



St. Vincent de Paul Preschool

206 East Chestnut Street Mount Vernon, Ohio 43050 (740) 393-3611 saintvdpschool.org

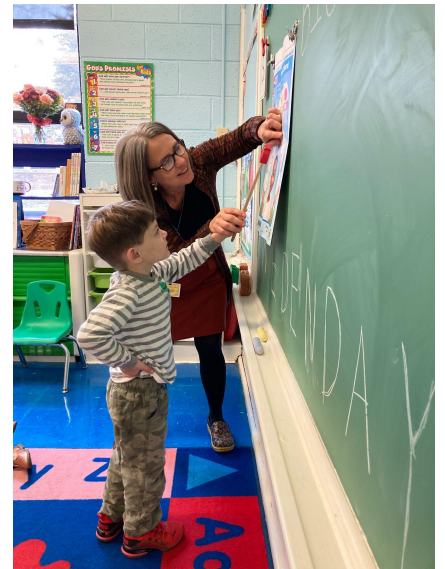
Parent Handbook 2023-2024





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Welcome to Preschool!

I am honored that you have chosen St. Vincent de Paul Preschool for your child's education. Your child is a very important person, God's own child. The preschool staff will welcome your child as an individual and will help each child develop in healthy, happy ways. Your child will learn while playing, singing, praying, interacting, moving, listening, sharing, and responding in both directed and independent activities.

At St. Vincent de Paul Preschool, we make "purposeful play" the compelling reason for our methods since we realize that play is the major vehicle for the development of the whole child in all areas: spiritual, social, emotional, cognitive and physical. Young children learn through creative play, actively exploring and manipulating their environment, and this sets the stage for self-discovery and self-realization, as concrete experiences contribute to concept development. Kindergarten readiness happens organically through purposeful play and also through teacher-directed activities.

In this handbook, you will find 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, which is part of the online registration process. If you have questions about what is happening at preschool, please email your child's teacher or me, or call the school office.

Many blessings,

Leslie Buehrer

Leslie Buehrer, Preschool Director





St. Vincent de Paul Preschool Staff

Mrs. Cecelia Pitt, School Principal
cpitt@cdeducation.org



Mrs. Leslie Buehrer, Preschool Director
Lbuehrer@cdeducation.org



Preschool:

Mrs. Lisa Zoldak (Miss Lisa), Lead Teacher
2-Day, 3-Day and 4-Day Preschool Classes
Lzoldak@cdeducation.org



Preschool Aides: **Mrs. Sherry Colombo** (Miss Sherry)
(Tuesday, Thursday)



Miss Tayler Phillips (Miss Tayler)
(Monday, Wednesday, Friday)



Pre-K:

Mrs. Ann Ware Bell (Mrs. Ann), Lead Teacher
Morning & Afternoon Pre-K Classes
awarebell@cdeducation.org



Pre-K Aide: **Mrs. Erin Dilly** (Miss Erin)





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 the environment. Opportunities are provided to use and share existing skills and to learn new skills which will help the child establish a positive self-esteem. We 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 child and 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 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;
6. Be well-prepared for kindergarten.

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 family as the child's first teacher**

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

Curriculum Goals

Teachers plan, structure, direct and observe 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, intellectually, and in their faith through a safe and developmentally appropriate, child-centered program while preparing them for kindergarten;
- 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, and friendship;
- 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:

- Share special talents and traditions;
- Communicate ideas, questions, concerns and participate in Parent-Teacher Conferences;
- Attend family events such as the Preschool Meet Up, All-School Picnic, Peek Into Preschool, St. Nick Dinner, Christmas Program, Breakfast with a Buddy, and other family events announced throughout the year.



Communication is critical for building good relationships between teachers and families. It might seem easiest to talk to the preschool staff during drop-off and pick-up times. However, it is difficult for teachers to fully supervise children while having a conversation with a parent. Please email your child's teacher to set up an appointment, whether by phone or face-to-face. You may also contact the preschool director, principal, or our school advisory board with questions, concerns and feedback.

Sending Papers Home & Online Portals

Each family will provide a folder that will stay in the child's backpack. Please remove any papers each day and then return the empty folder to your child's backpack. You may communicate with the teacher via the folder by sending a note in it. In addition, you will receive weekly updates from your child's teacher and twice monthly newsletters from the preschool director. We communicate with families via the **Class Dojo** app and by phone, email, meetings, and our online school portal called **FACTS**. **All families must log in to FACTS to activate their account. This ensures you will receive text emergency alerts** (and other important school information) **through the cell phone number you entered**. Families should also check the school website for general information.

Parent-Teacher Conferences (Assessment)

Parent-Teacher Conferences are 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. Parents are strongly encouraged to attend a 15 minute Parent-Teacher Conference to discuss their child's growth and development.

St. Vincent School 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 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 new St. Vincent parishioners, providing the family agrees to support the parish by becoming active, pledging parishioners;
- b. Second, children of active, pledging parishioners of other parishes having no school (diocesan guidelines for tuition will be followed);
- c. Third, children of other faiths will be accepted as space allows.



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 **online Registration process (Application and Enrollment for new students; Enrollment for returning students)**, 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 August 1st of the upcoming school year to be admitted into the appropriate Preschool or Pre-Kindergarten classes, unless special arrangements have been made with the Preschool Director. Preschoolers must be toilet trained and able to take care of all their toileting needs; pull-ups are not permitted.

Any changes to the registration information (address, phone number, pick up authorization, emergency contacts, etc.) must be updated in FACTS and communicated to the Preschool Director immediately so that current information is always on file. **The Child Medical Statement, signed by a physician, is required by the State of Ohio to be submitted prior to the date of admission or not later than thirty days after the 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. Child Medical Statements expire after 13 months.**

Registration and Fees

Preschool is in session from September through May, except for school breaks. There is an annual registration fee of \$125 per family. The Registration Fee and tuition are non-refundable. The tuition rates are as follows:

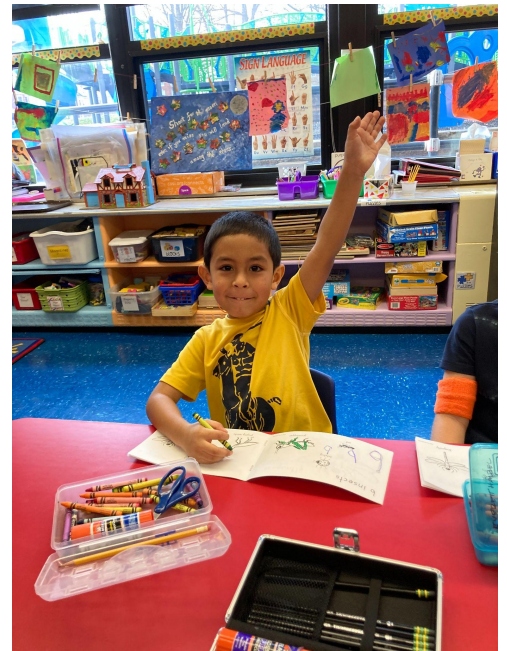
2-Day Preschool Class (Tuesday, Thursday, 8:30-11:00 a.m.)	\$1,050
3-Day Preschool Class (Monday, Wednesday, Friday, 8:30-11:00 a.m.)	\$1,355
4-Day Preschool Class (Monday-Thursday, 12-2:30 p.m.)	\$1,750
Morning Pre-Kindergarten (Monday–Friday, 8-11 a.m.)	\$2,588
Afternoon Pre-Kindergarten (Monday-Friday, 12-3 p.m.)	\$2,588

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





Sample Schedule for Preschool Classes

Your child's first school experience!

Lessons are presented in accordance with the Ohio Department of Education Standards and/or the Columbus Diocese Early Learning Standards. Each lesson includes an objective, procedure, material and assessment.

2-Day, 3-Day & 4-Day Preschool

- Arrival** The Teacher and aide greet the children.
Children hang up their coats and backpacks.
Children choose their drink for later in the day and engage in opening activities.
- Circle Time** Children learn about the calendar - names of the months, days of the week, counting days.
Children sing, dance, pray using the sign of the cross, and listen to a story related to the theme of the day.
Children learn to recognize their own written name and classmates' names.
- Centers** Children work independently and in small groups with a teacher to develop fine motor, social, and investigative skills using art, science, math, language and imaginative play. Preschool uses *Teaching Trailblazers* curriculum.

Children have the opportunity to learn the concepts of size, shape, relative position, color and number sense, prewriting and early writing activities.
- Clean Up** Children learn to take responsibility by putting away things used or played with.
- Play Time** Children are involved in large motor/gross motor activities outdoors, whenever possible, or in the gym in bad weather. Free play on the playground happens most days.
- Snack/Prayer** Children are offered a healthy snack and their choice of white milk, chocolate milk, or water.
Children pray before eating, learn manners, and clean up.
- Closing** The class reviews the day's activities and finishes projects.
- Dismissal** The children are dismissed to a parent, authorized persons, or Extended Care personnel.



Sample Schedule for Pre-Kindergarten Classes

The bridge to kindergarten!

Lessons are presented in accordance with the Ohio Department of Education Standards and/or the Columbus Diocese Early Learning Standards. Each lesson includes an objective, procedure, material and assessment.

- Arrival** The Teacher and aide greet the children.
Children hang up their coats and backpacks.
Children choose their drink for later in the day and engage in opening activities.
- Circle Time** Children learn about the calendar - names of the months and days of the week, using manipulatives to understand the numbers.

Children learn the concepts of yesterday, today, tomorrow. They track the weather.

Children sing, dance, pray using the sign of the cross, recite the Pledge of Allegiance, and listen to a story.

Children write their own names.
- Play Time** Children are involved in large motor/gross motor activities outdoors, whenever possible, or in the gym in bad weather. Free play on the playground happens most days.
- Centers** Children develop fine motor, social, and investigative skills using art, science, math, language and imaginative play.

Children work independently and in small groups with their teachers to develop emergent writing skills, number sense and other skills necessary for their development and kindergarten readiness. Pre-K uses *Learning Without Tears* curriculum.
- Clean Up** Children learn to take responsibility by putting away things used or played with.
- Snack/Prayer** Children are offered a healthy snack and their choice of white milk, chocolate milk, or water.

Children carry their own snack tray and clean up after themselves.
- Closing** The class reviews the day's activities and finishes projects.
- Dismissal** The children are dismissed to a parent, authorized persons, or Extended Care personnel.



Hours and Days of Operation

The St. Vincent de Paul Preschool year begins September 5, 2023 and continues through May 22, 2024. Please refer to the Preschool Calendar for school vacation days and other days the school will be closed.

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

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

4-Day Preschool Class meets Monday through Thursday from 12:00 p.m. – 2:30 p.m.

Morning Pre-Kindergarten meets Monday through Friday from 8:00 a.m. – 11:00 a.m.

Afternoon Pre-Kindergarten meets Monday through Friday from 12:00 p.m. – 3:00 p.m.

Arrival

Pre-K students will enter through the gym doors on MacArthur Street, and Preschoolers will enter the building via the High Street doors. Doors will be open for 5 minutes. If you arrive late, and the doors are closed, please enter through the office doors (through the parking lot).

For Pre-K arrival: within 10 minutes of the start of class, pull your vehicle up as far as you can (up to the stop sign) outside the gym doors on McArthur Street, and then walk your child to the sidewalk outside the gym doors. You must stay with your child until your child enters the building. A preschool staff member will open the doors five minutes before class is scheduled to begin, greet your child, and then your child will enter the gym to gather with his/her classmates before walking to the classroom as a group.

For Preschool arrival: please park your vehicle and walk your child to the bottom of the stairs outside the High Street doors. Please allow your child to walk up the stairs on his/her own. Stay with your child until a preschool staff member opens the doors five minutes before class is scheduled to begin. The staff member will greet your child, and then your child will enter the building and walk down a few steps to the classroom. The classroom aide will help your child begin the morning routine.

If your child attends Extended Care before class begins, please bring your child to the school office and sign in there each day. A staff member will escort your child to the Extended Care room and then walk him/her to the preschool or pre-k classroom at the appropriate time.

Dismissal

Doors will open for dismissal at the scheduled ending time for each class. Pre-K classes will dismiss from the gym doors on McArthur Street, and Preschool classes will dismiss from the High Street doors. 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. Adults picking up a child may be asked to show their ID (driver's license). If your child participates in Extended Care after class, pick up your child at the school office.

For Pre-K dismissal: Pull your vehicle as far as you can (up to the stop sign) outside the gym doors on McArthur Street. Exit your vehicle and stand on the sidewalk near the gym doors. **Be sure to show your child's ID Number Card (provided to you in August at the Meet the Teacher event) to the school staff member in charge of dismissal.**

For Preschool dismissal: Park your vehicle and wait on the sidewalk outside the High Street doors. **Be sure to show your child's ID Number Card (provided to you in August at the Meet the Teacher event) to the school staff member in charge of dismissal.**

Late Fees

Parents are responsible for picking up their children promptly at the end of class. Parents will be charged a late fee of \$5 for every 15 minutes they are late picking up their child.

Inclement Weather Days

You will receive a text alert through FACTS 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;
- A.M. Pre-K will begin at 9:00 a.m.;
- 2-Day and 3-Day Preschool 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 operate on a 2-hour delay;
- Afternoon classes will operate on their regular schedule.



Preschool Calendar 2023-2024

August		
Wednesday, August 23rd	6:00-7:30 p.m.	Popsicles on the Playground! Meet the Teacher, Drop Off School Supplies & Have a Popsicle!
September		
Tuesday, September 5 <i>1st day of school, except for 3-Day Preschool Class</i>	<ul style="list-style-type: none"> • Morning Pre-K 8 a.m. - 11 a.m. • 2-Day Preschool 8:30 a.m. - 11 a.m. • 4-Day Preschool Noon - 2:30 p.m. • Afternoon Pre-K Noon - 3 p.m. 	
Wednesday, September 6	8:30 - 11 a.m.	First Day of School for 3-Day Preschool Class
October		
Wednesday, October 11 <i>"Peek Into Preschool"</i>	3-Day Preschool Class	10:40 a.m.
Thursday, October 12 <i>"Peek Into Preschool"</i>	<ul style="list-style-type: none"> • 2-Day Preschool Class 10:40 a.m. • 4-Day Preschool Class 2:10 p.m. 	
Friday, October 13 <i>"Peek Into Pre-K"</i>	<ul style="list-style-type: none"> • Morning Pre-K Class 10:40 a.m. • Afternoon Pre-K Class 2:40 p.m. 	
Friday, October 20	NO SCHOOL - Teacher Professional Development	
Halloween Activities - Teachers will provide details in October		
November		
Wednesday, November 1	3:30 - 6 p.m.	Parent-Teacher Conferences after school
Thursday, November 2	8 a.m. - 3 p.m.	NO SCHOOL - Parent-Teacher Conferences
Friday, November 3	NO SCHOOL	
Wednesday, November 22 - Friday, November 24	NO SCHOOL - Thanksgiving Break	
December		
Friday, December 15	6 - 7 p.m.	Preschool Christmas Program in Gymnasium
Wednesday, December 20 - Wednesday, January 3	NO SCHOOL - Christmas Break	

Dates and times are subject to change.



January		
January 1 - 3	NO SCHOOL - Christmas Break	
Thursday, January 4	School Resumes	
Friday, January 12	NO SCHOOL - Teacher Professional Development	
Monday, January 15	NO SCHOOL - Martin Luther King Jr. Day	
February		
February 1-9	Call the school office to sign up for Kindergarten Screening	
Thursday, February 15 & Friday, February 16	NO SCHOOL - Teacher Professional Development	
Monday, February 19	NO SCHOOL - Presidents' Day	
Monday, February 26 & Tuesday, February 27	Kindergarten Screening is required for students entering Kindergarten at St. Vincent for the 2024-2025 school year	
March		
Thursday, March 7	3:30 - 6:00 p.m.	Parent-Teacher Conferences after school
Friday, March 8	8 a.m. - 3 p.m.	NO SCHOOL - Parent Teacher Conferences
March 18 - 21	Registration Week for the 2024-2025 school year	
Friday, March 22	NO SCHOOL - Teacher Professional Development	
March 25 - April 1	NO SCHOOL - EASTER BREAK	
April		
Monday, April 1	NO SCHOOL - Easter Break	
Friday, April 26	NO SCHOOL - Teacher Work Day	
May		
Wednesday, May 1	<ul style="list-style-type: none"> ● 10:40 a.m. "Breakfast with a Buddy" for 3-Day Class 	
Thursday, May 2	<ul style="list-style-type: none"> ● 10:40 a.m. "Breakfast with a Buddy" for 2-Day Class ● 2:10 p.m. "Snack with Someone Special" for 4-Day Class 	
Friday, May 3	<ul style="list-style-type: none"> ● 10:40 a.m. "Breakfast with a Buddy" for A.M. Pre-K ● 2:40 p.m. "Snack with Someone Special" for P.M. Pre-K 	
Tuesday, May 21	Last Day of school for 2-Day Preschool	
Wednesday, May 22	Last day of school for 3- & 4-Day Preschool & Pre-K <i>Tuition must be paid in full for the 2023-2024 school year</i>	
June - July		
Mid-June - late July	School office is closed for summer break	

If you have questions or concerns during school breaks, email the Preschool Director at LBuehrer@cducation.org.



Diocesan Policy for School Volunteers

Parent volunteers are helpful to the school, with the added benefit of getting to know the students and teachers better. This creates a wonderful sense of community. According to Diocesan Policy, all those who volunteer during the school day and in other situations in which care, custody or control of preschool or school age children are present must meet certain requirements (this policy also applies to attending classroom parties). **Volunteers must successfully complete a BCI and/or FBI fingerprint check and the *Protecting God's Children* class.**

For your BCI fingerprint scan: Make an appointment with the Knox Educational Service Center by calling (740) 393-6767. The Knox ESC is located at 308 Martinsburg Road, Mount Vernon, inside the Knox Technical Center (directly behind the Knox County Career Center, near Mount Vernon High School). It can be accessed through the Career Center's parking lot. If you have lived in Ohio less than 5 years, you will need the FBI check also. You will need to let the ESC staff know this is for St. Vincent School and that the fingerprint scan results should be sent directly to the Columbus Diocese, not to the school. There is a fee of \$30 for the BCI and \$30 for the FBI. Please bring your receipt to the St. Vincent School office.

For Protecting God's Children class: To begin the process, go to virtusonline.org and click on the green button that reads "FIRST TIME REGISTRANT." Then click "View List of Sessions"; next choose "Columbus, OH (Diocese)" as your organization from the drop down menu. There is no fee to take the class. If there is enough interest, a class may be organized at St. Vincent School.

General Information

Restroom Rules

Do not send children to school in any kind of diaper or pull-up. Children must be toilet trained and able to use our restroom in the preschool classroom on their own (including wiping, unbuckling, buckling, pulling up pants, etc.). There is a child-sized restroom in both the preschool and pre-k classrooms.

Accidents happen, so we ask all families to provide a complete change of clothes in a ziptop bag.

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 and the names of children attending your child's class is available upon request. Each class list includes information from parents who have given us permission to release their names and phone numbers in a directory.

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 preschool director or call the Ohio Department of Education at (614) 466-4161.

Administration of Medication

Because our classes are in session for only 2.5 - 3 hours, we do not administer medication of any kind, except for asthma inhalers or emergency Epi-Pens. If your child requires such medication to be administered at school, you must complete an Individualized Health Care Plan and a Request for Administration of Emergency Medication Form before the first day of school.

Parental Access

Any custodial parent or legal guardian 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, evaluate 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

Children should be dressed in clothes they can easily move and play in that they can zip, button, buckle or snap themselves. Jewelry usually gets lost and we are not responsible for these items. **Flip flops, backless shoes, smooth bottom shoes, or shoes/boots with 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** that children can run and play in

Bottoms - jeans, sweatpants, Capri pants, shorts, skirts or dresses for play (please wear shorts under skirts or dresses)

Tops - shirts with sleeves; sleeveless shirts to the shoulder, t-shirts, sweatshirts, sweaters, golf shirts

Not allowed:

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

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, crop/ belly shirts, spaghetti straps, tube tops, rude/improper words, phrases or 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 complete change of clothes for your child in case of an accident. Please put the change of clothes in a large zip-top bag and label his or her name on the front.

Book Orders

Your child may bring home a form to order books about once every other month. **If you wish to order, simply follow the directions on the orderform to place and pay for your order online. We take 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. You are under no 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 current price for a snack-time carton of milk is 35 cents. You



will receive an incidental bill through FACTS for the yearly milk fee. *If your child will never drink milk, you do not pay; (s)he will receive water each day, free of charge.*

Parents will be assigned a week in which they provide a small, healthy snack for each child in the class each day that week. Parents are encouraged to send simple, 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, open 14 different containers, or cut a snack into pieces. Here are a few suggestions for snacks:

- Any type of fruit or vegetables, portioned into single servings
- Peanut butter crackers or cheese and crackers
- Granola or cereal bars
- Pretzels
- Cheese sticks
- Mini yogurts

Birthdays are special occasions and may be celebrated with a small, sweet treat. Please do not send full size cupcakes, but instead opt for a mini cupcake, mini muffin, small piece of candy, etc. When it is your child’s birthday, please send in enough birthday treats for the students in the class, the teacher, and the teacher’s aide.

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 de Paul Preschool exceed the Ohio Department of Education Standards. Currently, our preschool classes are capped at 14 students, and our pre-k classes are capped at 16 students. In addition to the teacher, there is a full-time aide present in each of our preschool and pre-k classes.

	<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 classes based on their age as of August 1st, unless other arrangements have been made with the preschool director. Children will remain in that class for the school year unless a child's parents, teacher, and the director 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.

Required Forms

Each year, the State of Ohio's Department of Education inspects our preschool and checks to see that all forms (online and/or hard copies) have been turned in and filled out properly. Missing or incomplete forms may cause our operating license to be in jeopardy. If the forms are not filled out completely, they will be returned to you for completion.

Management of Communicable Disease

Parents should monitor their child daily for fever and other symptoms such as shortness of breath, cough, nausea, diarrhea, vomiting. A staff member may take your child's temperature and ask you a series of health questions at drop off.

A child may not come to school until he or she is symptom free for 24 hours (without the use of symptom reducing medications such as Tylenol or Advil, etc.) after exhibiting any of the following recognized signs of communicable disease:

- Temperature of 100 degrees Fahrenheit
- Diarrhea, nausea, or vomiting
- Skin rash
- Evidence of lice infestation, or other parasite infestation
- Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes, or conjunctivitis (pink eye)



- Unusually dark urine and/or gray or white stool
- Stiff neck

The child who shows any of the above signs of illness at school 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 cot shall be disinfected with an appropriate germicidal agent, or if soiled with blood, feces, vomit, or other bodily fluids, the cot 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 be phoned so that the child may be picked up immediately.

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

A 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 illnesses requiring a doctor’s note for re-entering school are:**

- **pink eye;**
- **strep;**
- **hand-foot-and-mouth;**
- **impetigo;**
- **ringworm;**
- **COVID-19;**
- **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 our staff have 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

If an accident or injury occurs which requires the administration of an emergency medication or emergency transportation of a child, parents will be notified, an incident report shall be completed, and a copy shall be given to the parent(s) of a child.

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 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, tornado drills, and other emergency 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 email and the ClassDojo app to communicate information to our preschool families. Through FACTS, a web based, school-wide program, the school sends alerts for snow days, emergency situations, and various announcements. If you need information regarding how to access/log in to FACTS, please contact the school office.

Sample of Preschool Handbook Acknowledgement Form

The following is a sample of the online Preschool Parent Handbook Acknowledgement Form that preschool parents are required to sign. The form is copied here for your reference only. The official form is completed as part of the online registration process, so **please do not sign the sample form below**.

My signature below acknowledges that I have read and understood the contents of the *2023-2024 St. Vincent de Paul Preschool Handbook*, which is found on the school website: <https://www.saintvdpschool.org/handbook>. My child and I will be responsible for following all the rules and policies set forth in the *Preschool Parent Handbook*.

Child's Full Name _____

Parent/guardian #1 signature _____

Parent/Guardian #2 signature _____

Date _____