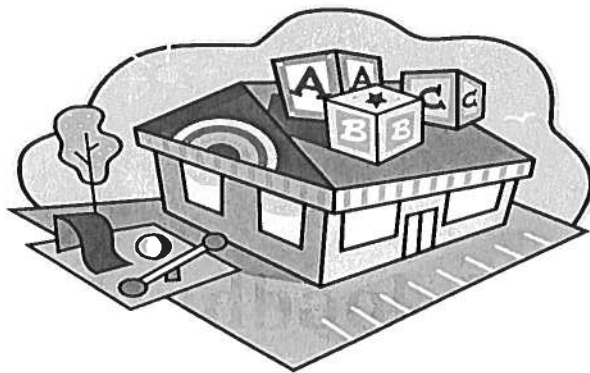




# **Handbook for Preschool**



**Parents and Students**

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## Preschool Parent/Student Handbook

This handbook is provided to acquaint parents and students with mission, policies, and procedures of St. Mary School in accordance with the Toledo Diocese, as well as, the Early Learning Content Standards set by the State of Ohio.

## DISCIPLINE PLAN

It is the philosophy of this agency to respond individually to each child in regards to the difficult area of discipline. A teacher or teacher assistant in charge of a child or a group of children shall be responsible for their discipline. Not all forms of discipline will be appropriate for all children i.e. – a look of disapproval may send one child into tears and yet may be easily ignored by another child. When we talk about discipline, (not to be confused with punishment), we are talking about helping a child change random, impulsive, testing out behavior, into controlled, purposeful, informed behavior. Doing this is a long, slow process. To help develop this positive form of discipline the following are avoided at our school and shall apply to all persons on the premises.

1. No child is ever spanked, slapped, or struck with either hand or an object.
2. There shall be no cruel, harsh, or unusual punishment such as, but not limited to, punching, pinching, shaking, biting, jerked, or in any way physically attacked.
3. No discipline technique shall be delegated to any other child.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or similar cubicle.
5. No physical restraints shall be used to confine a child.
6. No child shall be humiliated or subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
7. Discipline shall not be imposed on a child for failure to eat, or for toileting accidents.
8. Techniques of discipline shall not humiliate, shame, or frighten a child.
9. Discipline shall not include withholding food, rest, or toilet use.

A child needing help with self-control should be;

1. Looked at disapprovingly by teacher.
2. Asked to stop his off target behavior by telling him what to do rather than not to do. "Let's make our feet walk", as opposed to "Stop that running".
3. Firmly grasped and removed to a safe zone.
4. Encouraged to begin a more appropriate activity (re-direct) and/or discuss his actions so that he may understand the consequences.
5. Kept in isolation from the child he was having a conflict with in a safe zone (perhaps book corner) for no longer than 2-4 minutes or until the child has gained control of himself.
6. Removed to an unoccupied room or hallway with the adult until the child gains control of himself.
7. Notify administrative staff so that they can make contact with the parents as a last resort of controlling. Do not set child in the office as a means of punishment or threaten the child with "having to go to the office".

Teachers and assistant teachers will use as many steps necessary to help the child gain discipline and self-control.

PARENT/GUARDIAN SIGNATURE \_\_\_\_\_

## **School Mission Statement**

St. Mary School exists to continue the ministry of Jesus Christ. Striving to live as Jesus did, we share our gifts as a faith community at St. Mary School among parents, staff, and students. Above all, and in every way, we aim to instill into them a love of knowledge, an appreciation of the dignity of the human person, and a reverence for truth.

Recognizing that education is one of the most important ways by which the faith community fulfills commitment to the dignity of the human person and the building of a community, we work to develop a feeling of confidence, self-esteem, and self-worth in our students, to enable them to create and attempt new things for the good of society.

Quality teaching as the basis for quality education is our aim, and we announce by our teaching and our lives the Christ is in our midst and will one day share His glory with us.

## **Personal Note from the Teachers**

It is our joy and honor to teach your child each day. We consider it a God-given privilege. Our class is planned to give each child a positive and rewarding first school experience. It is our goal to make learning fun and exciting by exposing the students to a variety of activities each day. We want to teach them to give of themselves through sharing with classmates, special offerings to those in need, and school mission projects. Most of all, we want them to learn the importance of seeking the Lord in all they do, and knowing Him in their hearts and minds.

## **Goals and Objectives**

1. To provide a Christian atmosphere in which the students may grow spiritually, morally, intellectually, socially, and physically.
2. To provide quality teaching that enables the child to become a person of knowledge, thought, and judgment.
3. To recognize individual differences with efforts toward developing self-confidence, a love for learning, and individual creativity.
4. To encourage self-respect among children and develop acceptance of others and their differences.
5. To recognize and work with the physical, intellectual, and emotional endowment of each child within the school's potential, and when the child's needs exceed this potential, to assist parents in meeting their child's needs elsewhere.
6. To provide on-going assessment in all subject areas.
7. To assure excellence in education.

## **Classes and Times**

### **Preschool (3-4 year olds)**

Tuesday & Thursday 8:00 – 11:00 a.m.

### **Pre-kindergarten (4-5 year olds)**

Monday – Wednesday – Friday 8:00 – 11:00 a.m.

Monday – Friday 8:00 – 11:00 a.m.

Upon arriving, the child will enter the school and be seated in the cafeteria at the Preschool table. Mrs. Godsil will escort the students to the preschool room.

## **Administration**

### **The Pastor**

The Pastor is the superintendent of the school in his appointed parish. He, after consultation with the Principal and the School Advisory Council, establishes the school's policy on matters not already determined by state and diocesan regulations. He is responsible for the spiritual formation of the children in the parish school as well as those Catholic children for the parish that are enrolled in public schools.

The Pastor assists students in developing their relationship with the Lord through meaningful worship, instruction, and knowing each other personally. He maintains a close relationship with the Principal and faculty so he can be better informed when his assistance would be beneficial.

### **The Principal**

The Principal is the educational leader of the Catholic school. The Principal is directly responsible to the Pastor and Diocesan Superintendent for the organization and administration of the instructional and disciplinary activities of the school and for stimulating creative and innovative teacher-learning situations. The Principal assumes leadership in establishing good relationships with the children, parents, teachers, all staff and the local community. The Principal is the Principal/Minister of the school and oversees the spiritual development of the students and staff in conjunction with the Pastor.

### **Faculty and Staff**

All St. Mary teachers are certified according to the Standards of the State of Ohio. The school staff may include lay teachers, music teacher, physical education instructor, librarian, computer teacher, secretaries, maintenance personnel, and other educational aids that provide assistance in various areas of the instructional program.

The Principal and diocesan personnel stimulate Professional competency and growth through monthly faculty meetings, in-service workshops, professional readings, and supervision.

The faculty and staff accept the philosophy and educational goals of the Diocese of Toledo and St. Mary School. They endeavor to make this spirit permeate their instruction and dealings with the children, parents, and with each other.

### **St. Mary School Advisory Council**

The function of the School Advisory Council is to assist the Pastor and Principal in formulating and defining school policy at the parish level and to serve as the liaison between the school and the parish community. Local policies must be in keeping with the diocesan and state policies and constructed broadly enough so that the Principal is able to exercise professional leadership and judgment in the administration of school. The council is composed of adults elected or appointed from the parish and members of the school community.

## **Communications**

Teachers and staff are always available to answer any questions or listen to any concerns that you may have. Letters from the teacher will be sent home to keep the parents informed of activities going on in the classroom and upcoming events. A weekly letter from the Principal will be sent home, as well as, a monthly activity calendar. Official Parent/Teacher Conferences are scheduled two times a year.

## **Complaint Investigation**

Parents with a question or complaint are first to address the teacher with the issue at hand. If satisfaction is not met, the parents are to contact the School Principal. Following that, the School Pastor shall be contacted. In severe cases the Toledo Diocese School Superintendent may be reached at 1-800-926-8277.

The State Department shall investigate and may inspect any licensed school child program after receiving any complaint that the program is out of compliance with the requirements of sections 3301.52 through 3301.59 of the Revised Code or Chapter 3301-32 of the Administrative Code.

The investigation may include any number of contacts. The Department shall complete a disposition report for each complaint after concluding the investigation. The report shall be kept on file at the Department.

All complaints and reports concerning the operation of programs regulated by Chapter 3301-32 of the Administrative code and sections 3301.52-3301.59 of the Revised Code., may be reported to the designated department or ombudsman or the Office of Early Childhood Education. The names and phone numbers of both parties shall be posted in a conspicuous place near the posted program license.

## Discipline

We at St. Mary School do not believe that corporal punishment is the responsibility of the school. If deliberate and consistent disobedience is occurring, the child will first be warned verbally. A second offense will result in the child being removed from the problem area and placed in another activity. If the problem continues, the child will be placed in a time-out chair away from the other students. A fourth offense will result in a conference with the parent.

## Dress Code

The Preschool students of St. Mary are not required to wear uniforms. However, they are to wear clothing that is suitable for a young child, that which does not conflict with St. Mary's philosophy. They may wear shorts during the months of August through early October and then in April through June. Please send your child in gym shoes on his specified physical education day. Although, Preschoolers are not mandated to wear masks, there may be times they will need to wear a face shield which will be provided by, and kept at school.

## Early Learning Content Standards

Visit the Ohio Department of Education Web site at [www.ode.com](http://www.ode.com) to view the Early Learning Content Standards and a complete set of standards for Pre-Kindergarten through grade 12. Standards developed by the Ohio Department of Education Center for Students, Families and communities Columbus, Ohio 43215.

## Emergency Closing

During inclement weather, listen to radio stations, WNCO FM (101.3), WYHT FM (105.3), WMAN FM/AM (98.3 & 1400), WFXN FM (102.3 & 107.7), WSWR FM (100.1) and WNCOAM (1340) and TV 68 WMFD for the cancellation or delay of school. If the Madison School System is closed FOR WEATHER ONLY, St. Mary School will automatically do the same. Cleveland television stations 3 and 8 usually broadcast St. Mary School closings.

Parent alerts for any emergency school delay, closing, or cancellation of events will be sent through Option C and posted on the school's Facebook page.

## Entrance Requirements

In order to enroll in the Tuesday & Thursday class, a child must currently be the age of three years and must be potty trained by the time school begins. A student must be four years old by the first day of school to be admitted into the Monday – Wednesday – Friday and 5 day programs. Being potty trained is also required.

Before the first day of school, the parent must provide the following information:

- Birth Certificate
- Custody papers when relevant
- Doctor signed well-child physical form
- Immunization records

**NO CHILD MAY START CLASSES UNTIL ALL ABOVE FORMS ARE TURNED IN.**

## Extra-Curricular Classes

The children not only enjoy the activities of the classroom, but each week also participate in Physical Education, and Music. All classes will share in a Bible Time each day.

## Health and Safety

In order to protect the health and safety of all students, children showing signs of illness should be kept at home. Do not send your child if the following symptoms appear; fever, questionable skin rash, diarrhea, eye discharge, or vomiting.

If a child becomes ill during the day the school secretary will contact the parent(s) immediately. The child will remain in the school clinic until he/she is picked up.

If your child is exposed to or contracts any communicable disease (i.e. chicken pox, measles, German measles, Covid-19, mumps, lice, strep throat, and impetigo), please contact the teacher or the school office. A health awareness note will be sent home to the rest of the students who have been exposed to the syndrome to aid in controlling an outbreak. The names of the affected children will remain confidential.

If a child has an accident or injury during the day, an incident report will be written and kept on file in the Preschool office.

Please note: if your child has an inhaler due to respiratory problems keep it in the child's book bag and make the teacher aware of the situation. If your child is on prescription medication, please arrange the dosage times around the preschool hours, so that it does not have to be administered at school.

It is IMPERATIVE that you fill out and return an emergency medical form to the teacher during the first week of school. Please make a special notation of any allergies your child might have.

Hearing and vision screenings will be given routinely by the school nurse. Teachers may recommend a child for screening. The Richland County Health Department school nurse will notify you in writing if your child does not pass these tests and needs to be examined by a physician.

Due to the Pandemic, each student's temperature will be taken before entering the classroom.

## Immunizations

Careful records of your child's immunization dates are kept in your child's student file. Children without the required immunizations are not permitted to attend school. Any updates need to be sent to the school office to keep the child's record current. The following immunizations are required for preschoolers:

- 4 doses of DTap, DTP, or DT or any combination
- 3 doses of OPV or IPV or any combination of these
- 1 dose of MMR administered on or after the first birthday
- Hib-3 or 4 doses depending on the vaccine type and the age the child began the 1<sup>st</sup> dose. The last dose is given on or after 15 months of age
- 3 doses of HEP B, Hepatitis B

## Nondiscriminatory Policy

We at St. Mary School admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admissions policies, scholarship and loan policies.

## Preschool Curriculum

The St. Mary School Preschool Program will give each student the opportunity to experience creative hands-on learning and to develop social skills in a Christian environment. Developmentally appropriate learning activities are provided for all children. There are several Learning Centers which the children will be involved in throughout the course of their experience. These Centers vary and focus on:

- Social and Language skills
- Listening skills

- Fine and gross motor skills
- Reading readiness skills
- Math readiness skills
- Social Studies skills
- Early Science skills
- Creativity in various forms of expression
- Following directions

The children use the centers on a rotation basis. Many of the centers are based on a theme which varies each week.

## **Snack**

A monthly snack calendar will be sent home for each class. On the student's specified snack day, he/she is to bring napkins and a healthy snack for each child in the classroom. The school will provide milk and/or another beverage. Please be sure to tell the teacher of any food allergies your child may have by the first day of school. Each child's birthday will be celebrated at some time during the school year. On that day, a special treat may be sent in. We do ask that NO CUPCAKES be sent in; the children have a very hard time eating these.

## **State Certification**

The State Department of Education visits twice annually to reassure you that we are providing the safest environment for your child. You will find our certificate located near the entrance of our classroom. The teacher is also certified through the State Department of Education as well as the Diocese of Toledo.