



St. Vincent de Paul

Preschool

# Parent Handbook



2019-2020

206 E Chestnut St. Mt. Vernon, Ohio 43050 740-393-3611  
[www.saintvdpschool.org](http://www.saintvdpschool.org)



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## Welcome to Preschool!

Parents are a child's first teacher, and we are honored that you have chosen St. Vincent de Paul Preschool to continue your child's education. Your child is a very important person, God's own child. We welcome your child as an individual and will try to understand and help each child develop in healthy, happy ways.

At St. Vincent de Paul Preschool, your child will learn while playing, singing, interacting, moving, listening, sharing, and responding in both directed and independent activities. Young children learn through creative play, actively exploring and manipulating their environment. Concrete experiences contribute to concept development in preschool-aged children. Through creative play, a powerful tool for young children, the stage is set for self-discovery and self-realization. Play is the major vehicle for the development of the whole child in all areas: spiritual, social, emotional, cognitive and physical.

In this handbook, you will find answers to many questions you may have, including our policies and philosophy, as well as many practical matters, such as arrival/dismissal and parent-teacher conferences. Parents are responsible for reading the handbook in its entirety and then signing the acknowledgment form. If you have questions about what is happening at preschool, please email your child's teacher, the preschool director or the principal, or call the school office.

Many blessings,

The St. Vincent de Paul Preschool Staff:

<b>Mrs. Lisa Zoldak (Miss Lisa)</b> , Teacher 2-Day, 3-Day & 5-Day Classes Aides: Mrs. Sherry Colombo, Mrs. Hannah Newton	<a href="mailto:zoldakfamily@gmail.com">zoldakfamily@gmail.com</a>
<b>Mrs. Ann Ware Bell (Miss Ann)</b> , Teacher All Pre-K Classes Aides: Mrs. Tina Hall, Mrs. Michelle Shillito	<a href="mailto:awarebell@cducation.org">awarebell@cducation.org</a>
<b>Mrs. Leslie Buehrer</b> , Preschool Director	<a href="mailto:Lbuehrer@cducation.org">Lbuehrer@cducation.org</a>
<b>Mrs. Justine Maag</b> , Principal	<a href="mailto:jmaag1@cducation.org">jmaag1@cducation.org</a>
School Office Phone Number	(740) 393-3611



## Our Preschool Philosophy – the Family Model

St. Vincent de Paul Preschool is an extension of the Parish ministries of St. Vincent de Paul Church and was established to meet a growing need for a quality early childhood program for the young children of St. Vincent Parish and the surrounding community. We strive to foster the wholeness of the individual by meeting the spiritual, physical, emotional, social and cognitive needs of the child. Our goal is to have a safe and loving atmosphere where each child explores and discovers through hands-on interaction with her/her environment. Opportunities will be provided to use and share existing skills and to learn new skills which will help each child establish a positive self-esteem. We will approach these goals as followers of Jesus, the perfect teacher, with a sense of commitment, service, wonder and love. **Believing in the worth of each family, we seek collaboration and support from your family as we nurture the development of your child.**

### Objectives

Our objectives are to plan and structure play and learning experiences in a Christian environment which will further enhance and facilitate growth and development for each child, so that he/she may:

1. Become independent and self-motivated;
2. Think creatively and solve problems by thinking, reasoning, questioning, experimenting;
3. Express him/herself as an individual through language development and creativity;
4. Function successfully in a group of peers using cooperation, sharing and friendship values;
5. Gain a sense of self-worth as a special part of God's community.

### **How does our program enhance the development of the whole child?**

- Nourishes spiritual development
- Supports children in becoming active and confident learners
- Focuses on children's play
- Responds to children's developmental needs and interests
- Engages the child with interactive materials
- Adapts to children's learning needs and interests
- **Recognizes families as the child's first teacher**

The aim of St. Vincent de Paul's religious program is to help develop Christian values. Religion is not a separate entity and is a part of all aspects of life. Therefore, religion is integrated with other subjects that teach appreciation of and respect for all racial and ethnic groups, the values of peace and justice, social awareness and moral responsibility. Religion must help the child relate to all people of our world, accepting their difference and appreciating their value as children of God. **Families of all religious backgrounds are welcome to our program.**



## Curriculum Goals

Teachers observe, plan, and structure the children's experiences in a Christian environment. This further enhances the growth and development of each child as we strive to:

- Help children grow socially, emotionally, physically, morally and intellectually through a safe and developmentally appropriate child-centered program;
- Provide a sense of self-worth by enhancing self-confidence and self-esteem in all learners;
- Provide concrete experiences with learning activities that promote experimentation, creativity and problem solving;
- Offer experiences that promote, support and encourage emergent literacy;
- Encourage children to successfully function in a group of peers through cooperation, sharing, friendship and values;
- Nurture the development of children as individuals in a community of learners;
- Teach respect for each other's rights as well as the differences that make each person a unique individual;
- Establish an environment that nurtures and values the natural learning process, curiosity and enthusiasm inherent in all young children;
- **Model a cooperative and supportive partnership between children, teachers and families and establish a positive connection between home and school.**

## Guidance and Discipline

There are rare instances that children have difficulty participating in a positive way or feeling successful in our environment. Continued emotional upset, unhappiness, anger or unusual patterns of behavior may indicate this difficulty. **Families are an integral part of the process for evaluating unusual incidents, and teachers will strive to keep the lines of communication open with families.**

When a child's consistent inappropriate behavior interferes with teachers' or other children's rights or becomes a safety concern, the following steps may be taken:

- Observation of the child by teacher and director
- Parent-teacher conferences to discuss concerns and strategies
- Implementation of a plan designed by the school and family
- If additional support is required, a referral to school district or services for evaluation
- If these steps fail to bring a positive change, the child's participation in the program may be terminated.

## Parent Involvement and Communication

Parent interest and involvement is important to a child's growth and development in school. Our program becomes richer as our families become more involved. We highly encourage families to participate. You are welcome to:



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- Share special talents and traditions;
- Communicate ideas, questions, concerns;
- Attend family events, such as the All-School Picnic, St. Nick Dinner, Christmas Program, Breakfast with a Buddy, Snacks with Someone Special, and other family events announced throughout the year.

Communication is critical for building a good relationship between teachers and families. It might be easiest to talk to the preschool staff during drop-off and pick-up times. However, these times may be difficult for teachers to fully supervise children while having a conversation with a parent. We will do our best to have informal conversations. You may email your child's teacher to set up an appointment, call the school office, or contact our School Advisory Board with questions, concerns and feedback.

### ***Mailbox***

Each child will have a folder and a Family Envelope via which important information will be shared. The Family Envelope will be sent home every other Monday, and it must be signed and returned to school the following day. In addition, you will receive weekly emails or notes from the teacher and bi-weekly newsletters from the director. We communicate with families via phone, email, and our online school portal called School Speak. All families must log in to School Speak to activate their account. Families should also check the Announcement Board and the school website for information.

### ***Parent-Teacher Conferences (Assessment)***

Parent-Teacher Conferences will be held twice a year in the Autumn and Spring. A conference may be scheduled at any other time throughout the year by request of a parent or teacher.

## **St. Vincent School and Preschool Admissions Policy**

Children of active pledging parishioners will be given priority to the extent space is available in the appropriate class. If there are more children of active pledging parishioners registering for any grade than there are spaces available, the children will be accepted in the following order:

- a. First, a parish family already having children in the school;
- b. Second, siblings of non-parishioner families attending the school or preschool during the current school year;
- c. Third, other parish families will be taken in order of their registration in the parish.

After that, if there is still space available, children will be admitted in the following order:

- a. First, children of other/new St. Vincent parishioners, providing the family agrees to support the parish by becoming active, pledging parishioners;



- b. Children of active, pledging parishioners of other parishes having no school (Diocesan guidelines for tuition will be followed);
- c. Children of other faiths.

These priorities are guidelines only. The pastor and principal shall have broad discretionary authority in the application of these guidelines in specific situations. In addition, there are time limitations for enrollment which are published early within the parish.

## Enrollment Policy

A child is considered to be enrolled in St. Vincent de Paul Preschool when the parent or guardian has completed the **School Registration Form**, the **Registration Fee** has been paid, and the Preschool Director confirms the availability of space. Children must be 3, 4, or 5 years of age by September 1 to be admitted into the Preschool or Pre-Kindergarten classes, unless special arrangements have been made with the Preschool Director. All preschoolers must be potty trained.

The Preschool Registration Form, Pick-up Authorization Form, Consent for Emergency Treatment Form, and Child Medical Statement (signed by your child’s doctor or nurse practitioner) are required to be on file on the child’s first day of attendance. This is required by the State of Ohio for your child’s safety. Any changes to any of this information must be communicated to the Preschool Director immediately so that current information is always on file. **The Child Medical Statement signed by a physician or certified nurse practitioner is required by the State of Ohio to be submitted prior to the date of admission or not later than thirty days after date of admission and annually from the date of examination thereafter. A child without an up-to-date Child Medical Statement of file will not be allowed to attend school until an up-to-date Child Medical Statement is turned in.**

### Registration and Fees

Preschool is in session September through May. There is a registration fee of \$125 per family. The Registration Fee and tuition are non-refundable. The tuition rates are as follows:

2 Days a week (Tuesday, Thursday)	\$964
3 Days a week (Monday, Wednesday, Friday)	\$1264
5 Days a week (Monday-Friday)	\$2020
Pre-Kindergarten (Monday –Friday)	\$2188

Enrollment of a child in our Preschool Program will be contingent upon receipt of the monthly or yearly tuition payment.



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Equal tuition amounts will be charged for all months regardless of days off school due to teacher meetings, school vacations or weather since the number of days in session balances out over the nine-month period. Tuition is due monthly to FACTS Management Company through automatic payments from your checking account, savings account, or credit card. Otherwise, tuition may be paid in full in the school office no later than June prior to the beginning of the school year.

In case of extended illness, a tuition fee waiver will be considered upon recommendation from your physician. Our expenses are such that no other tuition waiver will be considered.

If you intend to withdraw your child from preschool, you must give two weeks' notice in writing to the preschool teacher prior to leaving.



## Sample Schedule for Preschool Classes

### (2-Day, 3-Day, 5-Day Classes)

**Arrival** Teacher and aide greet children.  
Children hang coats and backpacks and perform jobs.

#### **Free Play and/or work one-on-one with teacher**

**Clean Up** Children learn to take responsibility by putting away things used or played with.

**Circle Time** Children learn about the calendar, name of month, counting days of month, prayer. Lessons are presented in accordance with the Ohio Department of Education Standards and /or the Columbus Diocese Religion Curriculum. Each lesson includes an objective, procedure, material and assessment.

**Recess** Children are involved in large motor/gross motor activities outdoors whenever possible, or in the gym in bad weather.

**Snack/Prayer** Children are offered a healthy snack and milk or water.

**Art/Crafts** Children are involved in fine motor skill activities.

**Closing** Review of day and dismissal to authorized person or Extended Care personnel.



## Sample Schedule for Pre-Kindergarten Classes

<b>Arrival</b>	Teacher and aide greet children and parents. Children hang up coats and backpacks. Children choose drink. Children check job chart.
<b>Writing</b>	Individual writing of name and number. Writing date under the month.
<b>Circle Time</b>	Say Pledge of Allegiance, learn about the calendar (name of month, counting days, using manipulatives to understand the numbers), sing about the days of the week and the concepts of yesterday, today, tomorrow. Graph sunny days, rainy days, cloudy days. Pray using the sign of the cross.
<b>Lesson</b>	Each lesson includes an objective, procedure, materials needed and assessment/assignment. Lessons are presented in accordance with the Ohio Department of Education Standards, and/or the Columbus Diocesan Religion Curriculum.
<b>Play Time</b>	Children are involved in large motor/gross motor activities outdoors whenever possible, or in the gym in bad weather. Children line up and reference first, middle, last.
<b>Snack</b>	Children are offered a healthy snack and milk or water, pass out items (napkins, straws, drink, etc.), pray before eating, learn manners, clean up.
<b>Closing</b>	Review of day, finish previous projects
<b>Dismissal</b>	Children are dismissed to authorized person or Extended Care personnel.



## Hours and Days of Operation

The St. Vincent de Paul Preschool runs September through May with classes beginning on the Wednesday after Labor Day (September 4) and continuing through the last Friday before Memorial Day (May 22).

2-Day Class meets on Tuesdays and Thursdays from 8:30 a.m. – 11:00 a.m.

3-Day Class meets on Mondays, Wednesdays and Fridays from 8:30 a.m. – 11:00 a.m.

5 Day Class meets Monday through Friday from 12:00 p.m. – 2:30 p.m.

A.M. Pre-K meets Monday through Friday from 8:00 a.m. – 11:00 a.m.

P.M. Pre-K meets Monday through Friday from 12:00 p.m. – 3:00 p.m.

### **Arrival**

You are required to accompany your child to the classroom door. Do not drop off your child in the parking lot or along the street. Do not allow a child's sibling or another child to escort him/her to the classroom. If your child attends Extended Care before class begins, you must take your child to the Extended Care room. A staff member will walk him/her to the preschool classroom at the appropriate time.

### **Dismissal**

Children are usually dismissed from the gym doors on MacArthur Street. Children will not be permitted to leave the school until a parent or other designated adult has come to get them. The teacher must be informed who will be picking up a child or group of children. Notify the teacher of any special circumstances regarding pick-up authorization. If your child participates in Extended Care after class, when you come to get your child you will need to sign the pick-up log.

### **Late Fees**

Parents are responsible for picking up their children promptly at the end of class. Parents will be charged a late of \$5 for every 15 minutes they are late picking up their child. If you are not able to pick up your child at dismissal time, please arrange to have your child go to Extended Care. There is a registration form you must fill out before your child attends Extended Care.



**Inclement Weather Days**

You will receive an alert through School Speak when there is a delay or closing.

When St. Vincent School is closed for a **snow day** or other calamity, there will be no Preschool or Pre-K classes.

When St. Vincent School is on a **1-hour delay**, morning Preschool/Pre-K and Extended Care will operate on a 1-hour delay. That means Extended Care will open at 8:00 a.m.; A.M. Pre-K will begin at 9:00 a.m.; 2-day and 3-Day classes will begin at 9:30 a.m. Dismissal and afternoon classes will happen at the regular times.

When St. Vincent School is on a **2-hour delay**, there will be no morning Preschool or Pre-K. Extended Care will open at 9:00 a.m. Afternoon classes will operate on their regular schedule.

**Preschool Calendar 2019-2020**

*Dates and times are subject to change due to inclement weather, etc. Please see bi-weekly newsletters for updates.*

<h1>August</h1>		
Saturday, August 24	noon – 2:00 p.m.	Open House for <b>a.m.</b> classes
Sunday, August 25	noon – 2:00 p.m.	Open House for <b>p.m.</b> classes

<h1>September</h1>		
Wednesday, September 4 <i>1<sup>st</sup> day of school, except for 2-Day class</i>	<ul style="list-style-type: none"> <li>A.M. Pre-K begins at 8:00 a.m.</li> <li>3-Day Class begins at 8:30 a.m.</li> <li>5-Day Class begins at noon</li> <li>P.M. Pre-K begins at noon</li> </ul>	
Thursday, September 5	8:30 a.m.	First Day for 2-Day Class
Saturday, September 14	6:00 p.m.	All-School Fall Picnic
Monday, September 23		NO SCHOOL – Professional Development

<h1>October</h1>		
Friday, October 18		NO SCHOOL – Teacher Work Day
Thursday, October 24	Time TBA	“Peek Into Preschool” for 2-Day Class
Friday, October 25	Times TBA	“Peek Into Preschool & Pre-K” for 3-Day, 5-Day & Pre-K Classes
Wednesday, October 30	Time TBA	Costume Parade for 3-Day Class
Thursday, October 31	Time TBA	Costume Parade for 2-Day, 5-Day & Pre-K Classes



## November

Wednesday, November 6	3:30 - 6:15 p.m.	Parent Teacher Conferences
Thursday, November 7		NO SCHOOL – Professional Development
Thursday, November 7	3:00 - 6:15 p.m.	Parent-Teacher Conferences
Friday, November 8		NO SCHOOL
Wednesday, November 27- Friday, November 29		NO SCHOOL – Thanksgiving Break

## December

Thursday, December 5		Bring a shoe to school for St. Nick to fill!
Friday, December 6	6:00 p.m.	All-School St. Nick Dinner & Festival
Friday, December 13	6:00 p.m.	Preschool & Pre-K Christmas Program - St. V Gym
December 23 – January 5		NO SCHOOL – Christmas Break

## January

Monday, January 6		School Resumes
Friday, January 17		NO SCHOOL – Teacher Work Day
Monday, January 20		NO SCHOOL – Martin Luther King Jr Day

## February

Week of February 10		Tentative – Kindergarten Screening
Wednesday, February 12	3:30 - 6:15 p.m.	Parent Teacher Conferences
Thursday, February 13		NO SCHOOL – Professional Development
Thursday, February 13	3:00 – 6:15 p.m.	Parent Teacher Conferences
Friday, February 14		NO SCHOOL
Monday, February 17		NO SCHOOL – Presidents’ Day
Tuesday, February 18	Time TBA (Evening)	Open House for Prospective Families
Tuesday, February 25		Open House (only if bad weather on the 18 <sup>th</sup> )



# March

Friday, March 20		NO SCHOOL – Professional Development
Monday, March 23		NO SCHOOL

# April

April 6 - 13		NO SCHOOL – Spring Break
Tuesday, April 14		School Resumes
Thursday, April 30	Time TBA	“Breakfast with a Buddy” for 2-Day Class

# May

Friday, May 1	Times TBA	“Breakfast with a Buddy” for 3-Day & A.M. Pre-K “Snack with Someone Special” for 5-Day & P.M. Pre-K
Thursday, May 21		Last Day of School for 2-Day Class
Friday, May 22		Last Day of School for 3-Day, 5-Day, Pre-K Classes

# June

Mid June – End of July		School Office Closed for Summer Break
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*If you have questions or concerns during summer break, email the Preschool Director at [LBuehrer@cdeducation.org](mailto:LBuehrer@cdeducation.org)*

## Diocesan Policy for School Volunteers

According to Diocesan Policy, all school volunteers must have attended the “Protecting God’s Children” workshop and have a BCI report on file in the school office. You will not be allowed to volunteer at the school in situations where care, custody or control of preschool or school age children are present, unless you have both of these forms on file. This policy also applies to attending classroom parties.



## General Information

### Restroom Rules

Do not send children to school in any kind of diaper or pull-up. Children must be potty trained and able to use our restroom in the preschool classroom on their own (including wiping).

### Behavior Policy

Parents will be notified if a child exhibits behavior that is a safety hazard to other children or to a teacher. If a child exhibits unacceptable or uncontrollable behavior, the director or principal has the right to suspend or dismiss the child from preschool.

### Parent Roster

A list of the names and telephone numbers of parents or guardians of children attending our preschool is available up on request. Each class list includes all parents who have given us permission to release their names and phone numbers.

### Parent-Teacher Conferences

Parent-Teacher Conferences will be scheduled twice yearly to discuss each child's progress. A conference may be scheduled at any other time throughout the year by request of a parent or teacher.

### Inspection Reports

Parents have the right to obtain a copy of the State Inspection Report or to file a complaint. Please contact the school office if you should need to do so.

### Administration of Medication

Our classes are in session for only 2.5-3 hours. Therefore, we do not administer medication of any kind, except for asthma inhalers.

### Parental Access

Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the director/principal. Upon entering the premises, the parent should report to the school office.

## Guidance Policy

The St. Vincent de Paul Preschool staff believes that helping a child learn self-control is very important. Our hope is that each child will learn self-discipline through careful guidance. Each child will be treated with love, respect and forgiveness. Teachers will act as models of positive behavior. Our expectations will be kept within the child's capabilities and the child will be made



aware of these expectations. Positive reinforcement and positive redirection (removing the child from the situation and giving the child an appropriate activity) will be used. A child may be separated from the group for a short time when he/she is unable to control his/her behavior if the behavior infringes on the rights and safety of others.

The method of discipline for the Preschool personnel shall be restricted as follows:

- There shall be no cruel, harsh, or unusual punishment such as, but not limited to, punching, pinching, spanking, or biting.
- No discipline technique shall be delegated to any other child.
- No physical restraints shall 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 regain control.
- No child shall be placed in a locked room, closet, box, or cubicle.
- No child shall be humiliated or subjected to profane language, threats, or derogatory remarks about himself or his family, or other verbal abuse.
- Discipline shall not include withholding food, rest, or toilet use.
- Techniques of discipline shall not humiliate, shame, or frighten a child.
- Discipline shall not be imposed on a child for failure to eat or toileting accidents.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted, well-ventilated space.

## Clothing

Your child should be dressed in clothes that they can zip, button, and buckle themselves. Jewelry usually gets lost and we are not responsible for these items. **Flip flops, backless shoes, smooth bottom shoes, or heels higher than ½" are not permitted** due to safety concerns, as they can be dangerous on the playground and stairs. Children must be dressed appropriately for the weather, as we do go outside on cold days. Make sure your child has a jacket in fall and spring and a coat, hat and gloves in the winter. Below are more clothing suggestions:

### Allowed:

Shoes- tennis shoes, dress or casual **shoes with backs**

Pants- jeans, sweatpants, Capri pants, shorts, skirts or dresses for play

Shirts- shirts with sleeves; sleeveless shirts to the shoulder, t-shirts, sweatshirt, golf shirt

### Not allowed:

Shoes- clogs, crocs, shoes or boots with heel higher than ½", flip-flops, shoes without a back.



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Pants- sagging or oversized bottoms. Clothing with holes or undergarments revealing. Belts for children who cannot manage them

Shirts- tank tops (sleeves must go to the shoulder), halter tops, belly shirts, spaghetti straps, tube tops, rude/improper advertising

Please label your child's personal belongings, including jackets and mittens. One child's belongings may look exactly like another's. We cannot be responsible for lost articles.

Please provide a change of clothes for your child in case of an accident. Please put the change of clothes in a large Ziploc bag and label his or her name on the front. We will store the clothing for your child during the year and return it at the end of the school year

### Book Orders

Your child will bring home a form to order books about once every other month. **If you wish to order, simply follow the directions on the order to form to place and pay for your order online. This year, we are taking online orders only.** Books will be delivered to the school and sent home with your child. The order forms are provided as a convenient way for parents to buy quality books for their child at a low price. As an added bonus, for every dollar that is spent on books, we earn bonus points which are used to purchase more books for classroom use. This is a win-win situation because you get quality books at a low price, and you are helping to provide new books for the classroom. Of course, you are never under any obligation to order.

### Snack Time

Snack time is a very enjoyable time at preschool. Each day at snack time your child will have the opportunity to drink white milk, chocolate milk, or water. The price for a carton of **milk** is 35 cents. If your child will never drink milk, you do not pay.

Cost of snack-time milk for the school year (September – May):

2-Day Class	\$23.10	3-Day Class	\$32.20
5-Day Class	\$55.30	Pre-K	\$55.30

**Please send in a check at the beginning of the school year to cover the cost of milk for your child from September to May.**

Parents will be asked to donate healthy snacks for the class on a rotating basis. The **snack schedule** will come home with your child shortly after school begins. A snack container will be sent home with the designated "snack helper" to help remind the student's family. On the side of the container is the number of children in the class and any allergies that children may have in the class. Please be observant of the allergy notations. Please indicate on your child's health form if he or she has any food allergies. If it is inconvenient for your child to bring snack on his



assigned week, please notify the teacher and another week can be rescheduled. Parents are encouraged to bring simple, individually wrapped nutritious snacks, especially snacks that contain vitamins A & C. Please remember that we are serving many hungry children at one time and do not have the time to peel fruit, cut a large snack into many small servings, or to divide a large bag of food. Individually wrapped snacks also help to prevent the spread of germs. If your child has a food allergy or a specific diet, please discuss this with your child’s teacher so that she can make sure that we accommodate your child.

Here are a few suggestions for snacks:

- Any type of fruit or vegetables
- Peanut butter crackers or cheese and crackers
- Granola or cereal bars
- Cheese cubes or cheese sticks
- Pretzels

**Birthdays** (or half-birthdays for summer birthdays) are special occasions and can be celebrated with “goodies”. Please do not bring full size cupcakes, but instead opt for mini cupcakes, mini muffins, or ice cream cups.

## Staff/Child Ratios and Maximum Group Size

St. Vincent de Paul Preschool teachers are qualified Early Childhood Educators with degrees and/or college coursework in the areas of Child Development and Education, as well as practical experience working with young children. Teachers are committed to annual professional development. The staff-child ratios at St. Vincent meet the Ohio Department of Education Standards.

They are as follows:

	<u>ODE STANDARDS</u>	<u>MAXIMUM GROUP SIZE</u>
3 & 4 year olds	1:12	24* WITH FULL TIME AIDE
4 & 5 year olds	1:14	28* WITH FULL TIME AIDE
Pre-Kindergarten	1:14	28* WITH FULL TIME AIDE

## Age Cut-Off Dates

Children will enter Preschool or Pre-Kindergarten class based on their age as of September 1st, unless other arrangements have been made with the administrator. Children will remain in that class for the school year unless a child’s parents, teacher, and the director or principal agree that another classroom setting would be more appropriate.



## Mandated Reporters

All staff members are mandated reporters of child abuse. If staff members have suspicions that a child is being abused or neglected, they **MUST** make a report to the local children's services agency. The safety of the children is always our first concern.

## Forms

You received a few forms in your registration packet which need to be filled out and returned by the first week of school. The State of Ohio Department of Education will be sending a representative to our school to make sure that all forms are turned in and filled out properly. Missing or incomplete forms may cause our operating license to be in jeopardy. Please make sure to return these completed forms in a timely fashion. If they are not filled out properly they will be returned to you for proper completion.

## Management of Communicable Disease

**A child may not come to school within 24 hours of exhibiting any of the following recognized signs of illness:**

- A. Temperature of 100 degrees Fahrenheit taken under the arm
- B. Skin rash
- C. Diarrhea and/or vomiting
- D. Evidence of lice infestation, or other parasite infestation
- E. Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- F. Difficult or rapid breathing
- G. Yellowish skin or eyes, or conjunctivitis (pink eye)
- H. Unusually dark urine and/or grey or white stool
- I. Stiff neck

The child who shows any of the above signs of illness shall be separated immediately from the group. The child will be made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent. One member of the school staff shall remain with the child who is ill until he/she is discharged and will observe the child for worsening conditions. The parent or a designated adult will then be phoned so that the child may be picked up immediately.



If a child appears to be “mildly ill” (a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified above), he/she will be carefully monitored. A parent will be called if the child begins to exhibit any of the above signs of illness.

The child who has been discharged due to illness upon re-admittance to preschool will be observed by a person or persons trained in first aid before re-entering the class. **A child who has had a highly communicable illness will be required to bring in a doctor’s note stating the child is cleared to come back to school. Examples of common highly communicable illness requiring a doctor’s note for re-entering school are:**

- pink eye;
- strep;
- hand-foot-and-mouth;
- impetigo;
- ringworm;
- and others.

The preschool has on hand at all times a first aid kit. Our staff has had training in first aid and in prevention, recognition, and management of communicable diseases. All staff has been trained in recognizing signs and symptoms of illness and in hand washing and disinfection procedures. Parents will be notified when their child has been exposed to a communicable disease.

## Safety Policy

When an accident or injury occurs which requires the administration of syrup of ipecac or emergency transportation of a child, an incident report shall be completed and a copy shall be given to the parent(s) of a child. The use of aerosols shall be prohibited when children are in attendance at our preschool.

A staff member in charge of a child or group of children shall be responsible for their safety.

1. No child shall ever be left alone or unsupervised
2. A child will not be allowed to leave the room until a parent or designated person has arrived to pick him/her up.
3. In case of an emergency, a staff member shall contact a parent or other designated person.
4. Fire drills and tornado drills shall be held at varying times throughout the school year.
5. A plan is posted in each classroom which explains emergency routes out of the building and staff responsibilities in case of fire or severe weather.



## **School Communication**

We use School Speak, a web based program, as a way of communicating information to our preschool and school age children. School Speak brings information to you under a single login. From this website you can communicate with your child's teacher or school staff, view calendars, or receive e-mail and even text alerts for snow days or emergency situations. If you are in need of information as to how to access School Speak, please contact the school office. School Speak will be the mode of communication for Preschool Newsletters.



**\*SAMPLE\***

## **ACKNOWLEDGEMENT OF READING THE ST. VINCENT de PAUL PRE-SCHOOL HANDBOOK**

After you have read the contents and understand that you and your child will be responsible to follow the policies that were set according to the 2019-2020 St. Vincent de Paul Preschool Handbook, please sign the bottom of this form and return the form to the school office.

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### **ACKNOWLEDGEMENT FORM FOR THE ST. VINCENT DE PAUL PRE-SCHOOL HANDBOOK**

I have read the contents and understand that my child and I will follow the policies that were set according to the St. Vincent de Paul Preschool Handbook for the 2019-2020 school year. Please sign the bottom of this form and return to the school office.

Child's or Children's name/s \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_