St. Catherine of Siena ECEC
Parent Handbook
2026-2027

Please sign and return the last page

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.

Licensed Program

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

Inclement Weather

We follow Washington Local for closings and delays due to weather.

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.

State Inspection 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.

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. Those who do not meet this cutoff will be taken on a case by case basis.
- A child must be fully toilet trained to participate in the preschool program. Pull-ups or diapers 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 9:00-10:00 AM with a doctor/dentist or appointment note only

Registration
Preschool registration begins in Jan/Feb for our families with children presently attending our school and for parishioners. Open registration begins in Feb/Mar, 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.

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.

Tuition

Tuition fees and 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.

Transportation/Arrival & Dismissal

Transportation to and from school is the responsibility of the parents. **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 pickup 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 or verbal notification 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 on a regular basis. A school folder will come home monthly. 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 and shared via a progress report in the fall and spring. 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.

Roster

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.

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.

Classroom Parties and Parent Participation

Classroom parties may be planned to celebrate special holidays. Parents may be asked to donate items or help out for the parties. We celebrate birthdays 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 (balloons, flowers, games etc.). We encourage families to participate both in the classroom and on field trips.

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.

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.

Honest and Open Communication Plan

Communication has always been important for all center faculty and families. Regular communication will continue via email, the school communication app, newsletters and face to face from teachers when appropriate. It is the responsibility of the parents to be open and honest with faculty/office about any medical or behavioral concerns, custody arrangements, file changes and anything which may be important to know in caring for your child. If we find that this is not the case, students will be asked to not attend school.

Covid-19 Policies & Procedures We follow the local guidelines for the Lucas County Health Department for any Covid protocols.

Management of Communicable Disease

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.

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 untreated lice, scabies or other parasitic infestation

American Red Cross

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

Health Screening

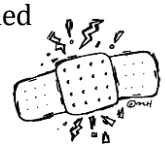
Your child's health growth and development are kept track of through a partnership between you and your health professional. At each well-child visit the doctor looks for developmental delays or problems and talks with you about any concerns you might have. Children with special health care needs should 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.

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



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.

Transitions

St. Catherine of Siena Early Childhood Center welcomes and encourages families as partners. When students transition into new classrooms or out or the program we want to ensure that the transition goes smoothly. 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 develop a plan to ensure that transition meets the child's needs. Transitions into PreK and Kindergarten planning will occur at Spring Conferences. Parents, guardians and any other important family members may attend the conference with the teacher. Families who do not sign up for a conference time are contacted by the teacher to plan a different time, phone conference or discuss 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. 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).

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 DCY. The facility is required to report any suspicions of child abuse or neglect to the local public Children Services Agency.

Challenging behaviors are fairly common in young children. Our faculty will work with you, the child and at times, Unison Behavioral to assist children in developing skills to regulate behavior. Our goal is to keep children in school by evaluating each situation, providing classroom supports, modified schedules and sometimes classroom changes. We realize that sometimes we are unable to meet the needs of a child. St. Catherine of Siena ECEC will not tolerate disruptive, aggressive or unsafe behavior from students. We will make every attempt to assist a child in modifying behavior before expelling a child. There are times when a situation may result in immediate expulsion. This includes but is not limited to; bringing weapons to school, violent behavior causing harm to another person or elopement.

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.

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 USDA civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

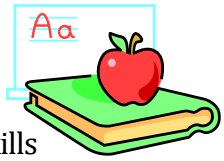
To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. **Mail**: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Mail Stop 9410, Washington, D.C. 20250-9410;
2. **Fax**: (202) 690-7442; or
3. **Email**: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Preschool Curriculum Outlined with Examples

The Center utilizes The Creative Curriculum which aligns with the Early Learning Content Standards adopted by DCY. 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	d. cutting	g. writing	j. water play
b.	coloring	e. printing	h. sifting	k. drawing
c.	painting	f. pouring	i. sewing	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

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

11:30 AM- 1:30 PM

Rest time/Restroom breaks

1:30 PM- 2:30 PM

Center/Recess/Gross Motor

2:30- 3:00 PM

Packing up and Dismissal

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

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