as a means of discipline.

All staff members are provided with an in-service on discipline and child guidance prior to hiring. They also receive a copy of the discipline policy for review prior to their first day of employment. These policies apply to all individuals who are in contact with the children.

**POLICY REGARDING MANAGEMENT OF COMMUNICABLE DISEASES:** Hand washing is a skill that is learned and becomes a habit for the health conscious. Children wash their hands upon before entering the classrooms, before eating snack, often after eating snack, after toileting and after playing outdoors. Hand washing should be with vigor and intention for at least the time it takes to sing "happy birthday" 2 times.

Children are reminded to keep their hands and toys out of their mouths, noses and eyes. They are encouraged to use and discard tissues. The teacher trained in recognizing communicable diseases will conduct an informal health check when your child arrives for preschool. A child, who shows any signs of illness shall be separated immediately from the group, provided a cot and supervised until a parent arrives. The parent or a designated adult will be contacted so that the child may be picked up immediately. Signs of illness shall include

- ❑ Temperature of 100 degrees Fahrenheit taken by auxiliary method (under arm)
- ❑ Diarrhea and/or vomiting
- ❑ Yellowish skin or eyes
- ❑ Redness of the eye or eyelid, thick and purulent discharge, matted eyelashes, burning, itching or eye pain
- ❑ Unusual dark urine and/or gray or white stool
- ❑ Stiff neck with an elevated temperature
- ❑ Untreated infected skin patches, unusual spots or rashes
- ❑ Evidence of untreated lice, scabies, or other parasitic infections
- ❑ Sore throat or difficulty in swallowing
- ❑ Severe coughing
- ❑ Difficult or rapid breathing

If a child becomes ill while attending our program the parent or legal guardian will be notified of the situation. The child will be comforted and cared for in the director's office until a parent or guardian arrives.

Any child who has been discharged due to illness shall upon re-admittance to preschool be observed by a person trained in prevention, recognition and management of communicable diseases before re-entering class. A child must be free of fever, vomiting, and/or diarrhea for 24 hours before returning to school. If an antibiotic has been prescribed for an infectious disease (i.e. strep throat, impetigo, conjunctivitis) the child should not return to school until he/she has received at least 24 hours of the antibiotic and is feeling well. Certain diseases require a specific recovery time frame (i.e., chicken pox, measles). A reference chart on communicable diseases is posted in each classroom.

Parents will be notified in writing if a child has been knowingly exposed to a communicable disease.

**HEALTH IMMUNIZATION POLICY:** All immunizations and health records must be current as stated in Ohio Department of Health. The parent shall provide, prior to the first day of school or not later than thirty days after the start of school, and annually from the date of examination thereafter, a report from a licensed physician affirming that the child is in suitable condition for enrollment in the program. The preschool reserves the right to deny class participation to a child if the medical information is not in compliance with state guidelines.

**POLICY REGARDING THE ADMINISTRATION OF MEDICATION AND/OR VITAMINS:**

If your child has had any kind of an allergic reaction, is asthmatic or is subject to seizures, please inform the director **prior** to the first day of school.

The school does not wish to dispense medication at school unless it is **absolutely** necessary (i.e. inhaler for asthma, epi-pen for allergic reactions, insulin). Please ask your physician if the times the medication is to be given could avoid the school class sessions.

If medication needs to be kept at the preschool and administered during school, a written **Medical Plan and a Request for Administration of Medication** will need to be completed by the parent and may need a physician's signature. A separate form (Request for Administration of Medication) must be completed for each medication. Medications must be in the original prescription container listing the child's name and instructions.

Please double check that the director has posted the correct information in a conspicuous spot in your child's room.

**SAFETY POLICY:** A staff member in charge of a child or group of children shall be responsible for their safety. Many safety procedures are in place to keep everyone safe:

- No child shall ever be left alone or unsupervised.
- Monthly reports are completed as to the safety of the playground.
- Permission slips are required for walks around the church property.
- Forms will be filled out indicating whether or not the child is to wear a helmet while riding tricycles.
- A monthly fire drill shall be held at varying times each month.
- Seasonal tornado drills will be practiced.
- A plan is posted in each classroom and the in-door play area that explains emergency routes out of the building as well as staff responsibilities in case of fire or severe weather. Also see Emergency Plan and Dental First Aid posted in classrooms.

A first aid kit is readily available and accessible at all times. Teachers are trained in first aid, management of communicable disease, CPR, and in child abuse recognition and prevention. There is a defibrillator in place near the classrooms.

If a child becomes severely ill or injured while at school, the staff will immediately call the squad or 9-1-1 for the emergency squad to respond. The parents and the physician listed on the child's emergency information form will be notified after the squad has been called. The director will take the child's medical and health records and Emergency Medical Authorization Form to the hospital and stay with the child until a parent or legal guardian assumes responsibility for the child's care. (No child will be admitted without consent to transport in an emergency). **Keep phone numbers and other emergency information current!**

All children must have an updated Health & Information Form that gives us permission to transport in case of an emergency, list any allergies or medical condition.

Parents are asked in writing whether a helmet should be worn while children ride the tricycle. If the parent wants their child to wear a helmet, it needs to be provided, labeled and kept in their cubby. It is recommended that the child follows the same rules they have at home for riding trikes.



Any incident/injury, including a bump or blow to the head or any other unusual or unexpected event, which jeopardizes the safety of children or staff, will result in an Incident Report to be completed by a staff member and given to the parent at departure and may be reported to ODJFS.

**In an event of a threat of violence**, the staff will secure the children in the safest location possible. They will contact and follow the directions given by the proper authorities, and contact the parents as soon as the situation allows. Each room has an inside lock which may be used at any time.

**Evacuation:** If there is a threat to the children's safety due to environmental situations, the staff will escort the children by foot to Msgr. Enke's residence, which is directly across the street. Parents will be called immediately.

**Detailed Safety Plan:** A detailed safety plan has been established by St. Edward's preschool with a copy sent to the local fire and police departments and to the Attorney General's Office.

**Child Abuse and neglect:** Staff members must immediately notify the local Public Children's Service Agency when child abuse or neglect is suspected. Please inform the teacher of any accidents or injuries which occur away from school.

**Furniture and equipment** of appropriate size will be maintained and kept in a safe and sanitary condition. Table surfaces are washed and sanitized before and after child use on a daily basis; toys and learning materials are disinfected and sanitized on a regular basis; unused electrical outlets are covered and protective material is placed under climbing equipment.

**Student Accident insurance** is provided for all students enrolled. The policy, through the Diocese of Columbus, is a wrap-around policy that supplements the student's (parent's) primary coverage. Mutual of Omaha Insurance Company underwrites the Student Accident Insurance.

**GRIEVANCE PROCEDURE:** An atmosphere of mutual respect is to be maintained by all parties involved in the grievance process: When a parent has a concern regarding the program, these steps should be followed:

1. Talk to the teacher about the concern. If the issue is not resolved:
2. Talk to the program director. If the issue is not resolved:
3. Meet with the teacher and the program director to work out a plan that is acceptable to all parties.
4. Call Ohio Job and Family services with number listed on the license.

**CONFLICT RESOLUTION:** To ensure privacy when parent-to-parent, parent-to-child, or child-to-child conflict situations arise; discussions with the parties involved will be held in the director's office. Having such discussions in or near the classroom would be inappropriate and could compromise confidentiality in the situation.

**LICENSED:** St. Edward Preschool is licensed through the ODJFS. The license and the inspection report will be posted outside the classrooms. See the attached handout entitled Center Parent Information Required by Administrative Code.



**VIDEO TAPING AND PHOTOGRAPHY:** Parents must consent and sign a release form before children may be photographed and occasionally videotaped.

**CLASS DELAYS/CANCELLATIONS:** Our delays and cancellations will follow Granville's early dismissals and closings due to weather.

Please listen to your local television networks and radio stations. But most likely we will do the same thing as Granville Public Schools. If they are closed due to weather, St. Edward Preschool will be closed. (Granville School's website has a daily weather and school closing update.) If there is an hour delay, we will most likely be on an hour delay. If the delay is for more than one hour, we will be closed. Should an early dismissal be necessary, parent will be called using the information provided upon admission.

It is still important for you to look for **St. Edward Preschool Granville** (There is another St. Edward Preschool in Franklin County.)

- Tune in to the following Radio Stations:  
AM: WTVN-610, WCOL-1230, WBNS-1460  
FM: WCOL-92.3, WLZT-93.3, WBNS-97.1, WNCI- 97.9, WBNR-105.7
- Tune in to the following Columbus Television Stations:  
Channel 4 (NBC), Channel 6 (ABC), Channel 10 (CBS), Channel 28 (FOX),  
ONN-TV
- Access any of these websites, and click on the school delay/closing icon:  
[www.610wtvn.com](http://www.610wtvn.com)    [www.nbc4i.com](http://www.nbc4i.com)    [www.abc6onyourside.com](http://www.abc6onyourside.com)  
[www.10tv.com](http://www.10tv.com)    [www.ONNtv.com](http://www.ONNtv.com)    [www.dispatch.com](http://www.dispatch.com)

**If you have any questions, text or call Adrienne Evans at (740) 334-2609.**

**Ohio Department of Job and Family Services  
CENTER PARENT INFORMATION  
REQUIRED BY OHIO ADMINISTRATIVE CODE**

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing child care are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent, or guardian shall notify the Administrator of his/her presence.

Contact information for parents/guardians of the children attending the facility is available upon request. This information will not include the name, telephone number or email of any parent/guardian who requests that his/her name, telephone number or email not be included.

Recent licensing inspection reports and any substantiated complaint investigation reports for the past two years are posted in a conspicuous place in the facility for review.

The licensing record, including licensing inspection reports, complaint investigation reports, and evaluation forms from the building and fire departments, is available for review upon written request from the Ohio Department of Job and Family Services. The center's licensing inspection reports for the past two years are also available for review on the Child Care in Ohio website. The website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex or national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq.

***This information must be given in writing to all parents, guardians and employees as required in 5101: 2-12-30 of the Ohio Administrative Code.***