



Saint Joseph Parish Preschool

Parent Handbook

1909 Third Street

Cuyahoga Falls, Ohio 44221

(330) 928-2151

www.saintjoe.org

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Welcome

Welcome to Saint Joseph Parish Preschool. We are pleased to have you as part of our St. Joe's family! This preschool has grown from a sincere love for children and a commitment to help families raise their children to love the Lord. Our goal is to develop the whole child: spiritually, academically, emotionally, and socially.

Saint Joseph Parish Preschool is licensed by the Ohio Department of Education. The most recent inspection reports are posted outside of the classrooms for viewing.

It does not discriminate in providing services to children or their families on the basis of race, religion, sex, or national origin.

This handbook is designed as a guide for you and is not intended to address every facet of the preschool experience. We suggest that you keep it in a convenient place for easy referral throughout the school year. Should questions arise, please feel free to contact your child's teacher or the principal at any time.

After reading this handbook, please sign the verification form provided on the last page and return it to your child's teacher.

Philosophy

- We believe all children can learn and should be taught in a safe learning environment.
- We believe that all children should be given the opportunity to be taught with a variety of instructional approaches to support their learning and to empower children to become confident, lifelong learners.
- We believe students need to apply their learning in meaningful contexts.
- We believe a student's self-esteem is enhanced by positive relationships and mutual respect among and between students and staff.
- We believe parents are the first educators of their children; however parents, teachers, administrators, and the community share the responsibility for preparing the children to be productive members of the Catholic Church and society.

Saint Joseph Parish Preschool program uses developmentally appropriate practices to provide a safe, supportive, and nurturing environment where children develop physically, socially, emotionally, spiritually, and cognitively. The program also supports the relationship between children, their families and the preschool staff. It provides an innovative curriculum with materials, experiences, and teaching methods that are grounded in the National Association for the Education of Young Children (NAEYC) principles of child development, including age and individual appropriateness.

Behavior Management

Our goal is to keep children engaged in such a way that discipline is rarely needed, and to use positive reinforcement to obtain desired classroom behaviors. However, it is sometimes necessary to re-direct children who may have gotten off track, remove them from situations that appear to cause potential stress, and then redirected to more appropriate choices.

St. Joe's staff shall NEVER use methods of discipline that humiliate, shame, or frighten a child.

Parents are also assured that:

- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- No discipline shall be delegated to any other child.
- Discipline is only administered by a program adult.
- The only physical restraints used to confine a child are techniques in which the staff has been certified to use to ensure the safety of the child and others.
- No child will be placed in a locked room or confined in an enclosed area such as a closet or other cubicle as a form of discipline. Separation from other children, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
- No child will be subjected to profane language, threats, or derogatory remarks about one's self or family.
- Discipline is NOT imposed on a child for failure to eat, sleep, or for toileting accidents and does NOT include withholding food, rest, or toilet use, and food shall NOT be used as a reward for behavior.
- The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

Attendance

Saint Joseph Parish Preschool believes that regular attendance is a vital factor in the child's development of self discipline and responsibility. When your child needs to be absent from school, please email the teacher, or call the school's main office (330-928-2151) by or on the morning of the absence.

Due to the fact that our school is designed as an educational experience for preschoolers and is not a daycare, we must begin promptly. In order for your child to receive the full benefits of the program, it is important to arrive on time.

Should you arrive later than 9:00, or need to pick your child up earlier than 11:15, please visit the Main Office in the Elementary building in order to sign your child in or out.

In the case of inclement weather, you will be notified via OneCall that the school is closed for the day. It will also appear on Fox 8 News and our parish website.

Drop Off and Pick Up

Drop Off: For drop off please park in the main parking lot and enter through the Early Childhood Learning Center doors (which is right by the Kindergarten classroom.) You will be buzzed into the building at that door. Then you will escort your child to our classroom. Please exit promptly from the same doors. If you plan on staying and visiting the elementary school, please remember to sign in and get a visitor tag in the office.

Pick Up:

3 and 4 day schedule: Park in the smaller lot, right off of 2nd street. I will walk the students down to that door. Please wait outside of the door as I escort the children to you. Please remember to sign your child out.

5 day a week schedule: These children will have dismissal like the rest of the school. You can park in the main parking lot and I will walk them to the main doors. Please wait outside of your car by the main door as I escort your child outside.

Please remember to sign your child in and out everyday. Thank you!

Daily Schedule

K. Herideen Preschool/Pre K	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00 - 8:30	Sign in/ Free Play	Sign in/Free Play	Sing In/ Free Play	Sing in/ Free Play	Sign in/ Free Play
8:30 - 9:00					
9:00 - 9:30	Circle Time/Craft	Circle Time/Craft	Circle Time/Craft	Circle Time/Craft	Circle Time/Craft
9:30 - 10:00	Math	Reading	Math	*9:25 - 9:55 SPANISH/ART	Reading
10:00 - 10:30	10-10:30 Computer	Math	Reading	Math	9:50-10:20 Library
10:30 - 11:30	*10:45 - 11:15 PHYS. ED.	11:00 - 11:25 MUSIC	11:00 - 11:25 MUSIC	Reading	Math
11:30 - 12:00	Reading	Religion	Religion	Religion	Religion
12:08 - 12:48	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess	Lunch/Recess
12:50 - 1:30	Story Time/Nap Time	Story Time/Nap Time	Story Time/Nap Time	Story Time/Nap Time	Story Time/Nap Time
1:30 - 2:00	Nap	Nap	Nap	Nap	Nap
2:00 - 2:30	Science/Free Play	STEM/Free Play	Science/Free Play	STEM/Free Play	Science/Free Play
2:30 - 3:00	Dismissal 3:12	Dismissal 3:12	Dismissal 3:12	Dismissal 3:12	Dismissal 3:12

Curriculum

The program follows developmentally appropriate practices for three, four, and five year olds as documented through the National Association for the Education of Young Children and the Ohio Department of Education Early Learning and Development Standards. These standards are addressed through the use of the Office of Catechetical Formation and Education, Diocese of Cleveland Pre-Kindergarten Curriculum and Academic Guidelines.

Snack

Parents will provide snacks for their child daily. If you send a dish/cup for snack please make sure it is labeled with student's first and last name. Please no glass containers.

We love to celebrate special holidays and birthdays, and these occasions often include special treats that may be added to our snack.

Lunch

For our all day program **only**, students may purchase their lunch at school, or you may pack your child's lunch. Please mark your child's name on his/her lunch container. The school's lunch menu will be posted in the hallway near the Pre-Kindergarten classroom.

Rest Time

We will have a one hour rest period everyday. This will be from 1:00-2:00. I am going to adjust to the students needs and change this time around if necessary.

Dress Code

Comfortable play clothes are best for the preschool classroom. Children will be engaged in movement and exploration, and should be dressed to reflect that. Preschool days can sometimes get messy! We ask that you bear that (and the weather) in mind as you choose your child's outfit. Also, please have your child wear closed toed shoes. Rubber sole shoes are safest. Flip flops are not allowed as they pose a safety hazard.

Parent Participation and Communication

Parents are a vital part of our program here at Saint Joseph Parish School! You are ALWAYS welcome to visit the classroom and help with special projects, snacks, birthdays, or field trips. We do ask that you try to limit your time in the classroom as it is important to maintain a consistent daily routine for the children. We also welcome special guests and visitors to share hobbies, collections, talents, professions, and traditions with our classes! We have an open door policy when it comes to parents - just let me know when you would like to visit and I will happily accommodate.

Preschool communication often occurs during short conversations at drop off and pick up, but please know that your child's teacher and principal are available for any concerns or questions that you have along the way. Feel free to call, email, or set up a time for a face to face visit any time you feel the need.

Formal parent/teacher conferences will take place twice a year - once in November, and once in April.

Should you have a serious concern or complaint, you may contact the [Ohio Office of Early Learning and School Readiness](#) at (614) 466-0224.

Potty Training

Children must be fully potty trained, and completely out of all forms of diapers (including pull ups) during the day in order to attend preschool. Teachers are not permitted to help students with toileting as our facility is not a day care. If a student does have an accident they will be responsible for changing their clothing with a teacher present to supervise. If they are in need of help the school nurse will also assist them if necessary.

Required Documentation

Parents are required to provide the following:

- Copy of the child's birth certificate
- Copy of the child's immunization record
- Copy of child custody papers, if applicable
- An annual signed physician's report (good for 13 months from the date of the exam)
- A dental report
- All completed registration forms as obtained from the preschool, including emergency medical information

Health and Safety Policy

We are dedicated to keeping your child safe. All children must be brought into the classroom by a responsible adult, and may not leave the school grounds until released to an adult listed on the authorized registration form. Should you require that someone other than the child's usual caregiver pick them up, please let the school know ahead of time, preferably in written form. The adult in question **must** have proper photo identification (such as a driver's license) to pick up your child.

Emergency procedures are posted for fire, weather, accidental, or medical emergencies. Fire and tornado drills are practiced throughout the school year. A written log is kept of each drill and is available for review by parents upon request.

Saint Joseph Parish Preschool will always have at least one staff member who is trained in first aid, trained in cpr, can recognize and manage communicable disease, and in child abuse recognition and prevention available while your child is in attendance at the school.

By state law, parents are to be informed that all preschool staff members are mandated reporters of suspected child abuse/neglect. Not reporting suspected cases to the proper authorities could result in criminal charges brought against the employee and/or loss of their education license.

All injury incidents will be recorded and the parents will be notified immediately of the occurrence.

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

Class Roster

A class roster is prepared annually and includes the name, email, and telephone number of the enrolled child and of the child's parent. This roster is only available to each parent of a child registered in the program, upon request. Parents are asked to sign a statement with the preschool indicating whether or not they wish to be included in the class roster prior to its development.

Illness and Communicable Diseases

Saint Joseph Parish Preschool follows the Department of Health "Communicable Disease Chart" for appropriate management of suspected illnesses. The following rules are observed in the preschool program to limit the spread of illness. Please do not send your child to school if he/she has any of the following:

- Diarrhea (more than one abnormally loose stool in a 24 hour period)
- Severe coughing, causing the child to become red or blue in the face or make a whooping sound
- Difficult or rapid breathing
- Conjunctivitis (pink eye)
- Oral temperature of 100 degrees or higher
- Untreated infected skin patch or patches
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Evidence of lice, scabies, or other parasites
- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Nasal discharge having a greenish tint
- Vomiting
- Yellowish skin or eyes

A parent or guardian shall immediately be notified if their child has been observed with signs or symptoms of illness, and will be discharged to his/her parent or guardian as promptly as possible. While waiting for discharge, the child will be isolated from other students, watched carefully, and kept comfortable.

Medication

The giving (or application) of medication while at school may only be administered with a written order from a physician. All prescribed medications must be in their original containers. A parent or guardian must sign the medication form, including a release of liability, available in the school office.

Tuition and Fees

A \$50 registration fee is required at the time of registration. Preschool tuition is a total program fee divided into nine equal payments, with the first payment due on your child's first scheduled day in September. Tuition is then due on the first scheduled school day of each month, through May.

Saint Joseph Parish Preschool 2018-2019



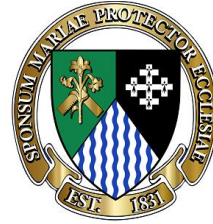
On rare occasions the calendar is subject to change due to professional development or other opportunities to improve our program. Families will receive notice in advance of such occasions.

August 19 (Sun.)	Parish Picnic
August 20 (Mon.)	PARENT Back to School Night
August 21	1st and 2nd Grade Student Meet the Teacher and Supply Drop Off 9:00 - 11:00 OR 1:00 - 3:00 Drop-in Times
August 22 (Wed.)	First Day of School - "Drop-In" for PreK and K students and parents from 8:30 - 10:30 AM
August 23	Early Release for PreK and K at Noon
August 24	Early Release for PreK and K at Noon
August 27 (Mon.)	Early Release for PreK and K at Noon
August 28	Early Release for PreK and K at Noon
August 29 (Wed.)	Regular School Hours for All Students
Sept. 3 (Mon.)	NO SCHOOL - Labor Day
Sept. 4	First Day of Preschool for 3 and 4 year olds
Sept. 4	Hot Lunches Begin
Sept. 10 - 28	MAP Fall Testing Window
Sept. 12	Fall Picture Day
Sept. 16	8th Grade Confirmation Class - Nolan Hall 6:30 - 8:00 pm
Sept. 23 (Sun.)	Presentation of Confirmation Candidates - 10:00 Mass
Sept. 30 (Sun.)	8th Grade Confirmation Class - Nolan Hall 6:30 - 8:00 pm
Oct. 5	40 Hours of Adoration Begins
Oct. 7 (Sun.)	40 Hours Closing; 2nd and 8th Mandatory, Invite 3rd to wear 1st Communion Attire 5:00 PM Benediction
Oct. 12 (Fri.)	NO SCHOOL Students - Diocesan PD/In-Service
Oct. 14 (Sun.)	8th Grade Confirmation Class - Nolan Hall 6:30 - 8:00 pm
Oct. 16	Picture Retakes
Oct. 25	End 1st Quarter
Oct. 26	NO SCHOOL Students - Faculty Work Day
Oct. 30 (Tues.)	Parent-Teacher Conferences - Evening
Oct. 31	Halloween Parade 1:45
Nov. 1	All Saints Day Mass 10:30 11:30 EARLY DISMISSAL Students followed by Parent-Teacher Conferences
Nov. 2	NO SCHOOL
Nov. 4	8th Grade Confirmation Class - Nolan Hall
Nov. 17	8th Grade Confirmation Retreat 10:00 - 4:00 pm
Nov. 21, 22, 23	NO SCHOOL - Thanksgiving Break
Dec. 1 (Sat.)	8th Grade Confirmation Practice 10:00 am
Dec. 2 (Sun.)	First day of Advent, Confirmation w/Bishop Gries 4:00 pm
Dec. 5	Reconciliation Grades 3 - 8; 1:00

Dec. 7	Regular 8:45 Mass (Feast of Immaculate Conception is on Sat.)
Dec. 19	Christmas Concert 1:30; 6:30 (Preschool & PreK only participate in 6:30 pm show)
Dec. 20	Christmas Celebrations 1:45
Dec. 21	EARLY DISMISSAL 11:00
Dec. 24	NO SCHOOL - First day Christmas Vacation
Jan. 7	SCHOOL RESUMES
Jan. 7 - 25	MAP Winter Testing Window
Jan. TBD	2nd Grade Reconciliation Retreat
Jan. 17	End 2nd Quarter
Jan. 18	NO SCHOOL Students - Faculty Work Day
Jan. 21	NO SCHOOL - MLK, Jr. Day
Jan. 27 (Sun.)	CSW Begins
Feb. 13	Yearbook Candidids
Feb. 18	NO SCHOOL - Presidents' Day
Feb. 23 (Sat.)	Blue and Gold Gala
March 6	Ash Wednesday - First day of Lent
March 8 (Fri.)	NO SCHOOL Students - Diocesan PD/In-Service
March 15	Mass followed by Stations of the Cross - Parish
March 18 & 19	Parish Mission Tentative
March 19 (Tues.)	Feast of St. Joseph 8:45
March 20	Diocesan Night of Confession
March 22	Stations of the Cross - 8th Grade (AM gym; 6:00 pm church)
March 25	NO SCHOOL - First day spring Vacation
April 1	SCHOOL RESUMES
April TBD	2nd Grade First Communion Retreat
April 4	End 3rd Quarter
April 5	NO SCHOOL - Faculty Work Day
April 10	Reconciliation Grades 2 - 8; 1:00
April 12	Mass w/Stations of the Cross - 7th Grade (AM gym; PM church)
April 17 or 18 TBD	Shadow Stations of the Cross - 6th Grade 2:00 cafeteria
April 19	NO SCHOOL - Good Friday
April 22	NO SCHOOL - Easter Monday
April 24am & 25pm	Conferences
April 29 - May 17	MAP Spring Testing Window
May 1 (Wed.)	Spring Concert 1:30, 7:00 (Preschool and PreK only participate in 7 pm show)
May 2 or 3 TBD	Kindergarten Screening
May TBD	First Communion and May Crowning Dates
May 17	Mass followed by Christian Leadership & Young Christian Awards
May 23	Last Day of School for Preschool 3's and 4's
May 24 (Fri.)	Farewell Mass 9:30; 8th Grade Awards; Graduation 6:00 PM
May 27	NO SCHOOL - Memorial Day
May 29	Field Day
May 31	Last Day of School; Early Release 11:00

Saint Joseph Parish Preschool

2018-2019



Educational and Conduct Contract

We have read, understand, and agree to abide by the contents of the 2017-2018 Preschool Family Handbook.

Family Name:

Parent Signature:

Date:

After reading this handbook, please complete this contract and return this page to your child's teacher.