



Preschool

St. Vincent de Paul Preschool **Parent Handbook**

2020-2021

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

www.saintvdpschool.org



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Welcome to Preschool!

We are 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. 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 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, including the additional COVID policies, 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:

Mrs. Lisa Zoldak (Miss Lisa), Teacher Lzoldak@cducation.org
2-Day, 3-Day & 5-Day Preschool Classes
Preschool Aides: Mrs. Sherry Colombo (AM), Mrs. Hannah Newton (PM)

Mrs. Ann Ware Bell (Mrs. Ann), Teacher awarebell@cducation.org
Morning & Afternoon Pre-K Classes
Pre-K Aides: Mrs. Tina Hall (AM), TBA (PM)

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

Mrs. Justine Maag, Principal Jmaag1@cducation.org

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:

- Share special talents and traditions;
- Communicate ideas, questions, concerns;
- Attend family events, such as the All-School Picnic, Peek Into Preschool, 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 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 virtual or face-to-face. You may also call the school office or contact our School Advisory Board with questions, concerns and feedback.

Sending Papers Home & Online Portals

Each child will be given a large, clear, plastic, **Backpack Envelope** that will stay in the child's backpack. Please remove any papers each day and then return the empty envelope to your child's backpack. You may communicate with the teacher via the clear envelope, by sending a note in it. A large, white **Family Envelope** from the school office will be sent home every other Monday with the oldest child in the family, and it must be signed and returned to school the following day. In addition, you will receive weekly emails or notes from your child's teacher and bi-weekly newsletters from the preschool director. We communicate with families via the **Class Dojo** app and by phone, email, virtual meetings (Zoom), and our online school portal called **Digital Academy**. *All families must log in to Digital Academy to activate their account. This ensures you will receive emergency alerts* and other important school information. Families should also check the school website for general 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:



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- 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 August 1st of the current school year to be admitted into the 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 their toileting needs; pull-ups are not allowed.

The Preschool Enrollment Form, Pick-up Authorization 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 an annual registration fee of \$125 per family. The Registration Fee and tuition are non-refundable. The tuition rates are as follows:



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2-Day Preschool Class (Tuesday, Thursday)	\$964
3-Day Preschool Class (Monday, Wednesday, Friday)	\$1264
5-Day Preschool Plus Class (Monday-Friday)	\$2020
Pre-Kindergarten (AM or PM) (Monday–Friday)	\$2188

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

2-Day Preschool, 3-Day Preschool, 5-Day Preschool Plus

- 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 may bring a healthy snack from home and are offered 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.

In addition to the above, the 5-Day Preschool Plus Class will include extra learning activities typical of a Pre-K class.



Sample Schedule for Pre-Kindergarten Classes

Arrival	Teacher and aide greet children and parents. Children hang up coats and backpacks. Children choose drink. Children check job chart.
Writing	Individual writing of name and number. Writing date under the month.
Circle Time	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.
Lesson	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.
Play Time	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.
Snack	Children may bring a healthy snack from home and are offered milk or water. They pass out items (napkins, straws, drink, etc.), pray before eating, learn manners, clean up.
Closing	Review of day, finish previous projects
Dismissal	Children are dismissed to authorized person or Extended Care personnel.



Hours and Days of Operation

The St. Vincent de Paul Preschool year begins in September and continues through May with classes beginning September 2, 2020 and continuing through May 26, 2021. Please refer to the Preschool Calendar for school vacation days and other days the school will be closed. *COVID-19 amendment: if our county or state goes to the Purple level, classes will be held remotely.*

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.

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

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

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

Arrival

All children will enter through the gym doors rather than through the office or High Street doors. Within 10 minutes of the start of class, pull your vehicle up to the gym doors on McArthur Street and unbuckle your child's seatbelt. **Adults must wear a mask if they exit their vehicle at any time during arrival. Be sure to display your child's ID Number Card in the passenger dashboard of your vehicle (or carry it if you are walking).** If you are walking, adults must wear a mask while on school grounds. Please observe 6 feet of distance between other families as well. A staff member will ask you about your child's health and possibly take your child's temperature. After that, a staff member will escort your child to class, and you must leave the school grounds. Due to concerns regarding COVID-19, do not stay to chat with others.

If your child attends Extended Care before class begins, you must bring your child to the office and sign in there. A staff member will escort your child to the Extended Care room, and then walk him/her to the preschool classroom at the appropriate time.

Dismissal

Dismissal will take place on McArthur Street only, rather than through the office or the High Street doors. Pull your vehicle up to the gym doors on McArthur Street. **Be sure to display your child's ID Number Card in the passenger dashboard of your vehicle (or carry it if you are walking).** A staff member will alert the teacher to send your child outside to your car. Please remain in your vehicle until your child arrives, and then leave your vehicle only to buckle your child into the car. **Adults must wear a mask when they are not in their vehicle. If you are walking, adults must wear a mask.** Please observe 6 feet of distance between other families, as well. As soon as your child is with you, you must leave the school grounds; due to concerns



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regarding COVID-19, do not stay to chat with others. 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, you will pick up your child in the school office.

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. 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 Digital Academy 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 8:30 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 9:30 a.m. Afternoon classes will operate on their regular schedule.

Preschool Calendar 2020-2021

**Due to the COVID-19 pandemic, dates and times are subject to change, and some events could be virtual. Dates and times are subject to change due to inclement weather, etc. Please see bi-weekly newsletters for updates. If you have questions or concerns during school breaks, email the Preschool Director at LBuehrer@cducation.org*

August		
Saturday, August 29	Schedule will be emailed to parents	Meet the Teacher
Sunday, August 30	Schedule will be emailed to parents	Meet the Teacher



<h2>September</h2>		
Wednesday, September 2 1st day of school, except for 2-Day Preschool	<ul style="list-style-type: none"> • Morning Pre-K 8 a.m. - 11 a.m. • 3-Day Preschool 8:30 a.m. - 11 a.m. • 5-Day Preschool Noon - 2:30 p.m. • Afternoon Pre-K Noon - 3 p.m. 	
Thursday, September 3	8:30 - 11 a.m.	First Day for 2-Day Class
Monday, September 7		NO SCHOOL - Labor Day
Saturday, September 12	6 p.m.	All-School Picnic (tentative)
Friday, September 18		NO SCHOOL-Teacher Work Day
<h2>October</h2>		
Friday, October 16		NO SCHOOL-Teacher Work Day
*Thursday, October 22	10:40 - 11 a.m.	"Peek Into Preschool" for 2-Day Class
*Friday, October 23 "Peek Into Preschool" & "Peek Into Pre-K"	<ul style="list-style-type: none"> • 10:40 a.m. 3- Day Class and Morning Pre-K • 2:10 p.m. 5- Day Class (not Pre-K) • 2:40 p.m. A fternoon Pre-K 	
*Thursday, October 29	Time TBA	Costume Parade for 2-Day Class (tentative)
Friday, October 30 Costume Parades (tentative)	☐ Time TBA ☐ 12:05 p.m.	3- Day Class and Morning Pre-K 5- Day Class and Afternoon Pre-K



November		
*Thursday, November 12	3:30 - 6 p.m.	Parent-Teacher Conferences
*Friday, November 13	3:30 - 6 p.m.	NO SCHOOL - Parent-Teacher Conferences
Wednesday, November 25 - Friday, November 27		NO SCHOOL - Thanksgiving Break

December		
*Friday, December 11 tentative date	6 p.m.	Preschool & Pre-K Christmas Concert (in the school gym)
December 21 - January 1		NO SCHOOL - Christmas Break

January		
Monday, January 4		School Resumes
Friday, January 15		NO SCHOOL - Teacher Work Day
Monday, January 18		NO SCHOOL - Martin Luther King Jr. Day

February		
Monday, February 15		NO SCHOOL - Presidents' Day
Friday, February 19		NO SCHOOL - Teacher Work Day

March		
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Mon-Tues, March 8 & 9	8 a.m. - 2 p.m.	Kindergarten Screening for those entering Kindergarten at St. Vincent for 2021-2022
*Friday, March 12	3:30 - 6:00 pm	NO SCHOOL - Parent-Teacher Conferences
*Monday, March 15	3:30 - 6:00 p.m.	Preschool/Pre-K Parent-Teacher Conferences
Friday, March 26		NO SCHOOL - Professional Development
April		
April 1 - April 9		NO SCHOOL - Easter Break
May		
*Thursday, May 6	10:40 a.m.	"Breakfast with a Buddy" for 2-Day Class
*Friday, May 7		<ul style="list-style-type: none"> ☐ 10:40 a.m. "Breakfast with a Buddy" for 3-Day Class & a.m. PreK ☐ 2:10 p.m. "Snack with Someone Special" for 5-Day Class (not Pre-K) ☐ 2:40 p.m. "Snack with Someone Special" for p.m. Pre-K
Tuesday, May 25		Last Day of school for 2-Day Class
Wednesday, May 26		Last day of school for Preschool and Pre-K
June - July		
Before June 18		All fees must be paid (tuition, lunch, milk, PSEC)
Mid-June - End of July		School office closed for summer break



Diocesan Policy for School Volunteers

COVID-19 amendment: we will not be allowing parent volunteers at this time.

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 toilet trained and able to use our restroom in the preschool classroom on their own (including wiping, unbuckling, buckling, etc.).

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.

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 or emergency Epi-Pens.



Parental Access

Due to the pandemic, this policy is suspended. If you wish to speak to a teacher, preschool director, or principal, please make an appointment by email or call the school office. Most meetings will be virtual. Unscheduled face-to-face meetings will not be available.

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

Children should be dressed in clothes they can easily move and play in 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 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

Tops - 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.

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 (or keep it in the backpack) and return it at the end of the school year

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 order to form 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. 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. 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 price for a carton of milk is 35 cents. *If your child will never drink milk, you do not pay; (s)he will receive a small bottle of water each day, free of charge..* **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.** Cost of snack-time milk for the school year (September – May):

2-Day Class	\$23.45	3-Day Class	\$32.20
5-Day Class	\$56.00	Pre-K	\$56.00

Parents will be asked to provide a small, healthy snack for their child each day. The snack should be placed in a snack-sized zip top baggie. 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 containers, or cut a snack into pieces. Here are a few suggestions for snacks:

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

Birthdays are special occasions and may be celebrated with a small, sweet treat. Please do not send a full size cupcake, but instead opt for a mini cupcake, mini muffin, small piece of candy, etc. Your child’s teacher will share the birthday calendar with you so you can send in a sweet treat for your child when any child in the class has a birthday.

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 or exceed 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 & 5year olds	1:14	28 WITH FULL TIME AIDE
Pre-Kindergarten	1:14	28 WITH FULL TIME AIDE



COVID-19 Pandemic Ratios

During the pandemic, we are lowering our ratios to lessen the spread of COVID-19. For now, our ratio will be 1 teacher to 9 students for all preschool and pre-k classes. For a class with enrollment greater than 9 students, we will divide the class in half to create 2 Learning Pods, and we will use 6' tall room dividers to separate the Learning Pods from each other. The dividers will have a window from 4'-6' so the teacher and aide can see each other and both Learning Pods at all times. A teacher or aide will be with each Learning Pod – on each side of the room divider - at all times.

Age Cut-Off Dates

Children will enter Preschool or Pre-Kindergarten class based on their age as of August 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.

Required Forms

You received a few forms in your registration packet which need to be filled out and returned before the first day of school. Each year, the State of Ohio Department of Education sends 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

COVID-19

- A. Parents should take their child's temperature before school each day and monitor their child for other symptoms such as shortness of breath, cough, nausea, diarrhea, vomiting.



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- B. A staff member may take your child's temperature and ask you a series of health questions at drop off.
- C. Parents must notify the school if anyone in their household tests positive for COVID-19, and then they must isolate the household for 14 days
- D. Children must stay home while waiting for results of their COVID-19 test
- E. Children may not attend school for 14 days after visiting a state that is a "hotspot" for COVID-19 **or** after using mass transit such as a train, plane, bus, or any other form of mass transit.

A child may not come to school until they are symptom free for 72 hours (without the use of symptom reducing medications such as Tylenol or Advil, etc.) after exhibiting any of the following recognized signs of possibly having contacted COVID-19:

- F. Temperature of 100 degrees Fahrenheit
- G. Diarrhea and/or nausea and/or vomiting

Other Illnesses

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

- A. Skin rash
- B. Evidence of lice infestation, or other parasite infestation
- C. Severe coughing causing the child to become red or blue in the face or to make a whooping sound
- D. Difficult or rapid breathing
- E. Yellowish skin or eyes, or conjunctivitis (pink eye)
- F. Unusually dark urine and/or grey or white stool
- G. 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;
- 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 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.

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, 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, the Class Dojo app and Digital Academy, a web based school-wide program, to communicate information to our preschool families. Teachers will send information through Class Dojo. Through Digital Academy, we will send alerts for snow days, emergency situations, and various announcements. If you are in need of information as to how to access/log in to Digital Academy, please contact the school office. Email will be the mode of communication for Preschool Newsletters.

COVID-19 Travel Policy (Diocesan Policy)

The travel policy is a safety precaution to continue our efforts in supporting the well-being of the children, our families, and our staff. Effective immediately, those who travel to high risk states as defined by the State of Ohio

(<https://coronavirus.ohio.gov/wps/portal/gov/covid19/families-and-individuals/covid-19-travel-advisory/covid-19-travel-advisory>) are required to quarantine for 14 days prior to returning to school.

When making your future travel plans, please keep in mind the 2 tiers of this policy:

Tier 1: You can return to school immediately after traveling if:

- You have not traveled to a hot spot or high risk state, and
- You traveled in a private car, and
- You were not exposed to COVID-19, and
- You are not showing symptoms of COVID-19

Tier 2: You must quarantine for 14 days if:

- You visited a hot spot or high risk state, or
- You traveled by train, plane, motor coach, or other mass transportation service

Our goal is to minimize disruption while keeping you, your family, and our staff healthy.

COVID-19 Policy for Virtual Classroom Activity (Diocesan Policy)

In order to provide continuity of instruction as a result of the COVID-19 pandemic, the Catholic Schools in the Diocese of Columbus may use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities and instruction should be under the supervision of the parent/guardian and are subject to school and Diocese policies and regulations.



While the COVID-19 pandemic continues to exist and evolve, “remote” and/or “distance” learning (hereinafter referred to as “Remote Learning”) may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent to continue to observe and participate in the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, parent/guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student’s immediate family. To the extent any Remote Learning videos are created and recorded, parent/guardian promises and agrees to permanently delete such recording following his/her child’s observation of, and/or participation in, that particular class session. These recordings will be stored, accessed, and disposed of according to guidelines that may be established by the parish or the Office of Catholic Schools for the Diocese of Columbus.

If you have any questions or need assistance with virtual classroom instruction or activities, please contact your child’s classroom teacher, preschool director, or principal.

My signature on the Preschool Handbook Acknowledgement Form expresses my understanding, acknowledgement, and agreement with the above terms and conditions and the potential for video and audio recording of my child during virtual classroom instructions and activities.

COVID-19 Acknowledgement of Risks (Diocesan Policy)

We, the parent(s), who are signing the Preschool Handbook Acknowledgement Form for St. Vincent de Paul School, acknowledge and agree that, as a student at the School and as parents(s) of that student, entering into the School or being on the School premises or entering into the parish or being on the parish premises (as applicable), having personal contact with teachers, classmates, and other School/parish staff, involves a certain degree of risk, namely of student and/or parent(s) acquiring a communicable disease, including COVID-19, and then potentially passing it on to others, including family members. Due to the highly contagious nature of COVID-19, the characteristics of the virus, and the close proximity of students, teachers, and staff at the School, there is an elevated risk of student and parent(s) contracting the disease simply by being in the School/parish building, on the School/parish premises, or at any School/parish function.



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By signing the Preschool Handbook Acknowledgement Form, we acknowledge and agree that after carefully considering the risks involved, and having the opportunity to discuss these risks with the healthcare professional(s) of our choosing, we voluntarily and willingly accept those risks and acknowledge that returning to in-person classes and other in-person School/parish functions is the choice of each family, including ours. If student or parent(s) who visit the School/parish have underlying health concerns which may place them at greater risk of contracting any communicable disease, including COVID-19, we acknowledge and agree that we will consult with a health care professional before student or parent(s) return to the School/parish, attend any School/parish function, or visit the School/parish. Moreover, we acknowledge that while adherence to safety and precautionary measures (e.g. social distancing guidelines, facemasks, handwashing, etc.) may reduce possible exposure to the risk of contracting a communicable disease, the possibility of serious illness and death remains. We do hereby accept and assume sole responsibility for any illness acquired by student or parent(s) while at the School/parish or at any School/parish function, including possible infection with COVID-19.

We further acknowledge, understand, and agree that we have obligations to the School/parish, their employees/staff members, other students, and others to take certain precautions and make certain disclosures to prevent the spread of COVID-19 as outlined by the state of Ohio and the applicable local public health department. Additionally we agree that neither student nor parent(s) will come to the School/parish or any School/parish function if: (1) student or parent(s) has a suspected or diagnosed/confirmed case of COVID-19, or (2) in the last 14 days, student or parent(s) has had a prolonged close contact with anyone, including a family member, diagnosed with or suspected of having COVID-19, or (3) if student or parent(s) is experiencing symptoms of COVID-19, including without limitation, fever, cough or shortness of breath. We further agree to immediately notify the School/parish if any of the foregoing access/use restrictions are applicable to student and/or parent(s).

Furthermore, we the parent(s) acknowledge and agree that due to the uncertainties associated with COVID-19, the educational contract by and between the parent(s), student, and School, may be fulfilled by in-person classes, but also when required as determined by the appropriate governmental authorities or at the option of the School administration, fulfillment of the educational contract may be satisfied by alternate teaching methods including but not limited to Remote Learning.



Sample of Preschool Handbook Acknowledgement Form

*The following is a **sample** of the Preschool Handbook Acknowledgement Form that preschool parents are required to sign. The form is copied here for your reference only. The official form is separate from the handbook, so please do not sign this sample form.*

Handbook Acknowledgement - Preschool 2020-2021

Child's First and Last Names _____

By signing below, you agree to the following:

I have read and understood the contents of the **2020-2021 St. Vincent de Paul Preschool Handbook**. My child and I will be responsible for following all the policies set forth in it, including the COVID-19 additions which may be found throughout the handbook.

Parent 1 Name (print) _____

Parent 1 Name (sign) _____

Parent 2 Name (print) _____

Parent Name 2 (sign) _____

Date _____