



Parent Handbook

2023-2024



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 one's 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 3 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 8:00 a.m. – 3:00 p.m. The Center offers a choice of three to five days for attendance. 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 and complete any potential required health screening. 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. It is extremely important that students arrive on time. Our student learning begins immediately with morning routines, work and circle. When your child arrives late, they risk missing essential learning and disrupt the flow of the classroom as the teacher must backtrack to catch your child up.

Please adhere to our drop off policy so that your child is able to participate in all of the important learning that takes place early in the morning. **Continual late arrivals may result in your child not being admitted for that day.**

1. Extended Day drop off **ends at 7:45 AM**
2. Main door drop off runs from 7:55 AM–8:30 AM
3. Drop off between 8:30 AM–9:00 AM allowed with notice and as long as it is not habitual
4. Late drop off between 9:00–10:30 AM with a doctor/dentist or appointment note only

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 scholarship 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 mid-month. Tuition must be kept current or student may lose his/her enrollment spot at St. Catherine Early Childhood Education Center. St. Catherine Early Childhood Education Center operates on a school year calendar. **No credit will be offered for absences due to illness (including COVID-19), quarantining or inclement weather.** In the event of forced school closure, all attempts will be made to reopen in a timely manner. If the school is forced into a

closure for longer than 1 week, we will adjust our calendar to add make up days. For any long term closure we will offer online learning, teacher support and materials for a reduced tuition cost. Enrollment is always optional, and a family may unenroll a student at any point although we ask for a 2-week notice when possible. As always, we do not wish to place a financial hardship on any family and will work with you when we can.

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. For the safety of the child, students are not permitted to wear flip-flops or open-toed shoes. A set of clothing needs to be brought to school on the first day.

Transportation/Arrival & Dismissal



Transportation to and from school is the responsibility of the parents. All adults entering the building at arrival may be asked to wear a mask and undergo a health screening. **One** parent or responsible adult must physically bring the child to the classroom. The adult must take the child to wash his/her hands at the assigned bathroom prior to reporting to the 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. Under State law, your child must have an appropriate car seat for transportation.



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 each week. A school folder will come home every other week. Please return the folder on the following school day. Each classroom maintains a classroom communication app as well. The apps are a great way to stay updated, see pictures and communicate with your child's teacher. 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.

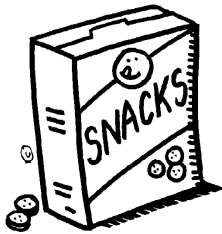
A preschool family roster will be available upon request. This preschool family roster includes name and telephone number of the child and the child's parent. Parents may wish to be omitted from the roster simply by stating so on the appropriate form. The roster is only handed out upon request. Parents 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. Birthday celebrations are welcomed in the classroom, however we ask that you limit the celebration to a prewrapped snack item and refrain from pizza parties and other bigger celebrations. 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 posted at the beginning of each month. Families will be asked to donate snack items or a monetary amount which will be used for fresh items. 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 faculty 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 faculty 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 fever must be absent for 24 hours without the use of fever-reducing medications.

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
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 of 100 degrees or greater
4. Vomiting

*Please refer to page 10-12 for COVID-19 specific guidelines



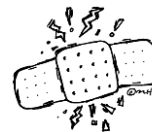
Emergency Illness and Accident Procedures

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 faculty 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 faculty, 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 faculty member will stay with the child until the child is released to the parent/guardian. The faculty 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. For minor injuries, parents may be called or contacted at pickup or via a note.



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 faculty 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

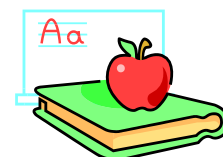
St. Catherine of Siena Early Childhood Education Center is licensed to operate by the Ohio Department of Education. The most recent compliance report is posted on the parent communication board.

Preschool Curriculum Outlined with Examples

The Center utilizes The Creative Curriculum which aligns with 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 | 3. Zipping | |
| 2. Buttoning | 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 faculty 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 faculty 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.

School Meal Charge Policy

In an attempt to make certain no student goes without lunch, we allow students to charge for meals and carry a balance with no limit to the number of charges. They will receive the same meal being served as all other students. We will feed students and settle financial matters with parents/guardians later. Monthly invoices are sent home to families with any lunch account balances that are still owed. Balances are kept on the account until they are paid. Free and Reduced Priced Meal Applications are available in the school office and can be completed at any time throughout the school year. If families need to they may set up a payment plan with the school office to pay off any school meal debts on their account. At the end of the school year any unpaid meal charges are carried forward to the next school year. These balances must be paid to prevent delays in registration.

MEAL SUBSTITUTIONS FOR MEDICAL OR SPECIAL DIETARY REASONS

Students who have dietary restrictions, considerations, modifications, allergies etc. must have dietary restrictions, modifications and allergies presented with a physician's statement identifying the food(s) to be avoided, added or modified due to a health concern or diagnosis. St. Catherine Early Childhood Education Center will accommodate needs in accordance with the physician plan. Dietary restrictions, considerations, modifications, allergies not accompanied with a physician diagnosis and plan will be accommodated at the school's discretion.

Life-Threatening Allergies

USDA Regulation 7 CFR Part 15b requires substitutions or modifications in school meals for children whose disabilities restrict their diets. A child with a disability must be provided substitutions in foods when that need is supported by a signed statement from a licensed physician.

If your child has a *life-threatening* allergy/disability related to consuming milk (anaphylaxis), we can make a meal substitution for your child. In order to do so we must obtain a medical note from a licensed physician that describes the child's condition. Obtaining the physician's phone number may help if you have questions.

The physician's statement must identify:

- The child's disability
- An explanation of why the disability restricts the child's diet
- The major life activity affected by the disability
- The food or foods to be omitted from the child's diet, and the food or choice of food that must be substituted

If we do not receive a medical statement from a recognized medical authority, your child will receive a regular lunch tray. *Medical statements completed by parents or guardians will not be accepted.*

Non-Life-Threatening Allergies

Generally, children with food sensitivities or intolerances do not have a disability as defined under either Section 504 of the Rehabilitation Act or Part B of IDEA, and the school food service may, but is not required to, make food substitutions for them. However, when in the licensed physician's assessment, food allergies may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of "disability", and the substitutions prescribed by the licensed physician must be made.

Fluid Milk/Lactose Intolerance (Non-life-threatening)

Allergies that are not life-threatening are considered special dietary needs, but not disabilities. School nutrition programs are not required to make food substitutions for students with special dietary needs that are not a disability. However, if the licensed physician determines that a child's food allergy may result in severe, life-threatening (anaphylactic) reactions, the child's condition would meet the definition of a "disability" and substitutions prescribed by the licensed physician must be made.

St Catherine of Siena Early Childhood Education Center's school food program will make

accommodations for milk substitutions for non-life-threatening conditions. The only milk substitutions that can be offered are lactose free milk or a soy milk. The specific brand may vary. There is a form that can be completed by the parent to request a fluid milk substitution. Please contact the school office for this form.
This institution is an equal opportunity provider.

Civil Rights and Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866)

632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

2. fax:

(833) 256-1665 or (202) 690-7442; or

3. email:

program.intake@usda.gov

This institution is an equal opportunity provider.

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. Children covered under Medicaid are eligible for EPDST. The Early and Periodic Screening, Diagnostic and Treatment (EPSDT) benefit provides comprehensive and preventive health care services for children under age 21 who are enrolled in Medicaid. EPSDT is key to ensuring that children and adolescents receive appropriate preventive, dental, mental health, and developmental, and specialty services.

Early: Assessing and identifying problems early

Periodic: Checking children's health at periodic, age-appropriate intervals

Screening: Providing physical, mental, developmental, dental, hearing, vision, and other screening tests to detect potential problems

Diagnostic: Performing diagnostic tests to follow up when a risk is identified, and

Treatment: Control, correct or reduce health problems found.

Transitions

St. Catherine of Siena Early Childhood Center welcomes and encourages families as partners. When students transition into new classrooms or out of the program, we adhere to the following policies. All students have a minimum of 2 transitions plans (into and out of the program). Students staying multiple years in our program have a transition plan at the end of the year from one class and another at the beginning of the year for the new class. Our spring family conferences are held late in the school year to allow for each family to meet for this particular transition time period.

If it becomes necessary to change classrooms mid-year, children and families will first meet with the new classroom teacher and also visit the actual classroom. During the first week, the child will visit the new classroom for half of their day. Teachers in both rooms will communicate and discuss how the transition is going. If the teachers feel that another transition week is necessary, the option will be presented to the family. During the second week, the child will attend their new classroom. All students maintain the same specials teachers (art, PE, music, computer and religion). These teachers will remain as the stable portion of the child's day throughout the transition. A formal meeting will be held (if necessary) with the teacher and family. The director may participate depending on the situation and circumstances surrounding the transition. A plan will be developed and implemented using the above plan as a template and modifying as needed.

Transitions into PreK and Kindergarten planning will occur at Spring Conferences. Meetings are scheduled via signup sheets outside of the classroom doors. Parents, guardians and any other important family members may attend the conference with the teacher. At times, two conferences may be necessary to accommodate families with parents who do not wish to attend the same conference. Families who do not sign up for a conference time are contacted by the teacher to plan a different time, phone conference or reason for no requested conference. During the meeting, teachers and families will discuss strengths and weaknesses of the student, concerns for the transition, tips on preparing for the transition and areas to work on over the summer to better prepare the child for the

new environment. Plans are made jointly between teachers and families. All students must have a transition plan form filled out and signed by both the teacher and the parent/guardian.

Sometimes a student leaves the program midyear for various reasons. A plan is made for each student leaving the program despite the time of year. As always, transition meetings are offered and may be necessary to ensure that the needs of the child is accurately communicated to the family and the new program (if applicable). Depending on the reason for the student departure, the offered meeting may include a member from Unison Behavioral or a member from the new program which the child will be attending (if applicable).

Covid-19 Policies & Procedures The following handbook pages are to help guide you with new policies and procedures due to the pandemic. These policies and procedures may be adjusted based on the pandemic and emergency needs of the center and based on State, Federal and local guidelines. We will follow rules, regulations and requirements of the local, state and federal government for the health and safety of students, families and faculty.

COVID-19 is thought to spread mainly from person-to-person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- COVID-19 may be spread by people who are not showing symptoms (asymptomatic)

Knowing these facts, SCECEC has implemented many new safety measures for families, children and teachers to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

Handwashing

SCECEC will always adhere to the most up-to-date CDC/ODE requirements, and if those are updated after the release of this handbook, we reserve the right to abide by those new guidelines.

1. All children, faculty must adhere to regular hand washing with soap and water for at least 20 Seconds during the following times (at a minimum)
 - a. Upon arrival for the day, after breaks and upon returning from outside.
 - b. After toileting or assisting a child with toileting.
 - c. After contact with bodily fluids or cleaning up spills or objects contaminated with bodily fluids.
 - d. After cleaning, sanitizing or using any chemical products.
 - e. After handling pets, pet cages or other pet objects that have come in contact with the pet.
 - f. Before and after completing a medical procedure or administering medication.
 - g. When visibly soiled
 - h. Prior to departure.
2. Use of an alcohol-based hand sanitizer on children should only be practiced when soap and water method is not available. If a child needs to use an alcohol-based sanitizer, an adult/faculty member must be physically present to observe and guide the child in proper use. Faculty may use alcohol-based hand sanitizers throughout the day, but soap and water is still the preferred method.
3. A child who exhibits symptoms of illness must be free of illness (without the use of medication) for 24

hours before returning to school; this includes a fever of 100 degrees or higher. If the child has contact with someone confirmed or probable to have Covid-19, he or she must complete isolation or quarantine procedures in coordination with the local health department prior to returning to the program.

4. In accordance with the Lucas County Health Department, any faculty member who has contact with someone confirmed or probable to have Covid-19, or if he/she exhibits signs of illness or fever the faculty member will adhere to the policies and procedures in the faculty handbook.
5. Immediately isolate and seek medical care for any individual who develops symptoms while at the center

Respiratory Hygiene

- a. All faculty should cover coughs and sneezes with tissues or the corner of the elbow
- b. Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- c. Dispose of soiled tissues immediately after use

Cleaning/Sanitizing

- a. We have eliminated or reduced common transmission points (opening internal doors where possible, removal of disposal receptacle lids)
- b. Frequent cleaning of all touch points.
- c. stock disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- d. We reserve the right to shutdown rooms for deep sanitation for 24 hours when deemed necessary.

Confirmed Cases/Exposure/Closure/Exclusion

We have adopted the protocol recommended by the CDC for Early Childhood Programs. Each week we check to see if there are updated recommendations and follow what is recommended.

Honest and Open Communication Plan

Communication has always been important for all center faculty and families. As we navigate these times together, regular communication will continue via email, the Remind App, newsletters as well as face to face from teachers when appropriate. It is the responsibility of the parents to be open and honest with faculty about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked to not attend school. During this pandemic we will only care for the allowed students in accordance with the state, federal and local government.



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

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 or lunch

Rest time/Restroom breaks

11:30 AM- 1:30 PM

Center/Recess/Gross Motor

1:30 PM- 2:30 PM

Packing up and Dismissal

2:30- 3:00 PM

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

Diocese of Toledo 7/2020

COVID-19 Acknowledgement of Risks

We, the undersigned parent(s) and student, acknowledge and agree that, as a student at St. Catherine of Siena Early Childhood Education Center and as parent(s) of that student, entering in the school or being on the premises, having personal contact with teachers, classmates, and other St. Catherine of Siena Early Childhood Education Center staff, involves a certain degree of risk, namely of parent(s) and/or student acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, there is an elevated risk of student contracting the disease simply by being in on the premises, or at any St. Catherine of Siena Early Childhood Education Center function.

After carefully considering the COVID-19-related risks involved, and having the opportunity to discuss these risks with any healthcare professional(s) of our choosing, we voluntarily accept those risks and acknowledge that returning to in-person classes and other in-person St. Catherine of Siena Early Childhood Education Center functions is the choice of each family, including ours. If student or parent(s) who visit St. Catherine of Siena Early Childhood Education Center have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we agree that we will consult with a health care professional before student or parent(s) return to St. Catherine of Siena Early Childhood Education Center, attend any St. Catherine of Siena Early Childhood Education Center function, or visit St. Catherine of Siena Early Childhood Education Center. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g., social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at St. Catherine of Siena Early Childhood Education Center or any St. Catherine of Siena Early Childhood Education Center function, including possible infection with COVID-19. We hereby release St. Catherine of Siena Early Childhood Education Center and the Diocese and their employees and agents from liability for any injury, loss, or claim arising out of an illness contracted by student or parent(s) while at St. Catherine of Siena Early Childhood Education Center, and further agree to defend and indemnify them against claims or suits arising out of such an illness.

We further accept that we have obligations to the school and parish, its employees/staff members, students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the State of Ohio and the applicable local public health department. Additionally, we agree that neither student nor parent(s) will come to St. Catherine of Siena Early Childhood Education Center or any St. Catherine of Siena Early Childhood Education Center function if in the last 14 days, student or parent(s) has had prolonged (more than 15 minutes) close contact (within 6 feet) with anyone, including a family member, diagnosed with or suspected of having COVID-19.

Parent Signature

Date

Student Name

[Sign Digitally instead of printing](#)

Parent Handbook Acknowledgement

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook for St. Catherine of Siena Early Childhood Education Center. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook. In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for Preschool service providers, or at the discretion administrator. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook. I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be included in yellow folder mailings and/or in our weekly newsletter which is both emailed and posted on our web site. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to school office. Moreover, I recognize that it is my responsibility to contact the School Director for any questions I might have about the contents of the Parent Handbook now and in the future.

_____ Guardian Name (Print) _____ Child Name

_____ Guardian Signature _____ Child Name

*If you wish to digitally sign instead of printing this page you may follow this link to do so

[Digital Acknowledgement](#)