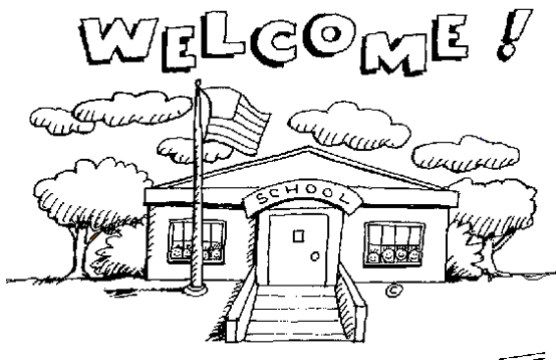




# Parent Handbook 2019-2020



*Welcome to the St. Catherine of Siena Early Childhood Education Center. This handbook has been developed to answer questions that you may have about our Center. We, as Christian educators, believe that our major goal is to develop the whole child. It is our effort to work with the parent to see that each child develops spiritually, intellectually and emotionally.*

### **Mission Statement**

Founded in the Catholic faith, our school ministry develops disciples of Jesus Christ who are intellectually and spiritually prepared to serve God and their community.

### **Belief Statement**

As Catholic School Educators, we believe our Catholic School is not only a school, but a community of Faith; we believe those entrusted to us are not only students, but children of God.

We believe we are not only educators, but Ministers of the Gospel; we believe the values we teach are not only character development, but a call to Holiness; we believe our courses of study are not only academic pursuits, but a search for Truth; we believe the purpose of education is not only for personal gain and the development of society but for the Transformation of the World.

### **Philosophy**

We believe that each child is a unique gift created by God. It is our job as educators to work closely with parents to assist each child in their educational development. The experiences that a child has in the first years of their lives are important in the child's growth and development. Our curriculum is designed to meet the needs of the whole child, complete with activities and experiences incorporated to enhance each child's spiritual, cognitive, language, physical, social and emotional development.

### **Goals**



1. To assist parents in the education of their children
2. To help the child develop as a whole person: spiritually, socially, emotionally, intellectually and physically in a Christ-centered environment.
3. To provide a positive, safe and secure learning environment that will encourage the child's growth.
4. To develop a positive self-concept.
5. To promote respect for self and others.
6. To gain independence by providing opportunities to make choices.
7. To use all senses in learning.
8. To experience learning in a hands-on environment in both quiet and active play.
9. To learn responsibility for ones actions.
10. To establish and develop friendships.

## **Admission Policy**

The St. Catherine of Siena Early Childhood Education Center admits students of any race, creed, color, or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, creed, color or ethnic origin in the administration of its educational policies, scholarships, loans, athletics and other school administered programs.

- A child must be at least three or four years old by September 30 of the respective school year.
- A child must be fully potty trained to participate in the preschool program. Pull-ups are not accepted.



## **School Hours**

The Early Childhood Education Center is offered to three, four and five year olds Monday through Friday, 8:00 a.m. – 11:00 a.m. or 12:00 p.m. – 3:00 p.m. We also offer an all day program, which runs 8:00 a.m. – 3:00 p.m. The Center offers a choice of three to five days for attendance (2-5 for 3 year olds). Optional extended day hours are available as well. The preschool doors do not open until 8:00 a.m. for the morning session and all day session. As a parent you have unlimited access to your child while they are at school. Please sign in at the office when you arrive at any other time of the day. Our day begins at 8 AM. Since we operate as a school rather than a daycare, we firmly believe that arriving late is not beneficial to your child. If a child arrives to school after 8:30 AM without a valid reason (appt., car troubles etc.) he or she may not be admitted.

## **Registration**

Preschool registration begins in February for our families with children presently attending our school and for parishioners. Open registration begins in March, during our open house. Look for information in the school newsletter or the church bulletin. All entering students must have a copy of their birth certificate or a copy of a baptismal record with the child's birth date on it. Preschool students must also have a current physical form signed by a doctor.

## **Tuition**

Payment schedules and tuition loan opportunities are published each spring for the following year. A registration fee is required for each child. This fee is non-refundable. Tuition is refundable and will be pro-rated if a child leaves during the first quarter.

## **Dress Code for Preschool**



Preschoolers are not required to wear uniforms. Play clothes and tennis shoes are recommended. Please dress your child in clothes that he/she can manage. Students are permitted to wear shorts until the end of the first quarter and after May 7. For the safety of the child, students are not permitted to wear flip-flops. An extra set of clothing needs to be brought to school on the first day. Place it in a large zip lock bag and label all items. Please include a shirt, pants, undergarments, and a pair of socks. The extra clothes will be kept in the classroom until needed and returned at the end of the school year.

## **Transportation/Arrival & Dismissal**



Transportation to and from school is the responsibility of the parents. A parent or responsible adult must physically bring the child to the preschool classroom. Students will be brought outside for pickup in the parking lot. Your child will be brought to the car line up and helped into the vehicle. Please stay in your car so that the pick up process runs smoothly. Only persons authorized to do so, by the parent/guardian, may pick up the child.



## **Emergency Release**

Only those individuals listed on the authorization pick up form will be allowed to pick up the child at the end of the day. If an adult other than those listed on the form will be picking up the child, a written note from the parent/guardian as to who will be picking up the child is necessary. Photo identification needs to be presented by the authorized adult when picking up the child.



## **Communication/Parent-Teacher Conferences**

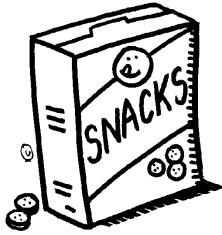
A preschool classroom newsletter will be sent home at the beginning of each week. A school folder will come home each Thursday. Please return the folder on the following school day. Your child's progress will be evaluated throughout the school year. Progress reports will be sent home 2 times throughout the school year. Two parent-teacher conferences will be held yearly to discuss your child's progress. Additional conference time is scheduled whenever the teacher and/or parents determine a need. Informal conferences are an ongoing process over the course of the year.

A preschool family roster will be available upon request. This preschool family roster includes name and telephone number of the child and the child's parent. Parents may wish to be omitted from the roster simply by stating so on the appropriate form. The roster is only handed out upon request. Parents find the roster to come in handy when inviting classmates to a birthday party or for play dates.



## **Classroom Parties and Parent Participation**

Classroom parties are planned to celebrate special holidays. Parents are welcome, but please leave siblings at home or with a sitter. Parents may be asked to donate items or help out for the parties. Parent volunteers are welcome to help in classroom throughout the year; make sure to sign up on the parent-volunteer calendar in the classroom. Birthday celebrations are welcomed in the classroom. The monthly calendar will indicate the day we will celebrate your child's birthday. The greatest indicator of student success is parental involvement. We encourage families to participate both in the classroom and on field trips.



## Snack



A snack schedule will be distributed at the beginning of each month. Students are required to bring in snack for the whole class on their assigned day. Snacks must be healthy (fruits, vegetables, cheese, crackers...). Preschool will provide a drink, (100% juice, milk or water) for each child. Snacks should be “child-friendly” and require no further preparation.



## Management of Communicable Disease

The Center staff members are trained in communicable disease, first aid, and in hand washing and disinfecting procedures. A child who needs to be isolated will be isolated in a designated area and supervised by a trained staff member. A parent/guardian or designated person will immediately be contacted of the child’s illness. When necessary, a note explaining exposure to a diagnosed communicable disease will go home immediately to the preschool families affected. A child who exhibits symptoms of illness must be free of illness for 24 hours before returning to school; this includes a fever.

A child with any of the following signs or symptoms of illness shall be immediately isolated and a parent/guardian or designated person will be contacted to pick up the child:

1. Diarrhea (more than one abnormally loose stool within a twenty-four hour period)
2. Severe coughing, causing the child to become red or blue in the face or the making of a whooping sound
3. Difficult or rapid breathing
4. Yellowish skin or eyes
5. Conjunctivitis (redness of the eye, obvious discharge, matted eyelashes, burning, itching)
6. Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness.
7. Untreated infected skin patches
8. Unusually dark urine and/or gray or white stool
9. Stiff neck
10. Evidence of lice, scabies or other parasitic infestation

A child with the following signs or symptoms of illness shall be immediately isolated from other children. The director, teacher and parent/guardian shall determine decisions regarding whether the child should be discharged immediately or at some other time during the day.

1. Unusual spots or rashes
2. Sore throat or difficulty in swallowing
3. Elevated temperature
4. Vomiting

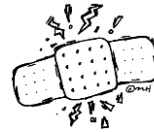
## **Emergency Illness and Accident Procedures**



First aid is the management of sudden illness or injury until further medical care can be obtained. Immediate first aid treatment is given for minor accidents occurring at school. Printed emergency procedures will be followed and someone on the child emergency medical form/and or the doctor, dentist, hospital or 911 will be called. The staff member in charge of the child will complete an accident/injury report when the following occurs:

- ✓ An illness, accident or injury, which requires first aid treatment
- ✓ A bump or blow to the head
- ✓ Emergency transportation
- ✓ An unusual or unexpected event jeopardizing the safety of children or staff, such as child leaving school unattended

## **Emergency Procedures**



In the case of an emergency or accident, first aid will be administered and parent/guardian will immediately be contacted. Emergency medical transportation will be contacted if the situation warrants such care. A staff member will stay with the child until the child is released to the parent/guardian. The staff member in charge of the child will complete an incident report, which will be signed by the parent/guardian and a copy will be given to them.

## **Administering Medication**

School personnel will adopt the following guidelines when administering prescribed medication, over the counter medication, food supplement, and modified diet or fluoride supplement.

1. Secure the written instructions of a licensed physician or licensed dentist.
2. Each time medication is administered, a written record or log including dosage, date and time shall be made. The record or log will be kept on file for one year.
3. Medication containers must have an affixed pharmacy label including the child's name, name of medication, dosage and the time of administration. At every dosage change, a new physician's statement is required.
4. An adult must bring the medication to school. All medication must be picked up by an adult at the end of the school year or it will be discarded.
5. Children are not permitted to keep medication with them while at school
6. Preschoolers are not permitted cough drops.



## **Fire, Safety & Tornado Drills**

Drills are held monthly to assure that fire emergency, location for tornado, Safety drills and evacuation of building is understood and easily managed. Records of such drills will be kept for one year.



## **Behavior Management/Discipline Policy**

Constructive developmentally appropriate child guidance and management techniques will be used at all times, and will include such measures as (1) discussion of the problem (2) redirection (3) separation from the problem situation (4) praise for appropriate behavior. A structured program requires limitations, which are clearly defined, consistent and developmentally appropriate. A constant positive verbal communication with both child and parent will limit the need for discipline. Mistakes are used as learning opportunities to remind students that we learn from our mistakes. Our goal is to make your child's time with us a positive and successful experience. The Early Childhood Education Center is licensed to operate by the Ohio Department of Education. The facility is required to report any suspicions of child abuse or neglect to the local public Children Services Agency.

St. Catherine of Siena Early Childhood Education Center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, or biting.
- No discipline shall be delegated to any other child.
- No physical restraints will be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may gain control.
- No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child will be subject to profane language, threats or derogatory remarks about himself or his family or other verbal threats.
- Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toilet accidents.
- Techniques of discipline shall not humiliate, shame or frighten a child.
- Discipline shall not include withholding food, rest or toilet use.
- Separation, when used as discipline shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well ventilated space.
- The program shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.



## **Licensed Program**

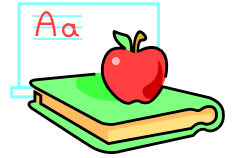
St. Catherine of Siena Early Childhood Education Center is licensed to operate by the Ohio Department of Education. The most recent written compliance report is posted on the parent communication board.

## Preschool Curriculum Outlined with Examples

The Center curriculum is aligned to the Toledo Catholic Diocese Preschool Curriculum and the Early Learning Content Standards adopted by the Ohio Department of Education. We offer developmentally appropriate activities, through learning environment and approaches that meet the individual needs of the children. A balance of both quiet and active play throughout the day meet intellectual, physical, social and emotional needs of each child through indoor and outdoor activities.

### *A. Socialization*

1. Interaction through free play
2. Creative play/dress



### *B. Language Development*

1. Singing
2. Group discussion
3. Stories
4. Learning conversational skills

### *C. Music Appreciation*

1. Learning new songs
2. Rhythmic movement
3. Playing instruments
4. Creative expressions

### *D. Small Motor Development*

1. Developing and strengthen hand and finger muscles.
  - a. play dough
  - b. coloring
  - c. painting
  - d. cutting
  - e. printing
  - f. pouring
  - g. writing
  - h. sifting
  - i. sewing
  - j. water play
  - k. drawing
  - l. stringing

### *E. Large Motor Development*

1. Building large muscle strength; coordination.
  - a. obstacle courses
  - b. balancing beams
  - c. throwing
  - d. catching
  - e. hopping, skipping, jumping, galloping, tiptoeing games
  - f. building
  - g. climbing



### *F. Pre-Reading Skills (Introduction to Academics)*

1. Math
  - a. calendars
  - b. basic counting skills
  - c. amounts & space
  - d. building/proportions
  - e. one-to-one correspondence
  - f. utilizing individual situations for math
  - g. recognizing numerals
  - h. comparisons-forming sets
2. Reading
  - a. alphabet recognition
  - b. left to right movement
  - c. top to bottom movement
  - d. visual perception



### *G. Christian Values in Everyday Living*

1. Stories through puppetry
2. Learning to share
3. Basic bible stories
4. Dealing with everyday people and experience
5. Learning wonders of God
6. Family and friends



### *H. Science*

1. Animals
2. Seasons
3. Dinosaurs
4. Sense and Body
5. Magnets
6. Learning about the world around us

### *I. Self-Esteem Development*

1. Encourage a positive environment
2. Positive reinforcement

### *J. Self-Help Skills*

1. Dressing self
2. Buttoning
3. Zipping
4. Tying
5. Lacing





## **Field Trips**

The children will participate in field trips as an enrichment activity. Plans are made with parental consent and involvement. The teacher who has completed first aid and communicable disease courses will accompany the children. Parent permission is required. A first-aid kit, emergency transportation authorization and health records for any child requiring special procedures or precautions will also be taken on the field trip.



## **State Regulation**

Inspection reports are posted on the parent board and copies are available upon request.

All complaints that have not been resolved may be reported to the Department Ombudsman, (877) 644-6338 or (614) 466-0224, or the Office of Early Childhood Education.

## **Child/Adult Ratio and Supervision**

Four and Five year olds (not in Kindergarten) child/adult ratio is 1:14 with group sizes no larger than 28. Three-year old child/adult ratio is 1:12 with group size no larger than 24. The teacher or a staff member will always supervise the children. The director and/or head teacher acting as the director shall be onsite at least half of the program's operating hours. At least two responsible adults shall be available at all times. One adult shall be the staff the second shall be available within the building or be able to be summoned by the teacher without leaving the class. A phone will be available while the program is in session.

## **Health Screening**

Your child's health growth and development are kept track of through a partnership between you and your health professional. At each well-child visit the doctor looks for developmental delays or problems and talks with you about any concerns you might have. Children with special health care needs should have developmental monitoring and screening just like those without special needs. Monitoring healthy development means paying attention not only to symptoms related to the child's condition, but also to the child's physical, mental, social, and emotional well-being. Research shows that early intervention treatment services can greatly improve a child's development. Early intervention services help children from birth through 3 years of age (36 months) learn important skills. Services include therapy to help the child talk, walk, and interact with others. (information taken from the CDC). St. Catherine of Siena Early Childhood requires that each child have a yearly well-check. This annual check helps with prevention, aides to track growth and development, is an opportunity to raise concerns and offers team approach to your child's health.



# SCHEDULE

(Sample schedule- Your child's class schedule is posted on the parent board)

8:05-8:30

**Gathering Time**

Greeting, attendance, table activities, and/or selected centers

8:30-9:00

**Opening Group**

Calendar & outline daily activities/topics, discussion, and/or story time

9:00-9:30

**Center Time**

Self and teacher directed activities

9:30-9:45

**Snack/Books and Puzzles**

9:45-10:15

**Small Group Activities a.m./ Small and Large Group Activities p.m.**

10:15-10:45

**Large Group**

May involve one or more of the following:

- Reader of the Day
- All About Me Board
- Large Motor Skills
- Learning Activities
- Story Time
- Movie Time
- Discussion

10:45-10:55

**Closing Group and Packing Up**

Discussion of the day's activities and the activities planned for next class, prepare to go home, announcements

10:55 AM

**Dismissal**

**All times subject to change based on special activities, outside time, unexpected happenings, and/or children's interest.**

