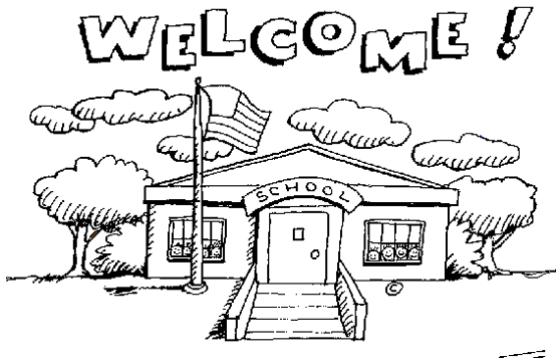




# Parent Handbook

## 2021-2022

Covid-19 specific guidelines may cause policies and procedures to change based on the recommendations and requirements from the County and State.



*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 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 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 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.

## 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. An extra set of clothing needs to be brought to school on the first day. Please dress your child in clothing that they can manage independently.

## 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. You must have a carseat or booster seat for your 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 weekly. A school folder will come home each two times a month. 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.



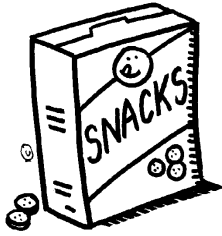
## Classroom Parties and Parent Participation

### **Until further notice-Parties will be closed events**

Classroom parties are planned to celebrate special holidays. **Parents/guardians only** are welcome, but please leave siblings, aunts, uncles, grandparents etc. 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. We will celebrate with your child on their birthday but big family celebrations are not appropriate in the classroom. Whole family groups may not come into the classroom to celebrate. Please plan those celebrations for home. 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 posted at the beginning of each month. Families will be asked to donate shelf-stable 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 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



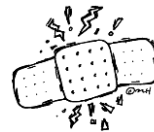
## **Emergency Illness and Accident Procedures**

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**

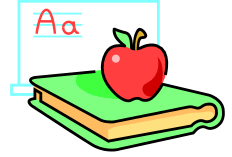
St. Catherine of Siena Early Childhood Education Center is licensed to operate by the Ohio Department of Education. The most recent written compliance report is posted on the parent communication board.

## 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 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.

## **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.

**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 3 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.

**Exposure/close contact definition**

Close contact exposure is considered to have happened when any individual has been within 3 feet of an infected person for at least 15 minutes of laboratory-confirmed or probable COVID-19 patients starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated.

**Responsible RestartOhio**

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. Student groups (to the extent possible) will not mix.
2. Classroom spaces will be sanitized prior to another student group utilizing the space
3. All teachers will be required to wear face coverings and undergo a health screening upon arrival
4. All adults who enter the building will be required to wear face coverings and undergo a health screening prior to passing the lobby area.
5. 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.
6. 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.
7. Any person who has a temperature of 100 degrees or higher will not be permitted past the lobby and will be asked to leave the building.
8. If possible, older or at-risk people such as grandparents or those with serious underlying medical

Conditions should not pick up children, because they are more at risk for severe illness from COVID-19

11. Only one adult is permitted inside at drop-off time
12. Social distancing practices will be in place for all adults in the building
12. 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.
13. 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.
14. Immediately isolate and seek medical care for any individual who develops symptoms while at the Center
15. We encourage those who can be vaccinated to complete appropriate Covid-19 vaccinations.

### **Respiratory Hygiene**

- a. All faculty should 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. Faculty should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- e. Faculty should clean their personal workspace at the beginning and the end of every day.
- f. If a sick faculty member is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.
- g. Faculty will stagger the use of any communal space, such as playgrounds, lunchrooms, and bathrooms. Communal spaces will be sanitized between each group of children.
- h. To the extent possible, faculty will use different bathrooms for each group.
  - i. Faculty will sanitize toys after each use and remove toys that cannot be sanitized.
  - j. To the extent possible, individual sets of school tools (manipulatives, scissors, crayons, glue etc.) will be created for individual child use.
- k. All rooms will be sanitized a minimum of once a day and also in-between group room usage. We will be using a fogger/sprayer to sanitize nightly. The cleaning fluid used in the machine is food-grade safe.
- l. We reserve the right to shutdown rooms for deep sanitation for 24 hours when deemed necessary.

## **Confirmed Cases/Exposure/Closure/Exclusion-Subject to change**

We have adopted the following protocol for assessing exposure and potential risk for an individual. This protocol may change based on direction from the CDC, Lucas County Health Department or the Ohio Department of Education. In addition, we will work with the local health department to identify potentially infected or exposed individuals to help facilitate effective contact tracing/notifications.

**No Risk:** Everyone is healthy and no signs are reported \*No quarantine needed

**Low Risk:** Indirect exposure (exposure to a person who was exposed to a positive case)

\*No quarantine needed-closely monitor for symptoms

**Moderate Risk:** Exposed to a confirmed case or exposure to someone pending test results

\*Quarantine until test results come back negative or 10 days from date contact was made with the individual who tested positive and monitor symptoms for an additional 4 days.

**High Risk:** Experiencing symptoms yourself

\*Quarantine 14 days from the date of test and at least 48 hours fever free without the use of fever reducing medication

**RED**-Complete closure of the building will occur if several results are positive and we show signs of center wide outbreak OR we are severely understaffed due to illness and quarantine.

**YELLOW**- Closure of part of the building. If a faculty member OR student is currently pending test results, the class that he/she has exposed will be excluded from our program and can not reopen until the test results come back negative and/or 14 days from the date of exposure, whichever comes first.

**GREEN**-Operating as normal. Everyone is healthy. No one that has been in attendance has pending test results.

\*\*If a student's family is being tested, that student will be excluded, however we would consider this a low risk for the rest of the classroom due to indirect exposure and we will resume operations as usual.

## **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.**

### **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 3 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

\_\_\_\_\_ Date

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

[Digital Acknowledgement](#)