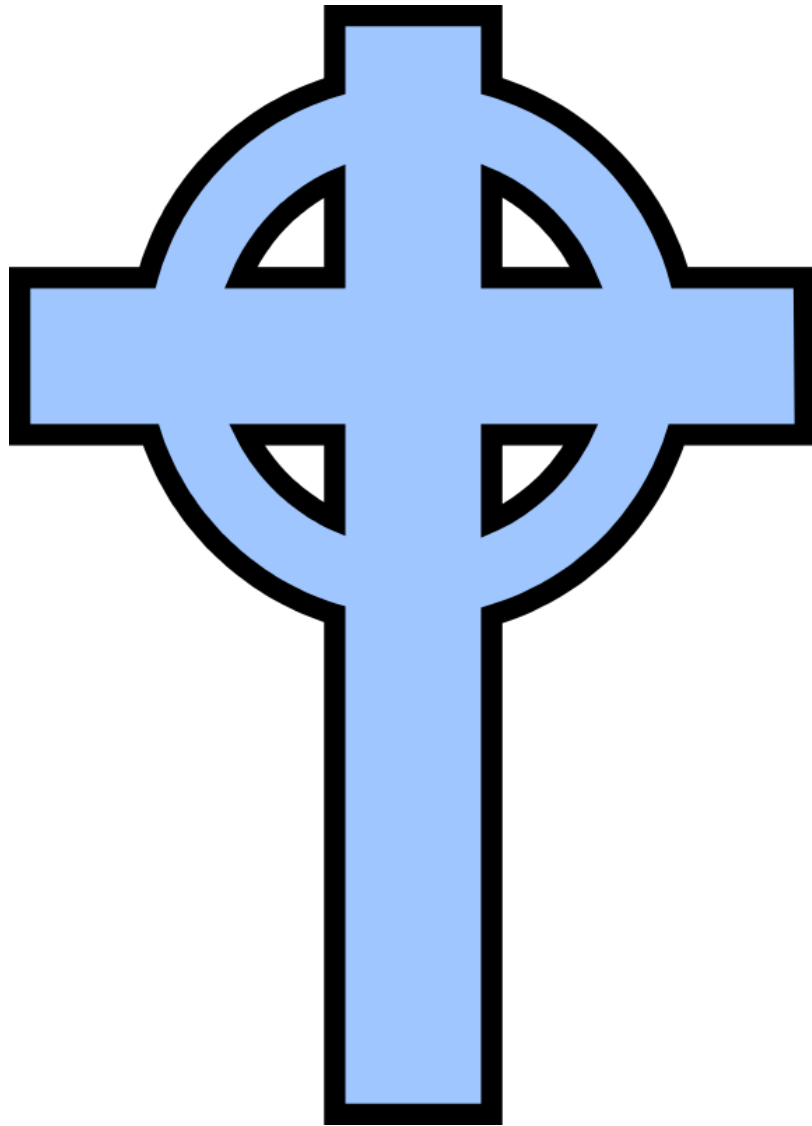


# **Saint Bernadette School**



## **Preschool Handbook 2017-2018**

## **ST. BERNADETTE SCHOOL PRESCHOOL GUIDELINES**

On behalf of the St. Bernadette School faculty and staff I would like to welcome you to the St. Bernadette School family. Through the grace of God and with the total cooperation and support of the students, parents and staff, we will accomplish a most rewarding school year. In compliance with the Catholic Diocese of Columbus, St. Bernadette School is committed to:

- Communicating the gospel message of Jesus
- Building and modeling a community of faith
- Orienting students to the obligation and experience of service
- Providing students with the opportunity for growth in prayer

Catholic theology recognizes parents as the primary educators of their children. At St. Bernadette School, faculty and staff members, the parish, and the Diocese of Columbus share in the achievement of these principles. As we strive for educational growth and to continually evaluate, revise, and strengthen our program, we will not lose sight of the reason we are here, which is to serve the needs of each child to the best of our ability. Every decision we make will consider the best interests of the children first.

Again, we welcome all of you to a new and exciting school year!

*Pam Eltringham*, principal

### **Philosophy**

Saint Bernadette preschool is an extension of Saint Bernadette elementary school and parish. Our preschool strives to meet the spiritual, emotional, physical, social and cognitive needs of the whole child. Our goal is to provide a safe and loving atmosphere where a child can explore and discover through hands-on interaction with his/her environment. Opportunities will be provided to use and share existing skills and to learn new skills which will help each child establish a positive self-esteem. We approach our goals with a sense of dedication and love.

### **Mission Statement**

The mission of St. Bernadette School is to celebrate Christ's love through Catholic teachings and traditions, daily service to others and academic excellence.

### **Purpose and Goals**

The program activities of our Preschool is designed to meet the individual developmental needs of the children on intellectual, physical, social, and motional

levels. It is a leveled learning approach. Each student will receive individual attention; therefore, providing an education that meets the student where they are.

Young children learn through creative play and active exploration and manipulation of their environment. Concrete experiences contribute to concept development in the preschool aged child. Creative play is a powerful tool for your children. This age is best for self-discovery, self-realization and confidence. Play is a major vehicle for the development of the whole child in all areas; spiritual, cognitive, social, emotional, and physical.

Our curriculum provides a variety of developmentally appropriate activities and materials and encourages children to be actively involved in the learning process.

Our goals are to plan and restructure play experiences in a Christian environment, which will aid in the enhancement and facilitation of growth and development for each child:

1. To become independent and self-motivated
2. To be able to express his/herself as an individual through language development
3. To be a creative thinker and problem-solver by encouraging him/her to think, reason, question and experiment.
4. To function successfully in a group of peers (i.e. cooperation, sharing, friendship, values)
5. To gain a sense of self-worth as a special part of God's community

St. Bernadette Preschool is licensed by the Ohio Department of Education. The license is posted outside of the classroom door.

### **Admission/Placement and Registration**

No child shall be admitted to the preschool program that is not at least four years old by August 31<sup>st</sup> of the year they are enrolling. Additionally, no child shall be admitted to the preschool class who is not at least three years old by August 31<sup>s</sup> of the year they are enrolling. All Preschool students must be fully potty trained by August 31<sup>st</sup> of the year they are enrolling. A nonrefundable instructional fee is due with tuition to cover the cost of student materials for the year. At the time of registration, the following items must be presented to the school office:

1. An official birth certificate
2. Immunization records
3. Child's medical statement
4. Parent identification (driver's license)
5. Proof of custody where applicable (Diocesan policy #5119.2)
6. Baptismal certificate (if applicable)

## **Announcements**

A yearly calendar will be sent home to keep families informed of school activities. Additional notices and reminders are sent home and posted on the school website as deemed necessary. Newsletters will come home each Thursday containing important up to date information. This newsletter will also be posted on our website.

## **Attendance**

Attendance is the responsibility of the parent and is probably the most critical factor, which determines educational success. Parents are asked to call the school office to report a student absent from class. This will eliminate the need for school office staff to disrupt parents/guardians at home or at work. A message may be left on the school answering machine. At dismissal time, you or the person you designate to pick up your child must come to the school door. You will be asked to sign out your child. We will not send the children out to the car or allow them to wait outside. Children will not be released to anyone not on their authorized pick-up list unless we are notified otherwise by the parent.

## **Calamity Days/School Closings**

St. Bernadette School participates in an emergency contact system, through School Messenger. Each student in our school is enrolled via his/her home phone number. Parents are required to register on-line and enter alternate emergency numbers for their family. Email addresses can also be uploaded into the system. In the event of a school emergency, a message generated from the school, will be sent to the contact numbers in the system. This system will be used only for emergencies.

If St. Bernadette School is on a “delayed start” schedule, morning preschool will not be in session. Afternoon preschool will be not in session when school closes early due to inclement weather or another emergency.

## **Child Custody**

If a child does not live with both parents, the school must have on file a copy of current custody orders regarding that child. For the child’s safety and protection, the custodial parent or guardian must provide the school with written notification of the persons to whom the child may be released. This information will be kept on file.

## **Child Progress Report**

A report completed by the preschool teacher regarding each child’s progress shall be sent to parents at least twice a year. Parents may, however, request an updated report at any time during the school year. Two parent conferences will be held during the year.

## **Class Size**

The St. Bernadette Preschool program shall adhere to the student to teacher ratio set forth by the Ohio Department of Education at all times. No more than 12 three year olds; 14 four year olds; or in the case of a blended class of 3 and 4 year olds, 12 students shall be enrolled in the preschool program .

## **Communicable Disease (Management)**

All staff members will be trained to recognize signs and symptoms of illness. They will also be trained in hand washing and disinfecting procedures. A qualified substitute teacher will be available when the center staff person is ill.

The Preschool will follow the Health Policy as outlined in our Parent/Student Handbook. Precautions shall be taken for children suspected of having a communicable disease:

- Parents shall be notified immediately of the child's condition when a child has been observed with signs or symptoms of illness.
- Children observed with signs or symptoms of illness shall be isolated immediately and discharged to the parent or guardian:
  - Diarrhea(more than one abnormally loose stool within a 24 hour period)
  - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
  - Intestinal difficulty
  - Difficult or rapid breathing
  - Yellowish skin or eyes
  - Conjunctivitis
  - Temperature of one hundred degrees Fahrenheit
  - Untreated infected skin patches
  - Stiff neck
  - Unusually dark and/or grey or white stool
  - Evidence of lice, scabies or other parasitic infestation

A child with of the following sign or symptoms shall be isolated immediately from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardians. The child, while isolated at the program, shall be watched carefully for symptoms listed above as well as the following:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperature
- Vomiting

A child isolated due to suspected communicable disease shall be:

- Cared for in a room or portion of a room not being used in the preschool program
- Within sight and hearing of an adult at all times--No child shall be left unsupervised.
- Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use the cot will be appropriately cleaned and then disinfected with an appropriate germicidal agent.
- Observed carefully for worsening condition
- Discharged to parent, guardians, or designee of same as soon as possible

The ODHS Communicable Disease Chart is posted in the St. Bernadette preschool.

Parents or guardians will receive immediate notification by phone when their child is exhibiting signs or symptoms of illness or have been exposed to a communicable disease.

St. Bernadette Preschool is in session only two and one half hours daily, and it is our policy that medication and/or vitamins will not be administered by the staff. Should a special need arise where medication during class time is necessary, we will follow the requirements of the Licensing Department of Human Resources concerning the preschool child and the matter. The staff person responsible will check the regulations governing this matter.

### **Complaint Procedure**

It is encouraged that parents/guardians contact the preschool teacher with any concerns or complaints. If the concerns are not successfully resolved, the parent/guardian should contact the director at 740.654.3137. Also, parents may report any concerns, complaints, and/or violations by calling 614.466.0224 or the Department Ombudsperson at 877.644.6338.

### **Compliance Information**

The laws and rules are available upon request at the school office. The preschool's licensing record, compliance report forms, inspection forms for the building from the fire and health departments, and the evaluation from the State Department of Education, are also, available upon request.

### **Contact Information/Emergency contacts**

A medical emergency card must be completed for each preschool student enrolled in school. The card must indicate emergency contacts as well as the name, address, and phone number of the student's primary care physician and dentist. Parents are requested to keep this card current by notifying the school if there are any changes.

**Parents shall keep the school well informed of the proper telephone number at which the parent or guardian may be reached in case of emergency and must promptly inform the school of any address, home phone, or cell phone changes.**

## **Discipline**

The St. Bernadette School code of conduct is enforced at our preschool. Students will generally be given time-outs for violations of the code of conduct. Parents will be notified in writing and/or verbally of time-outs involving their child(ren) that day. Any serious misconduct will be referred to the principal.

Our Preschool method of discipline follows the guidelines for Ohio's School Child Program, which states:

1. Discipline shall be constructive and educational in nature, and may include such measures as praise for appropriate behavior, diversion, talking with the child, and separation from problem situations.
2. The program shall neither abuse nor neglect children, but shall protect children from abuse and neglect while in attendance.
3. There shall be no cruel, harsh, or corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
4. Discipline shall not be delegated to a child.
5. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as a protective hug, so that the child may regain control.
6. No child shall be placed in a locked room or otherwise confined in an enclosed area such as a closet, box or similar cubicle.
7. No child shall be subjected to profane language, threats; derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
8. Discipline shall not be imposed on a child for failure to eat or sleep, or for toileting accidents.
9. Techniques of discipline shall not humiliate shame or frighten a child.
10. Discipline shall not include withholding of food, rest or toilet use.
11. Separation shall be brief in duration and age and developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted, and well-ventilated space.

It is important to have the support of parents in matters of discipline. Our goal is to provide a safe and happy environment for your child(ren). The decisions of the principal are final.

## **Health and Safety**

Medical examinations and records of immunizations shall be required of children enrolled in St. Bernadette Preschool.

Nonprescription and prescription medications shall be administered in accordance with program policies and procedures and only with written permission of parent and physician.

First aid supplies and directions for their use shall be readily available at all times the program is in operation.

Children shall have drill practice at least once per quarter during the school year. The program follows the school's written policy and procedures for emergency situations.

A child experiencing minor cold symptoms will be permitted to participate in class activities but may be excused from outside play or strenuous activities.

### **Parental Participation**

Any custodial parent or guardian of a child enrolled in the center will be permitted access to our preschool during its hours of operation for the following purposes; contacting their child, evaluating the care provided by the preschool, or evaluating the premises. Upon entering the premises, the parent/guardian shall notify the administrator or her designee of his/her presence.

### **Parent/Teacher Conferences**

There will be two scheduled conferences during the school year. The conferences are designed to discuss the student's progress. Parents may schedule a conference, for any reason throughout the school year by scheduling an appointment through the school office (740-654-3137).

### **School Security**

The school has installed a security system. All doors will be locked during the school day. Entrance can be obtained at the front or rear entrances by ringing the door bell. To keep our building safe, students will be instructed to "not open doors." Security cameras monitor school entrances, hallways, parish hall, and both parking lots; and run on a continuous loop.

### **Snacks**

As part of our daily preschool program, we include a few minutes for snack time. Small children need a burst of protein in the mid-morning or mid-afternoon. This also allows the children the opportunity to help serve. It helps the children to learn to wait until others have been served, and prayers said before eating. It's also an opportunity for quiet socialization.

Each child will be responsible for snacks four or five weeks throughout the year. When it is your turn to bring snack, you will be asked to bring enough snacks for your child's class, for each day of that week. Instead of bringing snack in on one of your days, you



might be asked to bring in a few ingredients so that we can make that day's snack in class.

The State Department of Education requires preschools to offer healthy snacks for children. This policy will be strictly enforced. Cookies and cupcakes are not acceptable for snacks, they are; however, a good idea for parties (holidays and birthdays). Ice cream products are also acceptable.

Please include the following items in your snack:

- Some type of nutritious snack food
- Drink—Vitamin D Milk or 100% juice
- Napkins
- Cups (if necessary)
- Plates, forks, spoons (if necessary)

If your child has a food allergy, please provide safe snacks for your child to eat during parties etc.

You will receive a snack schedule in August. If you are unable to bring snacks on your assigned week, you may trade with someone. Please inform me of any changes.

### **Sharing**

Our preschool program has a time for sharing. We will have “share time” every Friday. The children may bring special items to share and discuss with the class. Please do not bring “toys”, stuffed animals and baby dolls are acceptable. Try to relate your child's item to a topic that has been discussed in class. (For example, if the student brings in a stuffed dog, the child should be able to answer questions about it—What kind of animal is a dog? A mammal or a reptile?)

### **Staff**

Any staff member responsible for the care, custody or control of students in any preschool/school or school sponsored activity must submit a criminal background check, including fingerprinting through BCI&I and FBI. Also, they must attend a “Protecting God's Children” session (child abuse awareness/prevention program) as stated in Diocesan Policy #4110.0 prior to their involvement.

### **Student Directory**

Each year St. Bernadette School publishes a roster for each group of children in our program. This roster will not be furnished to any persons other than parents of children enrolled in our school. If you do not agree with this practice, please indicate your decision to opt out of the annual Student/Family Directory. This is done by checking the box on the sign-off page (the last page).

## **Supervision of Students**

1. St. Bernadette Preschool personnel will have current background checks on file in the school office. All preschool personnel must participate in a Protecting God's Children program.
2. When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised.
3. No child shall be left alone or unsupervised.
4. Children should not arrive for school earlier than 8:20AM or 11:50 PM. Special consideration will be give upon request.
5. The preschool staff has immediate access to a working telephone at all times.
6. The fire emergency and weather alert plans are posted in the preschool.
7. An incident report will be completed when an accident or injury occurs or when an incident necessitates administering syrup of ipecac.
8. Spray aerosols shall not be used at any time when children are present.
9. The administrator and each employee are required to immediately notify the local public children's services agency when they suspect that a child has been abused or neglected.

## **Toys**

No squirt guns, trading or selling of collectible toys, or anything which would interfere with the learning process are permitted at school.

No Handheld games will be permitted for indoor recess.

## **Transportation**

St. Bernadette School does not provide transportation to or from preschool.

Parents/legal guardians are responsible for bringing their children to and from classes.

## **Tuition**

St. Bernadette Preschool tuition is divided into nine (9) monthly payments. Tuition collection policy states that tuition must be paid before the month your child attends. For example: at least one payment must be made by August 31<sup>st</sup> in order for your child to begin classes, then a second payment is due by September 30<sup>th</sup> for your child to attend October classes, and so on.

## **Visitors**

We love having visitors, but there are state laws regulating visits to schools for the safety of the children.

Parents have unlimited access following the procedures listed below.

ALL VISITORS, INCLUDING PARENTS, MUST REPORT TO THE SCHOOL OFFICE WHEN ENTERING THE BUILDING DURING THE SCHOOL DAY; AND COMPLETE AND WEAR THE VISITORS' PASS WHILE IN THE BUILDING. (OHIO REVISED CODE)

For the safety of our students, all are to enter the building at the main entrance. Unscheduled parent visits to the classroom, cafeteria or playground are not permitted. This includes walking your child to the classroom or going to the classroom to pick up your child. All items should be brought to the office.

Parents are to make an appointment through the school office to see the teacher. Parents should not go to the classroom before class. The teachers are to be supervising their class.

### **Volunteers (classroom/field trip)**

Any adult who wishes to volunteer in the classroom or chaperone a field trip must submit to a criminal background check and attend a "*Protecting God's Children*" workshop. The background check (fingerprinting) can be done locally at the Sheriff's Office or the BMV, or a private agency. The workshop is free of charge at locations throughout the Diocese. For a list of classes or to register for a class, visit [www.virtus.org](http://www.virtus.org). Feel free to call the school office if you have any questions about these requirements.

### **Withdrawal/Transfer**

A parent/guardian must notify preschool director of their intent to withdraw or transfer. If the impending withdrawal is due to financial matters or an issue of disagreement, the Preschool Director shall make every effort to work with the family on rectifying the situation before their official withdrawal. All preschool tuition and outstanding debts must be paid in full at the time of withdrawal.

## **SIGN AND RETURN TO SCHOOL WITHIN ONE DAY**

Our family has read the Parent/Student Handbook. We are aware of, and understand the contents. By signing and returning this sheet, we have agreed to be governed by the policies, rules, and regulations of St. Bernadette School (including Technology Acceptable Use Policy). Also, I authorize that my child's name, my name, address, and phone number be listed on the student roster and in the student directory, which will not be furnished to any persons other than parents of children enrolled in our school program. . Permission is also given for St. Bernadette School to take my child's picture. I understand that it MAY appear in the school newsletter, local papers or on the school's website (without personally identifiable information).

Please list any exceptions below:

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Parent/Guardian signature

Please Print

Date

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Parent/Guardian signature

Please Print

Date