

Trinity Catholic PRESCHOOL HANDBOOK



2023-2024

STAFF

Pastor: Father Andrew Kozminski(akozminski@saintchristophercc.com)

Principal: Mrs. Angie Eisenacher (aeisenacher1@cdeducation.org)

Preschool Director: Mrs. Angie Eisenacher (aeisenacher1@cdeducation.org)

Teacher: Mrs. Megan Matthews

Assistant: Mrs. Alyssa Mackiw (akoler@cdeducation.org)

FORWARD

Welcome to Trinity Catholic Preschool! We are thrilled that you have chosen to have your family become a part of our learning and parish family! Your children are special and we feel privileged that you have entrusted us with them.

This handbook is designed to help make your experience in our program a positive one. Our philosophy, policies and procedures are documented for you. Please keep a copy handy for future reference.

We believe that you are your child's first and most significant teachers. We encourage each of you to become an active participant in your child's time here with us. We will strive to maintain open communication with you daily, weekly, and monthly through a variety of means. Please know that you are always welcome here!

I look forward to serving you as the Principal at this wonderful school. If you have any questions or concerns, my door is always open to you.

Blessings,

Angie Eisenacher

PHILOSOPHY

Our philosophy is to facilitate children's development in their faith, communication, social-emotional, play skills, cognition, motor skills, self-help skills and build a positive self-concept. This "whole child" approach will take place in active, safe and nurturing environments. We believe that children construct their own understanding of the world through active involvement with materials, people and concepts. The staff's role is to facilitate their understanding of their world by creating opportunities for them that are developmentally and age-appropriate through the use of materials, planned spaces, play opportunities, and a consistent daily routine based on developmentally appropriate practices.

MISSION STATEMENT

The mission of Trinity Catholic Preschool is to educate children to become caring and compassionate Catholic Christians in their daily living as collaborative workers, critical thinkers, and life-long learners. This begins with our very young learners in preschool.

BELIEF STATEMENT

We believe that:

1. We believe that it is our duty to develop lifelong learners and responsible citizens with instruction based on our shared Christian values and Catholic social teaching.
2. We believe that we share this duty with the parents, families and parish community.
3. We believe that all students can learn.
4. We believe that it is our responsibility to embrace each child where they are in their academic and spiritual development.
5. We believe that all students are best educated with differentiated instruction.

CURRICULUM and ASSESSMENT

The Ohio Learning and Development Standards (Social-Emotional Development, Approaches Toward Learning, Physical Well-Being and Motor Development, Cognitive Development and General Knowledge, and Language and Literacy Development) will be covered through multiple measures. We will be using Frog Street Early Childhood curriculum. Children learn by playing AND doing, so by combining developmentally appropriate instruction with opportunities to engage in explorative play in learning centers, Frog Street offers a balanced path to kindergarten readiness. Frog Street is based upon a firm foundation of research in child development and learning focuses on interest areas or "learning centers." These centers support children's development. The learning centers include:

Blocks

Dramatic Play (Housekeeping)

Toys and Games (Manipulatives)

Art

Library

Discovery (Science)

Sand and Water

Music and Movement

Computers

Outdoor/Gross Motor Play

In each of these areas or centers, children's play and knowledge develops and expands across a continuum. A thematic approach will be used, with themes that

are generated with children's interests in mind and integrated into instruction. The theme will be carried throughout the various centers. We will be using the Catholic Diocese's Religion course of study for preschool to address religion in the classroom. These programs all are hands-on and interactive and integrate naturally with each other. Further, all programs align with the state standards as well as the Diocesan religious standards.

Each child's development will be screened within the first 60 days of enrollment using the ASQ-3. These are easy to answer questions that the parent will answer based upon their observations of their child. The teacher will then score the questionnaire and then make contact with the parents to discuss the results. The answers that the parents supply will show the child's strengths and any areas in which the child may need additional support or more practice with a certain skill. If the child's scores are well above the cutoff, then the team will continue to monitor the child's progress and if need be, make a recommendation for further evaluation.

A speech and hearing screening will be made available to families within the first 90 days of the start of school.

This assessment process is on-going throughout the year and is used to inform our instruction of all students. Children are assessed using a variety of methods such as observation, work samples, checklists and anecdotal notes. In addition, each child will have a portfolio of work and/or documentation that will be kept and updated throughout the year by year teacher. These assessment results will be reported to parents during parent teacher conferences. Further, the results will

also inform teachers and assist in guiding future lessons that may be necessary in her particular class.

If at any time throughout the year, there is a concern about a child's development in any domain, the teacher will discuss these concerns with the parents. If parents are in agreement of a specific concern, then the team will meet with the Director to discuss them. The team may agree to intervention and or recommend further evaluation.

STAFF

Trinity Catholic's lead teachers are licensed with degrees in Early Childhood and/or Child Development. These lead teachers have extensive experience working with young children. Assistant teachers have experience and training through workshops, courses and professional conferences, as well as actual hands on time working with young children. All staff members are observed and formally evaluated by the Director of the program at least 2 times/year. The staff is committed to professional development and attends in-service training on a yearly basis. All are certified in Communicable Disease, Child Abuse and Prevention, and First Aid/CPR.

CLASS SIZE

Trinity Catholic Preschool program will adhere to or exceed the teacher to student ratio set forth by the Ohio Department of Education at all times; which is 12 students to 1 adult.

ADMISSIONS AND REGISTRATION

Each child enrolled must be at least 3 years of age by the start of school and be fully potty trained. There is a \$120.00 non-refundable registration fee for each child enrolled in the program. The 2022-2023 tuition is \$6300/year .

*Families that have two or more children in the Preschool will pay the full rate for their oldest child, and receive a 2% discount off the tuition rate for the second child.

*Tuition can be paid over 10 monthly installments using our FACTS Financial Management system.

***All payments are due no later than the 15th of each month. There will be a \$10 late fee for any tuition payments that are made after the 15th of the month. If tuition is more than 3 weeks past due, your child's spot in the program may be terminated.** It is up to the parents to discuss with the Director any circumstances in which tuition will be late prior to the due date.

* This will be a 5 day class that meets Monday-Friday from 8:30am-4:30pm.

Preschool children that have older siblings enrolled in the K-8 program, may be dropped off at 8:00am.

REQUIRED DOCUMENTS

Families are expected to set up an account in FACTS Family Portal.

At the time of registration, the following items must be presented to the director:

1. Birth Certificate
2. Child's Medical Statement-within 30 days of start of school
3. Immunization records-prior to start of school
4. Tuition Agreement(s)
5. Enrollment Form
6. Emergency Transportation Form
7. Custody Papers if applicable
8. Photo Release/Permission
9. Signed copy of this Parent Handbook

ARRIVAL AND DISMISSAL

Drop off times are 8:00am and 8:30am. Preschool classes will begin promptly at 8:30am. You are REQUIRED to bring your child to the **DOOR #1** of the building and physically hand your child off to the teacher. Teacher(s) will open the door to greet you and let children in at 8:00/8:30am. **Please do not ring the bell prior to 8:30am.** The preschool teachers spend the first 15-20 minutes of our day planning and preparing for our day with your children. Please be respectful of this time. Children are able to leave at 2:35PM with the rest of the school. Teachers need to be notified if your child is leaving at this time. Class will dismiss promptly at 4:30pm. If you wish to have your child dismissed earlier than this time, please work out an agreement with the teachers. Kindly wait for your child **outside** door #2 for your child's class to come out. Please be sure that you make the teacher

aware that you are taking your child. Children will only be released to those adults that parents designate in advance. If for some reason you need to pick your child up prior to the end of class, you will need to proceed to the office in the main building and we will be notified at that time.

LATE FEE A five dollar (\$5.00) late fee will be charged to a parent or guardian who picks up a child after the dismissal time; with an additional \$5.00 for each 10 minute period thereafter.

CALAMITY DAYS/SCHOOL CLOSINGS

In the event of a 2 hour delay, we will begin class at 10:30am.

CLOTHES AND PERSONAL BELONGINGS

Children should come to school dressed for ACTIVE play. Comfortable tennis shoes and loose clothes for running and climbing are best. Sandals, flip flops, and high heeled shoes are not appropriate or safe for preschool. Please understand that your child may (probably will) get dirty at school. So please only send your child to school in play clothes. A complete change of clothes that coincide with the season will be collected at the start of school and will be used as necessary. We also ask that your children leave toys/trinkets, etc. at home. We cannot be responsible for lost items and will have plenty of toys and activities to occupy their time at school.

SNACKS

A snack is served daily and should consist of a nutritious item and water. Parents are to provide this on a rotating basis. Each family will supply a snack and drink for the entire class for the entire week they are at school. A monthly snack schedule will be supplied so that each family is made aware and has ample time to prepare for their rotation in the snack schedule. State licensing rules require that two (2) food groups be served daily. If you are unable to financially provide for the snack, please let your child's teacher know and we will make alternative arrangements.

PARENT ENGAGEMENT

At Trinity Catholic Preschool, we firmly believe that the parents are the most important teachers in their children's lives. Given this belief, we encourage parental and family input and participation in all aspects of our preschool program. Parents will be supplied, upon enrollment, with a parent handbook that will keep them informed about the program's operations, services and policies. Parents will also be given opportunities to visit the classroom at various times throughout the year. In addition, a form will be sent home after school begins to invite parents to volunteer in our school and classrooms. In addition, at the end of the year, all parents will be given an electronic and/or paper copies of a yearly assessment of the preschool program. We value this input and use it to improve our program annually. Teachers will keep an open line of communication to all parents, via daily Take Home Folders, emails, and text messages. This communication is vital to a child's overall growth and development. Parents of any child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises or for other purposed approved by the director. Kindly let your teacher know of your desire to do so. All school staff and volunteers who have care,

custody, and control of students must have on file a current Bureau of Criminal Investigation criminal background check and must attend the "Protecting God's Children" workshop as required by the Diocese of Columbus. All visitors must report to and register with the office upon arrival at the school regardless of the nature of the visit. For the safety of all staff and students, NO ONE MAY ENTER THE SCHOOL AND PROCEED DIRECTLY TO THE CLASSROOMS WITHOUT VISITING THE OFFICE FIRST!

PARENT CONFERENCES

Parent teacher conferences will be conducted twice a year to discuss your child's progress. Using the Frog Street curriculum, teachers will complete and review with you your child's global growth. These assessments monitor the child's development across all developmental domains. If you have any questions regarding your child's progress, you are encouraged to talk with your child's teacher at any point in the school year. An atmosphere of mutual respect is to be maintained by all parents and teachers at all times. When a parent has a concern about their child's programming, the parent should first talk with the teacher about the concern. If the issue is not resolved, then proceed to discuss the concern with the program director. At this point, the teacher and program director will work out a plan that is acceptable to all parties involved. Parents who wish to file a complaint may do so with the Ohio Department of Education and can find links to complete this process at their website under "Dispute Resolution".

ATTENDANCE

Daily attendance is encouraged and expected. Students benefit most from our program when they can be part of the classroom on a consistent and daily basis.

Of course, there are good reasons for excused absences from school which include: personal illness, illness in the family, observation or celebration of a religious holiday. If your child will not be attending school, it is important to call or email the building secretary. Please indicate the reason your child is absent, especially if he or she has a contagious illness.

Please do not send your child to school with a fever, bad cough or severe cold (within the past 24 hours). All children must be fever free, absent of diarrhea and vomiting for AT LEAST 24 HOURS, without medication before they can return to school.

POLICY REGARDING MANAGEMENT OF COMMUNICABLE DISEASE

All children must have a copy of their vaccination record on file with the Director prior to the start of school. In the event of an exemption for any reason, a note from the child's doctor is required. In addition, our school policy is that a non-vaccinated child needs to leave the building when an outbreak occurs to protect themselves during the incubation period and outbreak period.

The following shall be recognized as signs of illness:

- 1) Temperature of 100 degrees Fahrenheit taken by auxiliary method.
- 2) Skin rash.
- 3) Diarrhea and/or vomiting.
- 4) Evidence of lice infestation or other parasitic infestation.
- 5) Severe coughing causing the child to become red or blue in the face, or a cough that makes a whooping sound.
- 6) Difficult or rapid breathing.

- 7) Yellowish skin or eyes.
- 8) Conjunctivitis (pink eye).
- 9) Unusually dark urine and/or gray or white stool.
- 10) Stiff neck.

Any child who shows any of the above signs of illness shall be separated immediately from the group, made comfortable and provided a cot to rest on and observed for worsening condition. The parent or designated adult will then be phoned so that the child may be picked up immediately. One member of the preschool staff shall remain with the child who is ill until a parent can pick up the child. All cots and/or linens used by the ill child shall be disinfected with an appropriate germicidal agent. Information on contagious diseases will be given to parents, of the other children in the program to warn them that their children may have been exposed to a communicable disease. The child who has been discharged due to illness, shall upon re-admittance to preschool, be observed by a person trained in communicable disease and first aid prior to reentering the class. Please help us minimize the spread of illness by using good judgment. If your child is lethargic or just not acting like themselves, please keep them home and monitor their health from there. The teachers will notify parents if their child who may not be exhibiting any of the above symptoms but is not feeling well enough to participate in the activities at school. We share EVERYTHING in preschool and that includes germs. Your help in controlling the spread of illness is greatly appreciated!

MEDICATION POLICY

If medication needs to be administered during preschool, we must have written authorization from a doctor or dentist and have the prescribed container listing the name and instructions. Parents must also fill out a consent form that we have in the school office. Request forms must include the child's name, name of the medication, dosage amount, time of administration, duration of the need and possible side effects.

BEHAVIOR MANAGEMENT/DISCIPLINE POLICY

Trinity Catholic Preschool will provide a safe and nurturing environment by use of such techniques as positive reinforcement, praise and redirection. Our goal for discipline focuses on the development and maintenance of self-control. In our effort to create a safe and structured environment for your child the following guidelines are implemented:

*A preschool staff member in charge of a child or group of children shall be responsible for their discipline.

*Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

*No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.

*There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to pinching, punching, shaking or biting.

*No discipline shall be delegated to any other child.

*No physical restraints shall be used to confine a child by any means other than holding a child, such as a protective hug, for a short period of time, so the child may regain control.

*Discipline shall not be imposed on a child for failure to eat, sleep or for toileting accidents.

*The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

*Techniques of discipline shall not humiliate, shame, or frighten a child. Rather, teachers will:

- Encourage children to do their own problem solving.
- use positive suggestions
- emphasize desirable aspects of behavior
- give each child opportunities to make choices when appropriate
- explain reasons behind expectations

*Discipline shall not include withholding of food, rest or toilet use.

*Separation shall only be used when a child is unable to control his/her behavior and when it infringes on the rights of others.

*No child shall be placed in a locked room or confined area such as a closet, box or a similar cubicle.

WHEN A CHILD'S CONSISTENT INAPPROPRIATE BEHAVIOR INTERFERES WITH TEACHER'S AND OTHER CHILDREN'S RIGHTS OR BECOMES A SAFETY CONCERN, THE FOLLOWING STEPS MAY BE TAKEN:

1. Observation of the child by preschool director and/or principal.
2. Parent/teacher conference to discuss concerns.
3. Implementation of a behavior plan designed by the director and teacher with parent input.
4. Referral to school district or other psychological professional for evaluation.
5. If these steps fail to bring about a positive change, the child's participation in the program may be terminated.
6. The parent of a child in a center will receive the program's written discipline policy. All staff members receive a copy of the preschool's discipline policy for review upon employment.

STUDENT ROSTER

A student roster which includes each child's name, phone number and email will be prepared annually by the preschool teachers and provided to parents upon request. Parents will be asked to sign a statement indicating whether they desire to have their child's information included on the roster.

SAFETY POLICY

*When an accident or injury occurs which requires medical attention or the emergency transportation of a child, an Incident Report shall be completed, and a copy shall be given to the parents of the child.

*No child will be left alone or unsupervised at any time.

- *Fire and tornado drill plans are posted in each classroom. Plans for rapid dismissals and lock-down drills are available in individual buildings.
- *First-aid supplies are available in all preschool classrooms.
- *Medical and dental emergency plans are posted in each preschool classroom.
- *Each child must have completed annually a medical evaluation (including updated immunization record) and emergency medical form. All required forms are kept in student files in the classroom.
- *Each classroom has hand-washing procedures posted in the classroom.

PRESCHOOL LICENSURE

The most recent written compliance report for Trinity Catholic Preschool is posted on the Parent Information Board next to the program's current license in the entry way of school. Copies of the inspection report are available from the Office of Early Childhood Education at 614-466-0224 upon request.

RELEASE OF INFORMATION

All information pertaining to a student is considered privileged and cannot be released without written permission of the parent or legal guardian. Personally identifiable information will not be published by the school, either electronically or in print, unless a parent has signed a release.

TRANSPORTATION/ FIELD TRIPS

All field trip transportation will be provided by parents. Children will be transported to school via parents and approved pick up and drop off individuals. In the event of a walking field trip (walking to a location near the school) a permission slip will be provided prior to the trip.

I have received a copy of the Parent Handbook and have reviewed the policies related to my child's enrollment in Trinity Catholic Preschool Program.

Child's Name: _____

Parent Name: _____

Parent Signature: _____

Date: _____

Acknowledgement of Risks

We, the parent(s) and student who are signing this student handbook for Trinity Catholic School, acknowledge and agree that, as a student at the School and as parent(s) 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 diseases (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 School 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.

Please return this form to your child's teacher by the end of the first week of school.