

# ST. EDWARD PRESCHOOL PROGRAM 2023-2024 Parent Handbook



*Children are a Gift from God. They are His Reward.*  
**Psalm 127:3**

Pastor: Fr. Timothy Hayes  
Parish Office: 740-587-3254

Preschool Director: Mrs. Adrienne Evans  
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 & Parish Staff:**

Fr. Timothy Hayes, Pastor  
Mr. Pushkar Baum (Push), Parish Business Manager  
Mrs. Barno (Maggie), Mrs. Dantzer (Stephanie), Mrs. Fitzpatrick (Diane), Parish Office Staff  
Mr. Lahman (Floyd), Maintenance  
Mrs. Bucknam (Rebecca), Mr. Lombardo (Greg), Parish School of Religion  
Mr. Paul Radkowski, Parish Director of Music  
Mr. Steven Arias, Parish Youth Minister

### **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)  
                                 Miss McDonough (Emily) [emily.j.mcdonough@outlook.com](mailto:emily.j.mcdonough@outlook.com)

**Teacher Assistants:** Miss McDonough (Emily), Mrs. Munhall (Anna), Miss Schirtzinger (Riley), Mrs. Skinner (Diane), Mrs. Thompson (Brooke).

**Substitute Teachers:** Mrs. DeVito (Nicole), Mrs. Hedstrom (Traci), Mrs. Jones (Jessica), Mrs. Moberg (Sarah), Mrs. Munhall (Anna), Mrs. Skinner (Diane)

### **Director Office Hours:**

Monday /Wednesday: 9:30am-2:00pm and Tuesday/Thursday: 9:30 am-11:30 pm  
Other times may be scheduled at the convenience of the parent and director.

Mrs. 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 2023-24 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 prepared academically and socially to be 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/re-enrollment.

**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 registration fee are needed at the time of registration. **The registration fee is in addition to the tuition for each and all newly enrolling students.**

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-4-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 the 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 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.

**\*Children are not permitted to wear diapers or pull-ups at preschool.**

**Classes for Younger Children:** St. Edwards' sessions for three-year-old children are 2  $\frac{1}{2}$  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 should 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. **\*Children must be toilet trained and are not permitted to wear diapers or pull-ups at preschool.**

**Classes:** St. Edwards' sessions for the older preschool child are 3 hrs. in length. Our AM class meets on M-W-F from 8:55-11:55 AM. The afternoon class option is Monday through Thursday and meets from 12:15-3:15 PM.

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:

	Tuition		
<u>Age groups, days of sessions &amp; times</u>	<u>Full Tuition</u>	<u>Subsidy Amount***</u>	<u>Remaining</u>
3/4-year-old (2 days a week 9-11:30 AM)	\$1550	\$100	\$1450
4/5-year-old (3 days a week 8:55-11:55 AM)	\$2270	\$200	\$2070
4/5-year-old (4 days a week 12:15-3:15 PM)	\$3130	\$300	\$2830

**\*\*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 10<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 a 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, acts of nature, health emergencies, etc. are 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. \*Please note: The "learn from home days" are not calamity days since the preschool will be providing materials, resources, as well as virtual check-in opportunities. **Each child will have their own learning at home packet to be kept at home and used for preschool days there is a need to be in Tier Two or Tier Three.**

We expect that your child will attend the entire school year. Please provide written notice to the preschool director two weeks 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 on 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. The parishioner rate is available to families who qualify for the parish subsidy. **An active member must:**

- ♦ Recognize the importance, and accept the responsibility for providing active witness in living the Catholic faith to your children 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 EFT (online giving) with an annual \*minimum contribution of \$75. If you can and do contribute more annually, your gift to the parish is greatly appreciated. (Note: If the parish does not have a record of your contributions, the subsidy cannot be applied.) Please see the 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-old classes and 1:14 for 4/5-year-old classes. 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 each 3/4-year-old class
- ❑ 2:14 for each 4/5-year-old class

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-old children and 2:28 for 4-year-old children 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 at 740-587-3275 (office) or e-mail [preschool@saintedwards.org](mailto:preschool@saintedwards.org) by 8:30 AM. Voicemail 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 an 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.

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 website entitled Ohio Grade Level Family Guides and can be found at <https://www.granvilleschools.org/FamilyGuides.aspx>.

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. The staff does provide progress reports to parents and offers Parent/Teacher conferences two times per year, but we do not report our progress reports to ODJFS.

**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 session 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:

- |   |   |
|---|---|
| <input type="checkbox"/> library/language arts corner | <input type="checkbox"/> construction/large building block area |
| <input type="checkbox"/> career/writing center        | <input type="checkbox"/> home/family area                       |
| <input type="checkbox"/> science area                 | <input type="checkbox"/> art center                             |
| <input type="checkbox"/> math/small motor skill area  |   |

**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:**

12:15 Arrival/Wash Hands  
12:20 Circle Time with Music and Prayer  
12:45 Choice Time  
1:45 Clean Up Time in the classroom  
1:50 Group Story  
2:00 Snack  
2:20 Outdoor/Large Muscle Play  
2:50 Journaling/Religion/Clifford Lesson  
3:10 Circle  
3:15 Departure

We aim to go outdoors every day, weather permitting (25-90 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 the use of such equipment as balance beams, beanbags, hoops, tunnels, or parachutes.

**SNACKS AND BIRTHDAYS:** Snack time is everyone's favorite part of the day!! We all sit together, bless our food, and discuss events. We practice our social skills such as saying please and thank-you, opening snacks, using napkins, and listening while another is talking. We will read labels and learn about nutritious foods during snack time. Children are very interested in what is good for their bodies. Older children get the experience of pouring their own beverage.

**Each child will bring their own snack for preschool snack time. We ask that the snack come to preschool in a brown lunch sack with the child's name or in a small lunchbox or lunch bag. Each child may bring two items for snack each day. (The preschool will ask parents to donate extra snack items to the preschool that are kept in our pantry in the event a child forgets to bring a snack to preschool.)**



**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. They do not need to bring a drink. Children are given water to drink with snacks.

**Snacks must be safe as specified in state rules (Appendix A 5101:2-12-22):** 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.

**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 events. **Please note that there are food allergies in some of our classes, so please notify the teacher prior to sending a birthday treat.**

**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. **(Please send a change of shoes in their preschool bag on days they wear boots to preschool.)**

**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 at preschool in a large resealable 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 your child's personal belongings including tote, boots, jackets, and mittens. Other personal belongings do not belong at school.

#### **ARRIVAL OPTION:**

**The arrival process is by drop-off car line only.** The drop-off/pick-up line will be by green doors by the Parish Hall entrance from the parking lot (closer to the playground).

**\*Parents who walk their child to school may drop their child off to a staff member at the double glass doors by the mailbox.** For safety reasons, we do not want children cutting in front of the car line through the grass to get to the sidewalk.

Temperature checks and health assessments will take place as soon as your child enters the building at drop-off each day.

#### **DISMISSAL OPTIONS:**

**Parents can park in the parking lot and walk into the building to pick up the child from the classroom. (Parents must arrive 5 minutes prior to dismissal to walk-in for pick-up. Parents will enter in the double glass doors and wait by their child's classroom for walk-in pick-up.)**

**Or**

**Staff will bring your child out to the car in the pick-up car line at dismissal times.** Each family will be given a sign with their child's name to place in the car window to help with the pick-up line. It is very important to display the name signs in your window at pick-up, so dismissal will be smooth and efficient. Thank you.

**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. **At no time during dismissal should children be running and playing in the hallways, sidewalks, or parking lot, even if parents are present.**

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

**No child wants to be the last, so try to be punctual about pick-up.** A late fee of \$1 per minute may be charged for pick-ups after dismissal time.

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

- ❑ Staff will be ready to escort your child into the building from the sidewalk by the parish hall entrance. **The first car needs to pull up to the sidewalk that leads to the hall entrance when the teachers come outside to begin arrival.** {This utilizes the sidewalk into the building so children will not walk across the grassy area, which may be muddy, to enter the building.} Note: Please leave the sidewalk open until we begin arrival or dismissal. The first car in the drop-off/pick-up line should stop short of the sidewalk until the staff members come outside and signal you to pull up to the sidewalk.
- ❑ **Please stay in the car and we will assist in 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 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/her. If this happens, we may ask you to pull forward until we can get the remaining children into the

building, and then we will work with you to walk the child into the building. 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.

- ❑ **Parents that walk their child to school may drop their child off to a staff member at the double glass doors by the mailbox.** Please do not cut through the grass area in front of the car line.

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

- ❑ Please come to the preschool door five minutes prior to the dismissal time to pick up your child. Check to see that he/she has everything out of the cubby. We will come to the door and release walk-in pick-ups first when it is time for dismissal.
- ❑ Please understand the teachers' 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, emergency contacts, or adults listed on the authorized pick-up form. In addition, we may request an ID from anyone that we do not recognize. Please notify the teacher of any special circumstances regarding pick-up authorization.
- ❑ Parents picking up children early from preschool need to directly inform the teacher.

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

- ❑ **You will be given 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 and show out the side window if you are in a car that has 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 principal influence in their 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.
- ❑ A visit day is held at the beginning of each year.
- ❑ Parents are informed about the program through regular newsletters, notes, phone calls or emails, and Flocknote messages.
- ❑ 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 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 numbers.
- ❑ Children's work and pictures will be displayed throughout the rooms and hallways.

☐ Parents are invited to attend several special events throughout the preschool year. 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 the 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 5101:2-12-19 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.

#### **SUSPENSION/EXPULSION POLICIES & SITUATIONS THAT MAY REQUIRE**

**DISENROLLMENT FROM PROGRAM:** In the event that the staff and our program are unable to meet a child's needs, or the child is unsafe in our program or putting others in harm, we would suspend

or expel the child from the program as determined by the administration. There may be several reasons that the administration would make the decision to disenroll a child or family from the program, including the child not being potty trained, parents not providing permission to transport, lack of tuition payment, the family continually dissatisfied with the program, or the program not meeting the needs of the family.

**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 arrival before entering the classrooms, before eating snacks, often after eating snacks, 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:

- ☐ A 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 without fever-reducing medication, 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 by the 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 (Child Medical Care Statement JFS 01305) affirming that the child is in suitable condition for enrollment in the program. The physician should list any required immunizations that were not given to the child and the reason the immunization was not given. If a parent declines immunizations for their child, the parent must also sign the Child Medical Statement form (JFS 01305) and complete a letter of exemption form. **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.

**ADA~ Administration of Medication & Care Procedures for Children with Disabilities:** We will have a written Medical Care Plan and Request for Administration of Medication when necessary. Parents will provide training for staff to administer care and/or medication, but if it is beyond our capabilities to administer, then parents can come to preschool to administer.

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.
- ☐ Quarterly 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.
- ☐ Lockdown procedures are practiced quarterly.
- ☐ A plan is posted in each classroom and the indoor 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 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 them in case of an emergency and list any allergies or medical conditions.

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.

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 Fr. Hayes' 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 safe and sanitary conditions. 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.

**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. (The pastor can also be requested to join the meeting)
4. Call Ohio Job and Family Services with the 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 is posted outside the classrooms. See the attached handout entitled Center Parent Information Required by Administrative Code (H.B pg. 17).

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

**ROOMS FOR NURSING MOTHERS AVAILABLE:** St. Edward's has a nursery with a rocking chair available for nursing mothers. If the nursery is in use, the parish lounge would be available.

**St. Edwards' Preschool does not take any field trips off preschool grounds, we do not provide any swimming activities (we have a water table for play and each child has a change of clothes at the preschool in case their clothes get wet playing), and because we are a part-time program, we do not have sleep/nap/ rest areas or procedures (There is a cot in the office for ill child to rest until parents arrive).**

**CLASS DELAYS/CANCELLATIONS:** Please listen to your local television networks and radio stations. If area schools would determine there is a one-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, parents will be called using the information provided upon admission and a message will be sent out through Flocknotes. (The calendar with scheduled days off preschool is included at the end of the Parent Handbook, posted on the preschool page of the parish website, given to parents at enrollment in the child's Communication Folder, and sent periodically in emails)

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)
- Flocknote announcements from the director will be texted to numbers that are registered to the Parish Flocknote system. (Please be sure that you are registered on Flocknote)

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

# ST. EDWARD PRESCHOOL PROGRAM

## Parent Handbook Acknowledgement Form

Updated: September 1, 2022

We, the parents who are signing this parent handbook for St. Edward's Preschool ("School"), acknowledge and agree that, as a student at the School and as parents of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, of student and/or parent(s) acquiring a communicable disease (such as COVID-19) and then potentially passing it on to others, including family members. Due to the inherent risk and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.

By signing this Parent Handbook, we acknowledge and agree that after carefully considering the risks involved, we voluntarily and willingly accept those risks, including the risk of serious illness and death, and acknowledge that attending in-person classes and other in-person School/parish functions are the choice of each family, including ours. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function.

In addition, we have read and fully understand the policies and expectations set in the Parent Handbook. we will abide by these policies, and we understand the consequences of not adhering to the guidelines set forth in St. Edward Preschool Parent Handbook.

Since the information, policies, and guidelines described here are necessarily subject to change, we acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and we understand that the revised information may supersede, modify, or eliminate existing policies.

**(\* Families will be given a copy of the above Acknowledgement of Risk form in your child's Communication Folder to sign, date, and return that will be kept on file at the preschool.)**

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

The center is licensed to operate legally by the Ohio Department of Job and Family Services (ODJFS). This license is posted in a noticeable place for review.

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

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

The administrator's hours of availability to meet with parents and child/staff ratios are posted in a noticeable place in the center 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 ODJFS. Inspections are also online at <http://childcaresearch.ohio.gov/>. Parents may search for a specific program and sign up to be notified when the program's latest inspection is posted online.

It is unlawful for the center to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et seq. To file a discrimination complaint, write or call Health and Human Services (HHS) or ODJFS. HHS and ODJFS are equal opportunity providers and employers.

**Write or Call****HHS**

Region V, Office of Civil Rights

233 N. Michigan Ave, Ste 240

Chicago, IL 60601

(312) 886-2359 (voice)

(312) 353-5693 (TDD)

(312) 886-1807 (fax)

**Write or Call:****ODJFS**

Bureau of Civil Rights

30 E. Broad St., 37<sup>th</sup> Floor

Columbus, OH 43215-3414

(614) 752-6381 (fax)

1-866-221-6700 (TTY) or (614) 995-9961

For more information about child care licensing requirements as well as how to apply for child care assistance, Medicaid health screenings and early intervention services for your child, please visit <http://jfs.ohio.gov/cdc/families.stm>.

***This information must be given in writing to all parents, guardians and employees as required in 5101:2-12-07 of the Ohio Administrative Code.***

APPENDIX p(190234) pa(336369) d: (780811) ra(591411) print date: 10/13/2021 10:49 AM

# St. Edward's Preschool

## Calendar of Events for the 2023-2024 Preschool Year

**\*\*Underlined & Asterisked areas indicate that parents are invited to attend the event/party.**

### August

- \*28 **PowerPoint Parent Information ~ Link to the PowerPoint emailed to families.**
- \*29 **Visit Day for Children & Parents-Meet Your Teacher!-scheduled time slots**  
**Tuesday/Thursday morning (TR) classes and Pre-K afternoon (Pre-K PM) class**
- \*30 **Visit Day for Children & Parents-Meet Your Teacher!-scheduled time slots**  
**MWF (4/5) morning class and Pre-K afternoon (Pre-K PM) class**
- \*31 **Visit Day for Children & Parents-Meet Your Teacher!-scheduled time slots**

### September

- 1 No Preschool: Teacher In-service Day
- 4 No Preschool: Labor Day
- 5 No Preschool: Teacher In-service Day
- 6 First day for MWF morning class and Pre-K PM class
- 7 First day for Tuesday/Thursday (TR) morning classes
- \*7 **Parent + Child craft time for Grandparents Day: (TR 11:00 am)/ (Pre-K PM 2:45 pm)**
- \*8 **Parent + Child craft time for Grandparents Day: (MWF 11:30 am)**
- 25 No Preschool

### October

- 12 **Picture Day:** TR morning classes, & Pre-K afternoon class
  - 13 **Picture Day:** MWF morning class
  - 20 **No Preschool**
  - 23 **No Preschool**
  - \*30 **Fall Celebrations for MWF morning class**
  - \*31 **Fall Celebration for TR morning classes & Pre-K afternoon class**
- (30-Nov.3 \*Sign-ups for Fall Parent/Teacher Conference Week posted)

### November

- 6 No Preschool
- 7-9 **Fall Parent/Teacher Conference Week** **\*Sign-up sheets posted 1 week prior**
- 20 Give Thanks Celebration for MWF morning class
- 21 Give Thanks Celebration for TR morning classes & Pre-K afternoon class
- 22 No Preschool ~ Thanksgiving Break November 22, 23, 24

### December

- \*18 **Christmas Celebration for MWF morning class**
- \*19 **Christmas Celebrations for TR morning classes & Pre-K afternoon class**
- 20 No Preschool ~ Christmas Break Dec. 20 through Jan. 2

# St. Edward's Preschool

## Calendar of Events for the 2023-2024 Preschool Year

**\*\*Underlined & Asterisked areas indicate that parents are invited to attend the event/party.**

### January

- 3 School Resumes (Wednesday, January 3, 2024)
- 11 Pajama Party: TR morning classes & Pre-K afternoon class
- 12 Pajama Party: MWF morning class
- 15 No Preschool
- 16 2024-2025 Preschool Re-Enrollment
- \*18 Parent + Child craft time Pinecone Bird Feeder: (TR 11:00 am)/ (Pre-K PM 2:45 pm)**
- \*19 Parent + Child craft time Pinecone Bird Feeder: (MWF 11:30 am)**
- 20 2024-2025 Preschool Enrollment/Registration for priority parish families
- 29 2024-2025 Preschool Registration/Enrollment open to the community

### February

- \*8 Parent + Child craft time Valentine's bags: (TR 11:00 am)/ (Pre-K PM 2:45 pm)**
- \*9 Parent + Child craft time Valentine's bags: (MWF 11:30 am)**
- 13 Valentine's Day Celebration: TR morning classes
- 14 Valentine's Day Celebrations: MWF morning class & Pre-K afternoon class
- 16 No Preschool
- 19 No Preschool

### March

- (4-7 \*Sign-ups for Spring Parent/Teacher Conference week posted)
- 11-14 **Spring Parent/Teacher Conference Week**-\*\***Sign-up sheets posted 1 week prior**
- 14 St. Patrick's Day Celebrations: TR morning & Pre-K PM classes (Wear your green!)
- 15 St. Patrick's Day Celebration: MWF morning class (Wear your green!)
- \*20 Hot Dogs with Dad: MWF AM class (11:10-11:55 am) & Pre-K PM class (12:15pm-1:00pm)**
- \*21 Donuts with Dad (TR) 3-year-olds (9:00-9:30 am)**
- 25 No Preschool - Spring Break (March 25<sup>th</sup> through April 1<sup>st</sup>)~ Happy Easter (March 31<sup>st</sup>)

### April

- 1 No Preschool - ~ Easter Monday ~ Happy Easter (March 31<sup>st</sup>)!
- 2 School Resumes (Tuesday, April 2, 2024)
- 2 Easter Celebrations: TR morning & Pre-K PM classes (Easter March 31<sup>st</sup>)
- 3 Easter Celebration: MWF morning classes (Easter March 31<sup>st</sup>)
- 22 No Preschool

### May

- \*9 Muffins for Moms: TR morning- (10:45 am) Pre-K PM classes (2:30 pm)**
- \*10 Muffins for Moms: MWF morning class (11:15 am)**
- 20 Last day of preschool for MWF morning class & Pre-K afternoon classes
- 21 Last day of preschool for TR morning classes
- \*21 Graduation for Children going to Kindergarten (1:00 pm ~ Tuesday)**