



Saint Joseph Parish Preschool

Parent Handbook

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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.

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Philosophy

- We believe all children 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.

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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. If a child still needs a moment to collect themselves, they may be asked to sit in the quiet corner.

St. Joseph Parish School 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 at (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 a.m., or need to pick your child up earlier than 11:15 a.m., please visit the Main Office in the Main School building in order to sign your child in or out.

In the case of inclement weather, notification will be made to families with a One Call, our automated phone notification system, announced on WJW Fox 8 and posted on our website at www.saintjoe.org/school

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.) A teacher will be at the door to let you into the building. Then, you will escort your child to our classroom. Please help them unpack their belongings, bring in their folder, sign them in, and then exit promptly from the same doors. If you plan on 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. A teacher will walk the students down to that door. Please wait outside of the door. 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 a teacher will walk them to the main doors. Please wait outside of your car by the main door as your child is escorted outside.

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

Daily Schedule

| K. HERIDEEN Preschool/Pr eK | MONDAY | TUESDAY | WEDNESD AY | THURSDAY | FRIDAY |
|--|-------------------------------------|-------------------------|---------------------------------------|--|-------------------------|
| 8:00 - 8:30 | Bell | Bell | Bell | Bell | Bell |
| 8:30 - 9:10 | Free play | Free play | Free play | Free play | Free play |
| 9:12 - 9:52 | Circle time, centers | Circle time, centers | Circle time, centers | MUSIC 9:15 - 9:45 | Circle time, centers |
| 9:54 - 10:34 | Snack, tech time | Snack, tech time | COMPUTE R 9:50 - 10:20 | ART/SPANI SH 9:55 - 10:25 | Snack, tech time |
| 10:36- 11:16 | LIBRARY 10:45- 11:15 | | Snack, tech time | Snack, tech time | |

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|---------------|---------------------------------|---------------------------------|-------------------------------|----------------------|--------------------------------|
| 11:16 - 11:56 | Religion/ELA | Religion/Math | MUSIC 11:20 - 11:50 | Circle time, centers | Religion/ELA |
| 11:55 - 12:35 | Lunch/Recess | Lunch/Recess | Lunch/Recess | Lunch/Recess | Lunch/Recess |
| 12:36 - 12:42 | Nap | Nap | Nap | Nap | Nap |
| 12:44 - 1:24 | Nap | Nap | Nap | Nap | Nap |
| 1:26 - 2:06 | Tech./STEM | Tech./STEM | Tech./STEM | Tech./STEM | Tech./STEM |
| 2:08 - 2:48 | | | | | |
| 2:50 - 3:15 | PHYS. ED. 2:40 - 3:05 | PHYS. ED. 2:40 - 3:05 | ELA | Math | COMPUTER 2:40 - 3:05 |

*Centers: every day we rotate through four learning centers; craft, letter/reading, fine motor, and math.

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 a snack, please make sure it is labeled with student's first and last name. Please, no glass containers. Please, **NO** peanut or tree nut products of any kind. We have a student who is very allergic and will have an epi-pen in school daily.

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 containers. The school's lunch menu will be posted in the hallway near the Pre-Kindergarten classroom or found on the school website at www.saintjoe.org/1920.

Rest Time

We will have a one-hour rest period every day. This will be from 1:00-2:00 p.m.

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 class! 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.

We will also be using a teacher-parent communication app this year called Class Dojo. Please download this app to see pictures of your child at school as well as read important updates. Parents can also message the teacher through this app. This is an easy way for the teacher to answer any questions in a timely manner.

Formal parent/teacher conferences will take place twice a year - once in October, and once in April (optional.)

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

Volunteer/Protecting God's Children/Virtus Policy

St. Joseph Parish complies with the diocesan policy for the prevention of sexual abuse. In accordance with this policy, every volunteer 18 years of age and older who has any contact or access to children is required to read the Policy for the Safety of Children in Matters of Sexual Abuse '16, and the Standards of Conduct '16, sign statements attesting that these policies were read, and complete an application that provides information and references. In addition, the volunteer must attend a three-hour training session, participate in online child abuse prevention article

reviews, and complete a background check through the State of Ohio Bureau of Criminal Identification and Investigation or the FBI if the volunteer has not lived in Ohio the past five years. The complete policy and all forms are available in the office or on our web site: www.saintjoe.org/Virtus.

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 at all as our facility is not a daycare. If a student does have an accident, they will be responsible for changing their own 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) The state of Ohio does not allow a child to attend preschool if they do not have a current physical form on file.
- 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
- Elevated temperature
- 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
2019-2020

Calendar is subject to change. Always refer to the monthly calendar posted on the website for the most recent info.

August 19 (Mon.) NEW! Parent AND Student Drop-In Day for Grades 1 - 8

(optional for Preschool, PreK, and Kindergarten)

Meet the Teacher, Supply Drop Off, Pay HASA Dues, Sign Up

St. Joseph Parish School

2019 - 2020 Calendar

Oct. 29 (Tues.) Parent-Teacher Conferences (evening)

Oct. 31 (Thurs.) 1:30 p.m. EARLY DISMISSAL

2:00 - 6:00 p.m. Parent-Teacher Conferences

Nov. 1 (Fri.) NO SCHOOL

All Saints Day Mass

Nov. 5 (Tues.) Mass with Bishop Perez and Visit to the School

Nov. 24 (Sun.) 8th Grade Confirmation w/Bishop Gries 4:00 p.m.

Nov. 26 Thanksgiving Prayer Service

Nov. 27, 28, 29 NO SCHOOL - Thanksgiving Break

Dec. 18 Christmas Celebrations 1:45 p.m.

Dec. 19 Christmas Concert 1:30 p.m.; 7:00 p.m.

Dec. 20 EARLY DISMISSAL 11:30 a.m.

Dec. 23 (Mon.) NO SCHOOL - First day Christmas Vacation

Jan. 6 (Mon.) SCHOOL RESUMES

Jan. 16 End 2nd Quarter

Jan. 17 NO SCHOOL Students - Faculty Work Day

Jan. 20 NO SCHOOL - MLK, Jr. Day

Jan. 26 (Sun.) CSW Begins

Feb. 17 NO SCHOOL - Presidents' Day

Feb. 26 Ash Wednesday - First day of Lent 10:30 a.m. Mass

March 6 (Fri.) NO SCHOOL Students - Diocesan PD/In-Service

March 23 NO SCHOOL – First-day spring Vacation

March 30 SCHOOL RESUMES

April 2 End 3rd Quarter

April 3 NO SCHOOL - Faculty Work Day

April 10-13 NO SCHOOL - Good Friday through Easter Monday

Date TBD Spring Concert 1:30 p.m.; 7:00 p.m.

May 8 Mass followed by Christian Leadership & Young Christian Awards

May 15 Farewell Mass

May 21 8th Grade Awards; Graduation 6:00 p.m.

Last Day of School for Preschool 3's and 4's

May 22 (Fri.) Last Day for Hot Lunch

May 25 (Mon.) NO SCHOOL - Memorial Day

May 27 Field Day

May 29 Last Day of School; Early Release 11:30 a.m.

Saint Joseph Parish Preschool

2019-2020

Educational and Conduct Contract

We have read, understand, and agree to abide by the contents of the 2019-2020 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.